

Agenda

Administration Finance and Staffing Committee Meeting of the Settle Town Council to be held virtually on Monday 14th September 2020 at 8:00 pm. The public and press are invited and Parishioner Participation will be at 7:00 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 to items 3, 8 and 9 due to the confidential nature.
3. **Deputy Clerks resignation – to receive the Deputy Clerks Resignation.**
4. **To approve a recruitment process.**
5. **To approve IT support for staff to make access to shared one drive on Office 365 work smoothly and reorganise file structure and storage.**
6. **To approve a change to Office Open Hours.**
7. **Set a protocol to formalise cover for annual leave and sickness absence for all staff.**
8. **Review the Council's current staff structure**
9. **National Joint Council for Local Govt Services (NJC) pay scales for 2020-21.**
10. **Budget 2020-2021:** – to review the expenditure and income for 2020 and agree a timetable for setting the precept.
11. **Committee and Council Meetings for 2020:** Update
12. **Correspondence:** – To receive and respond to any correspondence received prior to the meeting.
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: 7th December 2020**

Signed



Rebecca Hill 8th September 2020
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