

PRINCES RISBOROUGH TOWN COUNCIL

**A MEETING OF THE ADMINISTRATION AND HUMAN RESOURCES COMMITTEE
WILL BE HELD ON TUESDAY 18th SEPTEMBER 2012 AT 3.00PM
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 17th July 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 a recommendation to the Town Council to employ an additional member of staff to assist with the additional work for the Princes Centre.
7. To discuss and decide on a recommendation to the Town Council to adopt a policy against bullying and harassment.
8. To pass a resolution to exclude the public and press in accordance with Section (12) of the Public Bodies (Admission to Meetings) Act 1960
9. Agenda Items for Next Meeting
10. Date of Next Meeting

**Susanne Griffiths
Clerk to the Town Council**

12th September 2012