



**PRINCES RISBOROUGH TOWN COUNCIL
MINUTES OF THE ADMIN & H/R COMMITTEE HELD ON
THURSDAY 3RD MARCH 2021 AT 12.00. NOON
AT THE PRINCES CENTRE CLIFFIRD ROAD PRINCES RISBOROUGH**

PRESENT

Chairman Cllr A Turner
Councillors J Coombs, J Biss, A Ball and S Coombs
Clerk- Susanne Barter

1. APOLOGIES FOR ABSENCE

Apologies have been received from Cllr G Hall.

RESOLVED: To receive and note the apologies from Cllr G Hall.

2. MINUTES

The minutes of the previous meeting on the 19th November 2021 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. None were declared.

4. PUBLIC FORUM

No questions were raised by members of the public.

5. CORRESPONDENCE

Buckinghamshire Pension Fund

A pass-through Consultation regarding protecting employment rights for transferring employees has been received.

Noted.

6. COMMITTEE BUDGET

The Committee received a detailed income and expenditure budget update.

Resolved: That spending in respect of the 2021/22 budget be noted

7. INTERNAL COUNCIL MEETINGS

Due to the cost of cleaning rooms that are hired out to the public, Cllr J Coombs proposed that internal council meetings should be held in either the Council office meeting room or the Committee room at the Wades Centre. Seconded by Cllr A Ball

Resolved: Internal council meetings are to be held in either the Council office meeting room or the Committee room at the Wades Centre.

8. 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 TO DISCUSS STAFF MATTERS

Cllr A Turner proposed to pass a resolution to exclude the public and press.

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.

Report on a Training Course "Addressing Conflict between Employees & Members" attended by members and the Deputy Clerk

The course was discussed and it was **agreed by all present**, that if processes and procedures are followed, this would minimise conflict in the council. It was **agreed by all present** for Cllr Coombs to distribute a reminder of some of the rules of conduct to the councillors and staff.

JC



Appointment of Maintenance Team Operative

Cllr A Turner proposed to approve the appointment of candidate 2 for the Maintenance Team vacancy. Seconded by Cllr J Biss

Resolved: To approve the appointment of candidate 2 for the Maintenance Team vacancy. SB

Holiday Requests outside of Policy

The following holiday requests outside of policy were considered and **agreed by all present**

March 2022

June 2022

July 2023

August 2023

SB

Sabbatical

All present agreed to allow a member of staff to postpone a previously agreed sabbatical until January 2024.

SB

The extension of a fixed contract

All present agreed to extend the contract for the Brushwood Suite Manager on the same terms as the existing contract for a further 6 months. It was further **agreed** to review the hours in 3 months as the number of functions are increasing.

SB

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 am.

Chairman Date