



**MINUTES OF THE FINANCE AND STAFFING COMMITTEE HELD
ON MONDAY 11 MAY 2026 AT THE TOWN HALL, YORK STREET,
SELBY**

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

IN ATTENDANCE: Town Clerk

FS48 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs J Proud and M Dyson

FS49 DISCLOSURE OF INTEREST

There were none declared.

FS50 MINUTES OF THE LAST MEETING

Minutes of the Finance & Staffing Meeting held on Monday 16 February 2026 were received. These minutes had previously been ratified at Council on 23 February 2026.

RESOLVED: That the Minutes of the Finance & Staffing Committee held on Monday 16 February 2026 be noted.

FS51 ALLOCATED BALANCES 2025/26

FS51.1 Allocated Balance Report

The Clerk presented the allocated balance report for 31 March 2026 for consideration. It was noted that the Clerk would present the Un-allocated Balance report to the next meeting in July.

RESOLVED: That the report be noted.

FS52 BUDGET POSITION 2025/26

FS52.1 Income and Expenditure Report and Budget Narrative

The Clerk presented the Income and Expenditure and Budget Narrative reports for consideration. It was requested that an estimated allocation for vehicle and equipment servicing be reserved within the Grounds Maintenance budget, as these costs are typically incurred during the final quarter of the financial year.

RESOLVED: That the reports be noted.

FS52.2 Budget Alignment Report

The Clerk provided the Budget Alignment report for consideration.

RESOLVED: That the update be noted.

FS53 ANNUAL RETURN 2025/26

FS53.1 The Clerk presented the year-end Internal Audit for consideration.

FS53.2 The Clerk presented the Annual Governance Annual Return (AGAR) for consideration. It was noted that the deadline for submitting the AGAR and supporting documents to PKF Littlejohn, the appointed External Auditor, is 1 July 2026.

The Clerk updated that the Council had not met all the requirements of Assertion 10, the website did not meet Standard WCAG 2.1AA, and that it was impossible with the current website to meet this standard. It was agreed that the Clerk seeks three quotes for a new website and present to the Digital Working Group for consideration.

The Clerk confirmed that Assertions 1 to 8 were met and should be ticked yes and that Assertion 9 was not applicable.

RECOMMENDATION TO COUNCIL THAT:

- i. **The Internal Audit be noted,**
- ii. **Assertions 1 to 8 had been met,**
- iii. **Assertion 9 was not applicable,**
- iv. **Assertion 10 had not been met,**
- v. **The Annual Governance Annual Return be approved, and**
- vi. **The Clerk obtains three quotes for a new website.**

FS54 INVESTMENT UPDATE

FS54.1 The Clerk presented the investment report.

RESOLVED THAT: The update be noted.

FS54.2 Consideration was given to reinvesting the funds currently held in the Unity Trust 12-month Term Deposit Account upon its maturity in July 2026. It was noted that the potential increase in interest from alternative providers would be minimal, and that the administrative time required to

establish a new account would not represent an efficient use of staff resources.

RECOMMENDATION TO COUNCIL THAT: The funds be re-invested In the Unity Trust 12-month Term Deposit Account upon maturity.

FS55 DIRECT DEBIT & STANDING ORDER LIST

The Clerk presented the Direct Debit / Standing Order list for consideration. The Clerk was requested to provide an estimate, taking into account the Transitional Relief, the future years Non- Domestic Rates, for all premises, for budget setting.

RESOLVED THAT:

- i. The Direct Debit / Standing Order list be approved, and**
- ii. The Clerk provides the information requested for budget setting.**

FS56 POLICY REVIEW

FS56.1 Policy Table

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

FS56.2 Maternity, Adoption, Shared Parental and Paternity Policy and Procedure.

The Clerk provided the Maternity, Adoption, Shared Parental and Paternity Policy and Procedure for consideration. It was noted that this policy has been adopted from North Yorkshire Council. It was agreed that as the payment values would most likely change annually an appendix should be added to enable the policy to be updated easily.

RECOMMENDATION TO COUNCIL THAT:

- i. The Policy go to Staff Consultation,**
- ii. The Maternity, Adoption, Shared Parental and Paternity Policy and Procedure be adopted and principles applied, and**
- iii. Once approved the review date be set for 1 year**

FS57 HEALTH, SAFETY AND WELFARE WORKING GROUP

FS57.1 Health & Safety Actions

Consideration was given to the report presented by the Clerk. The Clerk updated that time has been scheduled to concentrate on completing the actions in time for the next Health, Safety and Welfare Working Group meeting in September.

The Clerk was instructed that, in future reports, any items not yet completed should remain included, while items previously reported as complete should be removed.

RESOLVED:

- i. **That the report and Clerks update, be noted, and**
- ii. **The Clerk produces future reports as requested above.**

FS57.2 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 21 September 2026 at 7pm and will be held online.

FS58 FUNDING STRATEGY ACTION PLAN

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

It was noted that several companies working on large projects in the local area operated Social Contribution Schemes as well as one of the companies' offering grants. The Clerk was requested to make direct contact with the companies.

RESOLVED: That the Funding Strategy be noted.

FS59 SECTION 106 & CIL UPDATE

FS59.1 S106
Consideration was given to the update on S106 monies from the Clerk.

RESOLVED: That the update be noted.

FS59.2 CIL
Consideration was given to the update from the Clerk.

RESOLVED: That the update be noted.

FS59.3 Consideration was given to the report received from the Clerk showing suggestions for using S106 & CIL Funding. It was noted that the deadline for the S106 funds to be used by was August 2027.

The Chair had produced a draft spreadsheet detailing a combined list of projects / aspirations for consideration. It was agreed that the Clerk would update the spreadsheet with items considered at this meeting,

including a Prototype Allotment with a brick shed, and the addition of a further column (NYC Strategic CIL).

RESOLVED THAT:

- i. The report be noted, and
- ii. The Clerk updates the Chairs spreadsheet with the information discussed at the meeting.

FS60 TOWN COUNCIL ACTION PLAN

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

RESOLVED: That the update be noted.

FS61 PRIVATE SESSION

A motion was agreed to move to Private Session

FS62 STAFFING 2025/26

FS62.1 Staffing Update Report

The Clerk provided a staffing update report.

RESOLVED: That the report be noted.

FS63 CLOSURE OF MEETING AND DATE OF FUTURE MEETINGS

Wednesday 13 May 2026	Ann. Town Meet. & Grants Present.
Monday 18 May 2026	Annual Council and Council
Monday 1 June 2026	Land & Property Committee
Monday 29 June 2026	Council
Monday 6 July 2026	Environment Committee
Monday 20 July 2026	Finance & Staffing Committee
Monday 27 July 2026	Council