

**Town Clerk
Mrs G Bell**

Tel No 01757 708449
E-Mail: g.bell@selbytowncouncil.gov.uk

13 October 2020



Selby Town Council,
The Town Hall,
York Street
Selby YO8 4AJ
Tel: 01757 708449
Email:
admin@selbytowncouncil.gov.uk

Dear Councillor

Finance & Staffing Committee Meeting – Monday 19 October 2020

You are hereby summoned to attend the meeting of Selby Town Council which has been arranged to be held on line on **MONDAY 19 October 2020 AT 7.00PM.**

LOG IN – The login details have been emailed to you and are available to members of the public upon request from the Clerk.

In accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960 the Public and press may attend the meeting.

Recording at Council Meetings: Recording is allowed at Council, committee and sub-committee meetings which are open to the public, subject to: (i) the recording being conducted with full knowledge of the Chairman of the meeting; and (ii) compliance with the Town Council's Recording of Meetings Policy. Anyone wishing to record must contact the Town Clerk prior to the start of the meeting. Any recording must be conducted openly and not in secret.

Yours sincerely

Clerk to the Council

To: Cllrs F Matthews, M Rofidi, M Davis, S Cahill, Mrs W Nichols, M Dyson, C Laskey, L Rofidi and S Shaw-Wright

All Councillors for information

A G E N D A

FS22 APOLOGIES FOR ABSENCE

FS23 DISCLOSURE OF INTEREST

FS24 MINUTES OF LAST MEETING

To note the minutes of the Finance & Staffing Committee meeting held on the 13 July 2020. These minutes have been previously ratified at Council on 27 July 2020 (Pages 6 to 11 attached)

FS25 ALLOCATED BALANCES 2020/21

To consider the Allocated Balance Report as at 30 September 2020 (Page 12 attached)

FS26 BUDGET POSITION 2020/21

26.1 **To consider** the Income and Expenditure report and budget narrative report provided as at 30 September 2020 (Pages 13 to 17 attached)

26.2 **To receive** the budget alignment report up to 30 September 2020 (Page 18 attached)

FS27 RBS PHASED BUDGET MODULE UPDATE

To receive a verbal update from the Finance Manager.

FS28 INVESTMENT UPDATE

To receive the report of the Finance Manager and **review** with regard to the CCLA Investment and Yorkshire Bank. (Page 19 attached).

FS29 POLICY REVIEW

29.1 **To review** the Retirement Policy. Staff have been consulted on the Retirement Policy and no comments have been received and **to agree** a review date (Pages 20 to 24 attached).

RECOMMENDATION TO COUNCIL THAT:

- i) **The Retirement Policy be approved, and**
- ii) **The review date be agreed**

29.2 **To review** the Corporate Risk Policy. Suggested changes are in red and **to agree** a review date (Pages 25 to 37 attached).

RECOMMENDATION TO COUNCIL THAT:

- i) **The Corporate Risk Policy be approved, and**
- ii) **The review date be agreed.**

29.3 **To review** the Health & Safety Policy and the Health & Safety Procedure and **to agree** a review date of the policy and procedure (Pages 38 to 49 attached).

- i) **The Health & Safety Policy be approved,**
- ii) **The review date be agreed,**
- iii) **The Health & Safety Procedure be approved, and**
- iv) **The review date be agreed.**
- v)

29.4 **To review** the Lone Working Policy and **to agree** a review date (Pages 50 to 56 attached).

RECOMMENDATION TO COUNCIL THAT:

- i) **The Lone Working Policy be approved, and**
- ii) **The review date be agreed.**

29.5 **To review** the TOIL Policy and **to agree** a review date (Pages 57 to 59 attached).

RECOMMENDATION TO COUNCIL THAT:

- i) **The TOIL Policy be approved, and**
- ii) **The review date be agreed.**

FS30 HEALTH, SAFETY AND WELFARE WORKING GROUP

To note that the next Health, Safety and Welfare Group is to be held on Monday 2 November 2020 at 6pm.

To note that there have been no near misses or accidents to report.

FS31 SECTION 106 & CIL UPDATE

31.1 **To receive** the update of the Clerk with regard to S106 funds available.

To note that the Clerk had worked with the S106 Officer to ensure the balances were accurate.

Amount £	To be used by	Allocated £	Project	Balance £
670.31	Nov 2019			670.31
5946.00	August 2020			6,616.31
6564.18	January 2026			13,180.49
8919.00	August 2023			22,099.49

31.2 **To consider** the update of the Clerk with regard to CIL funding available.

CIL Retained Receipts	Held by SDC from previous statements and available to PC £	To be used by or returned to SDC
2015/16	0	
2016/17	113.24	August 2021
2017/18	711.71	June 2022
	1,376.13	January 2023
	165.00	February 2023
	264.00	March 2023
2018/19	5,030.42	February 2024
	1,564.53	February 2024
2019/20 (To Oct 19)	25.67	July 2024
2019/20 (Oct 19 to Mar 20)	375.40	March 2025
Total of CIL Receipts available	9,626.10	

31.3 Inclusive Play Equipment – Roundabouts

To consider the quotations for 2no Inclusive Roundabouts from S106 funds available and **to decide** whether to make the shortfall up from CIL monies available or from reserves.

Three companies have submitted bids for 1no Inclusive roundabout at Flaxley Road play area and 1no Inclusive roundabout at Barwic Parade play area.

The quotes received are between £25,450 + VAT and £31,282.06 + VAT for 2 roundabouts.

The shortfall would be a maximum of £9,182.57 if the most expensive bid is awarded.

FS32 TOWN HALL WEBSITE

To consider the report from the Arts Officer (Page 60 attached)

RECOMMENDATION TO COUNCIL That the Arts Officer seeks 3 quotations for an updated website.

FS33 PRIVATE SESSION

In accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960 the Public and press will be excluded from the meeting for the discussion of the following exempt business.

FS34 STAFFING

- 34.1 To receive and consider the staffing update report of the Finance Manager up to 30.9.20 (Page 61 attached)
- 34.2 To receive and consider the report from the Clerk (To be circulated before the meeting).
- 34.3 To receive and consider the mobile phone report of the Clerk (Page 62 attached).

FS35 CLOSURE OF MEETING AND DATE OF FUTURE MEETINGS

Monday 26 October 2020	Council
Monday 30 November 2020	Council
Monday 7 December 2020	Land & Property Committee
Monday 21 December 2020	Council Special Budget Meeting
Monday 18 January 2020	Finance & Staffing Committee
Monday 25 January 2020	Council
Monday 22 February 2020	Council