



**PRINCES RISBOROUGH TOWN COUNCIL
MINUTES OF THE ADMIN & H/R COMMITTEE HELD ON
TUESDAY 17TH SEPTEMBER 2019 AT 10.30 PM
IN THE PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH**

PRESENT

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

1. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs I McLauchlan and A Turner.

2. MINUTES

The minutes of the previous meeting on the 19th August 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 e-mail had been received complaining that the working name of a charity had been used in the Town Council minutes. The Clerk confirmed that she had checked with the charities' solicitors who confirmed it was acceptable to use the working name as it is the name that the charities commonly goes by. Comments noted.

6. MAINTENANCE TEAM OPERATIVES

A vacancy has arisen in the Maintenance Team and the following was **agreed by all present**.

a) The advertisement for the new Maintenance Team Operative will run from December until the 10th January 2020 with interviews being held in mid-January. It is envisaged that the new operative will start work in the last two weeks of February 2020 depending on any notice period that the preferred candidate will need to give.

B The rate of pay to be advertised for the new Maintenance Operative is £18,500 per annum.

c) The interview panel for the new Maintenance Team Operative will include Cllr J Coombs, the Maintenance Team Leader and Clerk.

7. TELEPHONES

The Clerk advised the members that she had received a report from the Data Protection Officer and the H/R Consultants but was waiting for confirmation from the telephone company concerning the cost of upgrading the system. **All present agreed** to discuss this agenda item at the next meeting when all the information was available to make an informed decision. **SG**

8. FUTURE AGENDA ITEMS

To discuss and decide on recording all telephone calls in the office.

To prepare the estimates budget for the Admin & H/R Committee 2020/2021.

9. 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 Seconded by Cllr M Walsh.

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.



All present agreed on the appointment of the new Maintenance Team Leader. The Clerk is requested to issue the relevant paperwork. **SG**

All present agreed a staff member's request for leave outside of the policy on the 24th September 2019.

The Clerk updated the members on recent staff issues.

10. 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 11.10am.

Chairman **Date**