

## PRINCES RISBOROUGH TOWN COUNCIL

**A MEETING OF THE ADMINISTRATION AND HUMAN RESOURCES COMMITTEE WILL BE  
HELD ON TUESDAY 27<sup>th</sup> SEPTEMBER 2016 AT 1.PM  
IN PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH**

### AGENDA

Public Forum – The first ten minutes are available for the public to express a view or ask a question on relevant matters on the following Agenda. The public are welcome to stay and observe the rest of the meeting.

1. Welcome and Apologies for Absence
2. Acceptance of Minutes of Previous Meeting of the 14<sup>th</sup> June 2016.
3. Declarations of Interest - To receive any pecuniary or non-pecuniary declarations of interest
4. To discuss and decide the responses to correspondence received at the Town Council
5. To prepare the Estimates budget for the Administration and Human Resources Committee for 2017/2018
6. To discuss and decide on a recommendation to the Town Council to extend the office opening hours
7. To review the Princes Risborough Town Council staff pension schemes
8. To review the Princes Risborough Town Councillors' expenses payments
9. Agenda Items for Next Meeting
10. To pass a resolution to exclude the public and press in accordance with Section (12) of the Public Bodies (Admission to Meetings) Act 1960 to discuss staff hourly rates
11. Date of Next Meeting

*Susanne Griffiths*  
Clerk to the Town Council  
21<sup>st</sup> September 2016

Draft ADMIN & HR  
PRINCES RISBOROUGH TOWN COUNCIL  
MINUTES OF THE ADMIN & HR COMMITTEE HELD ON  
TUESDAY 14<sup>th</sup> JUNE 2016 AT 6.30PM  
IN THE PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH

**PRESENT**

Chairman Cllr A Ball.  
Councillors, A Turner, P Summerbell, M Walsh and J Coombs  
Clerk to the Town Council- Susanne Griffiths

**1. ELECTION OF CHAIRMAN**

Cllr M Walsh proposed Cllr A Ball  
Seconded by Cllr A Turner. All present agreed.  
RESOLVED: Cllr A Ball be duly elected Chairman of the Admin/HR Committee.

**2. APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr I McLauchlan.

**3. MINUTES**

The minutes of the previous meeting on the 9<sup>th</sup> February 2016 having been circulated were approved by the Meeting and signed by the Chairman.

**4. DECLARATIONS OF INTEREST**

Members were asked to declare any pecuniary or non-pecuniary declarations of interest and the nature of that interest which they may have in any of the items under consideration at this meeting. None were declared.

**5. ELECTION OF VICE CHAIRMAN**

Cllr M Walsh proposed Cllr J Coombs  
Seconded by Cllr A Turner  
All present agreed.  
RESOLVED: Cllr J Coombs be duly elected Vice Chairman of the Admin/HR Committee.

**6. CORRESPONDENCE**

None.

**7. THE MERGING OF BUDGETS AND DECIDING ON A RECOMMENDATION TO THE TOWN COUNCIL.**

Cllr A Ball suggested that the Devolved Services budget is merged with the Admin/HR Committee budget.

Cllr M Walsh proposed to leave the budgets in the present format to easily identify the true cost of Devolved Services. **All present agreed.**

**8. TO PASS A RESOLUTION TO EXCLUDE THE PUBLIC AND PRESS IN ACCORDANCE WITH SECTION (12) OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960.**

Cllr M Walsh proposed to pass a resolution to exclude the public and press in accordance with section (12) of the public bodies (admission to meetings) act 1960 to discuss staff matters. **All present agreed.**

**9. AGENDA ITEMS FOR NEXT MEETING**

To be advised.

**10. DATE OF NEXT MEETING**

The next meeting of the Committee is to be advised. There being no further business to discuss, the meeting closed at 7.05pm

Chairman ..... Date