



MINUTES OF THE FINANCE AND STAFFING COMMITTEE HELD
ON MONDAY 13 MAY 2024 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

FS46 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs J Proud

FS47 DISCLOSURE OF INTEREST

There were no Disclosures of Interests.

FS48 MINUTES OF THE LAST MEETING

Minutes of the Finance & Staffing Meeting held on Monday 12 February 2024 were received. These minutes had previously been ratified at Council on 26 February 2024.

RESOLVED: That the Minutes of the Finance & Staffing Committee held on Monday 12 February 2024 be noted.

FS49 ALLOCATED BALANCES 2023/24

The Clerk presented the allocated balance report for 31 March 2024 for consideration.

RESOLVED: That the report be noted.

FS50 BUDGET POSITION 2023/24

FS50.1 Income and Expenditure Report and Budget Narrative

The Clerk provided the Income and Expenditure and Budget Narrative reports for consideration.

RESOLVED: That the reports be noted.

FS50.2 Budget Alignment Report

The Clerk provided the Budget Alignment report for consideration.

RESOLVED: That the update be noted.

FS51 ANNUAL RETURN 2023/24

FS51.1 Internal Audit Report

RESOLVED: That the Internal Auditors' Report be noted.

FS51.2 Annual Governance Annual Return

The Annual Governance Annual Return was considered.

RECOMMENDATION TO COUNCIL THAT:

- i. **Boxes 1 to 8 be agreed as yes on Section one of the Annual Governance statement,**
- ii. **Box 9 be agreed as Not Applicable on Section one of the Annual Governance Statement, and**
- iii. **The Annual Governance Accountability Return be approved.**

FS52 INVESTMENT UPDATE

FS52.1 Investment Account Status

The Clerk presented the investment report.

RESOLVED: That the Clerks update be noted.

FS53 DIRECT DEBIT & STANDING ORDER LIST

The Direct Debit & Standing Order List was considered. The Clerk was asked to appeal the Non Domestic Rates Bill for the 1811.

RESOLVED THAT:

- i. **The Clerk appeal the Non Domestic Rates Bill for the 1811, and**
- ii. **the Direct Debit & Standing Order List be approved.**

FS54 POLICY REVIEW

FS54.1 Policy Table

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

The Clerk updated that NALC had issued updated Financial Regulations, however it had been too late for this meeting for the Clerk to present for consideration. The Clerk informed the committee that she was satisfied that the Town Councils current Financial Regulations met all the legal requirements and it was agreed that NALC's policy be brought to the July Finance and Staffing Committee for consideration.

RESOLVED THAT:

- i. **The NALC Financial Regulations be brought to the July Finance and Staffing Committee, and**
- ii. **That the update be noted**

FS54.2 Grievance Policy and Procedure
The Clerk presented Grievance Policy for consideration.

RECOMMENDATION TO COUNCIL THAT:

- i. **The Grievance Policy and Procedure be approved, and**
- ii. **The review date be set for May 2027**

FS54.3 Disciplinary Policy and Procedure
The Clerk presented the Disciplinary Policy and Procedure for consideration. There were a couple of minor amendments to wording that did not affect the policy and procedure.

RECOMMENDATION TO COUNCIL THAT:

- i. **The Disciplinary Policy and Procedure be approved, and**
- ii. **The review date set for May 2027**

FS55 HEALTH, SAFETY AND WELFARE WORKING GROUP

FS55.1 Health, Safety and Welfare Working Group Notes
The Clerk presented the notes from the Health, Safety and Welfare Working Group meeting held on 3 March 2024.

RESOLVED: That the notes of the Health, Safety and Welfare Working Group be approved.

FS55.2 Health & Safety Support Update
It was noted that the new Health & Safety portal is in operation and that the first visit from the company's H & S is scheduled for June.

The Clerk updated that members of the Resource Team, along with the Facilities Manager and the Arts Officer would be attending Manual Handling training on the 14 May 2024.

RESOLVED: That the updates be noted.

FS56 SECTION 106 & CIL UPDATE

FS56.1 S106
Consideration was given to the update on S106 monies from the Clerk.

RESOLVED: That the update be noted.

FS56.2 CIL
Consideration was given to the update from the Clerk.

RESOLVED: That the update be noted.

FS57 TOWN COUNCIL ACTION PLAN
Consideration was given to the Council's Action Plan updates provided by the Clerk.

RESOLVED: That the update be noted.

FS58 PRIVATE SESSION
A motion was agreed to move to Private Session

FS59 STAFFING 2023/24
FS59.1 Overtime Cost Report
The Clerk provided a staffing update report.

RESOLVED: That the report be noted.

FS59.2 Staff Update
The Clerks update was considered. It was agreed that the deadline for the Facilities Assistant be extended if required.

RESOLVED: That the update be noted.

FS60 CLOSURE OF MEETING AND DATE OF FUTURE MEETINGS

Wednesday 15 May 2024	Annual Towns Meeting & Grants Presentation
Monday 20 May 2024	Annual & May Council
Monday 3 June 2024	Land & Property Committee
Monday 24 June 2024	Council
Monday 22 July 2024	Finance & Staffing Committee
Monday 29 July 2024	Council