

**MINUTES OF THE MEETING OF ADMINISTRATION, FINANCE & STAFFING COMMITTEE HELD IN SETTLE TOWN HALL
ON Monday 7th July 2025 at 6pm in Settle Town Hall.**

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

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

Members of the Press / Public: None

Minute Ref	Minutes of Administration, Finance & Staffing Committee
AFS10/2025-26	Apologies i) To receive apologies for absence and record these in the minutes. Apologies received from Cllr Rymer & Cllr Temple ii) To consider the approval of reasons for absence given by Councillors. RESOLVED: That apologies received from Cllr Rymer & Cllr Temple be approved.
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. No interests declared.
AFS12/2025-26	Staffing Matters Arising a) To review and approve the job description and job advert for the position of the handyperson. The job description and advert was reviewed and it was agreed to take to Full Council for approval. b) To make recommendations to the Full Town Council regarding hours and hourly rate for the position of handy person. RESOLVED: That the recommendation to Full Town Council would be that the handy persons hours would be set at 12 hours per week and the proposed hourly rate was agreed. c) Any other staffing matters arising. A member of staff resignation letter was noted. It was AGREED that a letter of thanks acknowledging their work for the Council be sent.
AFS13/2025-26	To consider a service proposal for an outside company to provide HR & Health & Safety support. RESOLVED: That agenda item AFS13/2025-26 be deferred to a future Administration, Finance & Staffing committee meeting.
AFS14/2025-26	Future agenda items - To be emailed to the clerk.
AFS15/2025-26	Date of Next Meetings of the Administration, Finance and Staffing Committee - Monday 4th August 2025 <i>Meeting Closed 18.50</i>