

MINUTES OF THE FINANCE & STAFFING COMMITTEE HELD ON THURSDAY 3 MAY 2018 AT THE TOWN HALL, YORK STREET, SELBY

PRESENT: Cllrs F Matthews (Chair), Ms M Davis, C Laskey, and K Arthur

IN ATTENDANCE: Town Clerk and Senior Admin Officer

FS55 APOLOGIES

Cllrs G Lockley, T Walker, E Lambert, W Nichols and G Harding gave apologies.

FS56 DISCLOSURES OF INTEREST

None.

FS57 MINUTES OF THE LAST MEETING

Minutes of the Finance and Staffing Committee meeting held on the 22 January 2018 were received.

RESOLVED: That the minutes be noted.

FS58 ALLOCATED BALANCES

The Clerk presented the Allocated Balance report for the Year End 2017/18 for consideration. The Clerk updated that the £1,770 in Q4 for the Cemetery Noticeboard was covered by the Heritage Lottery grant and £1,770 would be returned to the Capital Fund EMR in Q1 of 2018/19 Allocated Balances.

RESOLVED: That the update of the Clerk be noted.

FS59 BUDGET POSITION 2017/18

59.1 The Clerk provided a budget narrative report and income and expenditure report up to 31 March 2018. A discussion took place with regard to splitting codes within the accounts to take off income that relates to different financial years and report each quarter those differences instead of waiting until year end. The Clerk was asked to investigate whether the Town Hall box office system can produce reports on income received for shows in each financial year.

The Chair of the meeting explained that the EMR's come from the Allocated balances. The Chair would draft a template that takes the RBS accounts figures to accurately reflect the figures against the budget.

The Clerk updated that the Annual Return for 2017/18 was completed but the Internal Auditor would not be attending the office until 18 May 2018. The Agenda

for the Annual Council meeting would be posted on the 16 May therefore should there be any discrepancies found by the Internal Auditor the Clerk would bring this to Council's attention on the 21 May. The Clerk also updated that they had asked for an extension to the deadline date for submitting information to the External Auditor. The Clerk would update the Chair should an extension be granted.

RESOLVED: That

ACTION

- i) The reports be noted;**
- ii) New account codes be set up to show income received in one financial year for the next financial year and expenditure paid out of one financial year for the next financial year;**
- iii) The report produced for the next meeting has the new system for income and expenditure included in Q1;**
- iv) The Clerk investigates whether the Box Office System can produce reports on income received for shows in one financial year that relates to another financial year to the next meeting; and**
- v) The Chair would provide the Clerk with a template to accurately reflect the EMR figures against the budget which can be provided for future meetings;**
- vi) The Clerk would clarify if an extension to the External Auditor deadline is approved; and**
- vii) Should the External Auditor extension not be approved the Clerk would provide the Annual Return to Council on the 21 May with any comments by the Internal Auditor updated at the meeting.**

59.2 The Clerk provided an updated DD/SO list for the committee to consider. The Clerk was asked to clarify when amendments had been made to the DD/SO list and to amend the table to add the date the figures had been changed.

The Clerk to provide an update to Council on the 21 May 2018.

RESOLVED: That the Clerk provide an updated DD/SO List is provided for Council on the 21 May 2018.

FS60 INVESTMENT UPDATE

The Clerk provided an update from CCLA for information. A review of all investments would be provided for the next meeting of Finance & Staffing Committee.

RESOLVED: That the CCLA Property Fund and Yorkshire Bank investments be reviewed at the next meeting.

FS61 EVENTS

The Clerk provided an update on the cost to replace the large gazebo which was £994.35 which included accessories from the Asset Replacement/Refurbishment EMR.

RECOMMENDED TO COUNCIL: That approval be given to purchase a replacement large gazebo at a cost of £994.35 from the Asset Replacement/Refurbishment EMR Budget.

FS61 SERVICE CONTRACT UPDATE

61.1 The Clerk updated that the amended Service Contracts report would be provided to the next meeting. The mobile phone contract had been renewed as a SIM only 2 year contract at a cost of £15 per month (inc VAT) for 5 mobile phones.

RESOLVED: That

- i) The update of the Clerk be noted; and**
- ii) The Clerk provide the Service Contract report to the next Finance & Staffing meeting.**

61.2 The Clerk presented a report with regard to the printing/photocopying facility. The cost to have a Pin to Print facility installed on all the office PC's would be £125.00. The Clerk reported that the printing requirement had increased since 2014. They were asked to provide a cost for having the Council agendas printed by a local company instead of in-house with a cost analysis for the next Finance & Staffing meeting. A discussion took place on different methods of sending and reading the agenda and papers for meetings. It was agreed that the Digital Working Group should have a meeting to discuss alternatives.

RESOLVED: That

- i) The Clerk investigate how much it would cost to have agendas printed externally within a set deadline;**
- ii) The Clerk provide a cost analysis to the next Finance & Staffing meeting;**
- iii) The Clerk arrange a Digital Working Group meeting to discuss further requirements for printing, viewing or receiving agendas; and**
- iv) The Clerk investigate the cost to provide Window based Tablets for Councillors**

RECOMMENDATION TO COUNCIL: That approval be given to have the Pin to Print facility added to the office computers at a cost of £125.

FS63 HEALTH, SAFETY AND WELFARE WORKING GROUP UPDATE

63.1 The Clerk presented the draft Health and Safety procedure for consideration. There were some minor word changes suggested. Once these changes were completed the document would be provided for Council to adopt.

