

**MINUTES OF THE FINANCE & STAFFING COMMITTEE HELD ON MONDAY 15 JULY 2019 AT THE COMMUNITY CENTRE, SCOTT ROAD, SELBY**

**PRESENT:** Cllrs C Laskey, Ms M Davis, Mrs W Nichols, M Mohd Rofidi, L Mohd Rofidi and S Shaw-Wright.

**IN ATTENDANCE:** Town Clerk

**FS1 APOLOGIES FOR ABSENCE**

Cllrs F Matthews, S Cahill and M Dyson gave apologies.

**FS2 DISCLOSURE OF INTEREST**

None.

**FS3 APPOINTMENT OF CHAIR & VICE CHAIR**

Councillor F Matthews was nominated Chair and Councillor C Laskey as Vice Chair.

**RESOLVED: That Councillor F Matthews be appointed Chair of Finance & Staffing Committee and Councillor C Laskey be appointed Vice Chair of Finance & Staffing Committee.**

**FS4 MINUTES OF LAST MEETING**

Minutes of the Finance and Staffing Committee meeting held on 21 January 2019 were Received.

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

**FS5 ALLOCATED BALANCES 2018/19**

The Clerk provided the Allocated Balance Report for 2018/19. Cllr Laskey asked that Future reports be made clear that the Contingencies is an actual budget not an EMR.

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

**FS6 ALLOCATED BALANCES 2019/20**

The Clerk provided the Allocated Balance Report for 2019/20 up to 31 May 2019. Cllr Davis Suggested transferring the Short-Term Reserve EMR balance to the Reserve Fund EMR. It was noted that the Cultural Art Project EMR was overspent. Cllr Davis suggested the overspend be cleared from unallocated balances.

**RESOLVED That:**

- i) The Clerks update be noted;**
- ii) The Short-Term Reserve EMR balance be transferred to the Reserve Fund EMR, and**
- iii) Unallocated balances be used to clear the overspend in Cultural Arts Project EMR.**

**RECOMMENDATION TO COUNCIL That:**

- i) The Short-Term Reserve EMR balance be transferred to the Reserve Fund EMR, and**
- ii) Unallocated balances be used to clear the overspend in Cultural Arts Project EMR.**

**FS7 BUDGET POSITION 2018/19**

7.1 The Clerk provided a budget narrative report and a summary income and expenditure report for 2018/19. It was noted that the Civic Expenditure budget was overspent. Cllr Shaw-Wright asked the Clerk to write and make clear to any organisation requesting a wreath that these should be purchased directly through the Royal British Legion. The Clerk updated that the virement from the Wedding budget to staffing was only for staff time on the day of the wedding and did not include any additional hours accumulated for the setting up and clearing away. Cllr Davis suggested that the wedding charges be re-looked before budget setting for 2020/21.

**RESOLVED That:**

- i) The update of the Clerk be noted;**
- ii) All additional hours associated with a wedding be vired from the Wedding Expenditure budget to the Staffing Budget, and**
- iii) The wedding charges be re-looked at before budget setting 2020/21**

**RECOMMENDATION TO COUNCIL That:**

- i) All additional hours associated with a wedding be vired from the Wedding Expenditure budget to the Staffing budget, and**
- ii) The wedding charges be re-looked at before budget setting 2020/21.**

7.2 The Clerk provided the budget alignment report for 2018/19. Cllr Davis commented that it was worth noting that 99.7% had been spent of expenditure budget and earned 140.3% of “earned income” budget.

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

**FS8 BUDGET POSITION 2019/20**

8.1 The Clerk provided a budget narrative report and a summary income and expenditure report for 2019/20 as at 31 May 2019.

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

8.2 The Clerk provided the budget alignment report for 2019/20 as at 31 May 2019.

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

## **FS9 IT PROVISION UPDATE**

Cllr Davis updated that a report on future IT provisions would be provided for July Council. Along with a new IT provision for the office it would include a provision for laptops/tablets to be used by Councillors. As some members already have more than one device from other authorities it was felt that another may be too much. The Clerk was asked to approach Selby District Council to check the possibility of these Councillors using their devices for Town Council meetings.

**RESOLVED: That the Clerk approach Selby District Council with regards to the usage of their laptops for Town Council business.**

## **FS10 INVESTMENT UPDATE**

The Clerk provided the Investment Report.

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

## **FS11 POLICY REVIEW**

11.1 The Clerk updated that staff had been consulted on the amended Annual Leave Policy and no further comments had been received. It was agreed that the new annual leave year come into effect from 1/4/2020. The review date was set for May 2021.

