



**PRINCES RISBOROUGH TOWN COUNCIL
MINUTES OF THE ADMIN & H/R COMMITTEE HELD ON
TUESDAY 13TH JUNE 2023 AT 11.00AM
AT THE PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH**

PRESENT

Chairman Cllr A Turner
Cllrs A Ball, S Coombs, S Marshall,
Clerk- Susanne Barter

1. ELECTION OF CHAIRMAN

Cllr A Ball proposed Cllr A Turner as Chairman of the Admin & HR Committee
Seconded by Cllr S Coombs.

Resolved: Cllr A Turner is elected as Chairman of the Admin & HR Committee

2. APOLOGIES FOR ABSENCE

Apologies were received from Cllr J Coombs who was unwell, Cllr J Biss who had a work commitment and Cllrs Parkinson and Shipley who had prior commitments.

3. MINUTES

The minutes of the previous meeting on the 2nd May 2023 having been circulated, were approved by the Meeting and signed by the Chairman.

4. DECLARATIONS OF INTEREST AND DISPENSATIONS

Members were asked to declare any pecuniary or non-pecuniary declarations of interest and confirmation of any relevant dispensations. Cllr Ball declared an interest in agenda item 10, the confidential session, under staff matters to be discussed.

5. ELECTION OF VICE CHAIRMAN

Cllr A Turner proposed Cllr S Marshall as Vice Chairman of the Admin & HR Committee
Seconded by Cllr A Ball

Resolved: Cllr S Marshall is elected as Vice Chairman of the Admin & HR Committee

6. PUBLIC FORUM

No questions were raised by members of the public.

7. CORRESPONDENCE

None.

8. TERMS OF REFERENCE

Cllr A Turner proposed to agree the Terms of Reference for the Admin & HR Committee for recommendation to the Town Council.

Seconded by Cllr S Marshall

Resolved: To agree the Terms of Reference for the Admin & HR Committee for recommendation to the Town Council.

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 AND A COMPLAINT

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

1. To appoint the preferred Summer Operative

Cllr S Marshall proposed to appoint the preferred candidate for the Summer Operative.

Seconded by Cllr A Turner.

Resolved: To appoint the preferred candidate for the Summer Operative.

SB



2. A report on a staff exit interview

The Councillors noted the comments.

Following a suggestion by the past employee on how to improve the working environment, it was agreed to suggest to the Town Committee to obtain costs for a new Kubota to be included in the Estimates for 2023/2024.

SB/KP

It was further noted that councillors are reminded to contact the office if they require any work to be undertaken by the Maintenance Team or officers and not to approach the staff directly.

ALL

Complaint

A complaint has been received from a Market Trader regarding issues at the Thursday Market and the conduct of two members of staff. A complaint relating to the conduct of an employee is dealt with via the Council's Disciplinary Policy and Procedure. The Clerk confirmed that she had spoken with the members of staff involved and no further action was to be taken.

The issues raised concerning the Thursday Market would be referred to the Town Committee to investigate further, as the Market is under its remit.

JM

Cllr A Ball left the meeting and took no further part in the discussion or votes

Cost of re-sit for PA1 course

The Clerk has been informed by the college that the apprentice has failed his PA1 course a second time and that the college will not cover the cost of any further tests. He needs to successfully pass this test to enable him to go through for his end point assessment which if successful, will provide him with an apprenticeship certificate.

Cllr A Turner proposed that the Town Council pay for one further re-sit for the apprentice, but stressed that the term of the apprenticeship cannot be extended. Seconded by Cllr S Marshall.

Resolved: To cover the cost for one further re-sit of the PA1 test and that the apprenticeship term will not be extended.

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 11.52am.