

**PRINCES RISBOROUGH TOWN COUNCIL**

**A MEETING OF THE ADMINISTRATION AND HUMAN RESOURCES COMMITTEE WILL BE  
HELD ON WEDNESDAY 24<sup>TH</sup> OCTOBER 2017 AT 5.30PM  
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 4<sup>th</sup> October 2017.
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 purchasing the Moneysoft payroll system (Cllr M Walsh)
6. To discuss and decide on a recommendation to the Town Council on suggested changes for future staff contracts. (Cllr M Walsh)
7. To receive the health check report on the I. T. equipment in the office.
8. To prepare the Estimates budgets for the Admin/H/R Committee for 2018/2019.
9. Agenda Items for Next Meeting
10. 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.
11. Date of Next Meeting.

*Susanne Griffiths*  
Clerk to the Town Council  
18<sup>th</sup> October 2017