



**PRINCES RISBOROUGH TOWN COUNCIL
MINUTES OF THE ADMIN & HR COMMITTEE HELD ON
FRIDAY 8th MARCH 2019 AT 9.30 AM
IN THE PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH**

PRESENT

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

1. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs A Ball and A Turner.

2. MINUTES

The minutes of the previous meeting on the 21st February 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. Cllr P Summerbell declared an interest in the job applicants to be discussed under agenda item 7.

4. PUBLIC FORUM

No questions were raised by members of the public.

5. BOOKING & PROPERTY CLERK

Job description for a new Booking and Properties Clerk

The Clerk circulated a job description for the new role for the members to consider. **All present agreed** that the new job description should be recommended to the Town Council for approval. **SG**

Rate of pay to be advertised for the new Booking and Properties Clerk

The Clerk circulated a pay range that was comparable to other councils for a similar role. **All present agreed** that the pay range should be recommended to the Town Council for approval. **SG**

Advertisement for the role of a new Booking and Properties Clerk

The Clerk circulated an advertisement for the new role. **All present agreed** that the description of the role should be advertised in the next edition of Crosstalk but the full advertisement would need the Town Council to approve the pay range and therefore it was **agreed by all present** to recommend the advertisement to the Town Council for approval. It was **agreed** by all present that the Clerk, Deputy Clerk and Cllr I McLauchlan form the interview panel. The date, 24th April 2019 was **agreed** for interviews. **SG/KP/IM**

6. FUTURE AGENDA ITEMS

To be advised.

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

Cllr M Walsh proposed to pass a resolution to exclude the public and press to discuss staff matters and decide on any actions to be taken. Seconded by Cllr J Coombs

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.

Cllr P Summerbell declared an interest in the next agenda item to be discussed and took no part in the discussion or vote.

Cllr I McLauchlan presented the members the results from the interviews held on Monday 4th March for the Summer Maintenance Operative and the additional Maintenance Operative roles. It was **agreed** to offer the positions to the candidates with the highest interview scores.

Resolved: To offer the preferred candidates with the highest interview scores the Summer Maintenance Operative and the additional Maintenance Operative roles.

SG



A request has been received to appeal a decision made by the Admin/H&R Committee on the 21st February. It was **agreed** by all present for the Chairman, Cllr Matthew Walsh to deal with the appeal by written submission only.

SG/MW

The Clerk presented the members with a report on the increase of work experienced by the office following the transfer of the Community Centre to the Town Council. The Community Centre Bookings Clerk has been helping out and has submitted her invoice for payment. **All present agreed** for the invoice to be paid at the next Finance meeting. The members acknowledged the Clerks concerns and it was agreed that the situation would be eased by the employment of a Booking & Property Clerk who would report to the Deputy Clerk. It was **agreed** to request that the Town Council consider an additional increase for the Deputy Clerk in recognition of the increased responsibilities and line management of staff.

SG

8. 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 10.30am

Chairman **Date**