



**PRINCES RISBOROUGH TOWN COUNCIL
MINUTES OF THE ADMIN & HR COMMITTEE HELD ON
TUESDAY 25TH JUNE 2019 AT 12.00 PM
IN THE PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH**

PRESENT

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

1.ELECTION OF CHAIRMAN

Cllr M Walsh proposed Cllr I McLauchlan as Chairman of the Admin and HR Committee
Seconded by Cllr A Ball

RESOLVED: To appoint Cllr I McLauchlan as Chairman of the Admin and HR Committee

2.ELECTION OF VICE CHAIRMAN

Cllr M Walsh proposed Cllr A Ball as Vice Chairman of the Admin and HR Committee
Seconded by Cllr J Coombs

RESOLVED: To appoint Cllr A Ball as Vice Chairman of the Admin and HR Committee

3. APOLOGIES FOR ABSENCE

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

4. MINUTES

The minutes of the previous meeting on the 29th April 2019 having been circulated were approved by the Meeting and signed by the Chairman.

5. 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.

6. PUBLIC FORUM

No questions were raised by members of the public.

7. CORRESPONDENCE

None.

8. TERMS OF REFERENCE

Copies of the Terms of Reference were circulated to the members for their consideration. Cllr J Coombs proposed that the existing document is still fit for purpose and recommended approval for the coming year. Seconded by Cllr I McLauchlan. **All present agreed.**

9. OFFICE FURNITURE

The Clerk requested approval for the purchase of an additional set of lockable drawers at a cost of £168.00. **All present agreed.**

The Clerk requested approval for the purchase of staff lockers for the Maintenance Team at a cost of £225. **All present agreed.**

Cllr J Coombs proposed that the office investigate the installation of an air conditioning unit for the office when it is extended at the end of the year. Seconded by Cllr M Walsh. **All present agreed. SG**

10. FUTURE AGENDA ITEMS

Committee Budget – To note spending to date in respect of this year's budgets.

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 J Coombs proposed to pass a resolution to exclude the public and press to discuss staff matters and decide on the preferred contractor to repair the Town Council vehicle. Seconded by Cllr A Ball.
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.



Approval of leave outside of policy

The present leave policy was discussed and it was **agreed by all present** that it was fit for purpose and should remain. Any requests for leave outside of the policy will continue to be considered on an individual basis by the Administration and H/R Committee.

All present agreed a staff member's request for leave outside of the policy for a week in September/October 2019.

All present agreed a staff member's request for leave outside of the policy for a member of staff in February 2020.

Issue of contract on receipt of one reference

All present agreed to issue a contract to a member of staff on satisfactory receipt of one reference. **SG**
Use of vehicle

All present agreed to approve the use of a vehicle for one day providing that the cost of fuel is covered.

Increase of annual holiday entitlement

All present agreed an increase in annual holiday entitlement for a member of staff who has completed 5 years' service, in line with the standard practice for recognising long serving employees.

Preferred contractor to repair Town Council vehicle

Following damage to the Ranger when parked overnight, **all present agreed** to claim for the damage through the insurance company and accept the insurers recommendation for the preferred contractor. **SG**

Crown reduction

To enable the staff container to be placed in position at Wades and prevent damage to a tree, it has been recommended to arrange for the tree to have a minimal crown reduction. **All present agreed.**
The office is requested to arrange. **KP**

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 12.55pm.

Chairman Date