



**PRINCES RISBOROUGH TOWN COUNCIL
MINUTES OF THE ADMIN & H/R COMMITTEE HELD ON
THURSDAY 3RD APRIL 2025 AT 2 0'CLOCK
AT THE WADES CENTRE, STRATTON ROAD, PRINCES RISBOROUGH**

PRESENT

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

1. APOLOGIES FOR ABSENCE

The Clerk reported that there were no apologies.
No apologies were received from Cllr A Shipley.

2. MINUTES

The minutes of the previous meeting on the 11th March 2025, 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. 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 I Parkinson 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 2.10 pm.

Members considered a business case, circulated in advance, proposing flexibility for an employee to take up to one day of unpaid leave per month, if required, due to personal circumstances.

Following discussion, it was **agreed by all present** to permit up to 12 days of unpaid leave per year. This arrangement will be reviewed after 12 months.

The Clerk rejoined the meeting at 2.30 pm.



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 2.42 pm.

Chairman **Date**.....**Page 04/25**