

Administration, Finance and Staffing Committee Meeting of the Settle Town Council to be held on **Tuesday 3rd November 2026 at 1pm** in Settle Town Hall. The public and press are invited, and Public Participation will be at 1pm. 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
AFS12/2026-27	Election of Chair of the Administration, Finance & Staffing Committee.
AFS13/2026-27	Election of Vice Chair of the Administration, Finance & Staffing Committee.
AFS14/2026-27	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.
AFS15/2026-27	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.
AFS16/2026-27	To consider a service proposal for an outside company to provide HR & Health & Safety support.
AFS17/2026-27	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) To discuss the current accessibility of the Town Hall for staff, Councillors and members of the public and consider any further action. e) Any other staffing matters arising.
AFS18/2026-27	Finance a) To review and produce the draft budget for 2027/28.
AFS19/2026-27	Policy & Procedure a) To review the Council's employment policies and procedures and to make recommendations to Full Town Council.
AFS20/2026-27	Future agenda items.
AFS21/2026-27	Date of Next Meetings of the Administration, Finance and Staffing Committee -