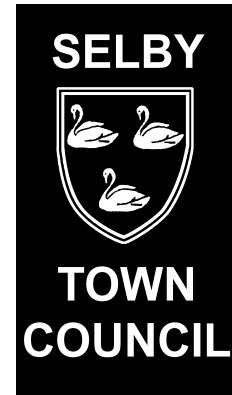


**Town Clerk
Mrs G Bell**

Tel No 01757 708449
E-Mail: g.bell@selbytowncouncil.co.uk

16 January 2019



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

Dear Councillor

Finance & Staffing Committee Meeting – Monday 21 January 2019

You are hereby summoned to attend the meeting of Selby Town Council which has been arranged for **MONDAY 21 JANUARY 2019** 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

Clerk to the Council

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

A G E N D A

FS37 APOLOGIES FOR ABSENCE

FS38 DISCLOSURE OF INTEREST

FS39 MINUTES OF LAST MEETING

To note the minutes of the Finance & Staffing Committee meeting held on the 15 October 2018 (Pages 6 to 11 attached)

FS40 ALLOCATED BALANCES

To consider the Allocated Balance Report for 2018/19. (Page 12 attached)

FS41 BUDGET POSITION 2018/19

41.1 To consider the Income and Expenditure report and budget narrative report provided to Quarter 3 2018/19. (Pages 13 to 19 attached)

41.2 To receive the budget alignment report for Quarter 3 2018/19. (Page 20 attached)

FS42 IT PROVISION UPDATE

To note there is no update to report, as there has been no further Digital Working Group Meetings; Finance & Staffing committee to decide whether there are any issues requiring convening of the Digital Working Group.

FS43 INVESTMENT UPDATE

To receive the report of the Clerk and review with regard to the CCLA Investment and Yorkshire Bank. (Pages 21 to 24 attached)

FS44 POLICY REVIEW

To review the Annual Leave Policy. (Pages 25 to 26 attached).

The Annual Leave Policy the staff were consulted on did not show all the amendments put forward at Finance & Staffing 16 July 2018. Excerpt from F & S Minutes 16.07.18 *“it was noted that there were only 8 bank holidays and the Two Additional days at Christmas should be removed from this section. This would alleviate the need for the paragraph below referring to the timing of Easter. The equation would also need to be amended on the policy. It was agreed to move the annual leave year from 1 April – 31 March to be 1 January to 31 December each year to avoid Easter”*.

Due to staff resources and workload, the Chair of Finance & Staffing suggests that the review of the following policies be deferred as follows:

Policy	Category / Grouping	Last Reviewed / Approved	Suggested Review Date & Committee
Internet/Mail Policy	TBA?	11/2/10	TBA – Chair of F&S to review & report back
*Retirement Policy	Staffing	2010	TBA – Chair of F&S to review & report back
Disciplinary Policy & Procedure	Staffing	2013: Considered 16/7/18 F&S (Clerk instructed to review implications of “The Ledbury Case”)	Autumn 2019 (once Clerk in post): Finance & Staffing

Grievance Policy & Procedure	Staffing	2013: Considered 16/7/18 F&S (Deferred)	Autumn 2019 (once Clerk in post): Finance & Staffing
Sickness Policy	Staffing	2004: Considered 16/7/18 F&S (Clerk instructed to compare with other LA's)	Autumn 2019 (once Clerk in post): Finance & Staffing
Accounts Procedure	Financial	28/7/15	Spring 2020 (after RFO / Clerk roles realigned & any issues identified): Finance 7 Staffing
Health & Safety Policy	Health & Safety	30/10/17	Autumn 2020 (3y): Finance & Staffing
Health & Safety Procedure	Health & Safety	21/5/18	Autumn 2020 (2.5y to align with policy review): Finance & Staffing
Lone Working Policy	Health & Safety	21/5/18	Autumn 2020 (2.5y to align with policy review): Finance & Staffing
Business Continuity Plan	Core	26/2/18	Spring 2021 (3y): Finance & Staffing
Financial Strategy	Financial	27/11/17	Autumn 2021 (4y): Finance & Staffing
Press & Social Media Policy (also Pres & Social Media Procedure & Guidance)	Other	27/11/17	Autumn 2021 (4y): Finance & Staffing

*The Retirement Policy is out of date as the 'Default Retirement Age' can no longer be enforced. (Page 27 attached).

RECOMMENDATION TO COUNCIL that;

- i) **The amendments provided by the committee at F & S 16.7.18 be updated on the Annual Leave Policy;**
- ii) **The Annual Leave year for all staff be from 1 January – 31 December each year;**
- iii) **The Clerk to commence formal consultation process in line with the Staff Consultation Procedure adopted by Council; and**
- iv) **The consultation responses to the amendments would be provided to the next Finance & Staffing Committee meeting**
- v) **The Retirement Policy be suspended or withdrawn**
- vi) **To adopt the proposed F & S policy review schedule.**

FS45 HEALTH, SAFETY AND WELFARE WORKING GROUP UPDATE

To note that there is no update to report, as there has been no further Health, Safety & Welfare Group meeting; Finance & Staffing to decide whether there are any issues requiring the convening of the Health, Safety & Welfare Group.

FS46 SECTION 106 & CIL UPDATE

To consider the update of the Clerk with regard to both Section 106 and CIL funding available and proposed projects.

Section 106 Funding available to Selby Town Council, as at 10/1/19 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	TOTAL

The Clerk has submitted a S106 Funds enquiry form for Flaxley Road Play Area, £14,960 as requested at L & P 3.12.18 item LP11.2 and this project has been assessed as a good use of the funds. Finance & Staffing are asked to approve the project to allow the Clerk to proceed to the next stage, applying for the S106 funds.

Community Infrastructure Levy (CIL) funding available to Selby Town Council as at 31.12.18 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.

RECOMMENDATION TO COUNCIL That:

- i) **To approve the Flaxley Road Play Area Project and for the Clerk to apply for S106 funding,**
- ii) **That the Town Council do not draw down CIL funding at this point in time.**

FS47 New Telephone System

To receive the update report of the Clerk. (Page 28 attached).

FS48 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.

FS49 STAFFING

FS50 CLOSURE OF MEETING AND DATE OF FUTURE MEETINGS

Monday 28 January 2019	Council
Monday 25 February 2019	Council
Monday 4 March 2019	Town Hall Management Committee
Monday 11 March 2019	Land & Property
Monday 25 March 2019	Council
Monday 8 April 2019	Special Council Grants Meeting
Wednesday 17 April 2019	Market Working Group