



**PRINCES RISBOROUGH TOWN COUNCIL  
MINUTES OF THE ADMIN & H/R COMMITTEE HELD ON  
MONDAY 13<sup>TH</sup> 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 5<sup>TH</sup> 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**

d) Transfer of software provider to manage holiday and sickness from ewassist.co.uk to companycontrols.pro.

**All present agreed to approve the transfer of software provider to manage holiday and sickness from ewassist.co.uk to companycontrols.pro at a cost of £1 per person per month.**

**SG**

**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 Monday 20th 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 15<sup>th</sup> and 19<sup>th</sup> May 2020

**All present agreed** to a staff member's request for extended leave from 6<sup>th</sup> July until 24<sup>th</sup> 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