



**PRINCES RISBOROUGH TOWN COUNCIL
MINUTES OF THE ADMIN & H/R COMMITTEE HELD ON
TUESDAY 11TH MARCH 2025 AT 11 0'CLOCK
AT THE WADES CENTRE, STRATTON ROAD, PRINCES RISBOROUGH**

PRESENT

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

1. APOLOGIES FOR ABSENCE

The Clerk reported that Cllr J Biss had sent her apologies due to a previous commitment.

Resolved: To note apologies from Cllr J Biss

No apologies were received from Cllr A Shipley

2. MINUTES

The minutes of the previous meeting on the 21st of October, 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. 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.

7. CO-OPTION POLICY

Cllr S Marshall proposed to approve a Co-option Policy for recommendation to the Town Council.

Seconded by Cllr N Rawsthorne.

Resolved: to approve a Co-option Policy for recommendation to the Town Council. JM

8. MEMORIALS POLICY

Cllr N Rawsthorne proposed to approve a Memorials Policy for recommendation to the Town Council.

Seconded by Cllr S Marshall

Resolved: to approve a Memorials Policy for recommendation to the Town Council. JM



9. DELEGATING THE APPOINTMENT OF A CARETAKER OR CLEANER TO THE CLERK

Cllr S Marshall proposed that the appointment of a Caretaker or Cleaner on a zero-hours basis be delegated to the Clerk. This will allow for a more efficient recruitment process and ensure operational flexibility in meeting the needs of the Town Council.

Seconded by Cllr S Coombs.

Resolved: that the appointment of a Caretaker or Cleaner on a zero-hours basis be delegated to the Clerk.

SB

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 N Rawsthorne proposed to pass a resolution to exclude the public and press.

Seconded by Cllr S Marshall.

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.

The Clerk left the meeting at 11.40am

Variation of contract for the Clerk

The members agreed in principle to the Clerk's request for a reduction in hours but require further information on its impact on office operations. They would recommend that the arrangement be reviewed after one year. A meeting in April is planned to consider the additional information.

The Clerk rejoined the meeting at 12.10pm.

11. FUTURE AGENDA ITEMS

To be advised.

12. 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 1.05 pm.