

Town Clerk
Mrs G Bell

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14 July 2026

Dear Councillor

Finance & Staffing Committee Meeting – Monday 20 July 2026

You are hereby summoned to attend the meeting of Selby Town Council which has been arranged for **MONDAY 20 JULY 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 S Shaw-Wright, R Harrison, S Andrew, F Matthews, M Davis, M Dyson, C Laskey, W Nichols and T Beharrell

All Councillors for information



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AGENDA

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- FS1 TO APPOINT A CHAIR AND VICE CHAIR**
- FS2 APOLOGIES FOR ABSENCE**
- FS3 DISCLOSURE OF INTEREST**
- FS4 MINUTES OF LAST MEETING**
To **note** the minutes of the Finance & Staffing Committee meeting held on the 11 May 2026. These minutes have been previously ratified at Council on 18 May 2026. (Pages 7 to 12 attached).
- FS5 ALLOCATED BALANCES 2026/27**
- FS5.1 Allocated Balance Report
To **receive** and **consider** the Allocated Balance Report as of 30 June 2026. (Page 13 attached)
- FS5.2 Un-allocated Balance Report
To **receive** and **consider** the Un-allocated Balance Report as of 31 March 2026. (Pages 14 attached).
- FS6 FUNDING STRATEGY REPORT**
To receive and consider the Funding Strategy Report. (Pages 15 to 16 attached).
- FS7 BUDGET POSITION 2026/27**
- FS7.1 Income and Expenditure Report and Budget Narrative
To **receive** and **consider** the Income and Expenditure report and budget narrative report provided as of 30 June 2026. (Pages 17 to 24 attached).
- FS7.2 Budget Alignment Report
To **receive** and **consider** the budget alignment report up to 30 June 2026. (Page 25 attached)
- FS8 INVESTMENT UPDATE**
To **receive** and **review** the report of the Clerk with regard to the CCLA Investment, Unity Trust 12 month Term Deposit Account, Hinkley & Rugby 90 Day Account and Unity Trust Deposit Account. To **note** that the £85,000 held in the Unity Trust Deposit (plus interest) is to be re-deposited in the same account for a further 12 months. (Page 26 attached).
- FS9 DIRECT DEBIT / STANDING ORDER LIST**
To **note** the updated Direct Debit / Standing Order List. (Page 27 attached).

FS10 POLICY REVIEW

- FS10.1 Policy Table
To **receive** the list of policies specific to the Finance & Staffing committee. (Page 28 attached).
- FS10.2 Information & Data Protection Policy
To **receive** and **consider** the Information & Data Protection Policy. The Clerk has not suggested any changes to this policy. The Policy must be reviewed annually as per the 2025/26 Practitioner's Guide. (Pages 29 to 36 attached).
- FS10.3 Information Technology Policy
To **receive** and **consider** the Information Technology Security Policy. The Clerk has not suggested any changes to this policy. The Policy must be reviewed annually as per the 2025/26 Practitioner's Guide. (Pages 37 to 48 attached).
- FS10.4 Maternity, Adoption, Shared Parental and Paternity Policy and Procedure
The policy has been through staff consultation and a number of points were raised. The Clerk has reviewed the information and clarified with ACAS and the government website.

To **receive** and **consider** the updated policy and procedure. (Pages 49 to 80 attached).
- FS10.5 Financial Regulations
To **receive** and **consider** the Clerk's suggestions to Section 5.15 of the Financial Regulations (Page 88 of the agenda). (Pages 81 to 101 attached).
- ## **FS11 HEALTH, SAFETY AND WELFARE WORKING GROUP**
- FS11.1 Health & Safety Visit
To **receive** and **consider** the updated H & S actions list. (Pages 102 to 104 attached).

To **note** that the date for the next visit by Worknest, the Council's Health & Safety support company, is scheduled for Monday 17 August 2026.
- FS11.2 Health, Safety and Welfare Working Group
To **note** the next meeting of the Health, Safety and Welfare Working Group will be held on 21 September 2026 at 7pm to be held on-line.

FS12 SECTION 106 & CIL UPDATE

- FS12.1 To **note** the balance of S106 is £74,404 (this is the balance after the quotation of £13,930 for the gates and fence at the Recreation Field has been subtracted) – Relating to Old Civic Centre – Portholme Road Selby Planning Permission 2020/0776/FULM. The “use by” date for the S106 monies is August 2027.
- FS12.2 To **receive** and **consider** the update of the Clerk with regard to CIL funding available. (Page 105 attached).
- FS12.3 To **consider** a report showing suggestions for using S106 and CIL funding. Please note that the Clerk has not had time to update the Chair’s spreadsheet presented at the last meeting. This will be prioritised for the October meeting. (Pages 106 to 108 attached).

FS13 TOWN COUNCIL ACTION PLAN

To **consider** the updates on the current projects and proposals: -

Staff Training – Any training identified at staff appraisals has been approved and training logs updated.

Policies – See item FS9

Risk Management – Risk assessments reviewed at Health, Safety and Welfare Group biannually. Financial risks to be reviewed in October 2026.

Investments – see item FS7

Earmarked Reserves – see item FS5.1

FS14 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.

FS15 STAFFING 2026/27

- FS15.1 Staffing Update Report
To **receive** and **consider** the staffing update report of the Clerk for 2026/27 (Page 109 attached).

FS16 CLOSURE OF MEETING AND DATE OF FUTURE MEETINGS

Monday 27 July 2026	Council
Monday 7 September 2026	Land & Property Committee
Wednesday 9 September 2026	Markets Working Group
Monday 14 September 2026	Town Hall Management Group

Monday 21 September 2026
Monday 28 September 2026
Monday 5 October 2026
Monday 19 October 2026
Monday 26 October 2026

Health, Safety & Welfare W. Group
Council
Environment Committee
Finance & Staffing Committee
Council