



**PRINCES RISBOROUGH TOWN COUNCIL  
MINUTES OF THE ADMIN & H/R COMMITTEE HELD ON  
FRIDAY 10<sup>th</sup> MAY 2024 AT 10.00AM  
AT THE PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH**

**PRESENT**

Chairman Cllr A Turner  
Cllrs J Biss, S Coombs, S Marshall  
Clerk- Susanne Barter  
No members of the public

**1. APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs I Parkinson and A Ball  
**Resolved: To accept apologies from Cllr A Ball and I Parkinson,**  
No apologies were received from Cllr A Shipley,

**2. MINUTES**

The minutes of the previous meeting on the 12<sup>th</sup> March 2024 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. SALARY SACRIFICE HOLIDAY TRADING**

Cllr A Turner proposed to recommend to the Town Council to approve the policy for the Salary Sacrifice Holiday Trading Scheme.  
Seconded by Cllr J Biss.

**Resolved: To recommend to the Town Council to approve the policy for the Salary Sacrifice Holiday Trading Scheme.**

**JM**

**7. EXTERNAL ORGANISATIONS**

Cllr A Turner proposed to recommend to the Town Council not to appoint Town Council representatives for external organisations.  
Seconded by Cllr S Marshall

**Resolved: To recommend to the Town Council not to appoint Town Council representatives for external organisations.**

**JM**

**8. 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 S Coombs.

**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

Cllr S Marshall proposed that the Estates Manager should attend the BMKALC Achieving Biodiversity: Turning Council Goals into Action course on the 17<sup>th</sup> June 2024.

Cllr A Turner counter proposed for the Estates Manager not to attend the BMKALC Achieving Biodiversity: Turning Council Goals into Action course on the 17<sup>th</sup> June 2024, due to a heavy work load at this time year, but to attend a more appropriate course on Achieving Biodiversity at a more suitable time of year if possible.

Seconded by Cllr S Coombs.



**Resolved: for the Estates Manager to attend an appropriate course on Achieving Biodiversity at a time of year that is outside grass cutting season, if possible.** **SB/MR**

Cllr A Turner proposed to appoint candidate number 1 as the preferred candidate for the Maintenance operative role.

Seconded by Cllr J Biss

**Resolved: to appoint candidate number 1 as the preferred candidate for the Maintenance Operative role.** **SB**

**9. FUTURE AGENDA ITEMS**

To be advised

**10. 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 10.20am.

**Chairman** ..... **Date**.....**Page 03 /24**