

**ADMIN & HR
PRINCES RISBOROUGH TOWN COUNCIL
MINUTES OF THE ADMIN & HR COMMITTEE HELD ON
TUESDAY 20th JUNE 2017 AT 12:00
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 A Ball proposed Cllr I McLauchlan
Seconded by Cllr J Coombs. **All present agreed.**
RESOLVED: Cllr I McLauchlan is 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 23rd November 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 A Ball
Seconded by Cllr A Turner
All present agreed.
RESOLVED: Cllr A Ball is duly elected Vice Chairman of the Admin/HR Committee.

6. CORRESPONDENCE

An e-mail has been received from a resident refusing to pay a charge of £25 for 75 pages of FOI information. Noted.

7. THE PROVISION OF A HUMAN RESOURCES SUPPORT SERVICE

All present agreed for the Clerk to obtain three quotations for a fixed fee Employment Law and HR support service. **SG**

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 discuss and decide on the preferred supplier for the provision of a fixed fee Employment Law and HR support service.
To receive an update on the installation of a new telephone system.

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 12.23pm

Chairman Date