



**ADMIN & HR  
PRINCES RISBOROUGH TOWN COUNCIL  
MINUTES OF THE ADMIN & HR COMMITTEE HELD ON  
MONDAY 21<sup>ST</sup> JANUARY 2018 AT 2.15 PM  
IN THE PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH**

**PRESENT**

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

**1. APOLOGIES FOR ABSENCE**

No apologies were received.

**2. MINUTES**

The minutes of the previous meeting on the 13<sup>th</sup> December 2018 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. MAINTENANCE TEAM OPERATIVE**

The Clerk circulated an advert for the members consideration. **All present agreed** that the starting date will be 1<sup>st</sup> April 2019. It was further **agreed** for the advert to be advertised in January with a closing date of 28<sup>th</sup> February 2019. Interviews will be held in the week commencing 4<sup>th</sup> March 2019. Cllr I McLauchlan agreed to sit on the interview panel with the Maintenance Team Leader and the Clerk. **SG/KL/IM**

**Resolved: To advertise the new position for a Maintenance Team Member.**

**6. COMMITTEE BUDGET**

The Committee received a detailed income and expenditure budget update.

**Resolved: that spending in respect of the 2018/19 budget be noted.**

**7. POLICIES**

Cllr Walsh proposed that the Administration & H/R Committee recommend to the Town Council that the Sickness and Absence policy is amended to increase the qualifying period of continuous service for Council sick pay from 12 months to 24 months. Seconded by Cllr J Coombs.

**Resolved: To recommend to the Town Council to amend section 7 of the Sickness and Absence Policy to increase the period of continuous service to 24 months before qualifying for Council sick pay.**

**8. HEALTH AND SAFETY**

Cllr Walsh proposed that the Town Council employ the services of Ellis Whittam as Health & Safety Consultants if they can provide a combined service contract to include the current Ellis Whittam Employment Law and HR service. Seconded by Cllr A Turner.

The Clerk is requested to approach Ellis Whittam for a quotation for a combined policy. **SG**

**9. COMMITTEE TERMS OF REFERENCE**

The Clerk circulated proposed terms of reference for the new Committee to oversee the management of the Town Council properties and to monitor the finances against budgets. Cllr M Walsh proposed that it is recommended to the Town Council that the new Committee is name the Commercial Services Committee and the circulated terms of reference are recommended to the Town Council for approval. Seconded by Cllr A Turner.

**Resolved: The Administration & H/R Committee recommends that the Town Council create a new Committee to be known as the Commercial Services Committee and approve the terms of reference for this new Committee.**



**10. FUTURE AGENDA ITEMS**  
**To be advised.**

**11. 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 transfer of the Community Centre and its staff to the Town Council was discussed. **All present agreed** to approach the existing Community Centre staff to discuss future employment with the Town Council.

**12. 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 3.00pm

**Chairman** ..... **Date** **PAGE** 13 /19