

Town Clerk
Mrs G Bell

Tel No 01757 708449
E-Mail: g.bell@selbytowncouncil.gov.uk

10 February 2026

Dear Councillor


Finance & Staffing Committee Meeting – Monday 16 February 2026

You are hereby summoned to attend the meeting of Selby Town Council which has been arranged for **MONDAY 16 FEBRUARY 2026 AT 7.00PM** at the Town Hall, York Street, Selby.

In accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960 the Public and press may attend the meeting.

Recording at Council Meetings: Recording is allowed at Council, committee and sub-committee meetings which are open to the public, subject to: (i) the recording being conducted with full knowledge of the Chairman of the meeting; and (ii) compliance with the Town Council's Recording of Meetings Policy. Anyone wishing to record must contact the Town Clerk prior to the start of the meeting. Any recording must be conducted openly and not in secret.

To ensure that all matters on this agenda are given due consideration we would ask councillors not to use IT equipment during councils meeting for non-meeting activities.

Yours sincerely

Clerk to the Council

To: Cllrs J Proud, S Shaw-Wright, F Matthews, C Laskey, W Nichols, S Andrew, M Davis, M Dyson and T Beharrell

All Councillors for information



Selby Town Council,
The Town Hall,
York Street
Selby YO8 4AJ
Tel: 01757 708449
Email:
admin@selbytowncouncil.gov.uk

AGENDA

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FS31 APOLOGIES FOR ABSENCE

FS32 DISCLOSURE OF INTEREST

FS33 MINUTES OF LAST MEETING

To **note** the minutes of the Finance & Staffing Committee meeting held on the 20 October 2025. These minutes have been previously ratified at Council on 27 October 2025. (Pages 6 to 10 attached).

FS34 ALLOCATED BALANCES 2025/26

FS34.1 Allocated Balance Report

To **receive** and **consider** the Allocated Balance Report as of 31 December 2025. (Page 11 attached)

FS35 BUDGET POSITION 2025/26

FS35.1 Income and Expenditure Report and Budget Narrative

To **receive** and **consider** the Income and Expenditure report and budget narrative report provided as of 31 December 2025. (Pages 12 to 20 attached).

FS35.2 Budget Alignment Report

To **receive** and **consider** the budget alignment report up to 31 December 2025. (Page 21 attached)

FS36 INVESTMENT UPDATE

FS36.1 To **receive** and **review** the report of the Clerk with regard to the CCLA Investment, Unity Trust Term Deposit Accounts and Hinkley & Rugby Term Deposit Account. (Page 22 attached).

To note the following: -

Unity Trust Term Deposit Account matures on 28 July 2026

Hinkley & Rugby Term Deposit Account requires 90 Days Notice

To **consider** reinvesting the dividends from the CCLA Property Fund 2024/25 and 2025/26 totalling £5,581.18.

FS37 DIRECT DEBIT / STANDING ORDER LIST

To **note** that there are no changes to the Direct Debit / Standing Order List.

FS38 POLICY REVIEW

FS38.1 Policy Table
To **receive** the list of policies specific to the Finance & Staffing committee. (Page 23 attached).

FS38.2 Dignity at Work Policy
To **receive** and **consider** the Dignity at Work Policy, and to set a review date. The Clerk has not suggested any amendments. (Pages 24 to 32 attached).

FS38.3 Business Continuity Plan
This item is to be considered in Private Session at Item 45.

FS39 HEALTH, SAFETY AND WELFARE WORKING GROUP

FS39.1 Health & Safety Visit
To **receive** and **consider** the updated H & S actions list following the audit by Worknest in July. (Pages 33 to 36 attached).

FS39.2 Health, Safety and Welfare Working Group
To **note** the next meeting will be held on 2 March 2026.

FS40 FUNDING STRATEGY ACTION PLAN

To **receive** and **consider** the updated Funding Strategy Action Plan. Page 37 attached).

FS41 SECTION 106 & CIL UPDATE

FS41.1 To **note** the balance of S106 is £88,334.00 – Relating to Old Civic Centre – Portholme Road Selby Planning Permission 2020/0776/FULM. The “use by” date for the S106 monies is August 2027.

FS41.2 To **receive** and **consider** the update of the Clerk with regard to CIL funding available. (Page 38 attached).

FS41.3 To **consider** a report showing suggestions for using S106 and CIL funding. (Pages 39 to 40 attached).

FS42 TOWN COUNCIL ACTION PLAN

To **consider** the updates on the current projects and proposals: -
Staff Training – Training that had previously been identified at staff appraisals has either been completed or booked for a later date.
Policies – See item FS38

Risk Management – Risk assessments reviewed at Health, Safety and Welfare Group biannually.

Investments – see item FS36

Earmarked Reserves – see item FS34.1

FS43 PRIVATE SESSION

In accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960 the Public and press will be excluded from the meeting for the discussion of the following exempt business.

FS44 STAFFING 2025/26

FS44.1 Staffing Update Report

To **receive** and **consider** the staffing update report of the Clerk for 2025/26 (Page 41 attached).

FS44.2 Staff Report

To **receive** and **consider** a report staffing from the Clerk. (Page 42 attached).

FS45 BUSINESS CONTINUITY PLAN

To **receive** and **consider** the Business Continuity Plan and to set a review date. The Clerk has updated relevant information. (Pages 43 to 49 attached).

FS46 STREETLIGHTING

To **receive** and **consider** a quote to replace lamps on Abbey Place. (Pages 50 to 54 attached). Please note this item is deferred from December Land & Property Committee.

FS47 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	Annual Town Meet. & Grants Present.
Monday 18 May 2026	Annual Council and Council