RESOLVED: That

- i) The Clerk update the draft Health and Safety procedure to be presented to Council on the 21 May 2018;**

RECOMMENDATION TO COUNCIL: That, subject to the amendments being completed, Council approve the adoption of the Health and Safety Procedure.

63.2 The Clerk presented the draft Lone Working Policy and Lone Working Work Activity Risk Assessment (WARA) for consideration. Some word changes were suggested and the Clerk was asked to update the document and present it to Council to consider adoption. The Risk Assessment needed Injury and Death to be separated and the Risk Rating to be 2 for likelihood and 5 Impact for Death and 3 for likelihood and 4 Impact for Accident. The WARA was a working document and once updated would be filed in the town hall office.

There is a facility, with First 2 Help You, to have alternative lone working devices for those staff that work unsociable hours and the committee considered the information provided.

RESOLVED: That the Clerk provide further information from other organisations that have lone working devices or alternative methods of protection for staff to Council.

RECOMMENDATION TO COUNCIL: That

- i) Subject to the amendments being completed Council approve the adoption of the Lone Working Policy; and**
- ii) Subject to the Clerk providing further information to Council on lone working devices and costs the committee recommend approval at a cost of £15 each per month, £900 per annum to cover personal Health & Safety for staff.**

FS64 SECTION 106 AND CIL UPDATE

64.1 The Clerk presented a letter from SDC with regard to CIL funding available of £2,630.08. It was agreed to request this funding. The letter also asked that an Annual Report is to be provided. The Clerk was asked to contact SDC to ascertain whether we needed to send an Annual Report as we have not received any CIL

funding to date.

RESOLVED: That

- i) **The Clerk request the £2,630.08 from SDC and allocate the funds to a new EMR; and**
- ii) **The Clerk clarify from SDC whether an Annual Report is required.**

64.2 The Clerk presented an update on S106 funding and the table of suggestions. The Clerk had provided information on a spider frame (climbing structure) for older children. A larger more robust piece of equipment was suggested.

RESOLVED: That the Clerk provide other ideas for older children's play equipment to the next Finance & Staffing meeting.

FS65 POLICY REVIEW

65.1 The Clerk requested deferring the Disciplinary and Grievance Policy and Procedures; Sickness Policy and Annual Leave Policy to the next meeting.

RESOLVED: That these policies be reviewed at the next Finance & Staffing meeting.

65.2 The Clerk presented the Toil/Flexitime Policy and the staff consultation responses for consideration. The committee agreed to change some wording as follows:

TOIL

Staff should be able to take back, in full, all the accrued time. Therefore staff should not owe or accrue more than 2/5^{ths} of a weeks contracted hours in any four week period, except in exceptional circumstances.

FLEXITIME

The committee felt that the section covering Medical Appointments was fair offering a maximum of 2 hours paid time to cover the time of an appointment, travelling and waiting time and did not agree to amend this wording.

The committee felt that there was no need for any word changes to be made to the Lunch Break section.

RESOLVED: That the Clerk would ensure that the staff and the union representatives have a copy of the committee's recommendations;

RECOMMENDATION TO COUNCIL: That

- i) **An amendment to the TOIL section of the TOIL/Flexitime**

Policy be made “Staff should be able to take back, in full, all the accrued time. Therefore staff should not owe or accrue more than 2/5^{ths} of a weeks contracted hours in any four week period, except in exceptional circumstances”;

- ii) No further amendments be made to the TOIL/Flexitime Policy provided; and**
- iii) Council approve the recommendation of the Finance & Staffing Committee and adopt the reworded TOIL/Flexitime Policy provided by the Clerk.**

65.3 EQUAL OPPORTUNITIES POLICY REVIEW

The Clerk presented a draft Equality and Diversity Policy. The document would be looked at by members of the committee and represented to the next Finance & Staffing meeting.

RESOLVED: That

- i) The draft Equality and Diversity policy presented needed rewording and the Clerk call a Working Group meeting to discuss this matter to include M Davis and C Laskey; and**
- ii) An updated draft Equality and Diversity Policy be presented to the next Finance & Staffing meeting.**

FS66 PRIVATE SESSION

A motion was agreed to move into private session.

FS67 STAFFING

67.1 The Clerk provided an updated staffing report for consideration.

RESOLVED: That the update staffing report be noted.

67.2 The Clerk presented an update report on the Funeral Fair including the income and expenditure associated with the event. It went very well and it was agreed that it should go ahead next year, in the Abbey, in May when the ‘Dying Matters Awareness Week’ is held.

RESOLVED: That the Clerk book the Abbey during the week in May when the Dying Matters Awareness Week is held.

FS68 TELEPHONE SYSTEM

The Clerk had received the quotations for a new telephone system. The Clerk would provide a report to Council on the 21 May 2018.

RESOLVED: That the update be noted.

FS69 IT PROVISION

The Clerk presented a report and quotations for the support of the IT Provision in the Town Council office. HAD-IT had given support on a couple of occasions. It was agreed that the Digital Working Group should review the IT Provision report once Council have considered the Telephone System upgrade.

RESOLVED: That

- i) The Clerk provide the IT Provision report to the Digital Working Group meeting after Council have approved a new Telephone System; and**

RECOMMENDATION TO COUNCIL: That HAD-IT provide IT support at a cost of £75 per hour (callout charge) until any further IT support is agreed.

FS70 CLOSURE OF THE MEETING

The meeting closed at 9.30pm. Dates of future meetings:

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| Monday 14 May 2018 | Land & Property Committee |
| Monday 21 May 2018 | Annual Towns, Annual Council and Council |
| Monday 25 June 2018 | Council |
| Monday 16 July 2018 | Finance & Staffing Committee |
| Monday 30 July 2018 | Council |