

**PRINCES RISBOROUGH TOWN COUNCIL  
A MEETING OF THE ADMINISTRATION AND HUMAN RESOURCES COMMITTEE WILL BE  
HELD ON TUESDAY 19<sup>th</sup> AUGUST 2014 AT 7.15PM  
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 22<sup>nd</sup> July 2014
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 formulating a four year plan on staffing levels for recommendation to the Town Council
7. To discuss and decide on a recommendation to the Town Council to offer an alternative workplace pension scheme for new employees.
8. To discuss and decide on a job description, rate of hourly pay and employment contract for a Clerical Assistant Apprentice position for recommendation to the Town Council.
9. To approve an advert for the position of a Clerical Assistant Apprentice position.
10. To discuss and decide on paying for the transport costs for an apprentice to attend college.
11. To discuss and decide on purchasing furniture for the office including a new ergonomic office chair for a member of staff.
12. To discuss and decide on a recommendation to the Town Council to reduce the number of full council meetings by holding the Town Council meetings on a bi-monthly basis during 2015.
13. To discuss and decide on the bike and safety equipment to purchase for the Cycle to Work scheme.
14. To discuss and decide on the estimated budget for Admin/HR committee for 2015/2016.
15. Agenda Items for Next Meeting
16. Date of Next Meeting



Susanne Griffiths Clerk to the Town Council  
13th August 2014