



**PRINCES RISBOROUGH TOWN COUNCIL
MINUTES OF THE ADMIN & H/R COMMITTEE HELD ON
FRIDAY 8TH APRIL 2022 AT 09.30AM
AT THE PRINCES CENTRE, CLIFFORD 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 3rd March 2022 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

None.

6. A POLICY FOR A COVID-19 CLOSE CONTACT POSITIVE RESULT

Cllr A Ball proposed that it is recommended to the Town Council to adopt a staff policy requiring a member of staff to advise their line manager in the event of a member of their household testing positive for Covid 19 to protect other members of staff. The line manager would then be able to allocate work where there is a reduced risk of infecting others or instruct the member of staff to work from home, if possible, for a period of five days. Seconded by Cllr A Turner.

All present agreed to recommend to the Town Council to adopt a policy requiring a member of staff to advise their line manager in the event of a member of their household testing positive for Covid 19 to protect others. **SB**

Cllr Coombs proposed that the Chairman requests the Councillors to be respectful to others and not attend any council meetings or events if there is a positive test result in the household. Cllr Ball agreed to write to the members with this request. **AB**

7. HOLIDAY REQUESTS OUTSIDE OF POLICY

Cllr A Turner proposed that the decision of agreeing for two members of staff to be on annual leave at the same time should be delegated to the Clerk. Seconded by Cllr J Coombs.

Resolved: To delegate authority to the Clerk to agree holiday requests for up to two employees to be on annual leave at the same time. **SB**

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 TO DISCUSS STAFF MATTERS

Cllr S Coombs proposed to pass a resolution to exclude the public and press.
Seconded by Cllr J Biss

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.



Interview Panel for an additional Maintenance Team Operative

All present agreed for the interview panel to consist of the Clerk, Deputy Clerk, Maintenance Leader and Cllr A Ball and for the interviews to be held in the week commencing 9th May 2022. **SB/KP/BH/AB**

Employment of a cleaner for the Wades Centre on a zero hours basis

All present agreed the appointment of a cleaner to provide cover for the days that the contractor is unable to clean in the Wades Centre. **All present further agreed** the contract is to be on a zero hours basis with an hourly rate of £12.00 to be paid. **SB**

Attendance on a Risk Management and Health & Safety compliance course

Cllrs I Parkinson and J Biss have expressed an interest in attending a Risk Management and Health & Safety compliance course, the cost being £50 per person for BALC members. The Clerk recommended that the Maintenance Team Leader and herself should also attend the training.

All present agreed for the two councillors, the Clerk and the Maintenance Leader to attend the course. **IP/JB/SB/BH**

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 9.55 am.

Chairman Date