

**Town Clerk
Mrs G Bell**

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10 July 2019

Dear Councillor

Finance & Staffing Committee Meeting – Monday 15 July 2019

You are hereby summoned to attend the meeting of Selby Town Council which has been arranged for **MONDAY 15 July 2019** at the **COMMUNITY CENTRE, SELBY, AT 7.00PM.**

In accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960 the Public and press may attend the meeting.

Yours sincerely

Clerk to the Council

To: Cllrs F Matthews (Chair), M Rofidi, M Davis, S Cahill, Mrs W Nichols, M Dyson, C Laskey and S Shaw-Wright

All Councillors for information

A G E N D A

FS1 APOLOGIES FOR ABSENCE

FS2 DISCLOSURE OF INTEREST

FS3 TO APPOINT A CHAIR & VICE CHAIR



Selby Town Council,
The Town Hall,
York Street
Selby YO8 4AJ
Tel: 01757 708449
Email:
admin@selbytowncouncil.co.uk

FS4 MINUTES OF LAST MEETING

To note the minutes of the Finance & Staffing Committee meeting held on the 21 January 2019 (Pages 5 to 9 attached)

FS5 ALLOCATED BALANCES 2018/19

5.1 To consider the Allocated Balance Report for 2018/19. (Page 10 attached)

FS6 ALLOCATED BALANCES 2019/20

6.1 To consider the Allocated Balance Report as at 31 May 2019 (Page 11 attached)

FS7 BUDGET POSITION 2018/19

7.1 To consider the Income and Expenditure report and budget narrative report provided for 2018/19. (Pages 12 to 24 attached)

7.2 To receive the budget alignment report for 2018/19. (Page 25 attached)

FS8 BUDGET POSITION 2019/20

8.1 To consider the Income and Expenditure report and budget narrative report provided as at 31 May 2019. (Pages 26 to 35 attached)

8.2 To receive the budget alignment report up to 31 May 2019 (Page 36 attached)

FS9 IT PROVISION UPDATE

To agree a date for the next Digital Working Group.

FS10 INVESTMENT UPDATE

To receive the report of the Clerk and review with regard to the CCLA Investment and Yorkshire Bank. (Pages 37 to 38 attached)

FS11 POLICY REVIEW

11.1 To review the Annual Leave Policy. (Pages 39 to 40 attached). Staff have been consulted on the amended Annual leave Policy and no comments have been received.
To agree a review date for the Annual Leave Policy

11.2 To review the TOIL/Flexitime Policy and agree a review date. (Pages 41 to 43 attached).

RECOMMENDATION TO COUNCIL that;

- i) The Annual Leave Policy be adopted, and the review date be agreed; and**
- ii) The review date be agreed.**

FS12 HEALTH, SAFETY AND WELFARE WORKING GROUP UPDATE

To note that there have been no near misses or accidents to report. Finance & Staffing to decide whether there are any issues requiring the convening of the Health, Safety & Welfare Group.

FS13 SECTION 106 & CIL UPDATE

To consider the update of the Clerk with regard to committed expenditure and S106 funds available.

To consider the update of the Clerk with regard to CIL funding available.

Amount	To be used by	Allocated	Project	Balance
£ 63,200.51	July 2019	£ 14,960	Cone Climber – Flaxley Road	£ 48,240.51
		£ 47,000	Double Space Net – Comm. Land	£ 1,240.51
		£ 1,390	Woodland Double Gate	£ (149.49)
£ 3,900	Nov. 2019			£ 3,750.51
		£ 420	Inclusive Bench Com.Centre (Final Payment)	£ 3,330.51
£ 5,946	August 2020			£ 9,276.51
£ 12,045	January 2021			£ 21,321.51
£ 8,919	August 2023			£ 30,240.51

The Clerk has submitted a S106 Funds application form for a Double Space net at a cost of £47,000; this amount has been allocated from the funds.

Community Infrastructure Levy (CIL) funding available to Selby Town Council as at 31.05.19 is £ 9,225.03. This is currently held by Selby District Council on the Town Council's behalf. CIL Funding is not available to draw down until October 2019.

FS14 PHOTOCOPIER

To receive and consider the report of the Clerk (Pages 44 to 45 attached).

FS15 AUDITORS REPORT

To receive the year end report from the Internal Auditor (Pages 46 to 48 attached)

FS16 PRIVATE SESSION

In accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960 the Public and press will be excluded from the meeting for the discussion of the following exempt business.

FS17 STAFFING 2018/19

17.1 To consider the staffing update report of the Clerk for 2018/19 (Pages 49 to 50 attached)

FS18 STAFFING 2019/20

18.1 To consider the staffing update report of the Clerk up to 31.5.19 (Page 51 attached)

18.2 To receive the staffing bank holiday report of the Clerk (Pages 52 to 53 attached).

FS19 CLOSURE OF MEETING AND DATE OF FUTURE MEETINGS

Monday 29 July 2019	Council
Monday 2 Sept. 2019	Land & Property Committee
Monday 9 Sept. 2019	Town Hall Management Committee
Wednesday 11 Sept. 2019	Market Working Group
Monday 30 Sept. 2019	Council
Monday 21 October 2019	Finance & Staffing Committee
Monday 28 October 2019	Council