

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 Monday 9th December 2019 at 7.00pm.

Present: Cllrs Lord (Chairman) Balsamini (Town Mayor), Taylor, Bellfield, Desborough, Rymer, Holland, Harrison & Miss R Hill (The Clerk), Ian Orton (Deputy Clerk)

Jane Cotton gave a short presentation about the Craven Community Land Trust and explained the function, governance of the land trust and its registration with the financial Conduct Authority as a Community Benefit Society. On a not for profit basis purchase develop and maintain affordable housing in the Craven District.

AFS54 Apologies

Resolved: That apologies and reasons for absence were approved for Cllrs Linley, James, Catherwood and District Cllr Hull.

AFS55 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.**

AFS56 DCCLT - to appoint 2 representatives (Not Trustees) on the Dales and Craven Community Land Trust
Resolved: That Cllrs Taylor and Desborough be appointed as Town Council representatives. It was noted that the registered name of the Land Trust was Craven Community Land Trust.

Cllr Lord left the meeting at 19:17 p.m.

AFS57 Three Year Business Plan – To review a three-year Settle Town Council Business Plan 20/21 – 21/22 – 22/23
Resolved: That the business plan be adopted and in addition, add Community Engagement and General Council Administration to the key priorities for all 3 years. See appendix A. This item to be placed on the agenda for the full Town Council meeting on 6th January 2020 to consider a second draft and that Climate and Emergency be dealt with under the Recreation and Amenities Committee and General Administration be dealt with under the Administration Finance and Staffing Committee.

The Council resolved to exclude the public and press from the next item.

AFS58 Staff Appraisal Scheme – to review Performance Targets for the Clerk and Deputy Clerk 2019-20
Resolved: That performance targets were reviewed and 6 months objectives had been set for both the Town Clerk and Deputy Clerk. The appraisal forms were duly signed.

AFS59 To review the formal procedure for dealing with Complaints against the Town Council.
Resolved: That the model procedure from Craven District Council for Comments Compliments and Complaints be used and amended to suit the requirements of Settle Town Council and a draft to be circulated prior to the next Town Council meeting for approval.

AFS60 Disciplinary and Grievance Arrangements – To review and adopt the National Association of Local Councils Disciplinary and Grievance Arrangements.
Resolved: That the Council adopt the Disciplinary and Grievance arrangements.

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AFS61 To review Craven District Council's change in arrangements for dealing with complaints under the Code of Conduct.

Resolved: That this was noted and that formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the Chairman or by the parish Council as a whole rather than the clerk except in exceptional circumstances. This wording to be added to the Council's standing orders.

Cllr Balsamini left the meeting at 19:56 and returned at 20:00 p.m.

AFS62 Budget 2020-2021 – to review the first draft of the budget to enable the council to set the precept for next year.

Resolved: That the budget be redrafted to show a transfer of £5k from reserves and the deletion of the budget amount of £2k (election costs) which would be taken out of reserves if required. To be recirculated prior to the meeting in January.

AFS63 Correspondence – To receive and respond to any correspondence received prior to the meeting.

a) To receive the internal auditors interim report for year ending 31st March 2020.

Resolved: That this be noted with no outstanding issues.

AFS64 To receive items of information from the Clerk or Councillors and future agenda items
None.

There being no further business the meeting closed at 20:17p.m.