



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 **FRIDAY 8TH MARCH 2019 AT 9.30AM** when the business set out in the following agenda will be transacted.

Susanne Griffiths
Clerk to the Town Council
4TH March 2019

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 21st February 2019.

To receive and approve as a correct record the [minutes](#) of the Administration/Human Resources meeting held on the 21st February 2019.

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 (e-k). The public are welcome to stay and observe the rest of the meeting.

5. Booking Clerk

To discuss and decide on the job description for a new Booking Clerk.
To discuss and decide on the rate of pay to be advertised for the new Booking Clerk
To discuss and decide on the advertisement for the role of a new Booking Clerk.

6. Future Agenda Items

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

7. 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 discuss staff matters and decide on any actions to be taken

8. 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.