

Minutes of the Virtual Meeting of Administration, Finance and Staffing Committee of Settle Town Council held on Monday 22nd February 2021 at 8:00 pm.

Participating: Cllrs Lord (Chair), Bellfield, Rymer, Taylor, Linley, Catherwood, Oliver and Rockcliffe

Clerk: Rebecca Hill

Assistant Clerk: Katie Dugdale

Public Participation: No members of the public had indicated they wished to participate.

The Chair welcomed everyone and declared the meeting open.

VAFS041: Apologies: To record and approve reasons for absence.

RESOLVED: Apologies were received from Cllr Harrison, Rockcliffe Balsamini

VAFS042 Code of Conduct - Localism Act 2011: To record any Councillor's Disclosable Pecuniary Interest (DPI) in relation to items on this agenda.

No interests were recorded.

VAFS042 A resolution was passed to exclude the press and public from Agenda items VAFS047 and VAFS048.

VAFS043 Financial Regulations

a) To review and approve the Council's updated Financial Regulations.

RESOLVED: That following amendments the Financial regulations were approved.

b) To review the bank mandate and update any new Councillors to the mandate.

RESOLVED: That the bank mandate would be updated with all new councillors and remove any councillors who no longer served on the Council. This included Cllr Handford, Cllr Presland, Cllr Rose and Cllr Beesley. Add Cllrs Rymer, Harrison, Oliver, Rockcliffe and Yates

VAFS044: Internal Audit – to review of system of internal control.

a) To review the Council's Risk Management Policy and schedule of Risk Assessments

RESOLVED: That the Council's Risk Management Policy and Schedule were reviewed and updated. See appendix A

b) To review the Council's Internal Audit Plan

RESOLVED: That this was reviewed and updated to reflect changes in controls and any additional controls required See Appendix B

c) Internal Auditor - to review the terms of engagement of the Council's Internal Auditor

RESOLVED: That these were reviewed and approved.

d) To review and approve the Council's statement on the effectiveness of its system of internal control.

RESOLVED: That this was covered under item b).

VAFS045: IT

a) To report on the Office 365 reorganisation of file structure, storage and access.

RESOLVED: That the report was noted.

b) To receive any IT support issues from Councillors and identify avenues of support.

RESOLVED: That no current issues were reported but if required Cllr Catherwood advised Councillors that they had access to Microsoft 365 support. In addition, it was agreed to investigate an IT contractor to be identified and retained for any major malfunctions or issues.

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VAFS046: To set the dates for appraisals for staff.

RESOLVED: That the clerk's appraisal would take place on Friday 26th February at 2p.m.

Assistant Clerks would take place on Friday 5th March 2021 at 11:00 a.m.

Market Superintendent would take place on Tuesday 2nd March at 9:30 a.m.

Handyman's would take place on Tuesday 2nd March at 12:30 p.m.

VAFS047: To approve staff claiming the working from home allowance during Covid-19 direct from HMRC.

RESOLVED: That staff would claim the tax relief directly with HMRC.

VAFS048: To consider a new arrangement for staff holiday allowance to be carried over for 2 years and/or payment to be allowed due to Covid-19.

RESOLVED: That the carry over number of days would be doubled for each member of staff for 2021-22 to be reviewed for 2022-23

VAFS049 Correspondence: – To receive and respond to any correspondence received prior to the meeting.

RESOLVED: That details of the change in pricing and terms and conditions of the banking were circulated and noted

VAFS050 To receive items of information from the Clerk or Councillors and future agenda items:

Staff Appraisal results

Reassessment of fixed term contracts

Date of Next Meeting: Administration, Finance and Staffing Committee: 24th May 2021.

The meeting finished at 21:29 p.m.