

**MINUTES OF THE MEETING OF ADMINISTRATION, FINANCE & STAFFING COMMITTEE HELD IN SETTLE TOWN HALL
ON Monday 3rd November 2025 at 6pm in Settle Town Hall.**

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

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

Members of the Press / Public: None

Minute Ref	Minutes
AFS23/2025-26	<p>Apologies</p> <p>i) To receive apologies for absence and record these in the minutes. Apologies received from Cllr Temple</p> <p>ii) To consider the approval of reasons for absence given by Councillors RESOLVED: That apologies received from Cllr Temple be approved.</p>
AFS24/2025-26	<p>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.</p>
AFS25/2025-26	<p>Staffing Matters Arising</p> <p>a) To consider a resolution to exclude press and public from agenda item AFS 25 /2025-26 b) due to business of a private and confidential nature RESOLVED: To exclude press and public from the agenda item AFS25/2025-26 b) due to business of a private and confidential nature.</p> <p>b) To receive an update regarding the Employment Tribunal and consider any further action. Cllr Lord provided an update. RESOLVED: To recommend to Full Council that Cllr Lord and the Clerk attend the tribunal on behalf of the Council.</p> <p>c) Any other staffing matters arising. RESOLVED: To recommend to Full Council that both cleaning operatives receive a letter of thanks from the Council.</p>
AFS26/2025-26	<p>To review a second draft of the 2026-27 budget and make recommendations to the Full Town Council. The draft budget was reviewed. RESOLVED: To recommend to Full Council that grant funding with a budget of £2000 be added to the 2026-27 budget and that further work be carried out on the budget with a final draft presented to Full Council at its 8th December meeting.</p>
AFS27/2025-26	<p>Future agenda items. To be emailed to the Clerk.</p>
AFS28/2025-26	<p>Date of Next Meetings of the Administration, Finance and Staffing Committee - Meeting date to be agreed. <i>Meeting Closed 18.56</i></p>