

Administration, Finance and Staffing Committee Meeting of the Settle Town Council to be held on **Monday 20th February 2023 at 8:00 pm** in Settle Town Hall. The public and press are invited, and Public Participation will be at 8:00 pm. Public comments will be heard but the time will be restricted to 15 minutes or longer at the Chairman's discretion. No further comment during the meeting itself will be allowed unless resolved by a vote of the council. **The Council will record the meeting.** Public and press will be excluded from agenda item AS05 & AS06.

Agenda item	<h2>Agenda</h2>		
AS01/2023	Apologies: To receive and approve reasons for apologies.		
AS02/2023	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.		
AS03/2023	To approve the draft minutes from Monday 16th January 2023.		
AS04/2023	<i>Members will be asked to vote for a resolution to exclude the Press and public for item AS05 & AS06 due to the confidential nature.</i>		
AS05/2023	Staffing Matters Arising <ul style="list-style-type: none"> a) To receive resignations from members of staff. b) To consider a report outlining the required work to be covered by a Handyman or contractor to fulfil the maintenance and services currently provided by the Council. c) To consider interim and future cover for cleaning Whitefriars Public Conveniences. d) Salaries review in light of recent NALC and vacancies. 		
AS06/2023	Strategic Plan and Workload Review <ul style="list-style-type: none"> a) To review the report on workload communication and office management b) Review Business Contingency Plan in line with Councils new Strategic Plan c) Review current and proposed events and project work and agree to postpone or seek alternative arrangements. d) To consider a proposal to increase asst clerk/clerk hours earlier than 1st April 2023. Due to vacancies and extra workload. Total approx. £1900 or £700 for just one member of staff. 		

Signed *Rebecca Hill*

Rebecca Hill

14th February 2023
Clerk Settle Town Council
Town Hall, Market Place
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AS07/2023	<p>Internal Audit – to review of system of internal control.</p> <p>a) To review the Council’s Risk Management Policy and schedule of Risk Assessments</p> <p>b) To review the Council’s Internal Audit Plan.</p> <p>c) Internal Auditor - to review the terms of engagement of the Council’s Internal Auditor and appoint the internal auditor for 2023-24.</p> <p>d) To review and approve the Council’s statement on the effectiveness of its system of internal control.</p> <p>e) To review the asset register.</p>		
AS08/2023	<p>Review of the Council’s Financial Regulations</p>		
AS09/2023	<p>Correspondence (items received after publication of the agenda will be considered)</p> <p>a) To consider a year end health check service from Scribe £39 + VAT.</p> <p>b) To receive notification of Section 137 spending limit for 2023/24</p> <ul style="list-style-type: none"> • The Department for Levelling Up, Housing and Communities advised that the appropriate sum for the purpose of section 137(4)(a) of the Local Government Act 1972 for parish and town councils in England for 2023-24 is £9.93. <p><i>This is the amount as a result from increasing the amount of £8.82 for 2022-2023 by the percentage increase in the retail index between September 2021 and September 2022, in accordance with Schedule 12B to the 1972 Act.</i></p>		
AS10/2023	<p>Date of Next Meetings of the Administration Finance and Staffing Committee 16th October 2023 and 18th December 2023</p>		

Signed *Rebecca Hill*

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