

Administration, Finance and Staffing Committee Meeting of the Settle Town Council to be held on **Monday 7th July 2025 at 6.30pm** in Settle Town Hall. The public and press are invited, and Public Participation will be at 6:30 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	Agenda
AFS10/2025-26	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
AFS11/2025-26	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.
AFS12/2025-26	Staffing Matters Arising a) To review and approve the job description and job advert for the position of the handyperson b) To make recommendations to the Full Town Council regarding hours and hourly rate for the position of handy person c) Any other staffing matters arising.
AFS13/2025-26	To consider a service proposal for an outside company to provide HR & Health & Safety support.
AFS14/2025-26	Future agenda items
AFS15/2025-26	Date of Next Meetings of the Administration, Finance and Staffing Committee - Meeting date to be agreed.