



PRINCES RISBOROUGH TOWN COUNCIL



**TO: THE MEMBERS OF THE ADMINISTRATION AND HUMAN RESOURCES COMMITTEE
(Councillors A Ball, J Biss, S Coombs, I Parkinson, S Marshall, A Shipley, A Turner,**

Dear Councillor,

You are summoned to attend a meeting of the **Administration and Human Resources Committee** to be held at **The Wades Centre, Stratton Road, Princes Risborough** on **Monday 22nd July 2024 at 11.30am** when the business set out in the following agenda will be transacted.

Susanne Barter

**Clerk to the Town Council
16th July 2024**

AGENDA

1. Election of Chair

2. Welcome and Apologies for Absence.

Schedule 12 of the Local Government Act 1972 requires a record be kept of the Members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Town Clerk.

3. Acceptance of Minutes of Previous Meeting of the [10th May 2024](#)

To receive and approve as a correct record the minutes of the Administration/Human Resources meeting held on the 10th May 2024

4. Declarations of Interest and Dispensations

To receive any pecuniary or non-pecuniary declarations of interest and confirmation of any relevant dispensations.

- i) Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, Members are required to declare any interests which are not currently entered in the Member's Register of Interests or if he/she has not notified the Monitoring Officer of it.
- ii) Should any Member have a Disclosable Pecuniary Interest in an item on the agenda, the Member may not participate in consideration of that item unless a Dispensation has first been requested (in writing) and granted by the Council (see Dispensation Procedure)

5. Election of Vice Chair

6. Public Forum

Ten minutes are available for the public to express a view or ask a question on relevant matters on the following Agenda, as provided for in Standing Order Numbers 3 (e-k). The public are welcome to stay and observe the rest of the meeting.

7. Correspondence

To discuss and decide on a response to correspondence received relating to the Admin & HR Committee

8. Terms of Reference

To review the Terms of Reference for recommendation to the Town Council



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9. Health and Safety Policy and Handbook

To review the Health & Safety Policy and Health & Safety Handbook for recommendation to the Town Council.

10. Committee Budget

To note spending to date in respect of this year's budget

11. Councillor Finance Training Courses

To approve councillors attendance at the Budget & Precept and Budgeting & Financial Management Courses

12. Local Government Pension Scheme (LGPS)

To discuss and decide on obtaining an indicative cessation report from LGPS

13. Exclusion of Public and Press

To pass a resolution to exclude the public and press in accordance with Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 to discuss staff matters

14. Future Agenda Items

To receive items to be included in the next agenda that fall under the remit of this Committee.

15. Date of Next Meeting

To note the date of the next meeting.

Distribution – all Councillors, Noticeboards and Council website.

MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND.