

MINUTES OF THE FINANCE & STAFFING COMMITTEE HELD ON MONDAY 21 OCTOBER 2019 AT THE COMMUNITY CENTRE, SCOTT ROAD, SELBY

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

IN ATTENDANCE: Town Clerk

FS20 APOLOGIES FOR ABSENCE

Cllrs S Shaw-Wright, S Cahill, M Mohd Rofidi and L Mohd Rofidi gave apologies.

FS21 DISCLOSURE OF INTEREST

None.

FS22 MINUTES OF LAST MEETING

To note the Minutes of the Finance and Staffing Committee meeting held on 15 July 2019 previously approved at Council on 29 July 2019.

The Clerk was reminded to approach Selby District Council with regards to the usage of their laptops for Town Council business.

RESOLVED: That the minutes be noted.

FS23 ALLOCATED BALANCES 2019/20

The Clerk provided the Allocated Balance Report for 2019/20 up to 30 September 2019. It was recommended that the IT Provision allocated amount be increased for extra networking costs from £10,000 to £13,000. The Clerk will provide an unallocated balance report for Finance & Staffing Committee in January 2020.

RESOLVED That:

- i) The Clerks update be noted.**
- ii) The IT Provision allocated amount be increased to £13,000.**
- iii) A report on unallocated balances be provided by the Clerk to the next Finance & Staffing Committee in January 2020.**

RECOMMENDATION TO COUNCIL That:

- i) The IT Provision allocated amount be increased to £13,000.**
- ii) A report on unallocated balances be provided by the Clerk to the next Finance & Staffing Committee in January 2020.**

FS24 BUDGET POSITION 2019/20

24.1 The Clerk provided a budget narrative report and a summary income and expenditure report for 2019/20 as at 30 September 2019.

It was noted that several outside bodies had booked the Town Hall for events/performances and were selling tickets through the box office. The Clerk updated that an admin fee was charged but probably didn't cover all the costs. It was agreed to refer this back to the Town Hall Management Committee for further discussion.

RESOLVED: The update of the Clerk be noted.

24.2 The Clerk provided the budget alignment report for 2019/20 as at 30 September 2019.

RESOLVED: That the update of the Clerk be noted.

FS25 IT PROVISION UPDATE

Cllr Laskey updated the committee on the Digital Working Group recommendations. The committee recommended that 3 quotes be sought from website designers. The Clerk has added this recommendation to Council 28 October 2019 agenda. An IT Provision report will also be tabled at the October 2019 Council meeting.

RESOLVED: That the Clerk add the recommendation that 3 quotes be sought from Website Designers to the October 2019 Council agenda.

FS26 INVESTMENT UPDATE

The Clerk provided the Investment Report. The 6-month term deposit account is due to mature on 18.11.19 and the 12-month term deposit account is due to mature on 19.12.19. The committee recommended both the Yorkshire Bank 6-month and 12-month deposit be rolled over.

The Committee considered reinvesting the 2018/19 dividends of £4463.14 from the CCLA Property Fund. It was recommended that the dividend be invested in the 12-month term deposit account.

RESOLVED That:

- i) The Clerks update be noted.**
- ii) Both the 6-month and 12-month Term Deposit accounts be rolled over.**
- iii) The CCLA Property Fund Dividends from 2018/19 be invested in the 12-month Term Deposit account.**

RECOMMENDATIONS TO COUNCIL That:

- i) Both the 6-month and 12-month Term Deposit accounts be rolled over.**
- ii) The CCLA Property Fund Dividends £4463.14 from 2018/19 be invested in the 12-month Term Deposit account.**

FS27 POLICY REVIEW

27.1 The Clerk updated that staff had been consulted on the TOIL/Flexitime Policy and comments had been received. It was recommended that the following paragraph be added to the policy.

“Under the working time regulations staff are entitled to a rest period of not less than 11 consecutive hours in each 24hr period or compensatory rest at the next suitable Opportunity”.

It had also been asked for the committee to consider the introduction of an Early/Flexible Retirement Policy. The clerk was asked to report back to Finance & Staffing in January 2020.

