

**MINUTES OF THE MEETING OF ADMINISTRATION, FINANCE & STAFFING COMMITTEE HELD IN SETTLE TOWN HALL
ON Monday 9th June 2025 at 6pm in Settle Town Hall.**

Present: Cllr. Taylor (DT) Chair, Rymer (DR), Hayes (SH), Rose (MR) Lord (JL)

Clerk: Katie Dugdale **Asst Clerk:** Emma Rayner

Members of the Press / Public: None

Minute Ref	Minutes
AFS01/2025-26	Election of Chair of the Administration, Finance & Staffing Committee RESOLVED: Cllr. Taylor was elected as Chair of the Administration, Finance & Staffing Committee
AFS02/2025-26	Election of Vice Chair of the Administration, Finance & Staffing Committee RESOLVED: Cllr. Hayes was elected as Vice Chair of the Administration, Finance & Staffing Committee.
AFS03/2025-26	Apologies i) To receive apologies for absence and record these in the minutes. Apologies received from Cllr Temple ii) To consider the approval of reasons for absence given by Councillors. RESOLVED: That apologies received from Cllr Temple be approved.
AFS04/2025-26	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. No interests declared.
AFS05/2025-26	Whitefriars a) To receive an update on the North Yorkshire Council's cleaning contract for Whitefriars Public Conveniences and consider any further actions or recommendations to Full Council. The Clerk provided an update on the cleaning contract for Whitefriars and that North Yorkshire Council had stated that it needed to make savings on the running of its public conveniences. The Clerk has arranged a meeting with North Yorkshire Council on the 20th July to discuss the matter further and report back to Full Council. The information was noted. b) To consider future staffing requirements at Whitefriars and any further actions. RESOLVED: That agenda item AFS05/2025-26 b) be deferred to 7th July Full Town Council meeting.
AFS06/2025-26	Staffing Matters Arising a) To review the arrangements for the staff appraisals and arrange a date. Arrangements for the staff appraisals were reviewed. The Clerk will carry out staff appraisals. Delegation to Cllrs Rymer, Taylor, and Rose to carry out the Clerk's appraisal was granted. As part of the Clerk's appraisal process the Council will gage staff feedback via a questionnaire. The content of which will be decided at a future Administration, Finance & Staffing meeting. Appraisals are to be carried out in September. b) To consider a resolution to exclude press and public from agenda item AFS06/2025-26 c) due to business of a private and confidential nature RESOLVED: To exclude press and public from the agenda item AFS06/2025-26 c) due to business of a private and confidential nature. c) To receive an update from the Chair regarding a member of staff. The Chair provided an update on member of staff. The information was noted. RESOLVED: That the decision regarding the termination of an employee still stands. d) To consider any gaps in the Council staffing and consider any recruitment requirements. RESOLVED: That the Clerk, Assistant Clerk, Cllr Hayes and Taylor would draft a job description and advert for the position of a handy person and that this would be brought

	back to the next Administration, Finance & Staffing committee meeting to be reviewed and approved. e) Any other staffing matters arising. No other staffing matters arising
AFS07/2025-26	Policy and Procedures a) To review the Council's complaints procedure. RESOLVED: That agenda item AFS07/2025-26 a) be deferred to a future Administration, Finance & Staffing committee meeting. b) To review the Council's employment policies and procedures. RESOLVED: That agenda item AFS07/2025-26 b) be deferred to a future Administration, Finance & Staffing committee meeting.
AFS08/2025-26	Future agenda items. To be emailed to the clerk.
AFS09/2025-26	Date of Next Meetings of the Administration, Finance and Staffing Committee - Meeting date to be agreed. RESOLVED: That the next meeting of the Administration, Finance & Staffing Committee meeting be held on Monday 7th July at 6.30pm <i>Meeting Closed 19:09</i>