

PRINCES RISBOROUGH TOWN COUNCIL

**A MEETING OF THE ADMINISTRATION AND HUMAN RESOURCES COMMITTEE
WILL BE HELD ON TUESDAY 9th OCTOBER 2012 AT 3.00PM
IN PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH
AND YOU ARE SUMMONED TO ATTEND**

AGENDA

Public Forum – The first ten minutes are available for the public to express a view or ask a question on relevant matters on the following Agenda. The public are welcome to stay and observe the rest of the meeting.

1. Welcome and Apologies for Absence.
2. Acceptance of Minutes of Previous Meeting of the 18TH September 2012
3. Declarations of Interest
Members are asked to declare any personal interest and the nature of that interest which they may have in any of the items under consideration at this meeting.
4. To discuss and decide the responses to correspondence received at the Town Council
5. Invoices for confirmation
6. To discuss and decide on agreeing to an independent clerk to clerk the Town Council meeting on the 16th October 2012
7. To discuss and decide on formally submitting an independent review of staff salaries to BALC.
8. To discuss and decide on the advert for the part-time clerical assistant.
9. To review the standing orders relevant to the Admin/HR committee.
10. Agenda Items for Next Meeting
11. Date of Next Meeting

**Kirsty Pope
Deputy Clerk to the Town Council
3rd October 2012**