

**Minutes of the Administration Finance and Staffing Committee Meeting of the Settle Town Council to be held in the Council's offices, Settle Town Hall on Thursday 26th April 2018 at 7.00pm.**

**Present:** Cllrs Taylor (Town Mayor), Balsamini (Deputy Town Mayor) Handford, Catherwood & Miss R Hill, The Clerk

**AFS08 Apologies** Cllrs Beesley, Tyrer, Bellfield, Cotton, Lord

**AFS09 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. **Cllr Balsamini amendment to register of interests due to change of occupation.**

*Cllr Balsamini left the room at 8:13 p.m.*

**AFS10 Internal Audit and Financial Control and Risk Assessment Review**

a) To review the system of internal control.

**Resolved: That this was reviewed.**

b) To review the Council's Financial Risk Management Policy.

**Resolved: That this was reviewed and updated to include the appointment of a data protection officer from Craven District Council (to support the Council with the new GDPR).**

c) To review the Council's Internal Audit Plan.

**Resolved: That this was reviewed.**

d) To review and approve the Council's Statement on the effectiveness of its system of internal control.

**Resolved: That this was reviewed and amended to include reference to the current edition of the Practitioners' Guide 'Governance and Accountability in Local Councils 2018 and subsequently approved.**

e) To review the Financial Regulations and Standing Orders.

**Resolved: That these were both reviewed and minor amendments made to pages 2, 3 and 7 of the Financial Regulations and both subsequently approved.**

f) To receive the draft Annual Return and approve the Annual Governance Statement Section 1.

**Resolved: That the draft was received and accepted for recommendation to Full Council to be approved as part of the Annual Return.**

**AFS11 Castlebergh Draft Funding Agreement** - to approve the draft agreement with CDC

**Recommendation: That this be approved.**

**AFS12 Planning applications**

a) **2018/19163/HH** Replacement of UPVC windows and doors and other associated internal alterations at 6 Kirkgate, Settle, BD24 9DX,

**Resolved: That this be approved.**

**AFS13 To approve purchase of a leaf blower and an adapter/charger for the handyman approx. cost £300 max.**

**Resolved: That this be approved.**

**AFS14 Correspondence** – To receive and respond to any correspondence received prior to the meeting.

a) **Milestones /Boundary Way Makers** To consider a request from YDMT Stories in Stone project to consider restoring milestones within Settle Parish by way of grant funding. Deadline for Expression of Interest 26<sup>th</sup> April 2018 (approval for submission 27<sup>th</sup> April given by YDMT)

**Resolved: That this be approved.**

*A resolution to exclude the press and public will be voted on prior to the item being discussed.*



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*After introducing the item and providing a report and financial information the Clerk left the room at 20:52 p.m.*

**AFS15 Review all staff Employment Contracts and conduct the Annual Salary Review for 2018-19**

**Recommendation: That the new salary scales for 2008-19 be approved and that the amendment to all contracts to bring all staff under NJC for Local Govt Services ('The Green Book'). The Finance Administration Assistant be allowed and extra half a day per week to complete workload within timescales. The Clerk be allowed 22 hrs up to 29 per week to allow workload to be completed.**

*The Clerk returned to the meeting.*

**AFS16 To receive items of information from the Clerk or Councillors and future agenda items**

Cllr Balsamini requested that the conditions of use/hire of the Market Place be reviewed.  
Review the wording of all employment contracts to reflect the same terms and conditions.  
Terminate the rental on the cellar storage in the Town Hall.

There being no further business the meeting closed at 21:12pm