

MINUTES OF THE FINANCE & STAFFING COMMITTEE HELD ON MONDAY 20 JANUARY 2020 AT THE TOWN HALL, SELBY

PRESENT: Cllrs F Matthews (Chair), Ms M Davis, M Mohd Rofidi, L Mohd Rofidi, S Cahill, M Dyson, S Shaw-Wright and C Laskey

IN ATTENDANCE: Town Clerk and Finance Manager

FS42 APOLOGIES FOR ABSENCE

Cllr W Nichols gave apologies.

FS43 DISCLOSURE OF INTEREST

None.

FS44 MINUTES OF LAST MEETING

To note the Minutes of the Finance and Staffing Committee meeting held on 21 October 2019 previously approved at Council on 25 November 2019.

It was agreed to arrange a Health & Safety Working Group Meeting.

RESOLVED: That the minutes be noted.

FS45 ALLOCATED BALANCES 2019/20

45.1 The Allocated Balance Report for 2019/20 up to 31 December 2019 provided by the Clerk was considered.
The Finance Manager was asked to update the Financial Strategy with the new EMR's approved at the Council Special Budget Meeting and report back at May Finance & Staffing Meeting.

45.2 The Unallocated Balance Report for 2019/20 provided by the Clerk was considered.

RESOLVED That:

- i) The Clerks updates be noted and**
- ii) The Finance Manager updates the Financial Strategy and reports back to May Finance & Staffing Committee Meeting.**

FS46 BUDGET POSITION 2019/20

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

The Clerk was asked to provide an Income & Expenditure report for the Bondgate Woodland Nature Reserve Project.

RESOLVED: That:

- i) The update of the Clerk be noted and**
- ii) The Clerk provide an Income & Expenditure Report for the Bondgate Woodland Nature Reserve Project for the next Finance & Staffing Meeting.**

46.2 The Clerk provided the budget alignment report for 2019/20 as at 31 December 2019.

RESOLVED: That the update of the Clerk be noted.

FS47 IT PROVISION UPDATE

47.1 The Clerk provided a comparison report from Website designers. The Clerk was asked to clarify hosting costs and integration with Sharepoint & One Drive.

RESOLVED: That:

- i) The Clerks report be noted
- ii) Subject to further clarification on the above points Createdfor Limited be appointed to Design and Build new Town Council Website at a cost of £3,135 ex VAT.

47.2 The Clerk provided a comparison report from IT companies to provide Office Laptops and associated hardware.

RESOLVED That:

- i) The Clerks report be noted
- ii) Subject to clarification of Dell docking stations being provided HAD- IT Ltd be appointed to provide Office IT equipment as specification.
- iii) The cost of £10,598.28 ex. VAT to be taken from the Efficiency Saving EMR.

RECOMMENDATION TO COUNCIL:

- i) Subject to further clarification on the above points Createdfor Limited be appointed to Design and build new Town Council Website at a cost of £3,135 ex VAT,
- ii) Subject to clarification of Dell docking stations being provided HAD- IT Ltd be appointed to provide Office IT equipment as specification and
- iii) The cost of £10,448.28 ex. VAT for the Office IT equipment to be taken from the Efficiency Saving EMR.
- iv) The docking stations be purchased from DELL at approximately £50.00 more in total than the previous quote.

FS48 INVESTMENT UPDATE

The Clerk provided the Investment Report. It was agreed to rollover the 6mth deposit account for a further 6 months when due in May and in the meantime the Finance Manager research alternative investment accounts to be reviewed at October Finance and Staffing Committee.

RESOLVED That:

- i) The Clerks update be noted.
- ii) The 6-month Term Deposit accounts roll over in May for a further 6 months
- iii) The Finance Manager research alternative investment accounts and report back to Finance & Staffing in October.

RECOMMENDATION TO COUNCIL: The 6-month Term Deposit accounts roll over in May for a further 6 months.

FS49 POLICY REVIEW

49.1 The Internet/Email Policy was considered. It was agreed to re-name the Policy "Payment Security Policy". The Clerk to separate the original policy and provide an "IT Usage Policy" to be reviewed by the Digital Working Group.

RESOLVED That:

- i) The Clerk separates the policies and provides the Payment Security Policy with agreed amendments to the next Finance & Staffing Meeting in May**
- ii) The Clerk provides an IT Usage Policy to be reviewed by the Digital Working Group**
- iii) The date of the next review for the Payment Security Policy to be January 2021**

49.2 The Clerk updated that guidance is still awaited for the grievance Policy from NALC and will provide at the next Finance and Staffing Meeting in May.

RESOLVED That the Clerks update be noted.

49.3 The Clerk updated that the Sickness Policy had been through the staff consultation procedure with no comments received.

RESOLVED That;

- i) The Clerks update be noted**
- ii) The Sickness Policy be adopted**
- iii) The Sickness Policy be reviewed in 2022.**

RECOMMENDATION TO COUNCIL:

- i) The Sickness Policy be adopted**
- ii) The Sickness Policy be reviewed in 2022.**

49.4 The Clerk updated that a Retirement Policy would be provided at the next Finance & Staffing Committee Meeting in May.

RESOLVED That the Clerks update be noted.

FS50 FINANCIAL REGULATIONS

The Clerk updated that the Chair of Finance and Staffing and the Clerk are to review the Financial Regulations and report back to the next Finance & Staffing Committee Meeting in May.

RESOLVED That the Clerks update be noted.

FS51 SECTION 106 & CIL UPDATE

The Clerk provided a S106 & CIL report.

RESOLVED: That the update from the Clerk be noted.

FS52 CEMETERY – WAR MEMORIALS

The Clerk provided a quotation for the re-painting and cleaning of the 2 war memorial plaques in the Cemetery.

RESOLVED: To appoint J. Rotherham to complete the works to the war memorials as quoted for the sum of £1,200 ex VAT to be taken from unallocated balances.

RECOMMENDATION TO COUNCIL That J. Rotherham is appointed to complete the works to the war memorials as quoted for the sum of £1,200 ex VAT to be taken from unallocated balances.

FS53 EVENTS UPDATE

The Clerk provided the actual Income & Expenditure spreadsheet for the Food & Drink Festival. It was noted that sponsorship would be required this year from local businesses.

RESOLVED That the update be noted.

FS54 PRIVATE SESSION

A motion was agreed to move to Private Session.

FS55 STAFFING 2019/20

55.1 The Clerk provided a staffing update report up to 31 December 2019.

RESOLVED: That the Clerks update be noted.

55.2 The Clerk provided the Event Overtime report.

RESOLVED: That the Clerks update be noted.

FS56 CHRISTMAS LIGHTS

The Clerk provided the tenders for the Christmas Lights installation for the period 2020/21 – 2022/23.

RESOLVED: That the tender be awarded to Christmas Plus at a cost of £14,347 ex VAT each year.

RECOMMENDATION TO COUNCIL That the Christmas Lights contract is awarded to Christmas Plus at a cost of £14,347 ex VAT each year for the period 2020/21-2022/23.

FS57 CLOSURE OF MEETING AND DATE OF FUTURE MEETINGS

Monday 27 January 2020	Council
Monday 24 February 2020	Council
Monday 2 March 2020	Land & Property Committee
Monday 9 March 2020	Town Hall Management Committee
Monday 30 March 2020	Council
Monday 6 April 2020	Special Council Grants Meeting
Monday 27 April 2020	Council

Monday 11 May 2020

Finance & Staffing Committee