

**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 Wednesday 24th October 2018 at 8.00pm.**

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

**AFS24 Apologies** None

**AFS25 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.

**AFS26 Financial Control and Risk Assessment Review**

- a) To review the system of internal control for online banking and nominate councillors to authorise online banking payments.

**Resolved: That Cllrs Balsamini and Handford be nominated for authorisation of online payments and Cllr Taylor was nominated as first reserve.**

- b) To receive notice of the internal audit appointment 7<sup>th</sup> November 2018

**Resolved: That this was noted.**

- c) To update bank mandates and signature authorisations of Councillors on the bank account.

**Resolved: That all details be sent to the clerk so that the bank mandate and signatories updated. The email request be resent.**

- d) To consider opening a separate bank account for the Skate Park project.

**Resolved: That they Clerk looks into opening another account unless there are bank charges for doing and then this will be brought back to the Council.**

- e) To review the inspection programme for trees on council land and memorials in the Community Cemetery following advice from Zurich Insurance.

**Resolved: That the Clerk arrange annual inspections of trees and Memorials but arrange an inspection of trees on Bond Lane Play as a priority.**

**AFS27 Planning applications**

- a) **2018/19875/HH** Enlarge existing window opening and form gable to roof over Currier Cottage 14 Victoria Street

**Resolved: That the Council did not object.**

**AFS28 Lone Worker Policy** – to receive an update from the working group and review terms of reference and agree further action required to progress the production of the policy.

**Resolved: That the Clerk obtains an existing Lone Worker Policy from YLCA and ask the Market superintendent if she would be willing to be involved introducing one for the Council. A staff questionnaire to be circulated about lone working be fed into the policy.**

**AFS29 Staff Mobile Devices** - To approve purchase of a 3 mobile phones/sim cards for the members of staff approx. cost £150 max.

**Resolved: That 3 free sim cards be provide by Cllr Balsamini and that these be on trial for 6 months on pay as you go method. 2 mobile devices to be purchased approx. £10-50 max The Clerk offered to provide her own device reset to factory settings unlocked and cleared of data.**



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**AFS30 Correspondence** – To receive and respond to any correspondence received prior to the meeting.

**Resolved:** That a long complicated email requesting a FOI request sent to some councillors but not all be circulated to all. Clerk to acknowledge receipt.

**AFS31 To receive items of information from the Clerk or Councillors and future agenda items TPO for the Tree on Bond Lane Play area**

There being no further business the meeting closed at 20:40pm