

**ADMIN & HR
PRINCES RISBOROUGH TOWN COUNCIL
MINUTES OF THE ADMIN & HR COMMITTEE HELD ON
TUESDAY 15th SEPTEMBER 2009 AT 8.00 PM
IN TOWER COURT, HORNS LANE PRINCES RISBOROUGH.**

PRESENT

Cllrs A Turner (Chairman), J Coombs, P Summerbell, E Clifford, P Williams and W Woolf
Kirsty Pope (Assistant Clerk)

IN ATTENDANCE

Cllr LA Benifer

APOLOGIES FOR ABSENCE

No apologies were received

2. MINUTES

The Minutes of the previous Meeting 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.

4. CORRESPONDENCE

Request from Councillor to attend South East Allotment Officers Forum

It was agreed by all that Cllr Coombs should attend this Forum due to his involvement with the allotment working group. **All present agreed.**

Email from Bucks Floating Support Service re: Flu Friends

Cllr Turner proposed that this item should be referred to the next Town Council meeting as it will involve contacting the local surgeries and care centres to discuss an Influenza Pandemic contingency plan. **Agreed by all.**

The Clerk is requested to add this as an agenda item to the next Town Council meeting.

Christmas Cards for 2009

Cllr Coombs proposed that the Clerk decides upon the design of the card and orders the necessary supplies for this year, in line with the budget. **Agreed by all.**

Letter from BALC re: 2009/10 pay scales

All present agreed to apply the national final salary award for Clerks applicable from 01 April 2009 as per NALC's recommendation, to the salaries for the Clerk and Deputy Clerk.

5. INVOICES FOR CONFIRMATION

None received

6. COUNCILLORS ATTENDANCE AT THE ACTION FOR MARKET TOWNS CONVENTION 2009.

Cllr Coombs proposed that the Committee should support this training convention as the information would be beneficial to the regeneration discussions currently on going with regards to the Town. It was proposed that Cllr Turner should attend. Seconded by Cllr Clifford and **agreed by all. The Clerk is requested to make the necessary booking arrangements.**

7. A RECOMMENDATION TO THE TOWN COUNCIL TO AMEND THE OFFICE OPENING HOURS.

Cllr Turner proposed that a recommendation is made to the Town Council to amend the office opening hours with immediate effect to: Tuesday 10.00am -3.00pm, Wednesday 10.00am-12.00pm, Thursday 10.00am-3.00pm and Saturday 10.00am-12.00pm and then to change the opening hours from the 4th Jan 2010 to Monday – Thursday 10.00am – 3.00pm and Saturday 10.00am-12.00pm. Seconded by Cllr Coombs, **agreed by all.**

8. AGENDA ITEMS FOR NEXT MEETING

TBA

The next meeting of the Committee is to be advised.

There being no further business to discuss, the meeting closed at 8.45pm

Chairman **Date**