

**MINUTES OF THE FINANCE & STAFFING COMMITTEE HELD ON MONDAY 15
October 2018 AT THE TOWN HALL, YORK STREET, SELBY**

PRESENT: Cllrs F Matthews (Chair), Ms M Davis, E Lambert, W Nichols, G Harding and S Shaw-Wright.

IN ATTENDANCE: Interim Town Clerk

FS21 APOLOGIES

Cllrs K Arthur and G Lockley gave apologies.

FS22 DISCLOSURES OF INTEREST

None.

FS23 MINUTES OF THE LAST MEETING

Minutes of the Finance and Staffing Committee meeting held on the 16 July 2018 were received.

Minutes of the Extraordinary Finance & Staffing Committee held on 23 August 2018 were received.

RESOLVED: That both sets of minutes be noted.

FS24 TELEPHONE SYSTEM

24.1 Payment over the Direct Debit limit.

The Clerk explained the broadband contract allowance is 50GB a month, however in May the allowance was exceeded. The RBS programme was updated and as this is downloaded this may have been the reason for the allowance being exceeded. The average usage is around 48GB a month and as this over usage was a "one-off" BT have agreed to refund the charge.

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. The Clerk will provide a full report on costs to the next meeting.

RESOLVED: That

- i) The update of the Clerk be noted; and**
- ii) The Interim Clerk to provide a full report on costs to the next meeting.**

FS25 ALLOCATED BALANCES

The Clerk presented the Allocated Balance report for Q2 2018/19. It was agreed to take the £1375.00 1811 Building valuation and structural survey fees from Capital EMR. A discussion took place in Part 2 Private Session.

RESOLVED: That the update of the Clerk be noted.

FS26 BUDGET POSITION 2018/19

26.1 The Clerk provided a budget narrative report and a summary income and expenditure report up to 30 September 2018. It was agreed to receive the summary report at future Finance & Staffing committees to cut down on paper but the Clerk to provide a detailed copy for viewing at the meeting.

RESOLVED: That

i) The report of the Clerk be noted;

ACTION:

ii) The Clerk only send out the summary income & expenditure report with the agendas and produce a detailed report for the meeting.

26.2 The Clerk provided a budget alignment report for Q2 2018/19.

RESOLVED: That the update of the Clerk be noted.

FS27 SELBY ABBEY 950 CELEBRATIONS

Selby District Council have submitted a request for Selby Town Council “to contribute in some way” towards additional street works in Selby. The Committee felt that the additional street works were the responsibility of Selby District Council and that Selby Town Council has already refurbished the benches in front of Selby Abbey on the Market Place. Furthermore STC have already agreed to allocate £9,500 from next year’s Grants Budget for ten projects relating to Selby Abbey 950 Celebrations.

RECOMMEND: That the Town Council write to Selby District Council stating that they are not willing to make any further financial contribution.

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 back to the January 2019 Finance and Staffing Meeting.

RESOLVED: That the update be noted.

28.2 Replacement of Council's IT Systems.

The Chair proposed that the Digital Working Group provide 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 and Staffing meeting.

RESOLVED: That the update be noted.

FS29 INVESTMENT UPDATE

The Clerk provided an update on the town council's investments and other interest rates available from various banks for consideration. It was agreed after consideration to leave the investments in the Yorkshire Bank 6 and 12 month deposit accounts. It was agreed to reinvest the dividends from the CCLA Property Fund of £4,710.61 in the Yorkshire Bank 12 Month Deposit Account.

RESOLVED: That,

i) The update be noted, and

RECOMMENDATION TO COUNCIL: That

ii) Council approve rolling over the 6 Month and 12 Month Yorkshire Bank investments; and

iii) Council approve moving the £4,710.61 CCLA Property Fund Dividend received to be included with the 12 Month Investment.

FS30 POLICY REVIEW

It was agreed that in view of the staff resources and workload to defer the review of the following policies to the January 2019 Finance & Staffing Meeting.

- Disciplinary Policy and Procedure
- Grievance Policy and Procedure

- Sickness Policy
- Annual Leave Policy (feedback from Staff Consultation)

RESOLVED: That the update be noted and policies deferred to January 2019 Finance and Staffing Meeting.

FS31 FINANCIAL REGULATIONS AND ACCOUNTS PROCEDURE

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" ...

RECOMMENDATION TO COUNCIL THAT:

- i) **To amend 5.3 of the Financial Regulations to read £125.00**

FS32 HEALTH, SAFETY AND WELFARE WORKING GROUP UPDATE

In view of staff resources and workload it was agreed to defer the review of the Health and Safety Policy.

RESOLVED: That the update be noted.

FS33 SECTION 106 & CIL UPDATE

The Clerk provided a table detailing available Section 106 funding. The Clerk is awaiting a reply from Selby District Council as to why the funds had increased in the "used by July 2019" band. In view of staff resources and workload it was suggested to defer the detailed review of projects. The Clerk updated the committee that she was to meet Carol Baker from Selby District Council to discuss the funds available and would provide an update for October Full Council.

It was agreed to not draw down on the CIL funding at this time.

RESOLVED THAT:

- i) **The update be noted; and**
- ii) **The Clerk provide an update on Section 106 to Council.**