

**Town Clerk  
Mrs G Bell**

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7 July 2020



Selby Town Council,  
The Town Hall,  
York Street  
Selby YO8 4AJ  
Tel: 01757 708449  
Email:  
[admin@selbytowncouncil.gov.uk](mailto:admin@selbytowncouncil.gov.uk)

Dear Councillor

**Finance & Staffing Committee Meeting – Monday 13 July 2020**

You are hereby summoned to attend the meeting of Selby Town Council which has been arranged to be held on line on **MONDAY 13 JULY 2020 AT 7.00PM.**

**LOG IN – The login details have been emailed to you.**

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

*Recording at Council Meetings: Recording is allowed at Council, committee and sub-committee meetings which are open to the public, subject to: (i) the recording being conducted with full knowledge if the Chairman of the meeting; and (ii) compliance with the Town Council's Recording of Meetings Policy. Anyone wishing to record must contact the Town Clerk prior to the start of the meeting. Any recording must be conducted openly and not in secret.*

Yours sincerely

Clerk to the Council

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

**All Councillors for information**

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**A G E N D A**

**FS1 TO APPOINT A CHAIR AND VICE CHAIR**

**FS2 APOLOGIES FOR ABSCENCE**

**FS3 DISCLOSURE OF INTEREST**

**FS4 MINUTES OF LAST MEETING**

To note the minutes of the Finance & Staffing Committee meeting held on the 20 January 2020. (Pages 7 to 10 attached)

**FS5 ALLOCATED BALANCES 2019/20**

To consider the Allocated Balance Report for 2019/20. (Page 11 attached)

**FS6 ALLOCATED BALANCES 2020/21**

To consider the Allocated Balance Report as at 31 May 2020 (Page 12 attached)

**FS7 FINANCIAL STRATEGY**

To consider and review the updated Financial Strategy. (Pages 13 to 23 ).

**FS8 BUDGET POSITION 2019/20**

8.1 To consider the Income and Expenditure report and budget narrative report provided for 2019/20. (Pages 24 to 29 attached).

8.2 To receive the budget alignment report for 2019/20. (Page 30 attached)

**FS9 BUDGET POSITION 2020/21**

9.1 To consider the Income and Expenditure report and budget narrative report provided as at 31 May 2020 (Pages 31 to 35 attached)

9.2 To receive the budget alignment report up to 31 May 2020 (Page 36 attached)

**FS10 RBS PHASED BUDGET MODULE**

To consider purchasing the Phased Budget Module as an addition to the RBS Accounts system.

The initial cost including set-up, training and first years support and maintenance is £538 + VAT.

The maintenance and support cost for subsequent years is £143 + VAT.

**FS11 INVESTMENT UPDATE**

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

## **FS12 POLICY REVIEW**

12.1 To review the Accounts Procedure. Suggested changes are written in italic. (Pages 39 to 44 attached).

### **RECOMMENDATION TO COUNCIL THAT:**

- i) The Accounts Procedure be approved, and**
- ii) The review date be agreed**

12.2 To review the Retirement Policy in line with the staff consultation procedure. (Pages 45 to 49).

12.3 To review the Grievance Policy in line with the staff consultation procedure. Following the outcome of the Ledbury Court Case, NALC have issued the model template used for this policy. (Pages 50 to 53 attached).

12.4 To consider the updates made to the Financial Regulations with regards to the appointment of the Finance Manager. Suggested changes are written in italic. (Pages 54 to 65 attached).

12.4.1 To note that at Finance & Staffing held on 20 January 2020, it was agreed that the Chair of Finance & Staffing and the Finance Manager would review the Financial Regulations. It has not yet been possible to meet due to Covid-19 restrictions.

12.5 To consider and respond to the LGA on the new Member Code of Conduct (NALC).

The Local Government Association (LGA) has launched a consultation on a new model member code of conduct. High standards of conduct and behaviour are of huge importance to the local (parish and town) council sector as they are needed to protect the integrity of decision making, maintain public confidence, and safeguard local democracy.

The National Association of Local Councils (NALC), strongly encourages all local councils and county associations of local councils to consider the proposed new model member code of conduct and respond to the LGA consultation before the deadline of 17 August 2020.

The Town Council current Code of Conduct is attached for comparison. (Pages 66 to 78 attached).

## **FS13 HEALTH, SAFETY AND WELFARE WORKING GROUP UPDATE**

A meeting of the working group has been arranged for Tuesday 28 July, 11.30am.

To note that there have been no near misses or accidents to report.

