



**PRINCES RISBOROUGH TOWN COUNCIL  
MINUTES OF THE ADMIN & H/R COMMITTEE HELD ON  
MONDAY 28<sup>TH</sup> OCTOBER 2019 AT 10.00 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 17<sup>TH</sup> September 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. Cllrs M Walsh and A Turner declared an interest in the agenda item 6 a.

**4. PUBLIC FORUM**

No questions were raised by members of the public.

**5. CORRESPONDENCE**

None.

**6. OFFICE**

**Cllrs M Walsh and A Turner declared an interest in the following agenda item and took no part in the discussion or decision.**

**a) Office Lease**

In response to a request from the Town Council, the Trustees of the Princes Centre have agreed to extend the new PRTC lease for a further year totalling three years with the caveat that there would be a rent review after the original two years.

Cllr I McLauchlan proposed to recommend the extension of the office lease on the above terms to the Town Council for approval. Seconded by Cllr J Coombs.

**Resolved: To recommend to the Town Council to approve the proposed office lease for 3 years from the Princes Centre Trustees.** **SG**

**b) Office Telephones**

Cllr A Turner proposed to recommend to the Town Council, a policy to enable the office telephone calls to be recorded. Seconded by Cllr A Ball.

**Resolved: To recommend to the Town Council to adopt a policy enabling the office telephone calls to be recorded.** **SG**

Cllr I McLauchlan requested that the Complaints procedure is reviewed to include reference to the recording of telephone calls. **All present agreed** to review the policy at the next meeting. **SG**

**7. COMMITTEE BUDGET**

The committee received a detailed income and expenditure budget update.

**Resolved: That spending in respect of the 2019/20 budget be noted.**

**8. BUDGET 2020/2021**

Estimates, except for salaries, for the next financial year were agreed for submission to the Finance Estimates Committee. **All present agreed** to review the salaries at the next meeting after the appraisals had taken place. **SG**

**9. FUTURE AGENDA ITEMS**

To review the Complaints procedure.

To complete the Administration/Human Resources Committee 2020/2021 budget for Estimates.



**10. 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 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 receive a report on staff matters and decide on any action to be taken.

**All present agreed** staff members' request for leave outside of the policy during the week commencing 23<sup>rd</sup> December 2019.

**All present** noted a resignation letter due to personal reasons.

**All present agreed** to a staff member request for a reduction in hours.

**All present agreed** the new appraisal form supplied by the Town Council HR Consultants, to be used for this year's appraisals,

**All present agreed** that the following councillors will be present during the staff appraisals taking place in the week commencing 25<sup>th</sup> November. - Cllr M Walsh for the office appraisals, Cllr I McLauchlan and Cllr Walsh for the Clerk's appraisal and Cllr A Ball for the Maintenance Team appraisals. **MW/AB/IM/SG**

**All present agreed** that the Deputy Team Leader role is advertised internally with effect from 8<sup>th</sup> November until 22<sup>nd</sup> November. Cllrs J Coombs and A Ball agreed to sit on the interview panel with the Clerk and Team Leader.  
**JC/AB/SG/RP**

**11. 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 10.47am.

Chairman ..... Date