NOTICE

is hereby given that a

Review & Staffing Committee Meeting

will be held in

the large meeting room,
Council Office,
445b Scalby Road,
SCALBY

on

Monday 24th August 2026
At 10.30am

ALL MEMBERS OF THE COMMITTEE ARE HEREBY SEVERALLY SUMMONED AND REQUIRED TO ATTEND IN ORDER TO TRANSACT THE FOLLOWING BUSINESS:-

Cllr Gillian Kendall
Town Council Office, 445b Scalby Road, Scalby, Scarborough YO12 6UA
Tel: (01723) 354018. Email: clerk@newbyandscalby-tc.gov.uk

Wednesday 19th August 2026

AGENDA

1 APOLOGIES FOR ABSENCE

1.1 To receive and note apologies from councillors who are unable to attend the meeting

1.2 To consider reasons for absence provided by councillors who cannot attend and resolve the council's acceptance of these if felt relevant.

2 DECLARATIONS OF INTEREST

To receive any declarations of interest in items on this agenda.

3 MINUTES

3.1 To approve and sign as a correct record, the minutes of the Review & Staffing Committee Meeting held on 30th July 2026. *(enclosed).*

4 INVESTMENT POLICY

4.1 To consider the enclosed Investment Policy and agree recommendation to full Council

5 Exclusion of Public & Press

To consider a motion – That, under the provisions of the Public Bodies (Admission to Meetings) Act 1960 §1(2), the press and public be excluded from the meeting during consideration of the matters referred to at item 6 below, on the grounds they relate to legal, personnel or contract matters.

6 CONFIDENTIAL ITEMS

6.1 To consider a complaint from a parishioner and agree action as appropriate.

6.2 To consider a request to change the wording of an approved minute and agree action as appropriate.

6.3 To consider applications for staff vacancy and agree action as appropriate.

MINUTES OF A MEETING OF REVIEW & STAFFING COMMITTEE, NEWBY AND SCALBY TOWN COUNCIL

held in the large meeting room, Council offices, 445b Scalby Road, on Thursday, 30th July 2026 at 10.15am.

PRESENT:

Councillors G Kendall (Chairman), H Bore, J Shepherd, J Smith, R Thompson.

ALSO IN ATTENDANCE

Mrs J Marley (Clerk).

ABSENT: None.

This meeting was scheduled to start at 10.15am or on the rising of the Finance & General Purposes Committee if that was later. In her capacity as Chairman of the Committee, Cllr. Kendall called the committee meeting to order at 11.13am.

RS32/26 **APOLOGIES FOR ABSENCE**

RS32/26.1 None to receive.

RS33/26 **DECLARATIONS OF INTEREST** None.

RS34/26 **MINUTES** Having been previously circulated it was **resolved** the minutes of the Review & Staffing Committee meeting of 3rd July 2026 be confirmed as accurate and signed by the Chairman of the Review & Staffing Committee.

RS35/26 **POLICY REVIEWS/UPDATES** A list of Council policies for review with suggested amendments had been circulated with the agenda and **resolved** as follows:-

1) Data Protection & Information Security Policy, Discretionary Grants Policy, Civility & Respect Pledge, Reserves Policy – suggested changes accepted and these policies to be recommended to full Council for adoption;
2) Complaints Policy, Disciplinary Procedure, Equality & Diversity Policy, Safeguarding Adults Policy & Procedure – all to be deferred to obtain advice from HR advisor before bringing back to R&S Committee;
3) Electronic Devices Policy – defer to future R&S Committee meeting;
4) Training Policy – Induction Guide to be presented to R&S Committee by end September with a view to recommending adoption to full Council at its November meeting.

RS36/26 **EXCLUSION OF PUBLIC & PRESS**

Resolved at 11.55 that, under the provisions of the Public Bodies (Admission to Meetings) Act 1960 §1(2), the press and public be excluded from the meeting during consideration of the next items due to the confidential nature of the business to be transacted.

CONFIDENTIAL ITEMS

RS37/26 **STAFFING MATTERS**

RS37/26.1 Request for access to a confidential report *(Minutes RS31/26.1 and RS31/26.2 refer).* Committee considered the complainant councillor's request to inspect the confidential investigation report relating to their complaint against a member of staff and **resolved to refuse the request**. In reaching its decision, the Committee considered its obligations to preserve the confidentiality of employment-related information and the personal data contained within the report. The Committee also noted that the councillor had attended the meeting at which the investigator presented the report, had been given the opportunity to ask questions of both the investigator and members of the Committee, and that the report's findings and recommendations had been fully explained. The Committee therefore concluded that access to, or inspection of, the confidential report was not necessary for the councillor to understand the outcome of the investigation or to fulfil their role as a member of the Council..

