

Agenda

Administration Finance and Staffing Committee Meeting of the Settle Town Council to be held in the Council's offices, Settle Town Hall on Monday 21st October 2019 at 8:00 pm or on the rising of the Allotments Committee. The public and press are invited and Parishioner Participation will be at 8:00 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.

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.
3. **Staffing Capacity** - to review staff salaries and resources to cover all council business requirements.
Clerk – To approve the incremental increase.
Assistant Clerk To review existing structure to take account within the organisation to alter the title from Assistant to Deputy and agree acting up remuneration in line with current practice for the Deputy Mkt Superintendent.
Market and Deputy market Superintendent
Handyman
Cleaner
4. **Staff Appraisal Scheme** – to adopt the scheme and agree a start date for implementation
5. **Temporary contract cleaner as a job share**
6. **Budget 2019-2020** – to review the first draft of the budget to enable the council to set the precept for next year.
7. **Financial Control**
 - a) To review the system of internal control
 - b) To review the Risk Register
8. **Banking Arrangements**
 - a) To authorise additional signatories.
9. **Training** - To authorise Councillor Chairmanship training
10. **Correspondence** – To receive and respond to any correspondence received prior to the meeting.
11. **To receive items of information from the Clerk or Councillors and future agenda items**

Signed



R A Hill 15th October 2019
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