



**Minutes of the Virtual Meeting of Administration, Finance and Staffing Committee of
Settle Town Council held on Monday 11th May 2020 at 7:00 pm.**

Participating: Cllrs Lord (Chair) Balsamini, Bellfield, Rymer and Taylor
Clerk: Rebecca Hill
Deputy Clerk: Ian Orton

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

The Chair welcomed everyone, introduced the virtual procedure, and declared the meeting open.

VAFS001: Public Participation

No members of the public or press had sent the clerk an e mail contact to be represented at the meeting.

VAFS002: Apologies: To record and approve reasons for absence

RESOLVED: Apologies were received from Cllrs Catherwood, James and Harrison.

VAFS003: 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.

VAFS004: Standing Orders

The clerk gave details of the revised standing orders which included amendments for virtual town council meetings. It was agreed that councillors would mute during meetings and only unmute when speaking to an item, that a member of the public could speak for up to 5 minutes, during voting the deputy clerk will note the voting based on the chat details, confidential reports will be circulated to councillors but will not feature during the meetings. After further discussion it was **RESOLVED:** with the above amendments to approve the revised standing orders.

VAFS005: Three Year Business Plan

The Chair introduced the three-year business plan. Cllr Bellfield asked about the progress of Street Lighting and Climate Change within the plan; Cllr Balsamini requested that refurbishment of the War Memorial involving the paved area and re-introducing railings could be pursued and that the war memorial could be added to the cemeteries section within the business plan. After further discussion it was **RESOLVED:** agree the additions to the plan.

VAFS006: Annual Return 2019-20

The clerk gave details of the unaudited accounts for 2019-20 which showed an end of financial year balance of £64,617.34. The clerk then introduced the internal audit plan giving details of the internal audit time scale and how the council reviewed the effectiveness of the internal audit process adding that the system was robust but would be enhanced by councillors carrying out a quarterly audit trial of a particular invoice from ordering through to payment of goods. Cllr Rymer, Taylor and Bellfield indicated they would be prepared to carry out such exercises. Cllr Bellfield asked for more information re parish council auditing and it was agreed training for any councillor in audit control could be arranged. After further discussion it was **RESOLVED:** to agree the unaudited 2019-20 accounts and to note the internal audit review checklist.

Continued/

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VAFS007: Coronavirus

The clerk gave an update on the responses to coronavirus from the various agencies and it was agreed that if the Settle Household Waste Centre did not re-open by the end of the week a letter would be sent to NYCC supporting the request by CC Richard Welch to re-open the facility.

VAFS008: Committee and Council Meetings

The clerk gave details of the changes to council and committee meetings brought about by coronavirus. It was agreed the meetings in June would still be virtual and the schedule of meetings should be reviewed at the end of June 2020.

VAFS009: Domain Registration

Cllr Balsamini gave details of the lapsing of domain registration for “. org.uk”. After discussion it was **RESOLVED:** to allow the domain name to lapse and to purchase the domain back after the 60-day lapse time.

VAFS010: To receive and respond to Correspondence

- a) Settle Community Response request for grant. As no application had been received this item was deferred.
- b) Appoint a councillor representative on Restart. After discussion it was agreed Cllr Bellfield would represent the Council with Cllr Linley as reserve. It was noted that Cllr Balsamini would continue to serve on Restart but in a personal capacity and not as a representative of the Council.
- c) It was agreed that the grant awarded to Settle Stories for the Yorkshire Festival of Story could be transferred to fund a virtual story telling event.
- d) CC Welch had sought to get the Household Waste facility open and it was agreed the Town Council should write to NYCC if the facility had not re-opened by the end of the week.

VAFS011: Exclusion of Press and Public

The Chair moved that the press and public were excluded on the grounds of staffing confidentiality and this was agreed

VAFS012: Staff Appraisal Scheme

- a) The Chair outlined the staff appraisal process for 2019-20 and asked for comments relating to appraisal documents for the clerk, deputy clerk, market superintendent and handyman. Cllr Bellfield stated it was unusual for the ‘employing organisation’ to see all appraisals. The clerk explained the whole council were the employers and should all see the documentation. Cllr Balsamini requested that the market superintendent worked with local businesses to use vacant stalls in the market. Cllr Rymer asked about when the market rents would be reviewed, and it was agreed a report would go to the 15th June 2020 Council. After further discussion it was **RESOLVED:** The Staff Appraisal for 2019-2020 were agreed in line with the recommendations of the report.
- b) The performance targets for staff for 2020-21 were agreed.

Continued/

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VAFS013: Review Salary Grades for the Clerk, Deputy Clerk, Market Superintendent and Handyman

The clerk stated that a 3% increase to the salaries of clerk, deputy clerk, market superintendent and handyman had been included in the budget for 2020-21 but the National Award had not been agreed yet. After discussion it was **RESOLVED**: to agree a national salary increase of up to 3% for the four-permanent staff.

VAFS014: To receive items of information from the clerk or Councillors and future information items.

- It was agreed Restart would be a standing item on the agenda
- Millennium Gardens Update should go on the agenda for the Council meeting on 18th May 2020
- It was agreed the riverside path alongside Settle Football Ground should go on the agenda for the Council meeting on 18th May 2020

VAFS015: Date of Next Meeting of the Administration, Finance and Staffing Committee

It was agreed the next meeting of the Administration, Finance and Staffing Committee should be held 7pm on Monday 10th August 2020.

The meeting finished at 20.50 and members thanked Cllr Lord for good Chairing of the meeting.