There being no further business on the agenda, the Chairman declared the meeting closed at 12.01pm.

Cllr. Gill Kendall, Chairman

DATE

Newby & Scalby Town Council

INVESTMENT POLICY

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Introduction

Newby & Scalby Town Council is committed to the prudent management of public funds. This Policy sets out how the Council will invest temporarily surplus funds, including General Reserves, Earmarked Reserves and any Capital Receipts, in accordance with the Local Government Act 2003, statutory guidance issued by the Secretary of State, and the Joint Panel on Accountability and Governance (JPAG) Practitioners' Guide.

The Council shall not borrow money for the purpose of investment.

Investment Objectives

The Council's investment priorities shall be:

1. Security – protecting the capital invested.
2. Liquidity – ensuring sufficient funds are available to meet the Council's financial commitments.
3. Yield – obtaining an appropriate return, consistent with the first two objectives.

The Council recognises that the protection of public funds takes precedence over maximising investment income.

Scope

This Policy applies to all temporary surplus funds held by the Council, including:

- General Reserves;
- Earmarked Reserves;
- the Capital Receipts Fund; and
- any other cash balances not immediately required for expenditure.

Authorised Institutions

Investments may only be placed with institutions that are considered to present a low level of risk.

Authorised institutions include:

- UK clearing banks;
- UK building societies;
- the Government Debt Management Account Deposit Facility (where available to local authorities);
- UK local authority investment schemes;
- other UK regulated financial institutions approved by the Council.

The Responsible Financial Officer shall keep the financial standing of authorised institutions under review and recommend any necessary changes to the Council.

Maximum Investment Limits

To reduce risk through diversification:

- no more than £250,000, or 25% of the Council's total invested funds (whichever is the greater), shall normally be invested with any single financial institution;
- this restriction shall not apply to investments backed directly by HM Government;
- where operational requirements require a temporary departure from these limits, the Responsible Financial Officer shall report the reasons to the next meeting of the Finance & General Purposes Committee.

Permitted Investment Types

The Council will only make prudent, low-risk investments.

Permitted investments include:

- instant access bank accounts;
- business reserve accounts;
- notice accounts;
- fixed-term deposits;
- local authority deposit schemes; and
- any other low-risk investment specifically approved by Full Council.

The Council shall not invest in:

- shares or equities;
- corporate bonds;
- derivatives;
- cryptocurrency;
- speculative investment products; or
- any investment where the capital value is at significant risk.

Capital Receipts

Capital receipts arising from the disposal of land or other capital assets shall be accounted for separately from the Council's General and Earmarked Reserves.

Pending their lawful application, capital receipts may be invested in accordance with this Policy.

The existence of a substantial capital receipt shall not justify taking increased investment risk.

Delegation

Day-to-day investment decisions are delegated to the Responsible Financial Officer, who shall:

- ensure compliance with this Policy;
- maintain sufficient liquidity to meet the Council's financial commitments;
- seek appropriate returns consistent with the Council's investment objectives;
- maintain accurate records of all investments; and
- ensure that investments remain within the limits approved by the Council.

Reporting

The Responsible Financial Officer shall report periodically to the Finance & General Purposes Committee on the Council's investments, including:

- investments currently held;
- the institutions with which funds are invested;
- the amount invested with each institution;
- investment maturity dates where applicable;
- interest earned;
- any changes to investment arrangements; and
- any concerns regarding investment risk or the financial standing of an authorised institution.

The Finance & General Purposes Committee shall monitor compliance with this Policy and make recommendations to Full Council where appropriate.

Investment balances shall also be reported as part of the Council's annual accounts and Annual Governance and Accountability Return (AGAR).

Review

This Policy shall be reviewed:

- annually;
- following any significant change in legislation or statutory guidance; or
- whenever the Council's financial circumstances materially change, including following the receipt of a significant capital receipt.

Any amendments shall require the approval of Full Council.

Document History		
Status	**Date**	**Version**
Draft written 6/8/26 for consideration by R&S	6/8/26	1.0

Newby & Scalby Town Council

RESERVES POLICY

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Introduction

Newby and Scalby Town Council is required to maintain adequate financial reserves to meet the needs of the organisation. The purpose of this policy is to set out how the Council will determine and review the level of reserves.

