

**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 19<sup>th</sup> December 2018 at 6.00pm.**

**Present:** Cllrs Lord (Chairman) Balsamini (Town Mayor), Cllr Catherwood, Handford, Bellfield, Linley & Miss R Hill, The Clerk

**AFS32 Apologies**

**Resolved:** That apologies and reasons for absence were approved for Cllrs Wood and Presland.

**AFS33 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. **None.**

**AFS34 Staffing Capacity** - to review staff resources to cover all council business requirements.

**Resolved:** That the resignation of the Administration Finance Officer had been verbally tendered prior to the meeting and was noted. If not received in writing then an appraisal be conducted with 2 Councillors and the Clerk or an exit interview as appropriate.

A Skate Project Manager will be required and advertised early January - the clerk to prepare a specification with Cllr Bellfield. Funding for the skate park project manager will come out of the Skate Park funds not the Council budget.

An assistant clerk job description and specification be prepared in the event that the letter of resignation is received for approval at the scheduled meeting in January.

An appraisal for the Clerk be set between the 21<sup>st</sup> -25<sup>th</sup> January 2019.

Cllr Balsamini to contact Yorkshire Local Councils Assoc. for a model job and person specification for an Asst Clerk and an appraisal form for the Clerk.

Schedule an agenda item to agree an appraisal policy for the Council for the 7<sup>th</sup> January 2019.

**AFS35 Budget 2019-2020** – to review the first draft of the budget to enable the council to set the precept for next year.

**Resolved:** That the budget to be redrafted to reduce the percentage increase to 3% or less. To add the cost of CCTV and reduce the election costs after checking with Craven District Council.

**AFS36 Financial Control** – to review the system of authorising the payroll to ensure effective internal control and timely payment of the wages.

**Resolved:** That as a priority, 2 Councillors will confirm availability to sign via email 2 days prior to the wages being paid.

**AFS37 Banking Arrangements**

a) To consider changing banking provider to accommodate dual authorisation.

**Resolved:** That the Clerk will investigate Barclays as the only available local bank with a branch in Settle as a first option.

b) To consider the types of account to open including a separate account for the Skate Park and Castlebergh Projects.

**Resolved:** That up to four accounts may be required and to investigate if any fees will be incurred.

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**AFS38 Settle Town Council Office Public Opening Hours** – to agree and set hours of opening for members of the public to make enquiries in person.

**Resolved: That 3 slots of time on 3 separate days (a mix of morning and afternoon) not including a Tuesday be scheduled for approval at the Full Town Council meeting on 7<sup>th</sup> January 2019.**

**AFS39 Correspondence** – To receive and respond to any correspondence received prior to the meeting.

- a) To consider the Chamber of Trade's request to support an expression of Interest in B4rN as a provider of hyper-fast gigabit broadband provision in Settle.

**Resolved: That the Council agreed to an expression of interest to find out more about the scheme.**

*Cllr Balsamini left the meeting at 19:20 p.m.*

- b) To consider the request by Foster Poor Close to allocate funds of £280 to a specific cause in Settle or accept and distribute themselves to a worthy cause.

**Resolved: That Settle Food Bank and the Settle Syrian Refugee Community Group be nominated to receive funds.**

*Cllr Balsamini returned to the meeting 19:24 p.m.*

**AFS40 Planning**

**19971/HH** Proposed partial demolition of existing storage building single storey rear extension at Mount Pleasant, 51 Duke Street, Settle

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

**19973/HH** To construct single storey rear extension to provide kitchen dining room at 6 Mains View, Settle

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

**19998/TCA** Remove Elm tree and grind down roots and replace with a Rowan at 12 Delaney Court, Settle

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

**AFS41 To receive items of information from the Clerk or Councillors and future agenda items**

**Standing Orders to be amended to have timed business for agenda items.**

**A solution for the parking disc scheme.**

There being no further business the meeting closed at 19:35 p.m.