



**PRINCES RISBOROUGH TOWN COUNCIL
MINUTES OF THE ADMIN & H/R COMMITTEE HELD ON
MONDAY 21ST OCTOBER 2024 AT 12 0'CLOCK
AT THE WADES CENTRE, STRATTON ROAD, PRINCES RISBOROUGH**

PRESENT

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

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Parkinson for a late arrival.

Resolved: To accept apologies from Cllr I Parkinson

No apologies were received from Cllrs J Biss and A Shipley

2. MINUTES

The minutes of the previous meeting on the 22nd July 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. STAFF APPRAISALS

All present agreed that Cllr N Rawsthorne will conduct the Clerk's appraisal and attend the Deputy Clerk and the Estates Manager's appraisals.

7. COMMITTEE BUDGET

The Committee members received detailed income and expenditure budget reports for this financial year, which were circulated to them in advance of the meeting.

Noted.

8. ESTIMATES PROJECTS 2025/2026

Committee members considered detailed income and expenditure budget proposals for the next financial year. Estimates for the next financial year 2025/2026 were agreed for submission to the Finances Estimates Committee.



9. 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 TO REVIEW ROLES WITHIN THE TOWN COUNCIL

Cllr N Rawsthorne 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

Holiday request outside of policy

A member of the office team has requested leave in December for a family holiday. As two other team members are already on leave during that week, the request falls outside of the holiday policy. The Clerk offered to adjust her non-working day to accommodate the request. Cllr S Coombs proposed approving the request.

Seconded by Cllr

Resolved: To approve the request for leave

Extended leave request

A request for four weeks of leave during summer 2026 for an overseas holiday was made. The Clerk confirmed that the office is generally quieter in July and August, and the policy of limiting absences to two team members at a time will be followed.

Cllr S Marshall proposed approving the request.

Seconded by Cllr S Coombs.

Resolved: To approve the request for the Clerk to take four weeks leave in July/ August 2026.

The review of Fixed zero-hours contracts expiring in October

Two zero-hours contracts were reviewed.

Cllr S Marshall proposed that both contracts be renewed for a further 12-month period on their existing terms.

Seconded by Cllr N Rawsthorne

Resolved: that both contracts be renewed for a further 12-month period on their existing terms.

Preferred candidate for a part-time Maintenance Team member

Cllr S Marshall proposed to appoint candidate No 1 with a salary level of SCP 6 to be reviewed after completion of a 6-month successful probation period.

Seconded by Cllr N Rawsthorne.

Resolved: To appoint candidate No. 1 with a salary level of SCP 6 to be reviewed after completion of a 6-month successful probation period.

A report on a staff exit interview

The Councillors noted the comments.

The meeting was suspended at 1.15pm

The meeting resumed at 2.47pm.

Cllr I Parkinson joined the meeting at 2.47pm



Advice from the HR Consultants

The Clerk informed the members of the options available to deal with unsatisfactory conduct.

All present agreed to contact and follow the advice received from the H/R consultants.

Future roles within the Town Council

The council reviewed the current roles to assess their suitability and effectiveness, concluding that some roles and responsibilities would need to be adjusted.

10. FUTURE AGENDA ITEMS

Review of Standing Orders.

Staff matters -A review of the completion of a 6-month successful probation period.

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 3.08 pm.

Chairman Date.....Page 07/24