

## Agenda

**Administration Finance and Staffing Committee Virtual Meeting** of the Settle Town Council to be held on Monday 11th May 2020 at 7:00 pm. The public and press are able to join the meeting by sending an email contact prior to the start of Parishioner Participation which will be at 7.00 p.m. 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.

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. **Standing Orders 2020** To review and approve the Standing Orders to include the amendments for virtual town council meetings.
4. **Three Year Business Plan:** – To review the three year Settle Town Council Business Plan 20/21 – 21/22 – 22/23
5. **Annual Return 2019-2020:**
  - a) To receive the completed accounts and bank reconciliation for the year 2019-20.
  - b) Review the Internal audit Plan and the effectiveness internal audit control.
6. **Coronavirus:** Update
7. **Committee and Council Meetings for 2020:** Update.
8. **Domain Registration** To allow the “. org.uk” domain name to lapse and re-register.
9. **Correspondence:** – To receive and respond to any correspondence received prior to the meeting.
  - a) Settle Community Response request for grant of £350.
  - b) Receive nominations and approve councillor representatives on ReStart.
  - c) To seek approval for amendments to Settle Stories previously agreed Grant for the Yorkshire Festival of Story.
10. To resolve to exclude the Public and press from agenda items 10 and 11 due to the confidential nature of the business.
11. **Staff Appraisal Scheme:**
  - a) To review Staff Appraisals for year end 2019- 2020
  - b) Agree performance targets for staff 2020 -21.
12. **Review Salary Grades for the Clerk, Deputy Clerk, Market Superintendent and Handyman.**
13. **To receive items of information from the Clerk or Councillors and future agenda items.**
14. **Date of Next Meeting of the Administration, Finance and Staffing Committee:** 10th August 2020 at 7pm

Signed



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