



MINUTES OF THE FINANCE AND STAFFING COMMITTEE HELD  
ON MONDAY 24 JULY 2023 AT THE TOWN HALL, YORK STREET,  
SELBY

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**PRESENT:** Cllrs F Matthews (Chair), S Shaw-Wright, M Davis, M Dyson, K Franks, C Laskey and T Beharrell

**IN ATTENDANCE:** Town Clerk

**FS1 TO APPOINT A CHAIR AND VICE CHAIR**

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

**RESOLVED:** That Councillor Matthews be appointed Chair and Councillor Laskey Vice Chair.

**FS2 APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs W Nichols and J Proud.

**FS3 DISCLOSURE OF INTEREST**

There were no Disclosures of Interests.

**FS4 MINUTES OF THE LAST MEETING**

Minutes of the Finance & Staffing Meeting held on Monday 15 May 2023 were received. These minutes had previously been ratified at Council on 22 May 2023.

**RESOLVED:** That the Minutes of the Finance & Staffing Committee held on Monday 15 May 2023 be noted.

**FS5 ALLOCATED BALANCES 2023/24**

The Clerk presented the allocated balance report for 30 June 2023 for consideration. The Clerk updated that a donation had been received of £421.30 towards the Mining Wheel Memorial and would show in the 2nd qtr.

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

**FS6 BUDGET POSITION 2023/24**

**FS6.1** Income and Expenditure Report and Budget Narrative

The Clerk provided the Income and Expenditure and Budget Narrative reports for consideration. It was agreed that the Architects fee for submitting the 1811 Listed Building planning application be taken from the 1811 EMR Fund. The Clerk updated that a donation had been received of £421.30 towards the Mining Wheel Memorial and would show in the 2nd qtr.

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

FS6.2 Budget Alignment Report  
The Clerk provided the Budget Alignment report for consideration.

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

**FS7 INVESTMENT UPDATE**

The Clerk presented the investment report. The Clerk gave the CCLA updated June figure.

The Committee considered reinvesting the 2022/23 dividends of £4,224.28 from the CCLA Property Fund. It was recommended that the dividend be invested in the deposit account.

**RESOLVED That:**

- i) The Clerks update be noted.
- ii) The CCLA Property Fund Dividends from 2022/23 be invested in the Deposit account.

**RECOMMENDATIONS TO COUNCIL That: The CCLA Property Fund Dividends £4,224.28 from 2022/23 be invested in the Deposit account.**

**FS8 DIRECT DEBIT & STANDING ORDER LIST**

The Direct Debit & Standing Order List was considered.

**RESOLVED: That the Direct Debit & Standing Order List be approved.**

**FS9 POLICY REVIEW**

**FS9.1 Policy Table**

The Clerk provided the list of policies specific to the Finance & Staffing committee.

**RESOLVED: That the list of policies be noted.**

**FS9.2 Information Technology Policy**

It was noted that the back-up options report would be considered at the next Digital Working Group meeting.

It was also noted that Had-It had been approved at June Council to provide monthly server support.

FS9.3 Information and Data Protection Policy  
The Clerk provided the Information & Data Protection Policy for consideration.

**RECOMMENDATION TO COUNCIL THAT:**

- i. The Information and Data Protection Policy be approved with minor amendments, and**
- ii. The review date be set for two years.**

FS9.4 General Privacy Notice  
The Clerk provided the General Privacy Notice for consideration.

The following amendments were approved:

Pg.2, Item 3 – Add additional bullet point “And other organisations where we are legally obliged to share data”.

Pg.3, Item 5 – Replace the bullet points with “information relating to any protective characteristics as outlined in the Equalities Act in order to comply with legal requirements and obligations to third parties”.

**RECOMMENDATION TO COUNCIL THAT:**

- i. The Information and General Privacy Notice be approved with the abovementioned and other minor amendments, and**
- ii. The review date be set for two years.**

FS9.5 Staff, Councillors’ and Role Holders Privacy Notice  
The Clerk provided the Staff, Councillors and Role Holders Privacy Notice for consideration.

**RECOMMENDATION TO COUNCIL THAT:**

- i. The Information and Staff, Councillors’ and Role Holders Privacy Notice be approved with minor amendments, and**
- ii. The review date be set for two years**

**FS10 HEALTH, SAFETY AND WELFARE WORKING GROUP UPDATE**  
It was noted that the date of the next meeting of the Health, Safety & Welfare Working Group will be held on 11 September 2023 at 7pm and will be held on line.

**FS11 SECTION 106 & CIL UPDATE**

FS11.1 S106  
Consideration was given to the update on S106 monies from the Clerk.

**RESOLVED THAT: The update be noted.**

FS11.2 CIL  
Consideration was given to the update from the Clerk.

**RESOLVED THAT: The update be noted.**

**FS12 TOWN COUNCIL ACTION PLAN**

Consideration was given to the Council's Action Plan updates provided by the Clerk.

**RESOLVED THAT: The update be noted.**

**FS13 PRIVATE SESSION**

A motion was agreed to move to Private Session

**FS14 STAFFING 2023/24**

The Clerk provided a staffing update report.

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

**FS15 CLOSURE OF MEETING AND DATE OF FUTURE MEETINGS**

Monday 31 July 2023	Council
Monday 4 September 2023	Land & Property Committee
Friday 8 September 2023	Market Working Group
Monday 11 September 2023	Health, Safety and Welfare Group
Monday 18 September 2023	Town Hall Management Committee
Monday 25 September 2023	Council
Monday 16 October 2023	Finance & Staffing Committee
Monday 30 October 2023	Council