



**PRINCES RISBOROUGH TOWN COUNCIL  
MINUTES OF THE ADMIN & H/R COMMITTEE HELD ON  
MONDAY 13<sup>TH</sup> MARCH 2020 AT 9.30 PM  
IN THE PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH**

**PRESENT**

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

**1. APOLOGIES FOR ABSENCE**

Apologies have been received from Cllr I McLauchlan.

**RESOLVED:** To receive and note the apologies from Cllr I McLauchlan.

**2. MINUTES**

The minutes of the previous meeting on the 13<sup>th</sup> January 2020 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**

An e-mail has been received from Rialtas Business Solutions to advise that they will be making available a functionality to allow the Bookings calendar to be made available on the website. They will be accepting orders for the functionality later in the summer. The service is free of charge. The support fee for this service is £100 p. a.

Cllr J Coombs proposed to request this additional service and agree the support package costing £100.00 p.a. providing it is compatible with the Town Council website.

Seconded by Cllr A Turner.

Cllr M Walsh proposed not to include the new function room on this calendar. **Agreed by all present.**

**Resolved: To request this additional service and agree the support package costing £100.00 p.a. providing it is compatible with the Town Council website. SG**

**6. INCENTIVE PACKAGE**

The Town Council has requested that the Admin/HR Committee investigate incentive schemes for the staff. Cllr Ball agreed to approach local businesses and community facilities. Cllr Walsh proposed that the Clerk investigates the cost of an increase in the pension contribution or increased annual leave when members of staff have completed a number of years' service. **SG**

**7. FUTURE AGENDA ITEMS**

To be advised.

**8. A RESOLUTION TO EXCLUDE THE PUBLIC AND PRESS IN ACCORDANCE WITH SECTION 1 (2) OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960.**

Cllr M Walsh proposed to pass a resolution to exclude the public and press to discuss: -

- a) Staff matters
- b) Legal matters – Assura Lease

Seconded by Cllr J Coombs

**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 staff and legal matters.**

**a) Staff matters**

Approval of leave outside of policy

**All present agreed** the Clerk's request for 4 weeks leave in January 2022. It was further agreed to grant the 4 weeks as a sabbatical to the Clerk in recognition of 20 years' service. The Clerk agreed that should the full 20 years not be served, that the amount will be repaid.



Casual staff for Events and Farmers Market

**All present agreed** to use outside organisations to provide casual staff for Events and Farmers Market.

Employment of Caretaker to check the Community Centre after parties

It was agreed by the Commercial Services Committee that a caretaker should be employed to check the Community Centre for any damage after parties in the evening and to lock the Market House after any evening hirings. **All present agreed** to advertise the pay as £20 per event. **SG**

**b) Legal matters – Request for the transfer of the Assura Lease**

**All present agreed** to obtain further information concerning the transfer of the lease for consideration by the members at the next Town Council meeting. **SG**

**9. 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 10.30am.

**Chairman** ..... **Date**