



**PRINCES RISBOROUGH TOWN COUNCIL  
MINUTES OF THE ADMIN & H/R COMMITTEE HELD ON  
TUESDAY 28<sup>th</sup> MARCH 2023 AT 2PM  
AT THE PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH**

**PRESENT**

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

**1. APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs S Marshall, J Coombs and S Coombs who were on holiday and Cllr J Rampin who had work commitments.

**2. MINUTES**

The minutes of the previous meeting on the 7<sup>th</sup> February 2023 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. COMMITTEE BUDGET**

The committee members had received detailed income and expenditure reports to date which were circulated to the members in advance of the meeting.

**Noted by the members.**

**7. COUNCILLOR COURSE**

A councillor has requested that the Town Council arrange for a course to be delivered by an external provider with information on commons and village greens at a cost of £500 for half a day.

Cllr A Turner proposed that as there are insufficient funds in the budget for this training, the office contacts BALC to ascertain if they would be interested in running the course for the interested councillors to attend. He further proposed that the cost of attending this course would need to be met from the individual councillor expenses that they receive.

Seconded by Cllr A Ball.

**Resolved: To contact BALC to ascertain if they would be interested in running the external course for the interested councillors to attend and that the cost of attending this course would need to be met from the individual councillor expenses that they receive.** SB

**8. BUSINESS CARDS FOR COUNCILLORS**

A councillor has suggested the issue of business cards for councillors and has asked if they could have their own made.

**All present agreed** that individual councillors should not produce their own business cards on behalf of the Town Council.

Cllr A Turner proposed to consider the purchase of generic business cards at Estimates this year for consideration for the 2024/2025 budget.

Seconded by Cllr J Biss.

**Resolved: To consider the purchase of generic business cards at Estimates this year for consideration for the 2024/2025 budget.** SB

The Clerk advised the members that there are Town Council business cards that the councillors could write their individual details on the back and hand out if required.



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

Seconded by Cllr A Ball.

**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

#### Applicant for the Maintenance Operative position

It was **agreed by all present** that, following advice from the HR consultants highlighting the risks involved, it is not in the council's best interest to accept an offer of voluntary work for this position.

#### Appointment of an Estates Manager

The Clerk informed the members that following the resignation of the Team Leader, the position was being advertised externally.

#### Appointment of a Maintenance Team Operative

Cllr Ball reported on the interviews that were conducted on 27<sup>th</sup> March.

Cllr A Ball proposed the appointment of candidate number one.

Seconded by Cllr J Biss.

**Resolved: To offer the position to candidate number one.**

**SB**

#### Appointment of a Caretaker for the Wades Centre

The Clerk reported that interviews for this position had been postponed until 6<sup>th</sup> April due to a candidate having covid.

#### Give notice to cleaning contractor for the Brushwood Suite

Due to a reorganisation in the staff structure planned following the retirement of the existing caretaker with effect from 30<sup>th</sup> April, **all present agreed** to cancel the contract with an external cleaning contractor, thanking them for their service.

**SB**

#### Appointment of a cleaner for the Wades Centre and Brushwood Suite

To provide cover for the new Caretaker, **all present agreed** to offer the role of a cleaner to a previous employee who has not worked for the existing cleaning contractors and therefore is able to be employed for the work in the Brushwood Suite. The rate of pay was agreed at £12 per hour for up to ten hours per week.

**SB**

#### To approve the extension of existing contracts

The zero hours fixed rate contract for a member of the bar staff at the Brushwood Suite expires on the 20<sup>th</sup> April. **All present agreed** to extend the existing contract for another 12 months with a 5% cost of living rise.

**SB**

#### Exception of TOIL policy

The Clerk requested permission for a member of the office team to work a different day on the weeks where there is a bank holiday on the Monday. The member of staff only works two days a week which severely impacts on the office as one of her days is a Monday. This would mean agreeing to an exception to the TOIL policy which only allows for the equivalent of two weeks to accrue TOIL in any one year.

Cllr A Turner proposed to allow this exception for the bank holidays only.

Seconded by Cllr A Ball.

**Resolved: To approve an exception to the Toil policy for a member of staff to work an alternative day to the Monday bank holidays.**

**SB**



Sabbatical dates

The Clerk informed the members that she had now made the travel arrangements for her Sabbatical which was originally agreed in March 2020, to recognise her 20 years' service and that the dates are confirmed as 8th January until 9<sup>th</sup> February 2024. This would include two days of annual leave.

**All present agreed.**

**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 6.20pm.

**Chairman** ..... **Date**.....**Page 05/23**