

Agenda

Administration Finance and Staffing Committee Meeting of the Settle Town Council to be held virtually on Monday 22nd February 2021 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.
Members will be asked to vote for a resolution to exclude the Press and public for items 7, 8 due to the confidential nature.
3. **Financial Regulations**
 - a) To review and approve the Council's updated Financial Regulations.
 - b) To review the bank mandate and update any new Councillors to the mandate.
4. **Internal Audit – to review of system of internal control.**
 - a) To review the Council's Risk Management Policy and schedule of Risk Assessments
 - b) To review the Council's Internal Audit Plan
 - c) Internal Auditor - to review the terms of engagement of the Council's Internal Auditor
 - d) To review and approve the Council's statement on the effectiveness of its system of internal control.
5. **IT**
 - a) To report on the Office 365 reorganisation of file structure, storage and access.
 - b) To receive any IT support issues from Councillors and identify avenues of support.
6. **To set the dates for appraisals for staff.**
7. **To approve staff claiming the working from home tax relief allowance during Covid-19 direct from HMRC.**
8. **To consider a new arrangement for staff holiday allowance to be carried over for 2 years and/or payment to be allowed due to Covid-19.**
9. **Correspondence:** – To receive and respond to any correspondence received prior to the meeting.
10. **To receive items of information from the Clerk or Councillors and future agenda items:**
11. **Date of Next Meeting of the Administration, Finance and Staffing Committee: 24th May 2021 at 8 p.m.**

Signed *Rebecca Hill*

Rebecca Hill 16th February 2021.

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