



**PRINCES RISBOROUGH TOWN COUNCIL
MINUTES OF THE ADMIN & H/R COMMITTEE HELD ON
MONDAY 20TH OCTOBER 2025 AT 2.00PM
AT THE WADES CENTRE, STRATTON ROAD, PRINCES RISBOROUGH**

PRESENT

Chairman Cllr M Walsh
Cllrs A. Ball and I Parkinson
Clerk- Susanne Barter.
No members of the public.

The Chair and Vice Chair were not present. It was **agreed** by all present that Cllr M Walsh take the Chair for this meeting.

1. APOLOGIES FOR ABSENCE

The Clerk reported that apologies were received from Cllr I McLauchlan who has a work commitment
Resolved: to note apologies from Cllr McLauchlan.

No apologies were received from Cllrs I Churchill and J Biss.

2. MINUTES

The minutes of the previous meeting on the 16TH September 2025, having been circulated, were approved by the Meeting and signed by the Chairman.

3. DECLARATIONS OF INTEREST AND DISPENSATIONS

Members were asked to declare any pecuniary or non-pecuniary declarations of interest and confirmation of any relevant dispensations.

None were declared.

4. PUBLIC FORUM

No questions were raised by members of the public.

5. CORRESPONDENCE

None.

6. COMMITTEE BUDGET

The Committee members had received detailed income and expenditure reports to date, which were circulated to the members in advance of the meeting.

Noted.

7. GDPR

a. Cllr M Walsh proposed to arrange refresher GDPR training for the councillors and Officers
Seconded by Cllr I Parkinson.

Resolved: To arrange refresher GDPR training for the councillors and Officers.

SB

b. Cllr A Ball proposed that the Clerk arrange a data audit.
Seconded by Cllr M Walsh.

Resolved: that the Clerk arrange for a data audit.

SB

8. Estimates Projects 2026/2027

Committee members considered detailed income and expenditure budget proposals for the next financial year. Estimates for the next financial year 2026/2027 were **agreed by all present** for submission to the Finance Estimates Committee.

SB

9. FUTURE AGENDA ITEMS

To be advised.



10. 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

Cllr A Ball proposed 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 and decide on staff matters
Seconded by Cllr I Parkinson

Resolved: in accordance with section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the public be excluded on the grounds of the confidential nature of the business.

Staff Matters

To decide on the preferred applicant for the Finance and Administration Officer role.

Cllr A Ball proposed that candidate 1 be offered the position.

Seconded by Cllr M Walsh.

Resolved: To appoint candidate 1 for the Finance and Administration Officer role

Staff Appraisals

Members reviewed the staff appraisals and considered the line managers' requests for SCP increases for certain employees. SCP increases were approved for four employees in recognition of exceptional performance during the year and have been included in the 2026/2027 budget.

SB

Carry forward of Annual Leave

Due to the retirement of two officers, the remaining officers have cancelled their annual leave to ensure the smooth running of the Town Council office. The Clerk requested that, in view of the exceptional circumstances, up to two weeks of annual leave be carried forward to 2026, instead of the one week permitted under the Employees' Handbook.

Cllr M Walsh proposed to approve the request.

Seconded by Cllr A Ball.

Resolved: To agree that up to two weeks of annual leave may be carried forward to 2026.

SB

11. DATE OF NEXT MEETING

The date of the next meeting of the Committee is to be advised. There being no further business to discuss, the meeting closed at 2.40 pm.