

MINUTES OF THE FINANCE & STAFFING COMMITTEE HELD ON MONDAY 16 JULY 2018 AT THE TOWN HALL, YORK STREET, SELBY

PRESENT: Cllrs F Matthews (Chair), Ms M Davis, C Laskey, E Lambert, S Shaw-Wright and K Arthur

IN ATTENDANCE: Town Clerk

FS1 APOLOGIES

Cllrs G Lockley and W Nichols gave apologies.

FS2 DISCLOSURES OF INTEREST

None.

FS3 APPOINTMENT OF CHAIR AND VICE CHAIR

Councillor F Matthews was nominated as 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 THE LAST MEETING

Minutes of the Finance and Staffing Committee meeting held on the 5 May 2018 were received.

RESOLVED: That the minutes be noted.

FS5 ALLOCATED BALANCES

The Clerk presented the Allocated Balance report for Q1 2018/19. The Clerk explained that £7,600 was showing in the Cemetery Perpetuity as an adjustment had been completed at year end on RBS (2015/16 had not been cleared from the 5000 code). In the predicted Q2 expenditure the £5,395 was showing under Reserve when it should have been in Asset Replacement. The Clerk was asked to add a zero under CIL on the table.

RESOLVED: That

- i) The update of the Clerk be noted;**
- ii) The £5,395 showing under Reserves be moved to the Asset Replacement.**

FS6 BUDGET POSITION 2018/19

- 6.1 The Clerk provided a budget narrative report and income and expenditure report up to 30 June 2018. Councillors asked why there was a line with Movement to/(from) Gen Reserves on the report. The Clerk updated that the RBS Accounts software upgrade now produced this information on the report. The committee asked that a report is provided without this line in future. A separate code for the Neighbourhood Plan needs to be provided, it should not be included within the Admin budget. The cost of the picnic bench at Barwic Parade to be moved from the Play Area budget to the Contingency Budget 2018/19. There were several additional narratives requested before the report is presented to council.

RESOLVED: That

- i) **The report of the Clerk be noted;**

ACTION

- ii) **The Clerk provide future income and expenditure reports without the Movement to/from General Reserves on them;**
iii) **A separate code be provided for the Neighbourhood Plan Income and Expenditure;**
iv) **The cost for the picnic bench at Barwic Parade play area be moved from the play area budget to the contingency budget 2018/19;**
v) **The updated budget narrative be provided to Council on the 30 July 2018.**

- 6.2 The Chair of the meeting provided a budget alignment spreadsheet for the Clerk to input Q1 2018/19 figures. The committee asked that the spreadsheet be updated with the quarterly figures and provided at future meetings.

RESOLVED: That

- i) **The Report of the Chair be noted; and**
ii) **The report be updated quarterly and presented to future Finance & Staffing meetings.**

- 6.3 The Clerk gave an update on the new boiler provided for the Cemetery Lodge and cancelled care plan for the cemetery lodge.

RESOLVED: That the update be noted.

FS7 PAYMENT AUTHORISATION

- 7.1 The committee considered the request of the Clerk to increase the payment authorisation to £500. It was agreed to increase the figure to £125 and the Clerk to notify Unity Trust Bank.

- 7.2 The committee discussed payments authorisation for over £1,000. It was agreed to add into the Financial Regulations a paragraph about the Chair of Council and Chair of Finance & Staffing having delegated authority to approve cheques over £1,000 (in an emergency). Councillor Laskey would work with the Clerk and provide an updated Financial Regulations document to Council on the 30 July for consideration.
- 7.3 The Clerk gave an update on payments to Screwfix, G Fawcett from Petty Cash and an amendment to a petty cash cheque as requested at the last meeting. The clerk updated that strict controls are now in place and the relevant staff have been informed on the procedure to follow.

RESOLVED: That

- i) **The Financial Regulations be amended and presented to Council on the 30 July 2018; and**
- ii) **Councillors be reminded that payments over £1,000 must not be signed unless the Clerk demonstrates that they were approved by Council or equivalent in accordance with the Financial Regulations.**

RECOMMENDATION TO COUNCIL That

- iii) **Council approve the increase from £100 to £125 for a single signatory for payments.**

FS8 FIDELITY GUARANTEE

The committee considered the current Fidelity Guarantee, for £1m. It was agreed that this was sufficient but it should be reviewed again in 12 months.

