

Administration, Finance and Staffing Committee Meeting of the Settle Town Council to be held on **Monday 21st September 2026 at 2pm** in Settle Town Hall. The public and press are invited, and Public Participation will be at 2pm. 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
AFS01/2026-27	Election of Chair of the Administration, Finance & Staffing Committee
AFS02/2026-27	Election of Vice Chair of the Administration, Finance & Staffing Committee
AFS03/2026-27	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.
AFS04/2026-27	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.
AFS05/2026-27	To review the Terms of Reference for the Administration, Finance and Staffing Committee and make recommendations to Full Council.
AFS06/2026-27	Finance a) To review the income and expenditure for April 2026 to date. b) To review and discuss the draft budget for 2027/28.
AFS07/2026-27	Staffing Matters Arising a) To discuss staff, volunteer and Councillor training. b) To discuss the procedure and timings for the staff appraisals. c) To review the delegated authority to the Clerk and make recommendations to Full Town Council. d) Any other staffing matters arising.
AFS08/2026-27	Policy & Procedure a) To review the Council's employment policies and procedures and to make recommendations to Full Town Council. b) To review the arrangements for the monthly checking of accounts, wages, market books and make recommendations to Full Town Council. c) To review the civility and respect governance checklist – <i>Cllr Temple</i> .
AFS09/2026-27	To consider a service proposal for an outside company to provide HR & Health & Safety support.
AFS10/2026-27	Future agenda items.
AFS11/2026-27	Date of Next Meetings of the Administration, Finance and Staffing Committee -