

## Agenda

**Administration Finance and Staffing Committee Meeting** of the Settle Town Council to be held virtually on Monday 7th December 2020 at 8:00 pm. The public and press are invited and Parishioner Participation will be at 8:00 pm. Parishioners' comments will be taken before the meeting commences but the time will be restricted to 15 minutes or longer at the Chairman's discretion. Please email the Clerk to receive the link to attend to the meeting via 'Teams'

1. **Apologies:** To receive and approve reasons for apologies.
2. **Code of Conduct:** - Localism Act 2011 - to record any Councillor's Disclosable Pecuniary Interest (DPI) in relation to items on this agenda, to consider any dispensations or changes in member's register of interests.
3. **To approve an allowance of £250 for a one off IT support for staff to resolve setup and urgent current issues relating to Microsoft office 365.**
4. **To receive notice of the conclusion of the external audit for 2019-20**
5. **Budget 2021-2022:** – to review the 3<sup>rd</sup> draft of the budget and set the precept.
6. **Review and update representatives on outside organisations**
7. **Correspondence:** – To receive and respond to any correspondence received prior to the meeting.
8. **To receive items of information from the Clerk or Councillors and future agenda items:**
9. **Date of Next Meeting of the Administration, Finance and Staffing Committee: 22nd February 2021**

Signed



Rebecca Hill                      1st December 2020  
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