

**ADMIN & HR
PRINCES RISBOROUGH TOWN COUNCIL
MINUTES OF THE ADMIN & HR COMMITTEE HELD ON
TUESDAY 9th JANUARY 2018 AT 2.30PM
IN THE PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH**

PRESENT

Chairman Cllr A Ball.

Councillors P Summerbell, A Turner, M Walsh and J Coombs

Clerk to the Town Council- Susanne Griffiths

1. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr I McLauchlan.

2. MINUTES

The minutes of the previous meeting on the 14th November 2017 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

5. RECOMMENDATION TO THE TOWN COUNCIL FOR APPROVAL OF THE CONTRACTS FOR A CLEANER AND MAINTENANCE TEAM ASSISTANT

The members considered the contracts that had previously been circulated.

All present agreed to recommend the contracts for a cleaner and Maintenance Team assistant to the Town Council for approval.

SG

6. PURCHASING A LAP TOP FOR COUNCILLORS USE FOR COUNCIL ACTIVITIES.

To increase the security of the Council's I T system, additional measures are being considered in readiness for the introduction of GDPR in May 2018, including the processing of information by the members of staff. The staff all have individual passwords for their laptops and computers which need to be changed at regular intervals. To avoid the need for a member of staff to divulge their password to Councillors for the use of a laptop for council business e.g. during the Planning Committee, it was proposed that a new laptop be purchased to be used by the Councillors with their own log on and password. **All present agreed.**

KP

7. THE USE OF OUTLOOK DIARY

Cllr M Walsh proposed that the office investigate and trial using Outlook diary in addition to the meetings list issued weekly by the office. **All present agreed.**

KP

8. AGENDA ITEMS FOR NEXT MEETING

To be advised.

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 2.45pm.