



MINUTES OF THE FINANCE AND STAFFING COMMITTEE HELD
ON MONDAY 21 OCTOBER 2024 AT THE TOWN HALL, YORK
STREET, SELBY

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PRESENT: Cllrs F Matthews (Chair), S Shaw-Wright, M Davis, M Dyson, C Laskey, S Andrew, J Proud and T Beharrell

IN ATTENDANCE: Town Clerk

FS19 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.

FS20 APOLOGIES FOR ABSENCE

No apologies received.

FS21 DISCLOSURE OF INTEREST

Cllr Shaw-Wright declared an interest in item FS24.1 as a board member of Groundwork.

FS22 MINUTES OF THE LAST MEETING

Minutes of the Finance & Staffing Meeting held on Monday 13 May 2024 were received. These minutes had previously been ratified at Council on 20 May 2024.

It was noted that the meeting due to be held on 22 July 2024 was opened and closed due to being inquorate.

RESOLVED: That the Minutes of the Finance & Staffing Committee held on Monday 13 May 2024 be noted.

FS23 ALLOCATED BALANCES 2024/25

FS23.1 Unallocated Balance Report 1 April 2024

The Clerk presented the Unallocated Balance Report at 1 April 2024. It was agreed to recommend that the unallocated balance of £44,046.99 be moved into the Asset Replacement / Refurbishment EMR

RECOMMENDATION TO COUNCIL: That the unallocated balance of £ 44,046.99 be moved into the Asset Replacement / Refurbishment EMR.

FS23.2 Allocated Balance Report 30 September 2024

The Clerk presented the allocated balance report for 30 September 2024 for consideration.

RESOLVED: That the report be noted.

FS24 BUDGET POSITION 2024/25

FS24.1 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.

FS24.2 Budget Alignment Report

The Clerk provided the Budget Alignment report for consideration. It was noted that a refund had still not been received from Groundwork and the Clerk updated that it was being actively followed up.

RESOLVED: That the update be noted.

FS25 INVESTMENT UPDATE

The Clerk presented the investment report.

The Committee considered reinvesting the 2023/24 dividends of £6,204.47 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 £6,204.47 from 2023/24 be invested in the Deposit account.**

RECOMMENDATIONS TO COUNCIL THAT: The CCLA Property Fund Dividends £6,204.47 from 2023/24 be invested in the Deposit account.

FS26 DIRECT DEBIT & STANDING ORDER LIST

The Direct Debit & Standing Order List was considered.

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

FS27 POLICY REVIEW

FS27.1 Policy Table

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

It was agreed to change the review dates of some policies to spread them more evenly throughout the year.

RESOLVED: That the Policy Table to be updated as follows: -

- **Feb: Financial Regulations, Accounts Procedure**
- **May: Annual Leave, Toil,**
- **July: Information & Data Protection, Information & General Privacy Notice, Information & Staff, Cllrs & Role Holder Privacy Notice, Communications, Information Technology Security**
- **October: Capability, Sickness**

FS27.2 Early Retirement Policy

The Clerk provided the Early Retirement Policy for consideration.

RECOMMENDATION TO COUNCIL THAT:

- i. The Early Retirement Policy be approved, and**
- ii. The review date be set for 3 years**

FS27.3 Injury Payment Scheme

The Clerk provided the Injury Payment Scheme for consideration.

RECOMMENDATION TO COUNCIL THAT:

- i. The Injury Payment Scheme be approved, and**
- ii. The review date be set for 3 years.**

FS27.4 LGPS Discretions Policy
The Clerk provided the LGPS Discretions Policy for consideration.

RECOMMENDATION TO COUNCIL THAT:

- i. The LGPS Discretions Policy be approved, and**
- ii. The review date be set for 3 years.**

FS27.5 Corporate Risk Policy
The Clerk provided the Corporate Risk Policy for consideration. Some amendments were agreed.

RECOMMENDATION TO COUNCIL THAT:

- i. The Corporate Risk Policy be approved with the amendments, and**
- ii. The review date be set for 1 year.**

FS27.6 Financial Strategy
The Clerk presented the Financial Strategy for consideration. It was agreed to the wording “when required” in the Method of Operation paragraphs of the Capital, Asset Replacement/Refurb, Election Costs and Reserves Funds.

It was also agreed to change the wording in the table column Method of operation in active funds to read “Active (Annual top up considered).”

