

Administration, Finance and Staffing Committee Meeting of the Settle Town Council to be held on **Monday 3rd June 2024 at 5.30pm** in Settle Town Hall. The public and press are invited, and Public Participation will be at 5:30 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.**

Agenda item	<h2>Agenda</h2>
AFS01/2024-25	Election of Chair of the Administration, Finance & Staffing Committee
AFS02/2024-25	Election of Vice Chair of the Administration, Finance & Staffing Committee
AFS03/2024-25	Apologies i) To receive apologies for absence and record these in the minutes. ii) To consider the approval of reasons for absence given by Councillors
AFS04/2024-25	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.
AFS05/2024-25	Minutes - To consider any outstanding actions from the meeting held on 18th December 2023
AFS06/2024-25	To review the terms of reference for the Administration, Finance & Staffing Committee
AFS07/2024-25	Staffing Matters Arising a) To review the appraisal form for members of staff b) To review the arrangement for staff appraisals c) Any other staffing matters arising.
AFS08/2024-25	Policy and Procedures a) To review and adopt the Training and Development Policy b) To consider adopting an Equality and Diversity Policy c) To review the Council's Health & Safety Policy
AFS09/2024-25	Finance - a) To consider a new contract for the photocopier b) To discuss any other financial matters arising.
AFS010/2024-25	Future agenda items
AFS11/2024-25	Date of Next Meetings of the Administration, Finance and Staffing Committee - Meeting date to be agreed.