



**PRINCES RISBOROUGH TOWN COUNCIL
MINUTES OF THE ADMIN & H/R COMMITTEE HELD ON
FRIDAY 23RD MAY 2025 AT 1PM
AT THE WADES CENTRE, STRATTON ROAD, PRINCES RISBOROUGH**

PRESENT

Chairman Cllr I Churchill.

Cllrs A Ball, J Biss, I Parkinson, M Walsh.

Clerk- Susanne Barter.

No members of the public.

The previous Chair and Vice Chair were not present. It was **agreed** by all present for Cllr M Walsh to take the Chair for the first item on the agenda.

Cllr M Walsh in the Chair

1. ELECTION OF CHAIR

Cllr A Ball proposed Cllr I Churchill as Chair of the Admin & HR Committee

Seconded by Cllr J Biss

Resolved: Cllr I Churchill as Chair of the Admin & HR Committee

Cllr I Churchill in the Chair.

2. APOLOGIES FOR ABSENCE

The Clerk reported that apologies were received from Cllr McLauchlan, who had a work commitment, and Cllr Coombs, who had a previous commitment.

Resolved: to note apologies from Cllr McLauchlan and Cllr S Coombs

3. ELECTION OF VICE CHAIR

Cllr J Biss proposed Cllr J Biss as Vice Chair of the Admin & HR Committee.

Seconded by Cllr A Ball

Resolved: Cllr J Biss as Vice Chair of the Admin & HR Committee.

4. 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.

5. 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.

6. PUBLIC FORUM

No questions were raised by members of the public.

7. TERMS OF REFERENCE

It was agreed to include the decision made by the previous Admin & H/R Committee (min 9 02/25), delegating authority to the Town Clerk regarding the appointment of a caretaker and cleaner.



Cllr M Walsh proposed to approve the amended Terms of Reference for recommendation to the Town Council.

Seconded by Cllr I Churchill

Resolved: to approve the amended Terms of Reference for recommendation to the Town Council.

JM

8. FUTURE AGENDA ITEMS

To be advised.

9. 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 1.07pm.

Chairman Date.....Page 06/25