

**ADMIN & HR
PRINCES RISBOROUGH TOWN COUNCIL
MINUTES OF THE ADMIN & HR COMMITTEE HELD ON
TUESDAY 9th OCTOBER 2012 AT 3.00PM
IN THE PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH**

PRESENT

Cllr A Turner, J Coombs, S Swanson
Deputy Clerk Kirsty Pope

1. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr A Rolfe, W Woolf, G Hall, P Summerbell and P Williams. In the absence of Cllr Hall it was agreed by the members present that Cllr Turner act as chairman for the meeting.

2. MINUTES

The minutes of the previous meeting on the 18th Sept 2012 have not been circulated and therefore were not 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.

4. CORRESPONDENCE

None

5. INVOICES FOR CONFIRMATION

Payment report for October has yet to be generated.

6. ON AGREEING TO AN INDEPENDENT CLERK TO CLERK THE TOWN COUNCIL MEETING ON THE 16TH OCTOBER 2012

Cllr Turner proposed that due to the nature of the meeting, an independent clerk will be asked to attend the closed meeting on the 16th October. All present agreed. All agreed that the necessary expenses would be covered. The Deputy Clerk is requested to formally invite the independent Clerk.

7. ON FORMALLY SUBMITTING AN INDEPENDENT REVIEW OF STAFF SALARIES TO BALC.

The form was completed for submission to BALC for a formal review in time for the estimates meeting in November. All present agreed for the Chairman to sign the form.

8 ADVERT FOR THE PART-TIME CLERICAL ASSISTANT.

The Deputy Clerk presented an advert for the above role. The advert was reviewed and agreed. Advert to be placed on the Town Council website and noticeboards. Closing date for the advert 23rd October for interviews same week.

9. TO REVIEW THE STANDING ORDERS RELEVANT TO THE ADMIN/HR COMMITTEE

To be carried to next meeting.

10. AGENDA ITEMS FOR NEXT MEETING

To review the standing orders relevant to the Admin/HR Committee
Review of third operative for the Maintenance Team.
Review of proposed Whistle-blowing policy

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 3.25pm.

Chairman **Date**