



## Administration Finance and Staffing Meeting Agenda

**Administration Finance and Staffing Committee Meeting** of the Settle Town Council to be held in the Council's offices, Settle Town Hall on Thursday 26th April 2018 at 7.45pm. The public and press are invited and Parishioner Participation will be at 7.45pm. 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. **Press and Public will be excluded from Agenda Item 8 due to the confidential nature of this item.**

**1. Apologies** To receive and record 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. Internal Audit and Financial Control and Risk Assessment Review**

- a) To review the system of internal control
- b) To review the Council's Financial Risk Management Policy.
- c) To review the Council's Internal Audit Plan
- d) To review and approve the Council's Statement on the effectiveness of its system of internal control.
- e) To review the Financial Regulations and Standing Orders
- f) To receive the draft Annual Return and approve the Annual Governance Statement Section 1

**4. To approve the draft agreement with CDC for the Castlebergh project.**

### **5. Planning applications**

- a) **2018/19163/HH** Replacement of UPVC windows and doors and other associated internal alterations at 6 Kirkgate, Settle, BD24 9DX,

**6. To approve purchase of a leaf blower and an adapter/charger for the handyman approx. cost £300 max.**

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

**a) Milestones /Boundary Way Makers** To consider a request from YDMT Stories In Stone project to consider restoring milestones within Settle Parish by way of grant funding. Deadline for Expression of Interest 26<sup>th</sup> April 2018 (approval for submission 27<sup>th</sup> April given by YDMT)

*A resolution to exclude the press and public will be voted on prior to the item being discussed.*

**8. Review all staff Employment Contracts and conduct the Annual Salary Review for 2018-19 Press and public**

**9. To receive items of information from the Clerk or Councillors and future agenda items**

Signed

R A Hill 17<sup>th</sup> April 2018

Clerk Settle Town Council

Town Hall

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