MINUTES OF THE FINANCE AND STAFFING COMMITTEE HELD ON MONDAY 19 OCTOBER 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, M Dyson and T Beharrell

IN ATTENDANCE: Town Clerk

FS17 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs S Shaw-Wright

FS18 DISCLOSURE OF INTEREST

There were none declared.

FS19 MINUTES OF THE LAST MEETING

Minutes of the Finance & Staffing Meeting held on Monday 20 July 2026 were received. These minutes had previously been ratified at Council on 27 July 2026.

RESOLVED: That the Minutes of the Finance & Staffing Committee held on Monday 20 July 2026 be noted.

FS20 ALLOCATED BALANCES 2026/27

FS20.1 Allocated Balance Report

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

RESOLVED: That the report be noted.

FS21 FUNDING STRATEGY REPORT

The report was considered. The Clerk updated that the works to Ext. G And H had been completed, and that the Fire Stopping Works were due to commence this month. It was noted that these works would have to be scheduled around shows and bookings at the Town Hall. The Clerk also updated that the refurbishment of the Hebridean Isles ship section had also commenced.

RESOLVED: That the report and updates be noted.

FS22 BUDGET POSITION 2026/27

FS22.1 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.

FS22.2 Budget Alignment Report

The Clerk provided the Budget Alignment report for consideration.

RESOLVED: That the update be noted.

FS23 INVESTMENT UPDATE

The Clerk presented the investment report. It was agreed to consider the investments after the workshop had been completed. It was noted that the initial investment figure in the Unity Trust 12 Months Term Deposit Account had been incorrectly typed and the Clerk would amend this.

RESOLVED: That the update be noted.

FS24 DIRECT DEBIT & STANDING ORDER LIST

It was noted that the SSE Town Hall Electric had changed to monthly from quarterly and that SCG Solutions (Broadband and Telephone) average had increased due to upgraded broadband at the Town Hall. The maximum amount for this item had also been increased.

RESOLVED: That the update be noted.

FS25 POLICY REVIEW

FS25.1 Policy Table

The Clerk provided the list of policies specific to the Finance & Staffing committee. It was noted that the policies specific to the Health, Safety & Welfare Working Group had also been included.

FS25.2 Corporate Risk Report

The Clerk provided the Corporate Risk Report for review.
The Clerk explained that this policy must be reviewed annually as per the Practitioners Guide.

RECOMMENDATION TO COUNCIL THAT:

i. The Corporate Risk Report be approved, and
ii. The review date be set for 1 year.

FS25.3 Financial Strategy

The Clerk provided the Financial Strategy for review. The Clerk explained that this policy must be reviewed annually as per the Practitioners Guide.

RECOMMENDATION TO COUNCIL THAT:

i. **The Financial Strategy be approved with two minor clerical amendments, and**
ii. **The review date set for 1 year.**

FS26 HEALTH, SAFETY AND WELFARE WORKING GROUP

FS26.1 Health & Safety Visit

Consideration was given to the updated Health & Safety Actions List. The Clerk was asked to check item 79 on the full report and update the list accordingly.

RESOLVED: That the update be noted.

FS26.2 Health, Safety and Welfare Working Group

Notes from the meeting held on 21 September were received. It was noted from the Policy Table that the Health & Safety Policy and Procedure were overdue and that these would be reviewed at the next Health, Safety & Welfare Working Group.

RESOLVED THAT: The notes be approved.

It was noted that the date of the next meeting of the Health, Safety & Welfare Working Group will be held on 15 February 2027 at 7pm and will be held online.

FS27 SECTION 106 & CIL UPDATE

FS272.1 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.

FS27.2 CIL

Consideration was given to the update from the Clerk.

RESOLVED: That the update be noted.

FS27.3 Consideration was given to the report received from the Clerk showing suggestions for using S106 & CIL Funding. It was agreed to recommend that S106 monies be used for the Community Centre field lighting. The Clerk was requested to investigate a suitable cover for the Community Centre play area and a higher fence for Flaxley Road play area.

RESOLVED: That the report be noted.

RECOMMENDATION TO COUNCILTHAT: S106 Monies are used to install lighting from the Community Centre to Sainsbury's carpark.

FS28 TOWN COUNCIL ACTION PLAN

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

RESOLVED: That the update be noted.

FS29 PRIVATE SESSION

A motion was agreed to move to Private Session

FS30 STAFFING 2026/27

FS30.1 Staffing Update Report

The Clerk provided a staffing update report.

RESOLVED: That the report be noted.

The Clerk updated that the Clerk's post is to be advertised this week and that the Deputy Clerk would take on the role of Responsible Finance Officer. An informal interview for the additional duties with the Deputy Clerk would be carried out.

RESOLVED: That the update be noted.

FS30.2 Appraisals

The Clerk updated that all office staff appraisals had been carried out and that the Resource and Caretaking teams have been scheduled this month.

FS31 CLOSURE OF MEETING AND DATE OF FUTURE MEETINGS

Monday 26 October 2026	Council
Monday 30 November 2026	Council
Monday 7 December 2026	Land & Property Committee
Monday 21 December 2026	Special Council Budget Meeting
Monday 11 January 2027	Environment Committee
Monday 25 January 2027	Council

Monday 8 February 2027	Finance & Staffing Committee
Monday 15 February 2027	Health, Safety & Welfare W. Group
Monday 22 February 2027	Council