RECOMMENDATION TO COUNCIL THAT:

- i. The Financial Strategy be approved with the abovementioned amendments, and**
- ii. The review date be set for one year.**

FS27.7 Financial Regulations
It was noted that the Financial Regulations would be considered at the next Finance and Staffing Committee in February 2025.

FS28 HEALTH, SAFETY AND WELFARE WORKING GROUP UPDATE
The notes of the Health, Safety and Welfare Working Group held on 9 September 2024 were received and considered.

It was agreed to change the wording of the last sentence of item 3.1 to read “....Lone Risk Assessment be reviewed in March 2027”.

RECOMMENDATION TO COUNCIL THAT:

- i. HSW4 The Lone Working Policy be approved, and the review date be set for 3 years, and**
- ii. HSW8 PAT testing equipment be purchased up to a value of £1,000, and the Facilities Manager research suitable training to use the equipment.**

It was noted that the date of the next meeting of the Health, Safety & Welfare Working Group will be held on 17 March 2025 at 7pm and will be held online.

FS29 SECTION 106 & CIL UPDATE

FS29.1 S106
Consideration was given to the update on S106 monies from the Clerk.

RESOLVED THAT: The update be noted.

FS29.2 CIL
Consideration was given to the update from the Clerk.

RESOLVED THAT: The update be noted.

FS29.3 Consideration was given to the report received from the Clerk showing suggestions for using S106 & CIL Funding.

It was agreed that the Clerk would submit a planning application to install a fence on the Portholme Recreation field along the length of the footpath separating the field and Morrisons.

Other suggestions to add to the table were: -

- Individual brick sheds on allotments
- Canopy for the Community Centre Play Area

RESOLVED THAT: The report be noted, and the suggestions added to the table.

FS30 TOWN COUNCIL ACTION PLAN

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

RESOLVED THAT: The update be noted.

FS31 BUSINESS PLAN

The Clerk presented the final draft of the Business Plan. The Clerk updated that the Business Plan had been out for public consultation and no comments had been received.

It was agreed that following approval of the plan that the Clerk be permitted to update Councillors details and the budget when required.

RECOMMENDATION TO COUNCIL THAT: The Business Plan be approved and that it is reviewed annually at Council.

FS32 TOWN HALL INCOME & EXPENDITURE

The Income and Expenditure for the Town Hall was received and considered.

It was noted that the Town Hall was performing very well in the current climate and asked that their thanks be passed to the Arts Officer.

RESOLVED: That the report be noted.

FS33 PRIVATE SESSION

A motion was agreed to move to Private Session

FS34 STAFFING 2024/25

FS34.1 Staffing Update Report

The Clerk provided a staffing update report.

RESOLVED: That the report be noted.

FS35 CHAPELS

The Chair's report was received and considered.

It was noted that to meet the requirements of a Public Works Loan a resolution to borrow would be required, and if the precept was to be increased for the purpose of the loan repayments a public consultation should be held.

RESOLVED THAT:

- i. It was agreed in principle to recommend borrowing up to £700,000 from the Public Works Loan Board over a maximum of 30 years, and**
- ii. That the approval in principle does not authorise the Clerk to apply for the loan but to start the initial process.**

RECOMMENDATION TO COUNCIL THAT:

- i. Agree in principle to borrow up to £700,000 from the Public Works Loan Board over a maximum of 30 years,**
- ii. The approval in principle does not authorise the Clerk to apply for a loan but to start the initial process, and**
- iii. The following resolution to borrow be recorded:-**

At the Selby Town Council meeting of 28 October 2024, it was RESOLVED to seek the approval of the Ministry of Housing, Communities & Local Government to apply for a PWLB loan of up to £700,000 over the borrowing term of 30 years for the refurbishment of the North and South Chapels. The annual loan repayments will come to around £48,000.

It is also intended to increase the council tax precept for the purpose of the loan repayments. This will be subject to a precept increase consultation.

FS36

CLOSURE OF MEETING AND DATE OF FUTURE MEETINGS

| | |
|-------------------------|--------------------------------|
| Monday 28 October 2024 | Council |
| Monday 25 November 2024 | Council |
| Monday 2 December 2024 | Land & Property Committee |
| Monday 16 December 2024 | Council Special Budget Meeting |
| Monday 13 January 2025 | Environment Committee |
| Monday 27 January 2025 | Council |
| Monday 10 February 2025 | Finance & Staffing Committee |