

Town Clerk
Mrs G Bell

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5 May 2026

Dear Councillor

Finance & Staffing Committee Meeting – Monday 11 May 2026

You are hereby summoned to attend the meeting of Selby Town Council which has been arranged for **MONDAY 11 MAY 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
G Bell
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



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FS48 **APOLOGIES FOR ABSENCE**

FS49 **DISCLOSURE OF INTEREST**

- FS50 MINUTES OF LAST MEETING**
To **note** the minutes of the Finance & Staffing Committee meeting held on the 16 February 2026. These minutes have been previously ratified at Council on 23 February 2026. (Pages 6 to 11 attached).
- FS51 ALLOCATED BALANCES 2025/26**
FS51.1 Allocated Balance Report
To **receive** and **consider** the Allocated Balance Report as of 31 March 2026. (Page 12 attached)
- FS52 BUDGET POSITION 2025/26**
FS52.1 Income and Expenditure Report and Budget Narrative
To **receive** and **consider** the Income and Expenditure report and budget narrative report provided as of 31 March 2026. (Pages 13 to 23 attached).
- FS52.2 Budget Alignment Report
To **receive** and **consider** the budget alignment report up to 31 March 2026. (Page 24 attached)
- FS53 ANNUAL RETURN 2025/26**
FS53.1 To **receive** and **consider** the year-end internal audit (Pages 25 to 26 attached).
- FS53.2 To **receive** and **consider** recommending the authorisation of the Annual Governance Annual Return (Pages 27 to 29 attached).
- The deadline by which the completed Annual Return and all applicable supporting documents must be submitted to the External Auditor is 1 July 2026. The appointed External Auditor for 2025/26 is PKF Littlejohn.
- FS54 INVESTMENT UPDATE**
FS54.1 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. (Pages 30 to 31 attached).
- To note the following: -
Unity Trust Term Deposit Account matures on 28 July 2026
Hinkley & Rugby Term Deposit Account requires 90 Days Notice
- FS54.2 To **consider** reinvesting the Unity Trust Term Deposit Account. (Page 32 attached).

- FS55 DIRECT DEBIT / STANDING ORDER LIST**
To **receive** and **consider** the changes to the Direct Debit / Standing Order List. (Page 33 attached).
- FS56 POLICY REVIEW**
FS56.1 Policy Table
To **receive** the list of policies specific to the Finance & Staffing committee. (Page 34 attached).
- FS56.2 Maternity, Adoption, Shared Parental and Paternity Policy and Procedure.
To **receive** and **consider** the Maternity, Adoption, Shared Parental and Paternity Policy and Procedure. This is a new policy and has been adopted from North Yorkshire Council. (Page 35 to 65 attached).
- FS57 HEALTH, SAFETY AND WELFARE WORKING GROUP**
FS57.1 Health & Safety Visit
To **receive** and **consider** the updated H & S actions list. (Pages 66 to 67 attached).
- FS57.2 Health, Safety and Welfare Working Group
To **note** that the next meeting will be held on-line on Monday 21 September 2026.
- FS58 FUNDING STRATEGY ACTION PLAN**
To **receive** and **consider** the updated Funding Strategy Action Plan. Page 68 attached).
- FS59 SECTION 106 & CIL UPDATE**
FS59.1 To **note** the balance of S106 is £ 74,404 – after Portholme road fence has been completed. Relating to Old Civic Centre – Portholme Road Selby Planning Permission 2020/0776/FULM. The “use by” date for the S106 monies is August 2027.
- FS59.2 To **receive** and **consider** the update of the Clerk with regard to CIL funding available. (Page 69 attached).
- FS59.3 To **consider** a report showing suggestions for using S106 and CIL funding. (Pages 70 to 71 attached).
- FS60 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 FS56

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

Investments – see item FS54

Earmarked Reserves – see item FS51.1

FS61 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.

FS62 STAFFING 2025/26

FS62.1 Staffing Update Report

To **receive** and **consider** the staffing update report of the Clerk for 2025/26 (Page 72 attached).

FS63 CLOSURE OF MEETING AND DATE OF FUTURE MEETINGS

Wednesday 13 May 2026	Annual 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