



**PRINCES RISBOROUGH TOWN COUNCIL
MINUTES OF THE ADMIN & H/R COMMITTEE HELD ON
TUESDAY 26TH AUGUST 2025 AT 2.30PM
AT THE WADES CENTRE, STRATTON ROAD, PRINCES RISBOROUGH**

PRESENT

Chairman Cllr I Churchill.
Cllrs J Biss, I Parkinson, M Walsh.
Clerk- Susanne Barter.
No members of the public.

1. APOLOGIES FOR ABSENCE

The Clerk reported that apologies were received from Cllrs McLauchlan and Ball who had work commitments

Resolved: to note apologies from Cllrs McLauchlan and Ball.

2. MINUTES

The minutes of the previous meeting on the 23rd May 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

6. POLICIES

a) Cllr M Walsh proposed to approve the IT Policy for recommendation to the Town Council.
Seconded by Cllr I Parkinson.

Resolved: to approve the IT Policy for recommendation to the Town Council.

TG

b) Cllr I Parkinson proposed to approve the Lone Working Policy for recommendation to the Town Council.

Seconded by Cllr I Churchill.

Resolved: to approve the Lone Working Policy for recommendation to the Town Council.

TG

c) Cllr I Churchill proposed to approve the Single Use Plastics Policy for recommendation to the Town Council.

Seconded by Cllr M Walsh.

Resolved: to approve the Single Use Plastics Policy for recommendation to the Town Council.

TG

d) Cllr M Walsh proposed to approve the Subject Access Request Procedure for recommendation to the Town Council.

Seconded by Cllr I Parkinson.

Resolved: to approve the Subject Access Request Procedure for recommendation to the Town Council.

TG

e) Cllr I Parkinson proposed to approve the Scheme of Delegation for recommendation to the Town Council.

Seconded by Cllr I Churchill.

Resolved: to approve the Scheme of Delegation for recommendation to the Town Council.

TG

f) Cllr I Churchill proposed to approve the Expenses Policy for recommendation to the Town Council.
Seconded by Cllr M Walsh

Resolved: to approve the Expenses Policy for recommendation to the Town Council.

TG



7. FUTURE AGENDA ITEMS

To be advised.

8. 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 Churchill proposed to pass 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 and decide on staff matters

Seconded by Cllr M Walsh.

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.

Cllr J Biss joined the meeting at 2.50pm

Staff Matters

It was **agreed by all present** to advertise for an Admin and Bookings Support Officer for 12 hours per week (2 days) to replace a member of staff retiring in September. The SCP agreed for this role is 9, rising to 10 on completion of a successful probation period. **SB**

It was further **agreed by all present** to advertise towards the end of September for a Bookings and Property Officer for 18 hours per week (3 days) to replace another member of staff retiring in December. The SCP agreed for this role is 10, rising to 11 on completion of a successful probation period. **SB**

The Clerk updated Members on the latest staff member to join the team and confirmed that they were settling in well.

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 2.56pm.

Chairman Date.....Page 08/25