Sections 32 and 43 of the Local Government Finance Act 1992 require local authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement. However, there is no specified minimum level of reserves that an authority should hold and it is the responsibility of the Responsible Financial Officer to advise the Council about the level of reserves and to ensure that there are procedures for their establishment and use.

Types of Reserves

Reserves can be categorised as general or earmarked.

Earmarked reserves can be held for several reasons:

- Renewals – to enable services to plan and finance an effective programme of vehicle, equipment and infrastructure replacement and planned property maintenance. These reserves are a mechanism to smooth expenditure so that a sensible replacement programme can be achieved without the need to vary budgets.
- Carry forward of underspend – some services commit expenditure to projects, but cannot spend the budget in year. Reserves are used as a mechanism to carry forward these resources.
- Insurance reserve – to enable the Council to meet excesses of claims not covered by insurance
- Other earmarked reserves may be set up from time to time to meet known or predicated liabilities.

General reserves are funds which do not have any restrictions as to their use. These reserves can be used to smooth the impact of uneven cash flows, offset the budget requirement if necessary or can be held in case of unexpected events or emergencies.

Earmarked Reserves

Earmarked reserves will be established on a "needs" basis, in line with anticipated requirements.

Any decision to set up a reserve must be made by Full Council. Expenditure from reserves can only be authorised by Full Council.

Reserves should not be held to fund on-going expenditure. This would be unsustainable as, at some point, the reserves would be exhausted. To the extent that reserves are used to meet short term funding gaps, they must be replenished in the following year. However, earmarked reserves that have been used to meet a specific liability would not need to be replenished, having served the purpose for which they were originally established.

All Earmarked Reserves are recorded on a central schedule held by the Responsible Financial Officer which lists the various Earmarked Reserves and the purpose for which they are held.

Reviewing the Council's Financial Risk Assessment is part of the budgeting and year end accounting procedures and identifies planned and unplanned expenditure items and thereby indicates an appropriate level of Reserves.

General Reserves

The level of General Reserves is a matter of judgement and so this policy does not attempt to prescribe a blanket level. The primary means of building general reserves will be through an allocation from the annual budget. This will be in addition to any amounts needed to replenish reserves that have been consumed in the previous year.

Setting the level of General Reserves is one of several related decisions in the formulation of the medium term financial strategy and the annual budget. The Council must build and maintain sufficient working balances to cover the key risks it faces, as expressed in its financial risk assessment.

If in extreme circumstances General Reserves were exhausted due to major unforeseen spending pressures within a particular financial year, the Council would be able to draw down from its earmarked reserves to provide short term resources.

Even at times when extreme pressure is put on the Council's finances the Council must keep a minimum balance sufficient to pay one month's salaries to staff in General Reserves at all times.

Current level of financial reserves

The Governance and Accountability Practitioners' Guide states that the generally accepted minimum level of a smaller authority's general reserve should be between three and twelve months of net revenue expenditure. Smaller authorities are advised to hold reserves closer to twelve months, while larger authorities may hold nearer to three months. Authorities with income and expenditure above £200,000 are expected to plan towards a general reserve equivalent to three months' expenditure.

The level of general reserves to be held by the Council should ideally be between five and seven months of the annual precepted figure. At 23rd April 2026 general reserves are £29,014 which is just below the averaged 3 month expenditure for 25/6 – hence the Internal Auditor's recommendation that the general reserve would benefit from being increased.

Capital Receipts Fund/Investments

The Council may from time to time receive capital receipts from the disposal of land or other capital assets. Such receipts do not form part of the Council's General Reserve or Earmarked Reserves and shall be accounted for separately. Capital receipts are subject to statutory restrictions and may only be applied for purposes permitted by law. They shall not be regarded as available to support the Council's day-to-day revenue expenditure or to reduce the precept.

Pending their application, capital receipts shall be held and managed in accordance with the Council's Investment Policy.

Investment Policy needs to cover:-

- objectives (security first, liquidity second, yield third);
- authorised institutions;
- maximum sums with any one institution;
- permitted investment types;
- delegation of decisions;
- reporting to Council; and
- review arrangements.

Document History		
Status	**Date**	**Version**
Initial draft	23/4/26	1.0
Updated draft 22/7/26 (to include capital/investments) for R&S on 30/7/26	30/7/26	1.1
Update recommended to Council for adoption	9/9/26	1.2