

**PRINCES RISBOROUGH TOWN COUNCIL
MINUTES OF THE ADMIN & HR COMMITTEE HELD ON
TUESDAY 27th SEPTEMBER 2016 AT 1.00 PM
IN THE PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH**

PRESENT

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

1. APOLOGIES FOR ABSENCE

No apologies were received.

2. MINUTES

The minutes of the previous meeting on the 14th June 2016 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 received.

5. THE ESTIMATES BUDGET FOR THE ADMINISTRATION AND HUMAN RESOURCES COMMITTEE FOR 2017/2018

A draft budget was prepared to be confirmed at the October meeting. In the meantime, Cllr J Coombs is requested to obtain the costs for a new telephone system for the office to be included in the final budget. **SG/JC**

6. A RECOMMENDATION TO THE TOWN COUNCIL TO EXTEND THE OFFICE OPENING HOURS

Cllr M Walsh proposed that a recommendation to the Town Council is made to extend the office hours with effect from April 2017 to the following times:

Monday 9.30am – 3.00pm

Tuesday – Friday 9.30am – 3.30pm

All present agreed

SG

7. THE PRINCES RISBOROUGH TOWN COUNCIL STAFF PENSION SCHEMES

Cllr A Ball queried why the Town Council has two pension schemes. Cllr M Walsh explained that due to the financial cost of the LGPS, it was agreed by the Town Council to offer NEST to new employees.

All present agreed to maintain the status quo.

8. REVIEW OF THE TOWN COUNCILLORS' EXPENSES PAYMENTS

Cllr A Ball proposed that the Town Council review the expenses payments to councillors and suggested an allowance for each councillor in line with the payments made to Wycombe District Councillors.

The Clerk reminded the members that the current expenses paid were covered by an Inland Revenue dispensation issued in 2006 for Parking and Tolls, Business telephone calls and Stationery/household expenses and did not include an allowance. Any allowance, if agreed to be paid by the Town Council, would need to be paid through PAYE.

Cllr I McLauchlan suggested that rather than claim an allowance, the councillors record the number of hours they give as volunteers for the Town Council and an article is included in Crosstalk highlighting the events that happen due to the good will and hard work of the members. **All present agreed.** **ALL**

9. 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 A Ball 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 hourly rates. **All present agreed.**

9. AGENDA ITEMS FOR NEXT MEETING

To prepare the Estimates budget for the Administration and Human Resources Committee for 2017/2018

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 2.20pm .

Chairman **Date**