



PRINCES RISBOROUGH TOWN COUNCIL

TO: THE MEMBERS OF THE ADMINISTRATION AND HUMAN RESOURCES COMMITTEE (Councillors I McLauchlan, A Ball, J Coombs, A Turner, P Summerbell and M Walsh)

Dear Councillor,

You are summoned to attend a meeting of the **Administration and Human Resources Committee** to be held at **The Princes Centre, Clifford Road, Princes Risborough** on **Tuesday 6TH November 2018 AT 2.30PM** when the business set out in the following agenda will be transacted.

Susanne Griffiths

Clerk to the Town Council
26th October 2018

AGENDA

1. Welcome and Apologies for Absence.

Schedule 12 of the Local Government Act 1972 requires a record be kept of the Members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Town Clerk.

2. Acceptance of Minutes of Previous Meeting of the 9th July 2018.

To receive and approve as a correct record the [minutes](#) of the Administration/Human Resources meeting held on the 9th July 2018.

3. Declarations of Interest and Dispensations

To receive any pecuniary or non-pecuniary declarations of interest and confirmation of any relevant dispensations.

- i) Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, Members are required to declare any interests which are not currently entered in the Member's Register of Interests or if he/she has not notified the Monitoring Officer of it.
- ii) Should any Member have a Disclosable Pecuniary Interest in an item on the agenda, the Member may not participate in consideration of that item unless a Dispensation has first been requested (in writing) and granted by the Council (see Dispensation Procedure).

4. Public Forum

Ten minutes are available for the public to express a view or ask a question on relevant matters on the following Agenda, as provided for in Standing Order Numbers 3(f) and 3(h) The public are welcome to stay and observe the rest of the meeting.

5. Maintenance Team resources

To consider and agree the level of resources for the Maintenance Team for 2019/20.

6. Office Improvements

To receive a report from the Princes Centre Trustees concerning future improvements for the Town Council Office.



7. Software Enhancements and Changes

To consider information received from RBS concerning updates and enhancements to the existing software and decide on actions to be taken.

8. Committee Budget

To note spending to date in respect of this year's budget. (See attached)

9. Budget 2019-2020

To prepare the Administration /Human Resources Committee 2019/2020 budget for Estimates.

10. Recommendation to Town Council for the re-endorsement of Policies

To consider recommending to the Town Council re-endorsement of the following policies for the period 2018-2021.

- a. Community Engagement Statement of Intent and Community Strategy Policy
- b. Complaints Policy & Procedure
- c. Scheme of Delegation
- d. Training Statement of Intent

11. Recommendation to Town Council for the approval of new Policies

To consider the following policies for recommendation to the Town Council for approval for the period 2018-2021.

- a. Biodiversity Policy
- b. Crime and Disorder Statement
- c. Performance Management Statement
- d. Employee Performance Management and Appraisal Policy

12. Future Agenda Items

To receive items to be included in the next agenda that fall under the remit of this Committee.

13. Exclusion of the Press and Public

To pass a resolution to exclude the public and press in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 to receive a report on staff matters and decide on any actions to be taken.

14. Date of Next Meeting

To note the date of the next meeting.

Distribution – all Councillors, Noticeboards and Council website.

MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND.



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Princes Risborough Town Council 2018/19

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Detailed Income & Expenditure by Budget Heading 31/10/2018

Month No: 7

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Administration</u>								
1076 Precept	345,702	354,151	354,151	0			100.0%	
1077 Localised Council Tax Grant	14,753	12,762	12,761	(1)			100.0%	
1090 Interest Received	1,077	2,147	600	(1,547)			357.8%	
1105 Rag Pit	625	0	625	625			0.0%	
1110 Wayleaves	24	0	24	24			0.0%	
1111 Room hire	10	0	0	0			0.0%	
1115 Community Centre Lease	24	0	24	24			0.0%	
1120 Market Pitch Rents	2,700	0	0	0			0.0%	
1125 Surgery Rent	577	0	577	577			0.0%	
1130 Risboro Spring Rent	100	900	100	(800)			900.0%	
Administration :- Income	365,592	369,960	368,862	(1,098)			100.3%	0
4000 Personnel Costs	71,865	49,934	96,086	46,152		46,152	52.0%	
4050 Audit Fee	1,365	1,600	1,500	(100)		(100)	106.7%	
4055 Bank Charges	88	32	88	56		56	36.4%	
4065 Stationery	636	266	600	334		334	44.4%	
4070 Postage	356	129	500	371		371	25.7%	
4075 Telephone	1,894	663	840	177		177	78.9%	
4080 Refreshments	240	140	275	135		135	50.9%	
4085 Insurances	4,585	4,347	4,700	353		353	92.5%	
4090 Travel Expenses	371	291	600	309		309	48.4%	
4095 Training/Conferences	4,677	0	2,500	2,500		2,500	0.0%	
4100 Office Equipment/Maintenance	3,151	813	780	(33)		(33)	104.3%	
4105 Photocopier Costs	1,183	948	720	(228)		(228)	131.6%	
4110 Rent for Office	6,000	2,917	5,000	2,083		2,083	58.3%	
4115 New Equipment	517	0	0	0		0	0.0%	
4120 RBS	1,353	585	1,743	1,158		1,158	33.6%	
4125 HR Support	1,995	1,995	1,995	0		0	100.0%	
4130 GDPR	0	21	0	(21)		(21)	0.0%	
Administration :- Indirect Expenditure	100,277	64,680	117,927	53,247	0	53,247	54.8%	0
Movement to/(from) Gen Reserve	265,315	305,279						
<u>110 Civic & Democratic Services</u>								
4065 Stationery	54	0	0	0		0	0.0%	
4080 Refreshments	0	7	0	(7)		(7)	0.0%	
4090 Travel Expenses	40	0	300	300		300	0.0%	
4150 Cllr Training	0	38	0	(38)		(38)	0.0%	
4160 Refreshments	0	67	200	133		133	33.5%	
4165 Chairmans Recognition Allowanc	0	350	350	0		0	100.0%	

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Princes Risborough Town Council 2018/19
Detailed Income & Expenditure by Budget Heading 31/10/2018

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Month No: 7

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4170 Chairman's Expenses	693	70	300	230		230	23.2%	
4175 Councillor's Expenses	2,336	1,300	2,600	1,300		1,300	50.0%	
4180 Public Meetings	454	162	300	138		138	54.1%	
Civic & Democratic Services :- Indirect Expenditure	3,577	1,994	4,050	2,056	0	2,056	49.2%	0