



MINUTES

Minute Ref	Minutes of the Meeting of the Administration and Staffing Committee of Settle Town Council held on Monday 16th January 2023 at 6:00pm at Settle Town Hall.	
AS25/2023	Apologies: To receive and approve reasons for apologies. No apologies received	
AS26/2023	Code of Conduct: - a) 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. No interests recorded	
AS27/2023	Councillor and Staff Training Requirements. To consider future requirements and approve any training courses for Councillors and staff need to attend. a) SLCC (Society of Local Council Clerks) Cemetery Churchyard safety and memorialisation webinar. RESOLVED: That the Clerk & Assistant Clerk would attend the SLCC webinar training session. b) YLCA New Councillor training. RESOLVED: That Cllr Hogg would attend the next session of the RFO (Responsible Finance Officer) training and that the new Cllr training requirements be placed on the Full Town Council meeting on the 6th of February 2023. c) ROSPA Play Area Inspection Training for Councillors. RESOLVED: That the ROSPA training should be undertaken by a staff member rather than a Councillor. d) Dementia Awareness – Training sessions RESOLVED: That a Dementia awareness training session be arranged before the start of a Council meeting, March or April was suggested.	Clerk Clerk/ Cllr Hogg Clerk Clerk
AS28/2023	<i>Members will be asked to vote for a resolution to exclude the Press and public for item 5 due to the confidential nature.</i> RESOLVED: That the press and public be excluded from agenda item 5.	

Signed *Rebecca Hill*

Rebecca Hill

25th January 2023
Clerk Settle Town Council
Town Hall, Market Place
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AS29/2023	<p>Staffing Matters Arising</p> <p>a) To receive an update considering a staffing matter reported to Full Council and referred to this committee. RESOLVED: That the Clerk’s report was accepted.</p> <p>b) Review of Lengths man's contract and job description – set minimum / maximum hours and clarify work required. RESOLVED: That the Length man's contract and hours was reviewed and amended and to be agreed with the Lengthsman.</p> <p>c) To receive a resignation notice from a member of staff and consider interim cover and recruitment. RESOLVED: That the resignation notice from a member of staff was accepted. Clerk to send a letter of thanks and an invitation to an exit interview. Interim cover was approved and the timescale and interview panel, Cllrs Rymer, Lord and Taylor and the Clerk were approved. A meeting to be arranged asap.</p> <p>d) Review the expired Whitefriars Cleaning contract with CDC, staffing resources, review back up for emergency cover and call outs, breakdowns etc. RESOLVED: That this item be deferred to the next Full Town Council meeting on the 6th of February 2023.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
AS30/2023	<p>Appraisals – Set timescales for appraisals.</p> <p>RESOLVED: That the Clerk would communicate a suitable date to Councillors and Staff members.</p>	Clerk
A31/2023	<p>Update from the Clerk regarding job evaluation progress.</p> <p>RESOLVED: That the clerks verbal report was accepted that the process was still ongoing The Market Superintendent, Handyman and the Cleaning Operatives jobs had been discussed with staff members and agreed. The Clerk and Assistant Clerk’s jobs were still to be reviewed.</p>	AFS members /Clerk
AS32/2023	<p>To consider re-joining the Finance committee back together with the Administration & Staffing Committee and Future agenda items</p> <p>RESOLVED: That the Finance Committee be joined back together with the Administration & Staffing Committee</p>	Clerk
AS33/2023	<p>Date of Next Meeting of the Administration and Staffing Committee: Date to be confirmed but not prior to the Full Town Council. A separate evening to be allowed.</p>	

Signed *Rebecca Hill*

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