

**ADMIN & HR  
PRINCES RISBOROUGH TOWN COUNCIL  
MINUTES OF THE ADMIN & HR COMMITTEE HELD ON  
TUESDAY 24<sup>th</sup> OCTOBER 2017 AT 5.30PM  
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. APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr I McLauchlan.

**2. MINUTES**

The minutes of the previous meeting on the 20<sup>th</sup> June 2017 having been circulated were approved by the Meeting and signed by the Chairman.

**3. 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.

**4. CORRESPONDENCE**

None.

**5. PURCHASING THE MONEYSOFT PAYROLL SYSTEM**

Cllr M Walsh informed the members of the benefits of the Moneysoft Payroll Manager system and recommended this is purchased to provide pay slips for the staff at a cost of £65.00 per annum.

**Resolved: To purchase the Moneysoft Payroll Manager system. SG**

**6. A RECOMMENDATION TO THE TOWN COUNCIL ON SUGGESTED CHANGES FOR FUTURE STAFF CONTRACTS.**

Ellis Whittam H R Consultants have sent suggested amendments for future staff contracts for the Town Council to consider. **All present agreed** to make a recommendation to the Town Council to approve the amendments to future staff contracts.

**Resolved: To recommend to the Town Council to adopt the suggested changes for future staff contracts. SG**

**7. AUDIT ON THE I.T EQUIPMENT IN THE OFFICE**

Further to the decision made at the previous meeting agenda item 8 page 03/17, an audit has taken place and the recommendation for the next twelve months is to budget £350.00 to upgrade the office software on two computers and to purchase a new battery unit to help in the event of a power cut at a approx. cost of £80.

**Resolved: To implement the recommendations of the audit. KP**

**8. THE ESTIMATES BUDGETS FOR 2018/2019.**

A discussion took place on the estimated figures for 2018/2019. It was agreed to defer the decision on the figures to submit to the Finance Committee for Estimates until the next meeting, to allow quotations to be received and therefore accurate figures to be included.

**9. AGENDA ITEMS FOR NEXT MEETING**

To appoint a cleaner for the Market House.  
To appoint a person to assist in the Thursday morning Market set up.  
To consider the terms and conditions for the Maintenance Team summer operatives in 2018  
To review the staff appraisals  
To prepare the estimates budget for the Admin/H/R Committee 2018/2019

**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.**

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.**

**11. 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 6.20pm.

**Chairman** ..... **Date**