RESOLVED That:

- i) The amendment to the TOIL/Flexitime Policy be added.**
- ii) The Clerk to report back to Finance & Staffing in January 2020 regarding an Early/Flexible Retirement Policy.**
- iii) The date of the next review be November 2020.**

RECOMMENDATION TO COUNCIL That:

- i) The following amendment to the TOIL/Flexitime Policy be added:**
“Under the working time regulations staff are entitled to a rest period of not less than 11 consecutive hours in each 24hr period or compensatory rest at the next suitable opportunity” and;
- ii) The date of the next review be November 2020.**

27.2 The Clerk provided the Disciplinary Policy & Procedure for review. The committee recommended no changes to the Policy and to be reviewed in Autumn 2022.

RESOLVED That:

- i) No changes be made to the Disciplinary Policy & Procedure.**
- ii) The date of the next review be Autumn 2022.**

RECOMMENDATION TO COUNCIL That:

- i) No changes be made to the Disciplinary Policy & Procedure.**
- ii) The date of the next review be Autumn 2022.**

27.3 The Clerk provided the Grievance Policy and Procedure. The Clerk updated that NALC will shortly be providing a review on their guidance due to ‘The Ledbury Case’. It was agreed to review the Policy once the Clerk has received updated information from NALC and then fix the next date for review as Autumn 2022.

RESOLVED: That the Grievance Policy & Procedure be reviewed once the Clerk has received updated information from NALC, and fix the next date for review as Autumn 2022.

RECOMMENDATION TO COUNCIL That: The Grievance Policy & Procedure be reviewed once the Clerk has received updated information from NALC, and fix the next date for review as Autumn 2022.

27.4 The Clerk provided the Information & Security Policy. It was agreed that this policy should be added as an appendix to the Internet/Email Usage Policy. The Clerk to bring back the updated policy to the January 2020 Finance & Staffing.

RESOLVED: That the Information & Security Policy and the Internet/Email Usage Policy become one policy and the Clerk to bring the updated Policy to Finance & Staffing in January 2020.

27.5 The Clerk provided the Sickness Policy. The Clerk was asked to tidy up the Policy and a paragraph be added regarding phased return to work.

RESOLVED: That after the amendments have been made the Sickness Policy go to Staff Consultation.

RECOMMENDATION TO COUNCIL That the Sickness Policy go to Staff Consultation after the amendments have been made.

FS28 CORPORATE RISK ASSESSMENT

The Clerk had circulated the Corporate Risk Assessment on the 11 September 2019 in readiness to be reviewed at this committee. There were no changes to be made and the Corporate Risk Assessment to be reviewed annually.

RESOLVED: That the Corporate Risk Assessment be reviewed annually.

RECOMMENDATION TO COUNCIL That the Corporate Risk Assessment be reviewed annually.

FS29 FINANCIAL REGULATIONS

The Clerk updated that the National Association of Local Councils (NALC) had updated their model financial regulations. Selby Town Council's financial regulations refer to the Clerk being the Responsible Finance Officer (RFO), whereas it is proposed the new Finance manager will fulfil that role. The committee recommended to delegate the review of both the NALC model finance regulations and Selby Town Council's finance regulations to the chair of Finance & Staffing and the Clerk, and to report back to the next Finance & Staffing meeting in January 2020.

In the interim, the committee recommends to Council that once the new Finance Manager is in post, the Finance Manager becomes responsible for fulfilling the duties of Responsible Finance Officer, whilst the Clerk remains accountable for those duties being undertaken.

RESOLVED:

- i) The committee delegates the review to the Chair of Finance & Staffing and the Clerk, and to report back at the next Finance & Staffing meeting.**
- ii) The committee recommends in the interim that once the new Finance Manager is in post, the Finance Manager becomes responsible for fulfilling the duties of RFO, whilst the Clerk remains accountable for those duties being undertaken.**

RECOMMENDATION TO COUNCIL:

- i) The committee delegates the review to the Chair of Finance & Staffing and the Clerk, and to report back at the next Finance & Staffing meeting.**
- ii) The committee recommends in the interim that once the new Finance Manager is in post, the Finance Manager becomes responsible for fulfilling the duties of RFO, whilst the Clerk remains accountable for those duties being undertaken.**

FS30 HEALTH, SAFETY AND WELFARE WORKING GROUP

The Clerk update that the last meeting of the working group was in January 2016. It was recommended to reconvene the Health, Safety and Welfare working group. The group was previously made up of Cllrs Laskey and Lockley, The Clerk and a member of staff.

