

**ADMIN & HR
PRINCES RISBOROUGH TOWN COUNCIL
MINUTES OF THE ADMIN & HR COMMITTEE HELD ON
TUESDAY 4th OCTOBER 2017 AT 5.00PM
IN THE PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH**

PRESENT

Chairman Cllr I McLauchlan.

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

Clerk to the Town Council- Susanne Griffiths

1. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr A Ball.

2. MINUTES

The minutes of the previous meeting on the 20th June 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. THE TERMS AND CONDITIONS TO ADVERTISE FOR A CLEANER FOR THE MARKET HOUSE.

All present agreed to advertise on the notice boards, on the website and by twitter a position to clean the Market House on an ad -hoc basis after each rental. A payment of £10 per clean was agreed. A closing date for the advert of 31st October was agreed. **SG/KP**

6. A RECOMMENDATION TO THE TOWN COUNCIL ON SUGGESTED CHANGES FOR FUTURE STAFF CONTRACTS.

Ellis Whittam H R Consultants have sent suggested amendments for future staff contracts for the Town Council to consider. **All present agreed** to defer a recommendation to the Town Council until the members have had time to consider the amendments and make an informed decision. **SG**

7. THE TERMS AND CONDITIONS FOR ADVERTISING FOR A REPLACEMENT MAINTENANCE TEAM MEMBER FOR WEEKEND WORK AND THURSDAY MORNING MARKET SET UP.

All present agreed that additional weekend cover is not required over the winter months but should be reviewed in March 2018.

It was agreed that an advert is placed on the notice boards, on the website and by twitter to advertise for help in setting up the Market Stalls on a Thursday morning. The rate of pay was agreed at £7.50 for the hour and as a member of the Maintenance Team will be in attendance, the position would be suitable for a young adult aged 16 or more. A closing date for the advert of 31st October was agreed. **SG/KP**

8. ARRANGE FOR A HEALTH CHECK ON THE I. T. EQUIPMENT IN THE OFFICE.

Cllr M Walsh suggested that it would be beneficial for the office IT equipment to have a health check to identify any potential problems ahead of the estimates meeting in November. **All present agreed. SG**

9. TO CONSIDER PROJECTS FOR THE ESTIMATES BUDGETS FOR 2018/2019.

All present agreed to include a figure for the office extension/ refurbishment.

10. AGENDA ITEMS FOR NEXT MEETING

To discuss and decide on a recommendation to the Town Council on suggested changes for future staff contracts.

To appoint a cleaner for the Market House.

To appoint a person to assist in the Thursday morning Market set up.

To receive the office I.T. Health Check report.

To consider the terms and conditions for the Maintenance Team summer operatives in 2018

To review the staff appraisals

To prepare the estimates budget for the Admin/H/R Committee 2018/2019

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 M Walsh 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 matters. **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 6.20pm.

Chairman **Date**