RESOLVED: That no increase be made to the Fidelity Guarantee for £1m and a review be completed in July 2019.

FS9 IT PROVISION UPDATE

The Digital Working Group had suggested bringing forward the date to upgrade the IT provision from 2019/20. There would be additional costs for new monitors, docking stations and keyboards however these would not need to be replaced in 3-5 years but probably 10 years. Laptops were the preferred option however security of information was paramount and the laptops would need Kensington lock facilities included. A full report to be provided to the next meeting.

RESOLVED: That a full report, including costs and security of equipment, be provided to the next Finance & Staffing meeting on the 15 October 2018.

FS10 SERVICE CONTRACT UPDATE

The Clerk provided an updated service contract report for consideration. The Clerk was asked to get new quotes from alternative waste collection companies. The Clerk updated that the telephone system would be replaced in August and the contractor had asked if the town council would like the Alarm Line to be included in the new contract at a cost of £10.50 per month. The Clerk updated that the current cost with BT was £30.90 per month. It was agreed to go ahead and inform the contractor that this was approved if it could be added to the new contract. Retrospectively approval would be requested from Council.

RESOLVED: That

- i) The Clerk provide quotations from Waste Collection companies to the next meeting;**
- ii) The Clerk update Aspire Technology to include the Alarm Line with the new contract for the telephones making a monthly saving of £20.40; and**

RECOMMENDATION TO COUNCIL: That

- iii) Retrospective approval be given to include the Alarm Line with the new Telephone system contract.**

FS11 INVESTMENT UPDATE

The Clerk provided an update on the town council's investments and other interest rates available various banks for consideration. The £4,710.61 dividend received in 2017/18 from the CCLA Property Fund would be discussed at the next meeting as well as an update on interest rates available for the October meeting.

RESOLVED: That

- i) Moving the CCLA Property Fund Dividend of £4,710.61 to a deposit account be considered at the next meeting; and**
- ii) An update on bank interest rates be provided to the next meeting on 15 October 2018.**

FS12 EVENTS UPDATE

- 12.1 The Fun Day income and expenditure report would be provided to the Fun Day debrief meeting on the 23 July 2018.
- 12.2 The committee received the predicted income and expenditure report for the Beer Festival. There was no staffing costs included on the spreadsheet and the budget balance figure was £1,000 and should have been £1,500.

- 12.3 The committee received the predicted income and expenditure report for the Food & Drink Festival. The opening balance needed to be split between profit from last year's event and accruals from 2017/18. As this is the 3rd year the town council have run this event Council need to decide whether or not to continue with the event in future years. A report from the Market Manager would be presented to the Market Working Group meeting in September 2018.

RESOLVED: That

- i) The Clerk provided an updated predicted beer festival income and expenditure spreadsheet to Council;**
- ii) The Market Manager update the spreadsheet and present it, along with a full report on the Food & Drink Festival, to the Market Working Group meeting in September 2018.**

FS13 POLICY REVIEW

The committee considered the following policies:

Sickness Policy – there were several areas that needed amendments. The Clerk was asked to provide comparisons of other authorities Sickness Policies and present an update and the Sickness Policy along with the amendments provided by the committee to the next meeting.

RESOLVED: That the amendments provided by the committee be updated on the Sickness Policy provided and brought back to the next meeting along with a comparison of other authority Sickness Policies.

Annual Leave Policy – 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.

RESOLVED: That:

- i) The amendments provided by the committee 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.**

It was agreed to defer the Disciplinary Policy and Procedure and Grievance Policy and Procedure to the next meeting. A councillor would provide the Clerk with information about the Ledbury Case.

RESOLVED: That the Disciplinary & Grievance Policies and Procedures would be deferred to the next meeting on 15 October 2018 for review.

FS14 HEALTH, SAFETY AND WELFARE WORKING GROUP UPDATE

The Clerk provided an update that 2 incidents/near misses had been reported to the Clerk. The shed would be monitored for trip hazards and near miss forms are to be provided to the Arts Officer and available in the kitchen area for volunteers / hirers to report near misses in the future. An incident/near miss log should be kept in the office.

