

**MINUTES OF THE FINANCE & STAFFING COMMITTEE HELD ON LINE ON MONDAY 18 January 2021.**

**PRESENT:** Cllrs F Matthews (Chair), M Davis, M Dyson, S Shaw-Wright, C Laskey, M Rofidi and W Nichols

**IN ATTENDANCE:** Town Clerk and Finance Manager

**FS36 APOLOGIES FOR ABSENCE**

Cllr L Rofidi

**FS37 DISCLOSURE OF INTEREST**

There were no Disclosures of Interests.

**FS38 MINUTES OF LAST MEETING**

Minutes of the Finance & Staffing Meeting held on Monday 19 October 2020 were received. These minutes had been previously ratified at Council on 26 October 2020.

**RESOLVED: That the minutes be noted**

**FS39 ALLOCATED BALANCES 2020/21**

The Finance Officer presented the allocated balance report for 2020/21 for consideration.

**RESOLVED: That the allocated balance report for 2020/21 be noted.**

**FS40 BUDGET POSITION 2020/21**

FS40.1 The Finance Officer provided the Income and Expenditure and Budget Narrative reports for consideration.

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

FS40.2 The Finance Manager provided the Budget Alignment Report for consideration.

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

## **FS41 INVESTMENT UPDATE**

The Finance Manager provided the investment report. It was noted that the interest rate for the 12mth Deposit account had gone down and was currently lower than the 6mth interest rate. The Finance Manager clarified that the interest rates had dropped in December.

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

## **FS42 POLICY REVIEW**

### **FS42.1 Retirement Policy**

The Clerk provided a basis for a new Retirement Policy. As the previous policy refers to the Local Government Pension Scheme (LGPS2011) and there was some significant work to be done to the policy it was agreed to form a working group to speed up completion. It was agreed the working group would comprise of Cllrs F Matthews, W Nichols and S Shaw-Wright along with the Clerk and Finance Manager.

**RESOLVED THAT:**

- i) The Clerk and Finance Manager collate all information necessary to allow the Working Group to proceed**
- ii) The Working Group comprises of Cllr F Matthews, W Nichols and S Shaw-Wright, along with the Clerk and Finance Manager**
- iii) The Clerk schedules an agreeable date for the Working Group to meet.**

### **FS42.2 Lone Working Policy**

The Clerk provided a Lone Working Policy for review. It was agreed that the lone working risk assessments would be reviewed at the next Health, Safety and Welfare Group.

It was agreed to change the following:

1. Groundsman to Grounds staff
2. *Responsibilities* to include “of themselves and” after “health and safety”
3. *Lone Workers* add “not” before adequate in the 3rd bullet point.

**RECOMMENDATIONS TO COUNCIL THAT:**

- i) The Lone Workers Policy be approved subject to the abovementioned changes, and**
- ii) The policy to go to staff consultation.**

FS42.3 Disciplinary Policy

The Clerk provided the Disciplinary Policy for review. It was agreed that that unsatisfactory work performance should be managed by performance management measures prior to instigating disciplinary action, and the Disciplinary Policy should be amended accordingly. It was also agreed that the Clerk provides a Performance Management Policy and Procedure to a future meeting.

**RECOMMENDATIONS TO COUNCIL THAT:**

- i) The Disciplinary Policy be approved subject to the abovementioned changes,**
- ii) the policy to go to staff consultation, and**
- iii) the Clerk brings a Performance Management Policy and Procedure to a future meeting of the Finance and Staffing Committee.**

FS42.4 Grievance Policy

The Clerk provided the Grievance Policy for review.

**RECOMMENDATIONS TO COUNCIL THAT:**

- i) The Grievance Policy be approved and**
- ii) the policy to go to staff consultation.**

FS42.5 Business Continuity Plan

It was resolved to move this item to Part 2 (Private Session) as the document contained sensitive information.

**RESOLVED THAT the Business Continuity Plan be moved to Part 2**

## **FS43 HEALTH, SAFETY AND WELFARE WORKING GROUP**

The Clerk updated that the next meeting is to be held on Monday 15 February 2021 at 6pm, subject to at least one new member being appointed at January Council.

The Clerk updated that there had been no near misses or accidents to report.

**RESOLVED That the Clerks updates be noted.**

## **FS44 SECTION 106 AND CIL UPDATE**

FS44.1 The Clerk updated that all S106 monies had been allocated.

**RESOLVED That the update be noted.**

FS44.2 The Clerk provided an update on CIL funding available. The Clerk was asked to contact the CIL Officer at Selby District Council to ascertain what developments are coming up and will yield CIL for the Town Council.

**RESOLVED THAT:**

- i) the update be noted, and**
- ii) the Clerk asks for confirmation from the SDC S106 Officer for upcoming developments and CIL available from them**

## **FS45 MARKET IT SOFTWARE**

The committee considered approving the purchase of the recommended Market IT Software from the 2020/21 Markets Expenditure budget. This expenditure had previously been approved at the 2021/22 Budget Setting Meeting. The Markets/Event Manager had confirmed there were sufficient funds in the current year's budget.

**RECOMMENDATIONS TO COUNCIL THAT:**

- i) The Market IT Software be purchased, and**
- ii) the expenditure be taken from the 2020/21 Markets expenditure budget.**

**FS46 CEMETERY LODGE PROPERTY INSPECTION**

**RESOLVED THAT** No.1 Letting Agency are instructed to carry out the Annual Inspection of the Cemetery Lodge at a cost of £30 + VAT.

**FS47 PRIVATE SESSION**

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

**FS42.5 BUSINESS CONTINUITY PLAN**

The Clerk provided the Business Continuity Plan for review. It was agreed to add in a confidentiality statement with a reminder that all staff and councillors personal contact details were not for public viewing. To act, as a further reminder that Appendix 1 remains confidential, that it is printed on purple paper.

The Clerk should ensure that the plan is updated throughout the year as necessary.

It was agreed that the following should be added:

1. Item 4 – Critical Functions – add 1811 after Town Hall
2. Item 4 – Critical Functions – Telephone Systems – add Aspire
3. Item 5 – Contact Tree – add Finance Manager and Leader of the Council

**RESOLVED THAT:**

- i) **The Business Continuity Plan be approved subject to the abovementioned changes, and**
- ii) **The Business Continuity Plan be reviewed every 12 months.**

**FS48 STAFFING**

48.1 The Finance Officer provided a staffing update report.

**RESOLVED That the report be noted.**

48.2 The Clerk reported on staffing

**RESOLVED That the report be noted.**

48.3 The Clerk provided a report on staff mobile phones.

**RECOMMENDATION TO COUNCIL THAT:**

- i) 4 x i phone handsets inc. sims be purchased with the current supplier at a cost of £21.75 + VAT per month on a 36 month contract, and**
- ii) 2 x sim only cards be purchased with the current supplier at a cost of £12.50 + VAT on a 36 month contract.**

The Clerk provided an update on the staffing situation. Cllr Matthews expressed thanks to all the staff and in particular the Resource Team for continuing to work hard in the appalling weather while being short staffed.

**FS49 CLOSURE OF MEETING AND DATE OF FUTURE MEETINGS**

Monday 25 January 2021	Council
Monday 22 February 2021	Council
Monday 1 March 2021	Land & Property Committee
Monday 8 March 2021	Town Hall Management Committee
Monday 29 March 2021	Council
Monday 12 April 2021	Special Council Grants Meeting
Friday 16 April 2021	Market Working Group
Monday 26 April 2021	Council
Monday 17 May 2021	Finance & Staffing Committee