

**ADMIN & HR
PRINCES RISBOROUGH TOWN COUNCIL
MINUTES OF THE ADMIN & HR COMMITTEE HELD ON
TUESDAY 24th APRIL 2012 AT 3.00PM
IN TOWER COURT, HORNS LANE PRINCES RISBOROUGH.**

PRESENT

Chairman Cllr E Clifford,
Cllrs A Turner, Cllr W Woolf, S Swanson and P Summerbell
Clerk Susanne Griffiths

APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr J Coombs

1. MINUTES

The minutes of the previous meeting on the 10th January 2012 having been circulated were approved by the Meeting and signed by the Chairman.

2. DECLARATIONS OF INTEREST

Members were asked to declare any personal interest and the nature of that interest which they may have in any of the items under consideration.
None were declared.

3. CORRESPONDENCE

A letter has been received from the office staff complaining about a member's lack of respect for procedures and the office staff.

All present agreed to ask the member to a meeting with the Human Resources & Admin Committee to investigate the matter further.

4. INVOICES FOR CONFIRMATION

No payments

5. STAFF HOLIDAY REQUESTS.

The Clerk requested 2 weeks holiday in 2013 over the Easter period. **All present agreed.**
The Deputy Clerk requested the same 2 weeks holiday in 2013 over the Easter period. The Clerk confirmed that the Clerical Assistant had agreed to cover the office for the 8 days and that apart from Planning all committee meetings would be held either side of the Easter break when the Clerk and Deputy Clerk had returned from their leave. **All present agreed.**

6. ON THE TERMS OF THE TEMPORARY CONTRACT FOR THE SUMMER MONTHS FOR THE THIRD OPERATIVE IN ACCORDANCE WITH THE BUDGET.

All present agreed to issue a new temporary contract to Ben Humphreys as he has worked satisfactorily for the council in the past and has the necessary certificates required for Health and Safety to carry out the routine maintenance as required. The contract is to run from the 1st of May 2012 until the 31st October 2012, 8.30am to 6.00pm, Monday – Friday as per the amount allowed in accordance with the budget agreed by the Town Council. **SG**

7. AGENDA ITEMS FOR NEXT MEETING

To be advised.

8. 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 4.00pm

Chairman Date