**RESOLVED: That;**

- i) The Annual Leave Policy be adopted by the Council;**
- ii) The new annual leave year (1 Jan – 31 Dec) come into effect from 1/4/20 and,**
- iii) The date of the next review be May 2021.**

11.2 The Clerk provided the TOIL/Flexitime Policy for review. Cllr Nichols advised that staff up to and including spine point 22 are entitled to paid time or Time Off In Lieu. Cllr Nichols also said she thought the policy reflected unfairly on part time staff in regard with time off for medical appointments and that 2 hours to attend hospital appointments was not an adequate amount of time for all staff and suggested the maximum of 2 hours paid time be removed.

**RESOLVED: That;**

- i) The Clerk to commence formal consultation process in line with the Staff Consultation Procedure adopted by Council; and**
- ii) The consultation responses to the amendments would be provided to the next Finance & Staffing Committee meeting.**

## **FS12 HEALTH, SAFETY AND WELFARE WORKING GROUP UPDATE**

The Clerk updated that there had been no near misses or accidents to report since the last Finance & Staffing committee meeting. Cllr L Mohd Rofidi asked if Councillors were included. The Clerk confirmed they were and that the firework incident involving Cllr M Mohd Rofidi had been recorded in the accident book at the Community Centre. The Clerk was asked to remind staff of the Health & Safety Policy.

## **FS13 SECTION 106 & CIL UPDATE**

The Clerk provided an update on committed expenditure and S106 funds available. The Clerk updated that the planning application was almost complete for the Double Space Net on the Community Land and that S106 Form 2 had been submitted to Selby District Council. The Clerk was asked to receive written confirmation from Selby District Council that if the play equipment had not been purchased before the 31<sup>st</sup> July deadline for the S106 funds to have been spent, that the funds would not be returned to SDC.

**RESOLVED: That the Clerk writes to Selby District Council requesting confirmation that the funds would not be returned to SDC if the 31 July deadline was missed.**

The Clerk provided an update on CIL funding available to the Town Council. £9225.03 is Currently held by Selby District Council. This is available to be drawn down from October 2019.

## **FS14 PHOTOCOPIER**

The Clerk provided a report on the photocopier/printer as the service contract expires on 10/8/19. The committee agreed in principle to purchasing/leasing a new copier/printer but requested further information from the Clerk.

**RESOLVED: That although the Finance & Staffing committee recognise a need for a replacement further information is required from the Clerk and to be reported back to the next Finance & Staffing Committee meeting.**

## **FS15 AUDITORS REPORT**

The Clerk provided the year end report from the Internal Auditor. The Clerk was asked to ensure that staff evidenced the bank reconciliation monthly. Cllr Davis also asked the Clerk to ensure that when committee minutes are approved at Council any contractors awarded tenders should be formally approved and recorded in the Council minutes. The committee asked the Clerk to circulate the latest version of the Risk Management Arrangements in preparation to be reviewed at the next Finance & Staffing committee meeting. The Fidelity Guarantee cover of £1m was considered and agreed to be kept at the same level this year.

**RESOLVED: That;**

- i) The Clerk ensures correct evidenced bank reconciliation monthly reports;**
- ii) The Clerk correctly records contractors awarded tenders on Council minutes;**
- iii) The Clerk circulates the latest version of the Risk Management Arrangements in preparation to be reviewed at the next Finance & Staffing Committee, and**
- iv) The Fidelity Guarantee stays at £1m.**

## **FS16 PRIVATE SESSION**

**A motion was agreed to move to Private Session.**

## **FS17 STAFFING 2018/19**

- 17.1 The Clerk provided a staffing update report. It was noted that overtime was overspent as expected but total staffing budget was underspent.

17.1.1 The Clerk provided a report on the costs of re-printing the Arts Spring 2019 Brochure.

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

**FS18 STAFFING 2019/20**

18.1 The Clerk provided a staffing update report up to 31 May 2019.

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

18.2 The Clerk provided a report on Bank Holiday working pay arrangements.

**RESOLVED: That all Employees are paid in accordance with NJC National Agreement on Pay & Conditions of Service.**

**RECOMMENDATION TO COUNCIL: That all Employees are paid in accordance with NJC National Agreement on Pay & Conditions of Service.**

**FS19 CLOSURE OF MEETING AND DATE OF FUTURE MEETINGS**

Monday 29 July 2019	Council
Monday 2 September 2019	Land & Property Committee
Monday 9 September 2019	Town Hall Management Committee
Wed. 11 September 2019	Market Working Group
Monday 30 September 2019	Council
Monday 21 October 2019	Finance & Staffing Committee
Monday 28 October 2019	Council