



**PRINCES RISBOROUGH TOWN COUNCIL
MINUTES OF THE ADMIN & HR COMMITTEE HELD ON
THURSDAY 21ST FEBRUARY 2019 AT 1.30 PM
IN THE PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH**

PRESENT

Chairman Cllr I McLauchlan.
Councillors J Coombs, A Ball and A Turner
Clerk to the Town Council- Susanne Griffiths

1. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr P Summerbell and M Walsh who had previous commitments.

2. MINUTES

The minutes of the previous meeting on the 21st January 2019 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. FUTURE AGENDA ITEMS

To be advised.

6. A RESOLUTION TO EXCLUDE THE PUBLIC AND PRESS IN ACCORDANCE WITH SECTION 1 (2) OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960.

Cllr A Ball proposed to pass a resolution to exclude the public and press to discuss staff matters and decide on any actions to be taken.

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 about to be transacted which involves the likely disclosure of exempt information.

The findings of an Occupational Health Assessment on a member of staff and the impact of these findings on the remaining members of the team were considered by the members. **All present agreed** on the action to be taken concerning the member of staff.

The Clerk expressed concerns about the size of the office space and advised the members that following the transfer of the Community Centre and the Booking Clerk to the Town Council, that there were insufficient desks for the office staff to use. Cllr A Turner confirmed that there is a Princes Centre Trustees meeting next week and the Town Council's request to extend the office will be discussed.

7. DATE OF NEXT MEETING

The next meeting of the Committee is to be advised. There being no further business to discuss, the meeting closed at 2.00pm

Chairman Date