RESOLVED: That

- i) The Clerk provide Incident/Near Miss forms for the Studio Kitchen area; and**
- ii) An Incident / Near Miss Log be kept in the town council office by the Clerk.**

FS15 SECTION 106 AND CIL UPDATE

The Clerk provided an updated list of Section 106 funding ideas. The dog walking area gates at Bondgate Woodland would be allowed from Section 106 funding. Three quotes would be obtained along with approval from the Environment Agency.

The Resource Manager would provide an update at Land & Property Committee for equipment at Flaxley Road play area and the Community Centre field.

RESOLVED: That

- i) Quotations for the Dog Walking Area gates for Bondgate Woodland be provided along with EA approval; and**
- ii) The Resource Manager provide Land & Property Committee with play area equipment options in September 2018.**

FS16 PRIVATE SESSION

A motion was agreed to move into private session.

FS17 PRINTING UPDATE

17.1 The Clerk provided the Printing Comparison report for the committee. It was agreed to note the information.

RESOLVED: That the report be noted.

17.2 The Clerk presented the report on providing window based tablets for councillors. Councillors would continue to test the use of laptops in meetings until Feb / March 2019. The Clerk would provide the agendas in future in word format.

RESOLVED: That

- i) The report and costs be noted; and**
- ii) Councillors continue to test the use of laptops in meetings and feed back to Council in February / March 2019.**

FS18 LONE WORKING POLICY

The Clerk presented an update on the various lone working devices for the committee to consider. It was felt that the current staff that work alone are a low risk and staff are provided with panic alarms. No further equipment would be provided The procedures for Lone Working be discussed to control the risks.

RESOLVED: That no further action is taken on providing additional devices.

FS19 STAFFING

19.1 The Clerk provided an updated staffing report for consideration. The Clerk predicted that the budget would be over by approx. £1,000 however this included the wedding and market waste overtime which had a virement to put the overtime costs back into the staffing budget. It was suggested that the staffing overtime for events be recharged to the event. It was felt that only 1 person was needed to manage the wedding bookings. A full review of the allocation of staff paid overtime needs to be completed and workload needs to be reviewed. Finance and Staffing receive an update on whether pension contributes be paid on overtime to the next meeting.

RESOLVED: That

- i) A report with a full review of the allocation of staff and workload be provided for the next meeting on 15 October 2018; and**
- ii) The Clerk provide an update on whether pension contributes are to be paid on overtime for staff.**

19.2 The Clerk presented an update on the Actual and Predicted Event overtime costs.

RESOLVED: That the report be noted.

19.3 The Committee discussed the town council's involvement with the 950th Celebrations. The town council had agreed to provide £9,500 in grant funding and a show would be put on in the Abbey in 2019. Staff should no longer attend meetings with the District Council. The Arts Officer to provide a report on what the agreed show (Sept / Oct 2019 in the Abbey) would cost the town council and who would manage the event.

A decision on how much to charge out the box office system for any shows next year to do with the 950th Celebrations needs to be considered at the Town Hall Management Committee meeting.

RESOLVED: That

- i) **The Arts Officer provide a report to the Town Hall Management Committee on the 10 September 2018 with the cost of the show in 2019 including on costs;**
- ii) **The Town Hall Management Committee consider the cost to provide the box office system to the District Council for any 950th events in 2019;**
- iii) **No officers attend future 950th Event meetings with the District Council; and**

RECOMMENDATION TO COUNCIL: That

- iv) **The Town Council continue to work with the Abbey around the 950th Celebrations but because we are a small team the Town Council have no further resources to put into further meetings to discuss any additional celebrations.**

FS20 CLOSURE OF THE MEETING

The meeting closed at 10.20pm. Dates of future meetings:

Monday 30 July 2018	Council
Monday 3 September 2018	Land & Property Committee
Monday 10 September 2018	Town Hall Management Committee
Monday 24 September 2018	Council
Monday 15 October 2018	Finance & Staffing Committee
Monday 29 October 2018	Council
Monday 26 November 2018	Council
Monday 3 December 2018	Land & Property Committee

