



**MINUTES OF THE FINANCE AND STAFFING COMMITTEE HELD  
ON MONDAY 16 FEBRUARY 2026 AT THE TOWN HALL, YORK  
STREET, SELBY**

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**PRESENT: Cllrs F Matthews (Chair), M Davis, M Dyson, W Nichols and T Beharrell**

**IN ATTENDANCE: Town Clerk**

**FS31            APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs S Andrew, C Laskey, S Shaw-Wright and J Proud

**FS32            DISCLOSURE OF INTEREST**

There were none declared.

**FS33            MINUTES OF THE LAST MEETING**

Minutes of the Finance & Staffing Meeting held on Monday 20 October 2025 were received. These minutes had previously been ratified at Council on 27 October 2025.

**RESOLVED: That the Minutes of the Finance & Staffing Committee held on Monday 20 October 2025 be noted.**

**FS34            ALLOCATED BALANCES 2025/26**

**FS34.1        Allocated Balance Report**

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

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

**FS35            BUDGET POSITION 2025/26**

**FS35.1        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.**

FS35.2 Budget Alignment Report  
The Clerk provided the Budget Alignment report for consideration. The Clerk updated that the “900” income column had an incorrect formula and that this had now been amended.

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

**FS36 INVESTMENT UPDATE**

FS36.1 The Clerk presented the investment report. The Clerk was asked to include the maturity dates for the investments on the report for future meetings.

**RESOLVED THAT:**

- i. The update be noted, and
- ii. The dividends from the CCLA Property Fund totalling £5,581.18 be reinvested in the Unity Trust Instant Access Saver Account.

**FS37 DIRECT DEBIT & STANDING ORDER LIST**

It was noted that there were no updates to the Direct Debit / Standing Order list.

**FS38 POLICY REVIEW**

FS38.1 Policy Table

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

FS38.2 Dignity at Work Policy

The Clerk provided the Dignity at Work Policy for review.

**RECOMMENDATION TO COUNCIL THAT:**

- i. The Dignity at Work Policy be approved with no changes, and
- ii. The review date be set for 3 years

FS38.3 Business Continuity Plan

This item was considered in private Session at item 45 due to the sensitive information in the plan.

**FS39 HEALTH, SAFETY AND WELFARE WORKING GROUP**

FS39.1 Health & Safety Actions

Consideration was given to the report presented by the Clerk.

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

FS39.2 Health, Safety and Welfare Working Group  
It was noted that the date of the next meeting of the Health, Safety & Welfare Working Group will be held on 2 March 2026 at 7pm and will be held online.

**FS40 FUNDING STRATEGY ACTION PLAN**

The Funding Strategy Action Plan presented by the Clerk was considered.

**RESOLVED: That the Funding Strategy be noted.**

**FS41 SECTION 106 & CIL UPDATE**

FS41.1 S106

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

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

FS41.2 CIL

Consideration was given to the update from the Clerk.

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

FS41.3 Consideration was given to the report received from the Clerk showing suggestions for using S106 & CIL Funding.

**RESOLVED THAT:**

- i. The report be noted, and
- ii. The lighting for the Community Land path to the shopping centre be added to the list.

**FS42 TOWN COUNCIL ACTION PLAN**

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

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

**FS43 PRIVATE SESSION**

A motion was agreed to move to Private Session

**FS44 STAFFING 2025/26**

FS44.1 Staffing Update Report

The Clerk provided a staffing update report.

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

FS44.2 Staff Report

The Clerk's report was considered.

The request for the Deputy Clerks hours to be increased was considered and as the request was for compressed hours (35hrs over 4 days) it was agreed on proviso that the Clerk monitored this carefully and would be reviewed in 3 months, and again at 6 months.

It was noted that the Part time Resource Assistant post was increased from 24hrs/week to 28hrs/week.

**RECOMMENDATION TO COUNCIL THAT:**

- i. **The Clerks hours be reduced to 32hrs a week starting 1 April 2026, and**
- ii. **The Deputy Clerks hours be increased to 35hrs a week starting 1 April 2026.**

**FS45 BUSINESS CONTINUITY PLAN**

Consideration was given to the updated Business Continuity Plan.

**RESOLVED THAT:**

- i. **The Business Continuity Plan be approved,**
- ii. **The review be in Autumn 2027, and**
- iii. **Copies be provided to the Chair, and Chairs of Finance & Staffing and Land & Property Committees, along with relevant staff.**

**FS46 STREETLIGHTING**

Consideration was given to replace the lamps on Abbey Place. It was agreed that the lamps should be all replaced, ideally with warm LED bulbs and glazed lamps. The Clerk was asked to make these requests and bring back the information to Council.

**RECOMMENDED TO COUNCIL THAT:**

- i. **The full replacement of the following lanterns in Abbey Place, LP22A, LP26B, LP25B, LP24B, LP27B and LP28B and 1no. corner bracket at a cost of £5,571.54 + VAT, and**
- ii. **The cost be taken from EMR Efficiency Fund.**

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

Monday 23 February 2026	Council
Monday 2 March 2026	Health, Safety & Welfare W. Group
Monday 9 March 2026	Town Hall Management Committee
Monday 16 March 2026	Land & Property Committee
Wednesday 18 March 2026	Markets Working Group
Monday 23 March 2026	Environment Committee
Monday 30 March 2026	Council
Monday 13 April 2026	Special Council Grants Meeting
Monday 27 April 2026	Council
Monday 11 May 2026	Finance & Staffing Committee
Wednesday 13 May 2026	Ann. Town Meet. & Grants Present.
Monday 18 May 2026	Annual Council and Council