



MINUTES OF THE FINANCE AND STAFFING COMMITTEE HELD ON MONDAY 20 JULY 2026 AT THE TOWN HALL, YORK STREET, SELBY

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PRESENT: Cllrs F Matthews (Chair), M Davis, C Laskey, R Harrison, S Andrew and T Beharrell

IN ATTENDANCE: Town Clerk

FS1 TO APPOINT A CHAIR AND VICE CHAIR

Councillor F Matthews was nominated and seconded as Chair and Councillor C Laskey was nominated and seconded as Vice Chair.

RESOLVED: That Councillor Matthews be appointed Chair and Councillor Laskey Vice Chair.

FS2 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs S Shaw-Wright, M Dyson and W Nichols

FS3 DISCLOSURE OF INTEREST

There were none declared.

FS4 MINUTES OF THE LAST MEETING

Minutes of the Finance & Staffing Meeting held on Monday 11 May 2026 were received. These minutes had previously been ratified at Council on 18 May 2026.

RESOLVED: That the Minutes of the Finance & Staffing Committee held on Monday 11 May 2026 be noted.

FS5 ALLOCATED BALANCES 2026/27

FS5.1 Allocated Balance Report

The Clerk presented the allocated balance report for 30 June 2026 for consideration.

The Clerk updated that since approval to purchase the laptops they had increased in price up to a maximum of £100 each.

RESOLVED:

- i. That the report be noted, and
- ii. That the Clerk's update be noted.

RECOMMENDATION TO COUNCIL THAT: Approval is given in principle for the additional cost of up to £100 per laptop.

FS5.2 Un-allocated Balance Report
The Clerk presented the un-allocated balance report as of 31 March 2026. It was agreed to re-allocate £100,000.

RESOLVED: That: £100,000 be re-allocated as follows:

£60,000 to 9022 Asset Replacement EMR
£ 7,000 to 9025 Election Costs EMR
£33,000 to 9036 1811 EMR

FS6 FUNDING STRATEGY REPORT
The report was considered.

RESOLVED: That the report be noted.

FS7 BUDGET POSITION 2026/27

FS7.1 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.

FS7.2 Budget Alignment Report
The Clerk provided the Budget Alignment report for consideration.

RESOLVED: That the update be noted.

FS8 INVESTMENT UPDATE
The Clerk presented the investment report.

RESOLVED: That the update be noted.

FS9 DIRECT DEBIT & STANDING ORDER LIST
It was noted that the AA breakdown cover had been added to the list and that the Unity Bank charges had been added as a variable amount.

RESOLVED: That the update be noted.

FS10 POLICY REVIEW

FS10.1 Policy Table

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

FS10.2 Information & Data Protection Policy

The Clerk provided the Information & Data Protection Policy for review. The Clerk explained that this policy must be reviewed annually as per the Practitioners Guide.

RECOMMENDATION TO COUNCIL THAT:

- i. The Information & Data Protection Policy be approved, and**
- ii. The review date be set for 1 year.**

FS10.3 Information Technology Policy

The Clerk provided the Information Technology Policy for review. The Clerk explained that this policy must be reviewed annually as per the Practitioners Guide.

RECOMMENDATION TO COUNCIL THAT:

- i. The Information Technology Policy be approved with a minor clerical amendment , and**
- ii. The review date set for 1 year.**

FS10.4 Maternity, Adoption, Shared Parental and Paternity Policy and Procedure.

The Clerk provided the Maternity, Adoption, Shared Parental and Paternity Policy and Procedure Policy. The Clerk explained that this policy and procedure had been through staff consultation and a number of points had been raised which the Clerk had reviewed and clarified with ACAS and the Government website. The Clerk had also added Appendix 5 as per agreement at the previous meeting.

RECOMMENDATION TO COUNCIL THAT:

- i. The Maternity, Adoption, Shared Parental and Paternity Policy and Procedure be approved with a minor clerical amendment,**
- ii. The review date for the policy set for 3 years, and**
- iii. The review date for Appendix 5 annually.**

FS10.5 Financial Regulations

Consideration was given to the Clerk's suggestions to the Clerk's expenditure under Delegated Authority.

RECOMMENDATION TO COUNCIL THAT: Item 5.15 be amended as follows:

5.15 Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- the Town Clerk, under delegated authority, for any items below £1,500 ~~£2,500~~ excluding VAT.
- The Town Clerk, in consultation with the Chair of the Council, the Leader of the Council and the Chair of Finance and Staffing, for any items below £3,000 ~~£5,000~~ excluding VAT.
- The council for all items over ~~£3,000~~ ~~£5,000~~

FS11 HEALTH, SAFETY AND WELFARE WORKING GROUP

FS11.1 Health & Safety Visit

Consideration was given to the updated Health & Safety Actions List. The Clerk added that several more actioned had been completed since the agenda was issued.

It was noted that the date for the next visit by Worknest, the Council's Health & Safety support company, is scheduled for Monday 17 August 2026.

RESOLVED: That the update be noted.

FS11.2 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.

FS12 SECTION 106 & CIL UPDATE

FS12.1 S106

It was noted that the balance of S106 is £74,404 (this is the balance after the Portholme Road quotation for the gates and fence has been subtracted).

RESOLVED: That the update be noted.

FS12.2 CIL

Consideration was given to the update from the Clerk.

RESOLVED: That the update be noted.

FS12.3 Consideration was given to the report received from the Clerk showing suggestions for using S106 & CIL Funding.

RESOLVED: That the report be noted, and the following be investigated and brought back to the next Land & Property Committee meeting:

- a. Zip Line; cost, insurance and maintenance
- b. Paddling / toy boat pool; cost, location and maintenance
- c. Clerk to seek advise if S106 can be used to enhance a proposed provision.

FS13 TOWN COUNCIL ACTION PLAN

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

RESOLVED: That the update be noted.

FS14 PRIVATE SESSION

A motion was agreed to move to Private Session

FS15 STAFFING 2026/27

FS15.1 Staffing Update Report
The Clerk provided a staffing update report.

RESOLVED: That the report be noted.

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	Market Working Group
Monday 14 September 2026	Town Hall Management Committee
Monday 21 September 2026	Health, Safety & Welfare W. Group
Monday 28 September 2026	Council
Monday 5 October 2026	Environment Committee
Monday 19 October 2026	Finance & Staffing Committee
Monday 26 October 2026	Council