

**ADMIN & HR  
PRINCES RISBOROUGH TOWN COUNCIL  
MINUTES OF THE ADMIN & HR COMMITTEE HELD ON  
TUESDAY 17<sup>th</sup> JULY 2012 AT 7.00PM  
IN TOWER COURT, HORNS LANE PRINCES RISBOROUGH.**

**PRESENT**

Chairman Cllr G Hall  
Councillors Mrs P Williams, Mrs P Summerbell, A Turner, J Coombs and W Woolf  
Clerk Susanne Griffiths

**APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr A Rolfe

**1a. ELECTION OF CHAIRMAN**

Cllr G Hall was proposed by Cllr J Coombs  
Seconded by Cllr A Turner  
**All present agreed**

**1b. ELECTION OF VICE-CHAIRMAN**

Cllr A Rolfe was proposed by Cllr A Turner  
Seconded by Cllr J Coombs  
**All present agreed**

**2. MINUTES**

The minutes of the previous meeting on the 24<sup>th</sup> April 2012 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.

Cllrs A Turner and J Coombs declared an interest in agenda item 6 as directors of the Princes Risborough Centre Ltd. .

**4. CORRESPONDENCE**

E-mail from a councillor requesting the removal of restraints placed on his access to the Town Council office by the Town Council.

**All present agreed** to respond as follows:- The HR/Admin Committee note his comments and ask that he provides any evidence which might support his claims regarding advice from the District Solicitor, as this would be in part, at odds with the advice the Town Council received from BALC.

Confirmation from B.C.C. of the property the Town Council is to occupy within the Princes Centre and the terms and conditions of the lease.

This is noted as confirmation of the resolution agreed by the Town Council item16 (page 21/12)

**5. INVOICES FOR CONFIRMATION**

**PAYMENT WAS AGREED FOR THE FOLLOWING INVOICES:**

Paul Williams Groundworks – Work to the new office at Princes Centre Ltd (agreed TC minute page 27/12 29/06/12)	£2200.00
9-5 Stationers – R kive storage boxes	£ 99.48
A Turner – Expenses for mileage representing the Town Council -	£ 20.25
Flagmakers – Replacement St George flag	£ 55.25
K Dobson - Risk Inspection report	£ 129.43
Misco – Computer equipment (agreed TC minute 24/12 on 29 <sup>th</sup> May 2012)	£ 687.24
B.C.C. – Legal fees for the landlords consent for Lease for the health clinic -	£ 243.00

**6. UPDATE ON THE OFFICE MOVE**

The Clerk advised that the move would be completed by 27<sup>th</sup> July 2012

The phones and computer equipment will be installed on the 22<sup>nd</sup> July 2012

Cllrs A Turner and J Coombs **agreed** to arrange the issue of keys to the Chairman of the Council and Chairmen of the Committees. **AT/JC**

Cllr J Coombs **agreed** to arrange for the inclusion of Princes Risborough Town Council on the entry sign. **JC**

The Clerk is requested to contact B.C.C. to arrange a directional sign at the bottom of Clifford Road for the Princes Risborough Town Council and Princes Centre Ltd. **SG**

The Clerk is requested to arrange for the return of the entrance keys to Tower Court from the Councillors **SG**

**7. REPORT ON STAFF MATTERS AND DECIDE ON ANY ACTIONS TO BE TAKEN**

The Clerk reported on sickness issues by one member of staff. **All present agreed** to monitor the situation.

The Clerk is requested to start undertaking performance reviews of the staff and report back at the next HR/ Admin meeting.

**8. 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 7.40pm

Chairman ..... Date