

**MINUTES OF THE MEETING OF ADMINISTRATION, FINANCE & STAFFING COMMITTEE HELD IN SETTLE TOWN HALL
ON Friday 27th February 2026 at 11am** in Settle Town Hall.

Present: Cllr. Taylor (DT) (Chair), Hayes (SH), Rose (MR) Rymer (DR) Temple (BT) Marsden (LM)

Asst Clerk: Emma Rayner

Members of the Press / Public: None

| Minute Ref | <h2>Minutes</h2> |
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| AFS29/2025-26 | <p>Apologies</p> <p>i) To receive apologies for absence and record these in the minutes. No apologies received.</p> <p>ii) To consider the approval of reasons for absence given by Councillors. No apologies received.</p> |
| AFS30/2025-26 | <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> |
| AFS31/2025-26 | <p>Staffing Matters Arising</p> <p><i>11:03 Assistant Clerk left the meeting.</i></p> <p>a) To consider updating a member of staff's contract and changing their banded hours. RESOLVED: That the Administration, Finance & Staffing Committee recommend to Full Town Council to not update a member of staff's contract or change their banded hours.</p> <p><i>11.22 Assistant Clerk returned to the meeting.</i></p> <p>b) To note a report from the Clerk on a member of staff's interim appraisal and consider any further action. The Clerk's report was received and the information was noted.</p> <p>c) Any other staffing matters arising. No other staffing matters arising.</p> |
| AFS32/2025-26 | <p>Policy & Procedure</p> <p>a) To review the updated Councillor induction pack and make recommendations to Full Town Council. RESOLVED: To recommend to Full Town Council to adopt the updated Councillor induction pack.</p> <p>b) To consider the adoption of a co-option policy and make recommendations to Full Town Council. RESOLVED: To recommend to Full Town Council that we adopt the Co-option policy.</p> |
| AFS33/2025-26 | <p>Future agenda items. To be emailed to the clerk.</p> |
| AFS34/2025-26 | <p>Date of Next Meetings of the Administration, Finance and Staffing Committee - The date of the meeting to be arranged</p> <p><i>Meeting Closed 11.58</i></p> |