

MINUTES OF THE MEETING OF ADMINISTRATION, FINANCE & STAFFING COMMITTEE HELD IN SETTLE TOWN HALL

ON Monday 4th August 2025 at 6pm in Settle Town Hall.

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

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

Members of the Press / Public: None

Minutes Ref	Minutes
AFS16/2025-26	Apologies i) To receive apologies for absence and record these in the minutes. Apologies received from Cllr Rymer ii) To consider the approval of reasons for absence given by Councillors. RESOLVED: That apologies received from Cllr Rymer be approved.
AFS17/2025-26	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.
AFS18/2025-26	Staffing Matters Arising a) To note the National Joint Council (NJC) pay scales for 2025-26 and approve the employee backpay owed. The NJC pay scales for 2025-26 were noted and it was RESOLVED that the employee backpay be approved. b) To receive an update regarding the recruitment of the handyperson role. The Clerk provided an update and the information was received. c) To consider a resolution to exclude press and public from agenda item AFS18 /2025-26 d) due to business of a private and confidential nature RESOLVED: To exclude press and public from the agenda item AFS18/2025-26 d) due to business of a private and confidential nature. d) To consider a response to Acas and consider any further action RESOLVED: That Cllr Lord and the Clerk be given delegated authority to speak to ACAS on the Council's behalf and get further information and that Cllr Lord, Taylor and Hayes form a working party incase a meeting to discuss a formal response was required in the future. e) Any other staffing matters arising. RESOLVED: That a £25 bunch of flowers be purchased, coded to the Mayoral fund allowance, for an employees spouse who was unwell.
AFS19/2025-26	Policies and Procedures a) To review and consider adoption of a sexual harassment policy. The policy was reviewed and it was RESOLVED to adopt the sexual harassment policy.
AFS20/2025-26	To consider a service proposal for an outside company to provide HR & Health & Safety support. It was AGREED that the Clerk and Cllrs Rose and Temple would explore options and gather further information and bring the agenda item back to a future Full Town Council meeting.
AFS21/2025-26	Future agenda items - To be emailed to the clerk.
AFS22/2025-26	Date of Next Meetings of the Administration, Finance and Staffing Committee - Meeting date to be agreed - Monday 1st September 6pm The date of the meeting was noted <i>Meeting Closed 18.36</i>