

**ADMIN & HR  
PRINCES RISBOROUGH TOWN COUNCIL  
DRAFT MINUTES OF THE ADMIN & HR COMMITTEE HELD ON  
TUESDAY 9<sup>th</sup> FEBRUARY 2016 AT 6.45PM  
IN THE PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH**

**PRESENT**

Chairman Cllr A Ball.  
Councillors, A Turner, P Summerbell, M Walsh, J Coombs and I McLauchlan.  
Clerk to the Town Council- Susanne Griffiths  
In attendance – Cllrs I Churchill and K Wilkins

**1. APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllrs M West and W Woolf.

**2. MINUTES**

The minutes of the previous meeting on the 3<sup>rd</sup> November 2015 having been circulated were approved by the Meeting and signed by the Chairman.

**3. 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.

**4. CORRESPONDENCE**

None.

**5. AN ADVERTISEMENT FOR THE POSITION OF A HORTICULTURE MAINTENANCE APPRENTICE.**

The Clerk informed the members that she is liaising with the Connexions advisor as to when it is best for the advert to be published and a suitable closing date. Cllr M Walsh proposed that on receipt of this information, the Committee approve the attached advertisement. Seconded by Cllr A Turner. **All present agreed.**

It was further agreed that the advertisement is placed on the website, in Crosstalk, on the Connexions website, on the Noticeboards and at the Princes Risborough School. **SG**

**6. ALLOCATION CODES FOR THE PHOTOCOPIER**

Further to a request from a member to use the office photocopier, Cllr J Coombs proposed that each councillor is allocated an unique code to use the copier. Seconded by Cllr M Walsh. **All present agreed** to allocate an unique code to the members and once given a code for the photocopier that they are only permitted to use this for official Town Council business. **KP**

**7. THE DISPOSAL OF THE PREVIOUS PHOTOCOPIER**

**All present agreed** to request the office to contact BTS to arrange for collection and disposal of the old photocopier as it was agreed that it was not cost effective to repair. **CP**

**8. THE PURCHASE OF A GIFT IN RECOGNITION OF A RESIDENT'S WORK REPRESENTING PRINCES RISBOROUGH REGARDING THE HS2 CONSTRUCTION ROUTE.**

Cllr A Turner informed the members of the amount of work undertaken by this resident on behalf of the Town Council saving the Town Council in excess of £5000.00. Cllr Turner proposed that a recommendation to the Town Council is made, to show the Town Council's appreciation of his work and present him with £250 in vouchers. Seconded by Cllr M Walsh. **All present agreed.** **SG**

**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.**

**All present agreed** 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 approve the contracts to be issued to the summer operatives.

**10. AGENDA ITEMS FOR NEXT MEETING**

To be advised.

**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 .

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