

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 9th December 2019 at 7:00 pm or on the rising of the Markets Committee. The public and press are invited and Parishioner Participation will be at 7:00 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.

J Cotton - Dales and Craven Community Land Trust to brief the Council on the set up of the Trust.

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. **DCCLT** - To appoint 2 representatives (not Trustees) on the Dales and Craven Community Land Trust.
4. **Three Year Business Plan** – To review a three year Settle Town Council Business Plan 20/21 – 21/22 – 22/23
5. **Staff Appraisal Scheme** – to review Performance Targets for the Clerk and Deputy Clerk 2019-20
6. **To review the formal procedure for dealing with Complaints against the Town Council.**
7. **Disciplinary and Grievance Arrangements** – To review and adopt the National Association of Local Councils Disciplinary and Grievance Arrangements.
8. **To review Craven District Council's change in arrangements for dealing with complaints under the Code of Conduct.**
9. **Budget 2020-2021** – to review the third draft of the budget to enable the council to set the precept for next year.
10. **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.
11. **To receive items of information from the Clerk or Councillors and future agenda items**

Signed



Rebecca Hill 3rd December 2019
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