



**PRINCES RISBOROUGH TOWN COUNCIL  
MINUTES OF THE ADMIN & H/R COMMITTEE HELD ON  
TUESDAY 7<sup>th</sup> FEBRUARY 2023 AT 2.00PM  
AT THE PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH**

**PRESENT**

Chairman Cllr A Turner  
Cllrs A Ball, J Biss, J Coombs, S Coombs, I Parkinson, S Marshall  
Clerk- Susanne Barter

**1. APOLOGIES FOR ABSENCE**

No apologies were received.

**2. MINUTES**

The minutes of the previous meeting on the 6<sup>th</sup> December 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. WADES CENTRE CARETAKER**

Cllr J Coombs proposed to approve the job description, personal specification and advert for the Wades Centre Caretaker

Seconded by Cllr A Ball

Cllr A Ball agreed to sit on the interview panel with the Maintenance Team Leader, Clerk and Deputy Clerk.

**Resolved: To approve the job description, personal specification and advert for the Wades Centre Caretaker and for Cllr A Ball to sit on the interview panel with the Maintenance Team Leader, Clerk and Deputy Clerk.**

**AB/BH/SB/KP**

**7. MAINTENANCE TEAM OPERATIVE**

Cllr S Marshall proposed to approve the job description, personal specification and advert for the Maintenance Team Operative.

Seconded by Cllr A Ball

Cllr A Ball agreed to sit on the interview panel with the Maintenance Team Leader, Clerk and Deputy Clerk

**Resolved: To approve the job description, personal specification and advert for the Maintenance Team Operative and for Cllr A Ball to sit on the interview panel with the Maintenance Team Leader, Clerk and Deputy Clerk**

**AB/BH/SB/KP**

**8. COUNCILLOR EXPENSES**

Cllr Turner recommended that councillors' expenses are reviewed. Cllr A Ball proposed for recommendation to the Town Council that if a councillor wishes to receive the £200p.a. for expenses, it can be used for additional training courses or other council related expenses. He further proposed that if a councillor is receiving an allowance that they cannot expect to use the office printer and claim the allowance as well.

Seconded by Cllr A Turner

**Resolved: To recommend to the Town Council that if a councillor wishes to receive the £200p.a. expenses, it can be used for additional training courses or other council related expenses but cannot expect to use the office to print their paperwork whilst claiming the allowance. JM**



**9. FUTURE AGENDA ITEMS**

To be advised

**10. 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 J Coombs proposed to pass a resolution to exclude the public and press.

Seconded by Cllr S Marshall

**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.**

**Staff matters**

Holiday request outside of policy

Cllr S Coombs proposed to approve a member of the Maintenance Team’s request for leave during the same week as another Maintenance Team member.

Seconded by Cllr I Parkinson.

**Resolved: To approve a member of the Maintenance Team’s request for leave during the same week as another Maintenance Team member.** **SB**

Staff discount

Cllr J Coombs proposed to approve the recommendation from the Commercial Services Committee to recommend that staff employed on a Princes Risborough Town Council contract should be eligible for a 25% discount on the hire charge for the Brushwood Suite, but not the bar prices.

Seconded by Cllr S Marshall

**Resolved: To approve the recommendation from the Commercial Services Committee to recommend that staff employed on a Princes Risborough Town Council contract should be eligible for a 25% discount on the hire charge for the Brushwood Suite, but not the bar prices.**

It was **further agreed** by all present that the deposits for staff members should be paid in full as per the terms and conditions. **TC**

Cllr J Coombs proposed to approve the waiver of the £40 admin fee relating to burials and memorials for staff employed on a Princes Risborough Town Council contract.

Seconded by Cllr S Marshall

**Resolved: To approve the waiver of the £40 admin fee relating to burials and memorials for staff employed on a Princes Risborough Town Council contract.** **JM**

New Staff structure for the Wades Centre including the Brushwood Suite

Cllr I Parkinson proposed to approve the recommendation from the Commercial Services Committee to agree a new team structure for the Wades Centre including the Brushwood Suite.

Seconded by Cllr A Ball

**Resolved: To approve the recommendation from the Commercial Services Committee to agree a new team structure for the Wades Centre including the Brushwood Suite.** **SB**

**11. DATE OF NEXT MEETING**

The date of the next meeting of the Committee is to be advised. There being no further business to discuss, the meeting closed at 2.32pm.