



**PRINCES RISBOROUGH TOWN COUNCIL
MINUTES OF THE ADMIN & H/R COMMITTEE HELD ON
MONDAY 19TH AUGUST 2019 AT 3.00 PM
IN THE PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH**

PRESENT

Chairman Cllr I McLauchlan.
Councillors J Coombs, A Ball, A Turner and M Walsh
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 25th June 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

E-mail from BMALC offering a training course for on GDPR training or Town and Parish Councillors.
Cllr N Davis has expressed an interest in attending. **All present agreed** for Cllr N Davis to attend the GDPR training course on 7th November at a cost of £38. **SG**

6. POLICIES

Health and Safety Policy

Cllr I McLauchlan proposed to approve the revised Health and Safety Policy for recommendation to the Town Council. Seconded by Cllr J Coombs.

Resolved: To approve the revised Health and Safety Policy for recommendation to the Town Council. **SG**

Loan of Town Council Property Policy and Terms and Conditions

Cllr M Walsh proposed to introduce a policy and terms and conditions for the loan of Town Council property to outside organisations, for recommendation to the Town Council for approval.

Seconded by Cllr A Turner. **All present agreed** for the Clerk to draft a policy for the members consideration at the next Admin & H/R Committee meeting. **SG**

7. TELEPHONES

The Clerk has reported an increase in verbally abusive telephone calls received at the office and has requested that the Committee consider recording all telephone calls. **All present agreed** for the Clerk to investigate the possibility of recording calls using the existing telephone system in place and report back to the next meeting with advice from the H/R consultants and the Data Protection Officer together with a breakdown of the costs involved. **SG/KP**

8. COMMITTEE BUDGET

The Committee received a detailed income and expenditure budget update.

Resolved: That spending in respect of the 2019/2020 budget be noted.

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 I McLauchlan proposed to pass a resolution to exclude the public and press to discuss staff matters Seconded by Cllr A Turner.

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

All present agreed a staff member's request for leave outside of the policy for a day on the 30th August 2019.

Staff Resignation.

A letter of resignation has been received. All present agreed that the Council is sorry to lose this employee and wished him success in his future career. **All present agreed** to advertise the post internally and advertise externally for a new Maintenance Operative once the new Team Leader is in place. **SG**

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 3.30pm.

Chairman Date