## **FS14 SECTION 106 & CIL UPDATE**

14.1 To consider the update of the Clerk with regard to committed expenditure and S106 funds 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
	Nov. 2019			3,750.51
		420	Inclusive Bench Com.Centre (Final Payment)	3,330.51
		1,990	2 x Inclusive benches Wistow Road	1,340.51
		1,340.62	3 x Bins Woodland & Comm.Centre	-0.11
5,946	August 2020			5,945.89
12,045	January 2021			17,990.89
		5,650	Town Hall Garden	12,340.89
8,919.00	August 2023			21,259.89

14.2 To consider allocating funds for an Inclusive Roundabout.

There are still some outstanding funds to be spent before 31 August 2020 from S106 monies. The Clerk has identified a need for further inclusive play equipment. Two potential sites have been identified, Barwic Parade and Flaxley Road and the Clerk has requested confirmation from the S106 Officer as to which area the money can be spent in.

An estimated cost for an inclusive scooter roundabout is between £12,000 and £15,000 + VAT. Subject to confirmation from the S106 Officer Sealed Bid quotations will be requested.

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

CIL Retained Receipts	Held by SDC from previous statements and available to PC £	To be used by or returned to SDC
2015/16	0	
2016/17	113.24	August 2021
2017/18	711.71	June 2022
	1,376.13	January 2023
	165.00	February 2023
	264.00	March 2023
2018/19	5,030.42	February 2024
	1,564.53	February 2024
2019/20 (To Oct 19)	25.67	July 2024
2019/20 ( Oct 19 to Mar 20)	375.40	March 2025
<b>Total of CIL Receipts available</b>	<b>9,626.10</b>	

No CIL receipts have been drawn down from SDC.

Currently SDC provide the Town Council with 6 monthly statements in March and September. If the Town Council wishes to receive the monies the Clerk has to complete a request form to be received by SDC by the end of the following month.

From September 2020 this process will change. SDC will automatically pass on any CIL monies received for the Town Council each September and March. They will continue to send statements which will provide the Town Council with details such as which development payment has been made, deadline for spending and any other relevant information.

This new process will remove the need for Parish Councils to request CIL funds. The Town Council do not require SDC consent for the spending of these funds, but the Town Council will need to produce CIL Annual reports which cover the financial year in which monies were received.

CIL receipts must be spent on infrastructure projects within the Parish within 5 years of the date of receipt from the developer, any funds not spent in that period have to be sent back to SDC for use in the District wide infrastructure pot.

#### **FS15 DIRECT DEBIT/STANDING ORDER LIST**

To receive the updated Direct Debit/Standing Order list. (Page 79 attached).

#### **FS16 YEAR END ACCOUNTS**

- 16.1 To consider recommending the authorisation of the Annual Governance Annual Return, subject to confirmation from the Internal Auditor that there are no discrepancies with the figures presented. (Pages 80 to 85 attached).
- 16.2 To receive the year-end report from the Internal Auditor. (Pages 86 to 87 attached).

#### **FS17 IT PROVISION UPDATE**

The Clerk updates that 15 x Lenovo notebooks have been purchased at a cost of £349 each, total cost £5,235. This is at a lower cost than originally reported. Office 365 licences have been purchased for all Councillors and a new Selby Town Council email address provided for all Councillors. The monthly cost for Office 365 for Councillors is £ 169.20

#### **FS18 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.**

#### **FS19 STAFFING 2019/20**

To consider the staffing update report of the Clerk for 2019/20 (Page 88 attached)

#### **FS20 STAFFING 2020/21**

To consider the staffing update report of the Finance Manager up to 31.5.20 (Page 89 attached)

## **FS21 CLOSURE OF MEETING AND DATE OF FUTURE MEETINGS**

21.1 To consider moving the October Finance & Staffing meeting from 12<sup>th</sup> October 2020 to 19<sup>th</sup> October 2020, and all future Finance & Staffing meetings to the 3<sup>rd</sup> week in the month. This will ensure that full quarterly reports can be presented at the meetings.

Monday 27 July 2020	Council
Monday 7 September 2020	Land & Property Committee
Friday 11 September 2020	Market Working Group
Monday 14 September 2020	Town Hall Management Group
Monday 28 September 2020	Council
Monday 12 October 2020	Finance & Staffing Committee
Monday 26 October 2020	Council
Monday 30 November 2020	Council
Monday 7 December 2020	Land & Property Committee
Monday 21 December 2020	Council Special Budget Meeting