



MINUTES OF THE FINANCE AND STAFFING COMMITTEE HELD
ON MONDAY 10 FEBRUARY 2025 AT THE TOWN HALL, YORK
STREET, SELBY

Contents

FS37	APOLOGIES FOR ABSENCE	2
FS38	DISCLOSURE OF INTEREST	2
FS39	MINUTES OF THE LAST MEETING.....	2
FS40	ALLOCATED BALANCES 2024/25.....	2
FS41	BUDGET POSITION 2024/25.....	2
FS41.1	Income and Expenditure Report and Budget Narrative	2
FS41.2	Budget Alignment Report.....	2
FS42	INVESTMENT UPDATE	2
FS43	DIRECT DEBIT & STANDING ORDER LIST	3
FS44	POLICY REVIEW	3
FS44.1	Policy Table	3
FS44.2	Financial Regulations	3
FS447.3	Accounts Procedure	3
FS45	HEALTH, SAFETY AND WELFARE WORKING GROUP UPDATE.....	4
FS46	SECTION 106 & CIL UPDATE.....	4
FS47	TOWN COUNCIL ACTION PLAN	5
FS48	INSURANCE	5
FS49	PRIVATE SESSION	5
FS50	STAFFING 2024/25.....	5
FS50.1	Staffing Update Report	5
FS50.2	Staffing Report.....	5
FS51	CLOSURE OF MEETING AND DATE OF FUTURE MEETINGS.....	5

PRESENT: Cllrs F Matthews (Chair), M Davis, M Dyson, C Laskey and T Beharrell

IN ATTENDANCE: Town Clerk

FS37 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Sue Andrews and S Shaw-Wright.

FS38 DISCLOSURE OF INTEREST

Cllr Laskey declared an interest in item FS48.

FS39 MINUTES OF THE LAST MEETING

Minutes of the Finance & Staffing Meeting held on Monday 21 October 2024 were received. These minutes had previously been ratified at Council on 28 October 2024.

RESOLVED: That the Minutes of the Finance & Staffing Committee held on Monday 21 October 2024 be noted.

FS40 ALLOCATED BALANCES 2024/25

Allocated Balance Report 31 December 2025

The Clerk presented the allocated balance report for 31 December 2025 for consideration.

RESOLVED: That the report be noted.

FS41 BUDGET POSITION 2024/25

FS41.1 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.

FS41.2 Budget Alignment Report

The Clerk provided the Budget Alignment report for consideration.

RESOLVED: That the update be noted.

FS42 INVESTMENT UPDATE

The Clerk presented the investment report. The Clerk was asked to provide options to the next meeting for reinvesting the funds held in the 12 month deposit account. The Clerk was also asked to provide the total dividends received from the CCLA account throughout its term. The Internal Auditor had asked the Council to consider the bank balances and their size held with one banking institution when set

against the FSCS compensation limit of £85,000. The Clerk clarified that unfortunately local authorities are not eligible for protection under the FSCS unless they have an annual budget of less than 500,000 Euros (£417,350). The committee considered the information provided, and the accounts and resolved to keep the funds where they are.

RESOLVED That:

- i) **The Clerks update be noted.**
- ii) **The Clerk provide reinvestment options for the funds held in the 12 month term deposit account,**
- iii) **The Clerk provide the value of the total dividends received from the CCLA account, and**
- iv) **To keep the funds where they are.**

RECOMMENDATION TO COUNCIL THAT: Following consideration of the information provided, and the accounts, that the funds are kept where they currently are.

FS43 DIRECT DEBIT & STANDING ORDER LIST

The Direct Debit & Standing Order List was considered.

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

FS44 POLICY REVIEW

FS44.1 Policy Table

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

FS44.2 Financial Regulations

The Clerk provided the Financial Regulations for consideration.

The following amendments were agreed:

10.1 – “....maintain a petty cash account...”

10.4 – “....maintain a cash float...”

RECOMMENDATION TO COUNCIL THAT: The Financial Regulations be approved with the abovementioned amendments.

FS447.3 Accounts Procedure

The Clerk provided the Accounts Procedure for consideration.

The following amendments were agreed:

5.1 – “....however some cheque transactions....”

Add 8.7 – A separate till float of £340 is maintained.

RECOMMENDATION TO COUNCIL THAT:

- i. The Accounts Procedure be approved with the abovementioned amendments, and**
- ii. The review date be set for 3 years.**

FS45 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 17 March 2025 at 7pm and will be held online.

FS46 SECTION 106 & CIL UPDATE

The Clerk updated that no CIL / S106 statement had been received from North Yorkshire Council despite the Clerk's best efforts to obtain one. A response was finally received in January apologising for not responding previously and that the CIL Officer post had been vacant for several months without any cover and that they were dealing with a sizeable backlog of cases. Further contact from the officer confirmed that the Town Council would not be disadvantaged as this delay is entirely the responsibility of North Yorkshire Council.

RESOLVED : That the update be noted.

FS46.1 S106

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

RESOLVED: That the update be noted.

FS46.2 CIL

Consideration was given to the update from the Clerk.

RESOLVED: That the update be noted.

FS46.3 Consideration was given to the report received from the Clerk showing suggestions for using S106 & CIL Funding.

It was noted that the Clerk had submitted a planning application to install a fence on the Portholme Recreation field along the length of the footpath separating the field and Morrisons. The architects fee to complete and submit the application was £1,000 (No VAT). The planning application fee was £578 + VAT.

RESOLVED: That the report be noted.

FS47 TOWN COUNCIL ACTION PLAN

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

RESOLVED: That the update be noted.

FS48 INSURANCE

Consideration was given to the Clerk's report on the current insurance provision.

RESOLVED: That the report be noted.

FS49 PRIVATE SESSION

A motion was agreed to move to Private Session

FS50 STAFFING 2024/25

FS50.1 Staffing Update Report

The Clerk provided a staffing update report.

RESOLVED: That the report be noted.

FS50.2 Staffing Report

Consideration was given to the Clerk's report.

RECOMMENDATION TO COUNCIL THAT:

- i. **The Markets/Event Officer weekly hours be increased to 20,**
- ii. **A new Admin Post with responsibility for Cemetery for 4hrs a week be created,**
- iii. **A new Admin Post with responsibility for Allotments for 18hrs a week be created, and**
- iv. **The above be implemented from 1 March 2025.**

FS51 CLOSURE OF MEETING AND DATE OF FUTURE MEETINGS

Monday 24 February 2025	Council
Monday 3 March 2025	Land & Property Committee
Monday 10 March 2025	Town Hall Management Committee
Monday 17 March 2025	Health, Safety & Welfare W. Group
Wednesday 19 March 2025	Market Working Group
Monday 31 March 2025	Council