RECOMMENDATION TO COUNCIL That the Health, Safety and Welfare Group re-convenes.

FS31 SECTION 106 & CIL UPDATE

The Clerk provided a S106 & CIL report.

The Town Hall Garden project was agreed in principle and S106 monies £5,650.00 Confirmed available for the project. A group consisting of Councillors, Groundwork staff and the Resource Manager to meet to discuss planting.

Current CIL funding available to the Town Council £9250.70. This is currently held by Selby District Council. This is available to be drawn down from October 2019.

RESOLVED: That the update from the Clerk be noted.

FS32 PHOTOCOPIER

The Clerk provided further information with regards to purchasing/leasing a new photocopier/printer. The committee recommended to lease a machine from RISO for a period of 60 months.

RESOLVED: That a photocopier/printer – model RISO Inkjet Printer-AU RISO CC 7150 – be leased from RISO for a period of 60 months.

RECOMMENDATION TO COUNCIL: That a photocopier/printer – model RISO Inkjet Printer-AU RISO CC 7150 – be leased from RISO for a period of 60 months.

FS33 AUDITORS REPORT

The Clerk provided the External Auditors report.

RESOLVED: That the External Auditors report be noted.

FS34 PENSION DEFICIT

The Clerk provided a response from NYCC with regards to clearing the pension deficit in one payment. It was decided to wait until after the next Triennial Valuation (expected December 2019) and review options.

RESOLVED: To review after the results of the next Triennial Valuation.

FS35 EVENTS UPDATE

35.1 The Clerk provided the actual Income & Expenditure spreadsheet for the Beer Festival.

RESOLVED That the update be noted.

35.2 The Clerk provided the actual Income & Expenditure spreadsheet for the Food & Drink Festival. It was noted that there was some variance to the figures provided on the Budget Narrative report. The Clerk will check the figures and report back to the next Finance & Staffing meeting.

RESOLVED That the update be noted.

FS36 PRIVATE SESSION

A motion was agreed to move to Private Session.

FS37 STAFFING 2019/20

37.1 The Clerk provided a staffing update report up to 30 September 2019.

RESOLVED: That the Clerks update be noted.

37.2 The Clerk provided the Event Overtime report.

RESOLVED: That the Clerks update be noted.

37.3 The Clerk updated that 2 applications had been received for the Finance Managers post and 3 applications for the Market/Event Managers post.

RESOLVED: That the Clerks update be noted.

FS38 CHRISTMAS LIGHTS

The Clerk provided 2 tenders for the Christmas Lights installation for the period 2020-2023. The committee asked for new designs from Christmas Plus to be provided for the Land & Property meeting on 2 December 2019.

RESOLVED: That new designs from Christmas Plus be brought to Land & Property in December 2019.

FS39 1811 BUILDING

The Clerk provided a draft contract for consideration from Naked Architects. The Clerk was asked to clarify the appointment of the Principal Designer at no additional cost. It was recommended that a budget of £10,000 be approved from unallocated balances for the first stage of the contract. It was agreed to set up a small working group to give a clear plan to the architects on the proposed usage of the building.

RESOLVED: That the following recommendations be included on the October agenda for Council to avoid holding up the works further.

RECOMMENDATIONS TO COUNCIL:

- i) Native Architects be appointed subject to clarification of the appointment of Native Architects as the Principal Designer at no additional cost.**
- ii) A budget of £10,000 be approved from unallocated balances.**
- iii) To set up a small working group to decide on the proposed usage of the building.**

FS40 CEMETERY CHAPELS

40.1 The committee were asked to consider formally appointing Naked Architects for the works to the Cemetery Chapels.

40.2 The Clerk provided a draft contract for consideration from Naked Architects. The Clerk was asked to clarify the appointment of the Principal Designer at no additional cost.

RESOLVED: That the following recommendation be included on the October agenda for Council to avoid holding up the works further.

RECOMMENDATION TO COUNCIL: That Native Architects be appointed subject to clarification of the appointment of Native Architects as the Principal Designer at no additional cost.

FS41 CLOSURE OF MEETING AND DATE OF FUTURE MEETINGS

Monday 25 November 2019	Council
Monday 2 December 2019	Land & Property Committee
Monday 6 January 2020	Council Special Budget Meeting
Monday 20 January 2020	Finance & Staffing Committee
Monday 27 January 2020	Council