

**PRINCES RISBOROUGH TOWN COUNCIL  
DRAFT MINUTES OF THE ADMIN & HR COMMITTEE  
HELD ON WEDNESDAY 23<sup>RD</sup> NOVEMBER 2016 AT 11.00 AM  
IN THE PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH**

**PRESENT**

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

**1. APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr. P Summerbell.

**2. MINUTES**

The minutes of the previous meeting on the 18<sup>th</sup> October 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. REVIEW OF THE STAFF APPRAISALS**

The appraisals were reviewed by the members. Cllr A Ball and the Clerk answered points raised by the councillors. Clarification is sought on a Maintenance Team members comment about receiving interference by the public and councillors.

**All present agreed** that the Clerk and a Councillor are present at all the appraisals next year which are to take place during September in readiness for the Estimates. **SG**

**All present further agreed** to obtain an independent assessment by BALC of the Clerk's role in April 2017 **SG**

**All present further agreed** that the Chairman sends an e-mail to the councillors reminding them of the procedures to be followed sending apologies when they are unable to attend a meeting. **MW**

**6. APPROVAL OF A NEW TELEPHONE SYSTEM FOR THE OFFICE**

The office telephone system is in need of replacement. Cllr J Coombs proposed to install a Cloud based IP hosted telephone solution. **All present agreed.** The Clerk is requested to obtain 3 quotations to be recommended to the Town Council for approval. **KP**

**7. APPROVAL OF AN EFFECTIVE SUPERVISOR TRAINING COURSE**

Cllr A Ball proposed to approve an Effective Supervisor training course for the Maintenance Team Leader and Clerk to attend. **All present agreed.** **SG**

**8. APPROVAL OF A CHANGE IN THE SEASONAL WORKING HOURS FOR THE MAINTENANCE TEAM**

Further to a recommendation from the Maintenance Team, **all present agreed** to change the summer working hours from 1<sup>st</sup> April -31<sup>st</sup> October to 1<sup>st</sup> March -30<sup>th</sup> September with effect from 2017. **SG**

**9. ADVERT FOR THE MAINTENANCE TEAM SUMMER OPERATIVES**

The Clerk had previously circulated an advert for the Maintenance Team summer operatives.

Cllr J Coombs proposed to approve the advert. **All present agreed** to advertise the position from the middle of December, with a closing date of 17<sup>th</sup> January 2017 and interviews to be held in the week commencing 23<sup>rd</sup> January 2017. The interview panel will consist of the Kevin Locke, Maintenance Team Leader, Cllr Andy Ball, Chairman of Admin/HR and Kirsty Pope, Deputy Clerk. **KL/AB/KP**

**10. AGENDA ITEMS FOR NEXT MEETING**

To be advised.

**11. 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 remuneration. **All present agreed.**

**12. 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 12.20pm

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