



**PRINCES RISBOROUGH TOWN COUNCIL
MINUTES OF THE ADMIN & H/R COMMITTEE HELD ON
FRIDAY 22ND JULY 2024 AT 11.30AM
AT THE PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH**

PRESENT

Chairman Cllr N Rawsthorne
Cllrs, S Coombs, I Parkinson, S Marshall
Clerk- Susanne Barter
No members of the public

1. ELECTION OF CHAIR

Cllr S Marshall proposed Cllr N Rawsthorne as the Chair of the Admin & HR Committee.
Seconded by Cllr S Coombs
A vote was taken and all present agreed.

Resolved: Cllr N Rawsthorne as the Chair of the Admin & HR Committee

2. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Turner and Biss who had other commitments.

Resolved: To accept apologies from Cllrs Turner and Biss.

No apologies were received from Cllr A Shipley.

3. MINUTES

The minutes of the previous meeting on the 10th May 2024 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.

None were declared.

5. ELECTION OF VICE CHAIR

Cllr I Parkinson proposed Cllr S Marshall as the Vice Chair of the Admin & HR Committee.
Seconded by Cllr S Coombs.

A vote was taken and all present agreed.

Resolved: Cllr S Marshall as the Vice Chair of the Admin & HR Committee

6. PUBLIC FORUM

No questions were raised by members of the public.

7. CORRESPONDENCE

None.

8. TERMS OF REFERENCE

The Committee reviewed the Terms of Reference for the Admin & H/R Committee. It was agreed that nothing needs changing as the document is still relevant and fit for purpose.

Cllr S Marshall proposed to approve the Terms of Reference for the Admin & H/R Committee for recommendation to the Town Council, without any changes.

Seconded by Cllr I Parkinson.

Resolved: to approve the Terms of Reference for the Admin & H/R Committee for recommendation to the Town Council, without any changes.

JM

9. HEALTH AND SAFETY POLICY AND HANDBOOK

The Clerk advised that the Health & Safety consultants have reviewed the Health and Safety Policy and Handbook at her request. Nothing has changed for either document other than the dates, as all legislation stated within is still relevant.

Cllr S Coombs proposed to approve the Health and Safety Policy and Handbook for recommendation to the Town Council.

Seconded by Cllr S Marshall.

Resolved: to approve the Health and Safety Policy and Handbook for recommendation to the Town Council.

JM



10. Committee Budget

The Committee members had received detailed income and expenditure budget reports to date for this financial year which were circulated to the members in advance of the meeting. The reports were noted by all members present.

11. COUNCILLOR FINANCE TRAINING

BMKALC has advised that there is financial training available online for councillors. One module costing £50 for members covers the Budget & Precept and the second module costing £50 for members, covers Budgeting & Financial Management. One councillor has expressed an interest in attending.

Cllr S Marshall proposed that the training should only be made available for councillors that have not undertaken the previous Finance training delivered by DCK Accounting Solutions Ltd on the 19th October 2021.

Seconded by Cllr I Parkinson.

Resolved: that the training available from BMKALC should only be made available for councillors that have not undertaken the previous Finance training delivered by DCK Accounting Solutions Ltd on the 19th October 2021.

SB

12. LOCAL GOVERNMENT PENSION SCHEME (LGPS)

In order to budget for the exit payment when the last employee leaves the Local Government Pension Scheme, an approximate valuation is required. The cost for an indicative cessation valuation for 2028 is estimated to be between £1,580 and £2,250 plus VAT for the actuary report. Additionally, there will be further administrative charges of £65 plus VAT.

Cllr N Rawsthorne proposed to recommend to the Town Council to budget £2,250 for 2025/2026 to obtain an indicative cessation report from LGPS for 2028.

Seconded by Cllr S Coombs.

Resolved: to recommend to the Town Council to budget £2,250 in the 2025/2026 budget to obtain an indicative cessation report from LGPS for 2028.

JM

Cllr N Rawsthorne further proposed to recommend to the Town Council to create a LGPS Ear Marked Reserve in the 2025/2026 budget, to save in the order of £20,000 per annum towards the exit payment.

Seconded by Cllr S Coombs.

Resolved: to recommend to the Town Council to create a LGPS Ear Marked Reserve in the 2025/2026 budget, to save in the order of £20,000 per annum towards the exit payment.

JM

13. 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 S Marshall proposed to pass a resolution to exclude the public and press.

Seconded by Cllr N Rawsthorne.

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.

Attendance at the National Conference 2024 facilitated by the Society of Local Council Clerks

Cllr S Marshall proposed that the Clerk and Deputy Clerk should attend the 2024 National Conference. Seconded by Cllr I Parkinson.

Resolved: The Clerk and Deputy Clerk attends the 2024 National Conference on the 8th & 9th October 2024.

SB

14. FUTURE AGENDA ITEMS

Review of Standing Orders.
Local Government Pension Scheme

15. 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 12.16pm.