



**PRINCES RISBOROUGH TOWN COUNCIL
MINUTES OF THE ADMIN & HR COMMITTEE HELD ON
MONDAY 29TH APRIL 2019 AT 3.00 PM
IN THE PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH**

PRESENT

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

1. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr A Ball who had a previous commitment.

2. MINUTES

The minutes of the previous meeting on the 8th March 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. CORRESPONDENCE

An email has been received from Princes Risborough School regarding a Careers Event

A careers event for students is being organised at the school on the 22nd July 2019 and the Town Council is requested to take part.

Cllr M Walsh proposed that the Town Council decline on this occasion as there are no plans to offer apprenticeships this year. Seconded by Cllr J Coombs. **All present agreed.** **SG**

Consultation on an exit payments cap for local government employers in the Local Government Pension Scheme.

Buckinghamshire County Council has sent details of a consultation on an exit payments cap for local government employers in the Local Government Pension Scheme which closes on 3rd July 2019.
Noted.

Offer of legal services from ejhlegal.

BMKALC has forwarded details from ejhlegal offering to provide legal advice and support to members of BMKALC at a reduced rate.

Noted.

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 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.

Health and Safety Officer

Ellis Whittam Health and Safety services has recommended that we provide a member of staff to complete a Managing Safely course. A new member of staff that has joined the Maintenance Team already holds this qualification. Cllr M Walsh proposed that this member of staff is given a pay rise to reflect his additional qualification and experience in compiling risk assessments and to assist the Maintenance Team Leader. Seconded by Cllr J Coombs

Resolved: To award the member of staff an additional amount to reflect his additional qualification and experience in Health and Safety enabling him to assist the Maintenance Team Leader as Health and Safety Co-ordinator.

SG

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Bookings and Properties Clerk

Cllr I McLauchlan presented the results from the interview for the applicants for the Bookings and Properties Clerk that were held on Wednesday 24th April.

All present agreed to offer the position to the candidate with the highest interview score.

Resolved: To offer the candidate with the highest interview score the position of the Bookings and Properties Clerk and the next highest scoring candidate as the reserve in the event that the preferred candidate declines the offer. **SG**

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 3.45pm.

Chairman Date