

PRINCES RISBOROUGH TOWN COUNCIL

A MEETING OF THE ADMINISTRATION AND HUMAN RESOURCES COMMITTEE WILL BE HELD ON 21ST FEBRUARY 2018 AT 2.15PM IN THE 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 6th February 2018
3. Declarations of Interest - To receive any pecuniary or non-pecuniary declarations of interest.
4. To discuss and decide on the responses to correspondence received at the Town Council.
5. To discuss and decide on the advert for an apprentice.
6. To discuss and decide on the advert for a Projects & Communications Officer
7. To discuss and decide on the interview panels for the Summer Maintenance Team Operatives, the Apprentice position and Projects & Communications Officer.
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 to discuss staff matters.
9. Date of Next Meeting.

Susanne Griffiths

Susanne Griffiths
Clerk to the Town Council
15th February 2018