



**PRINCES RISBOROUGH TOWN COUNCIL  
MINUTES OF THE ADMIN & H/R COMMITTEE HELD ON  
TUESDAY 1<sup>st</sup> AUGUST 2023 AT 1.00PM  
AT THE PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH**

**PRESENT**

Chairman Cllr A Turner  
Cllrs S Coombs, S Marshall, I Parkinson and J Biss.  
Clerk- Susanne Barter  
Deputy Clerk – Kirsty Pope

**1. APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Shipley who had prior commitments.

**2. MINUTES**

The minutes of the previous meeting on the 13<sup>th</sup> June 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.

**4. PUBLIC FORUM**

No questions were raised by members of the public.

**5. CORRESPONDENCE**

None.

**6. Committee Budget**

The committee noted their budget to date.

**7. FUTURE AGENDA ITEMS**

To review the Crime and Disorder statement for recommendation to Town Council

To review the Training statement of intent for recommendation to Town Council

To review the Scheme of Delegation for recommendation to Town Council

**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 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.**

**Staff Matters**

**1.To appoint the preferred Summer Operative**

Cllr S Marshall proposed to appoint the preferred candidate for the Summer Operative on a three-month contract with a salary level of SCP 4.

Seconded by Cllr A Turner.

**Resolved: To appoint the preferred candidate for the Summer Operative on a three-month contract with a salary level of SCP 4.** **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 1.10 pm.