

PRINCES RISBOROUGH TOWN COUNCIL

**A MEETING OF THE ADMINISTRATION AND HUMAN RESOURCES COMMITTEE WILL BE
HELD ON TUESDAY 15th OCTOBER 2013 AT 3.30PM
IN PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH**

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 14th May 2013
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 receive a report from the Town Clerk
7. To discuss and decide on a recruitment procedure for recommendation to the Town Council
8. To discuss and decide on the estimated budget for Admin/HR committee for 2014/2015
9. Agenda Items for Next Meeting
10. Date of Next Meeting



Susanne Griffiths
9th October 2013