

**MINUTES OF THE FINANCE & STAFFING COMMITTEE HELD ON MONDAY 21 January 2019 AT THE TOWN HALL, YORK STREET, SELBY**

**PRESENT:** Cllrs F Matthews (Chair), Ms M Davis, E Lambert, M. Rofidi and S Shaw-Wright.

**IN ATTENDANCE:** Interim Town Clerk

**FS37 APOLOGIES FOR ABSENCE**

Cllrs G Harding, K Arthur and G Lockley gave apologies.

**FS38 DISCLOSURE OF INTEREST**

**None.**

**FS39 MINUTES OF LAST MEETING**

Minutes of the Finance and Staffing Committee meeting held on the 15 October 2018 were received.

**RESOLVED: That the minutes be noted.**

**FS40 ALLOCATED BALANCES**

The Clerk provided the Allocated Balance Report for 2018/19.

**RESOLVED: That the update be noted.**

**FS41 BUDGET POSITION 2018/19**

41.1 The Clerk provided a budget narrative report and a summary income and expenditure report up to 30 December 2018.

**RESOLVED: That the update of the Clerk be noted.**

41.2 The Clerk provided the budget alignment report for Q3 2018/19.

**RESOLVED: That the update of the Clerk be noted.**

**FS42 IT PROVISION UPDATE**

The Clerk updated that there was a problem with the emails and also with one of the office computers. Therefore because of these issues it was recommended to reconvene the Digital Working Group.

**RECOMMENDATION TO COUNCIL: That the Digital Working Group reconvenes.**

**FS43 INVESTMENT UPDATE**

The Clerk provided the Investment Report.

**RESOLVED: That the report be noted.**

## FS44 POLICY REVIEW

The Annual Leave Policy the staff were consulted on did not show all the amendments put forward at Finance & Staffing 16 July 2018. The Clerk to make the agreed amendments before following the staff consultation procedure.

**RESOLVED: That the update be noted and the Clerk to amend the policy before following the staff consultation procedure.**

The Chair of finance & Staffing updated that the current Retirement Policy was out of date. The Clerk was asked to research a standard policy from YLCC/NALC.

**RESOLVED: That the Retirement Policy be withdrawn and the Clerk research a standard policy.**

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

Policy	Category / Grouping	Last Reviewed / Approved	Suggested Review Date & Committee
Internet/Mail Policy	Staffing	11/2/10	<b>Autumn 2019</b> (once Clerk in Post): Finance & Staffing
Retirement Policy	Staffing	2010	<b>Spring 2019</b> – Policy withdrawn. Clerk to research a standard policy Finance & Staffing
Disciplinary Policy & Procedure	Staffing	2013:Considered 16/7/18 F&S (Clerk instructed to review implications of “The Ledbury Case”)	<b>Autumn 2019</b> (once Clerk in post): Finance & Staffing
Grievance Policy & Procedure	Staffing	2013:Considered 16/7/18 F&S (Deferred)	<b>Autumn 2019</b> (once Clerk in post): Finance & Staffing
Sickness Policy	Staffing	2004: Considered 16/7/18 F&S (Clerk instructed to compare with other LA's)	<b>Autumn 2019</b> (once Clerk in post): Finance & Staffing
Accounts Procedure	Financial	28/7/15	<b>Spring 2020</b> (after RFO / Clerk roles realigned & any issues identified): Finance & Staffing
Health & Safety Policy	Health & Safety	30/10/17	<b>Autumn 2020</b> (3y): Finance & Staffing
Health & Safety Procedure	Health & Safety	21/5/18	<b>Autumn 2020</b> (2.5y to align with policy review): Finance & Staffing
Lone Working Policy	Health & Safety	21/5/18	<b>Autumn 2020</b> (2.5y to align with policy review): Finance & Staffing
Business Continuity Plan	Core	26/2/18	<b>Spring 2021</b> (3y): Finance & Staffing
Financial Strategy	Financial	27/11/17	<b>Autumn 2021</b> (4y): Finance & Staffing

Press & Social Media Policy (also Pres & Social Media Procedure & Guidance)	Other	27/11/17	<b>Autumn 2021 (4y):</b> Finance & Staffing
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**RECOMMENDATION TO COUNCIL that;**

- i) The amendments provided by the committee at F & S 16.7.18 be updated on the Annual Leave Policy, subject to the extra 2 (Christmas) days being clarified;
- ii) The Annual Leave year for all staff be from 1 January – 31 December each year, after staff consultation;
- iii) The Clerk to commence formal consultation process in line with the Staff Consultation Procedure adopted by Council after Full Council; and
- iv) The consultation responses to the amendments would be provided to the next Finance & Staffing Committee meeting.
- v) The Retirement Policy be withdrawn and a standard policy researched.
- vi) To adopt the proposed F & S policy review schedule subject to any updates.

**FS45 HEALTH, SAFETY AND WELFARE WORKING GROUP UPDATE**

The Clerk updated that there had been no further Health, Safety and Welfare Group meetings. The Clerk was asked to compile an annual report of near misses and accidents to ensure all Councillors are aware.

**FS46 SECTION 106 & CIL UPDATE**

The Clerk provided an update 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:

<b>Amount</b>	<b>To be used by</b>
£ 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>

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.

The Clerk was asked to enquire of the potential CIL money due for the next Finance & Staffing Meeting, as it was felt it would be useful to know what funds were expected.

**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**

The Clerk provided a comparison report on the new versus old telephone system. It was clear that savings had been made and the new system was operating successfully.

**FS48 PRIVATE SESSION**

A motion was agreed to move into private session.

**FS49**

**FS50 The meeting closed at 8.00pm. Dates 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
Monday 29 April 2019	Council
Monday 13 May 2019	Finance & Staffing
Monday 20 May 2019	Annual Council