

ADMIN & HR
PRINCES RISBOROUGH TOWN COUNCIL
MINUTES OF THE ADMIN & HR COMMITTEE HELD ON
TUESDAY 10th JANUARY 2012 AT 3.00PM
IN TOWER COURT, HORNS LANE PRINCES RISBOROUGH.

PRESENT

Chairman Cllr E Clifford
Cllrs A Turner and P Summerbell
Clerk Susanne Griffiths

APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs W Woolf and J Coombs

1. MINUTES

The minutes of the previous meeting on the 11TH October 2011 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

Invitation to attend an Exclusive Rights of Burial course on 3rd April 2012 at a cost of £130.00+VAT.

All present agreed that the clerk should attend this course.

4. INVOICES FOR CONFIRMATION

All present agreed for the following payments to be made.

Simon Clay (Bucks & Oxon Computer Services - IT support	£40.0	0.00	£40.00
The Information Commissioner - renewal of register entry	£35.00	-	£35.00
3 Business Services - mobile phone contract, maintenance	£38.30	£7.66	£45.96
K Dobson - risk assessment	£129.43	£-	£129.43

5. REVIEWING THE STRUCTURE OF THE MAINTENANCE TEAM.

All present agreed to recommend to the Town Council to restructure the Maintenance Team so that there is not a Team Leader as both members are equally competent. **SG**

All present further agreed for the Monthly Risk Inspection Report to include the flower baskets, the planters in the High Street and the Stratton Memorial Garden flower beds. **SG**

6. PREMISES FOR THE TOWN COUNCIL OFFICE.

Cllr A Turner informed the members that the formation of the Social Enterprise has been postponed until June. **All present agreed** to recommend to the Town Council that the Town Council office moves to new premises at the Day Care Centre in Clifford Road with effect from June 2012. **All present further agreed** to recommend to the Town Council to negotiate a short term lease for the current office. **SG**

All present agreed to purchase a fire proof cabinet to protect the Burial Registers. **SG**

7. AGENDA ITEMS FOR NEXT MEETING

To be advised.

8. 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.

9. 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 4.30pm.