

**Interim Town Clerk  
Mrs G Bell**

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10<sup>th</sup> October 2018

Dear Councillor

**Finance & Staffing Committee Meeting – Monday 15 October 2018**

You are hereby summoned to attend the meeting of Selby Town Council which has been arranged for **MONDAY 15 OCTOBER 2018** at the **TOWN HALL, 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

Interim Clerk to the Council

To: Cllrs Mrs E Lambert, C Laskey, M Davis, K Arthur, G Harding, Ms G Lockley, F Matthews, Mrs W Nichols and S Shaw-Wright



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**A G E N D A**

**FS21 APOLOGIES FOR ABSENCE**

**FS22 DISCLOSURE OF INTEREST**

## **FS23 MINUTES OF LAST MEETING**

To receive the minutes of the Finance & Staffing Committee meeting held on the 16 July 2018 (Pages 6 to 13 attached)

To receive the minutes of the Extraordinary Finance & Staffing Committee meeting held on the 23 August 2018 (Pages 14 to 15 attached)

## **FS24 TELEPHONE SYSTEM**

### **24.1 Payment over the Direct Debit limit**

At Council on the 30 July the Clerk was asked to clarify why was the DD to BT Broadband over the £175 approved figure as the invoice was for £230.48. The broadband contract allowance is 50GB a month, however in May the allowance was exceeded. As this was a "one-off" BT have agreed to refund the charge and this should be shown on the next quarter invoice. The average usage per month is around 48GB, in May the RBS programme was updated and as this was downloaded this may have been the reason for the allowance being exceeded.

### **24.2 New Telephone System**

The new telephone system is now in place and working. The invoices should see a reduction in the cost for providing this service and a full report on costs will be provided to the next meeting.

## **FS25 ALLOCATED BALANCES**

To consider the Allocated Balance Report for 2018/19. (Page 16 attached)

## **FS26 BUDGET POSITION 2018/19**

**26.1** To consider the Income and Expenditure report and budget narrative report provided to Quarter 2 2018/19. (Pages 17 to 22 attached) include virements for markets and weddings in the narrative report.

**26.2** To receive the budget alignment report for Quarter 2 2018/19. (Page 23 attached)

## **FS27 Selby Abbey 950 Celebrations**

To consider Selby District Council's request for Selby Town Council "to contribute in some way" towards additional street works in Selby. Selby District Council is currently looking at:

- painting of the Abbey Railings,
- painting/replacing benches in Micklegate, Church Hill, Portholme Road Field and James Street,
- maintenance/repainting of 6 x swans installations and 18 silver bollards on Ousegate/New Street.

Selby Town Council has already agreed to allocate £9,500 from next year's Grants Budget for ten projects relating to Selby Abbey 950 celebrations. Further involvement was considered by Finance & Staffing on 16 July 2018 and the recommendations were approved by Council on 30 July.

## **FS28 IT PROVISION UPDATE**

### **28.1: Electronic Agenda Packs**

A selection of Councillors have been experimenting with receiving, reviewing and annotating agenda packs electronically. It is proposed that a full report be brought to the January 2019 Finance & Staffing Meeting.

### **28.2 Replacement of the Council's IT Systems**

The Digital Working Group has been considering the most appropriate replacement options. It is proposed that the Digital Working Group provides an indicative cost estimate to be included as part of the 2019/20 Budget Setting Process, and that a full report be brought to the January 2019 Finance & Staffing meeting.

## **FS29 INVESTMENT UPDATE**

To receive and review the report with regard to the CCLA Investment and Yorkshire Bank. (Pages 24 to 25 attached). To review the Yorkshire Bank investments due to mature in November and December 2018.

## **FS30 POLICY REVIEW**

In view of staff resources and workload, the Chair of finance & Staffing has decided to defer the review of the following policies to the January 2019 meeting of Finance & Staffing:

- Disciplinary Policy and Procedure
- Grievance Policy and Procedure
- Sickness Policy
- Annual Leave Policy (feedback from Staff Consultation)

## **FS31 FINANCIAL REGULATIONS AND ACCOUNTS PROCEDURE**

September Full Council approved amended Financial Regulations, which make provision for the approval (by exception) of payments of £1000 before being approved by Full Council. Processes have been put in place to remind cheque signatories not to sign cheques/BACS over £1000 without relevant approval.

July Finance & Staffing (ratified by July Full Council) agreed to increase the limit for payments that may be made on only the Clerk's signature, from £100 to £125. This requires further amendments to part of Financial Regulation 5.3 as follows:

5.3 ... "Where the amount is £125 ~~£100~~ or less the Clerk may authorise payments on behalf of the Town Council" ...

## **FS32 HEALTH, SAFETY AND WELFARE WORKING GROUP UPDATE**

In view of staff resources and workload, the Chair of Finance & Staffing has decided to defer review of the Health and Safety Policy of the Council.

### FS33 SECTION 106 & CIL UPDATE

Section 106 funding available to Selby Town Council, as at 03/10/18 is detailed below:

Amount	To be used by
£ 63,200.51	July 2019
£ 3,900.00	November 2019
£ 5,946.00	August 2020
£ 12,045.00	January 2021
£ 8,919.00	August 2023
£ 94,010.51	<b>TOTAL</b>

In view of staff resources and workload, the Chair of Finance & Staffing has decided to defer the detailed review of projects.

Selby District Council have been asked to confirm whether the re-siting of the Flaxley Road Play Area ball wall, provision of pyramidal rope climbing structure etc is eligible for S106 funding – response awaited.

Community Infrastructure Levy (CIL) funding available to Selby Town Council as at 30/09/18 is £ 2,630.08. This is currently held by Selby District Council on the Town Council's behalf. Finance and Staffing are asked to decide whether to draw down on the CIL funding at this time.

### FS34 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.**

### FS36 CLOSURE OF MEETING AND DATE OF FUTURE MEETINGS

Monday 29 October 2018	Council
Monday 26 November 2018	Council
Monday 3 December 2018	Land & Property Committee
Monday 7 January 2019	Council Special Budget Meeting
Monday 21 January 2019	Finance & Staffing Committee
Monday 28 January 2019	Council