



**PRINCES RISBOROUGH TOWN COUNCIL
MINUTES OF THE ADMIN & H/R COMMITTEE HELD ON
MONDAY 13TH JANUARY 2020 AT 2.00 PM
IN THE PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH**

PRESENT

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

1. APOLOGIES FOR ABSENCE

Apologies have been received from Cllr M Walsh who has work commitments
RESOLVED: To receive and note the apologies from Cllr M Walsh.

2. MINUTES

The minutes of the previous meeting on the 5TH December 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.

4. PUBLIC FORUM

No questions were raised by members of the public.

5. CORRESPONDENCE

None.

6. OFFICE

a) Purchase of new blinds for the office

All present agreed to purchase the blinds as per quotation £375.00 plus VAT **KP**

b) Purchase of carpet for the for the extended office

All present agreed to purchase the carpet as per quotation £484.00 plus VAT **KP**

c) Purchase of pedestal units

Three quotations have been received for the supply of 4 pedestal units.

a) £680.60

b) £672.00

c) £620.00

All present agreed to purchase the 4 pedestal units as per quotation b £672.00 plus VAT **KP**

7. MAINTENANCE TEAM OPERATIVES

a) Advertisement for a part-time position for a gardener in the Stratton Memorial garden

All present agreed to advertise for a a part-time position for a gardener in the Stratton Memorial garden for 15 hours per week at £9 per hour. The advert is to be published in Crosstalk, on the website and on a banner in the town. **SG**

b) A report on the applications for a full time Maintenance Operative and Summer Maintenance Operative

The Clerk presented the members with the applications received.

All present agreed to offer interviews to seven applicants. **SG**

c) Interview panel date and time to fill the vacancies for the Maintenance Operative and Summer Maintenance Operative.

All present agreed for the interviews to take place on Monday20th January. The interview panel will consist of the Clerk, Deputy Clerk, Maintenance Team Leader and Cllr A Ball **SG,KP,RP,AB**

8. FUTURE AGENDA ITEMS

To be advised.



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: -

- a) Staff matters
- b) The preferred contractor for the office electrical and cabling requirements

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 discuss: -

- a) Staff matters
- b) The preferred contractor for the office electrical and cabling requirements

Approval of leave outside of policy

All present agreed a staff member's request for leave outside of the policy for the 15th and 19th May 2020

All present agreed to a staff member's request for extended leave from 6th July until 24th July 2020.

Independent assessment of a role and salary

Cllr A Turner proposed to obtain an independent assessment of salaries for the Clerk, Deputy Clerk and Administration Officer roles from BMKALC. Seconded by Cllr A Ball. **All present agreed.**

Cllr I McLauchlan proposed to approve the job descriptions to be submitted to BMKALC for the independent assessment of salaries. Seconded by Cllr A Ball.

Resolved: To submit the job profiles and job descriptions for the Clerk, Deputy Clerk and Administration Officer to BMKALC for an independent assessment of salaries.

SG

Clerk's contract

Ellis Whittam has updated the contract for the Clerk at the Council's request. Cllr I McLauchlan proposed to approve the updated contract. Seconded by Cllr J Coombs.

Resolved: To approve the updated contract for the Clerk.

SG

Disciplinary interview

The Clerk informed the members of an incident concerning a member of staff and subsequent disciplinary interview together with the advice received from the HR Consultants. **All present agreed on the action to be taken.**

SG/AB

Preferred contractor for the office electrical and cabling requirements

The Clerk presented 3 quotations

- 1. £ 2,040.00 + vat
- 2. £ 2,060.00 + vat
- 3. Unable to quote

Cllr A Turner proposed to approve quotation 1.at £2,040.00 + vat

Seconded by Cllr I McLauchlan

Resolved: To approve quotation 1.at £2,040.00 + vat.

KP

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 2.45 pm.

Chairman **Date**