

PRINCES RISBOROUGH TOWN COUNCIL

**A MEETING OF THE ADMINISTRATION AND HUMAN RESOURCES COMMITTEE WILL BE
HELD ON TUESDAY 5th DECEMBER 2013 AT 3.30PM
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 15th October 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 on the Staff Performance Appraisals
7. To discuss and decide on a recruitment procedure for recommendation to the Town Council
8. To discuss and decide on a recommendation to the Town Council for Chairman of Committees to receive training
9. To discuss and decide on a recommendation to the Town Council concerning the employment for a third Maintenance Operative.
10. To discuss and decide on a recommendation to the Town Council concerning the cost of employing an apprentice.
11. To receive a report on the cost of purchasing audio recording equipment for the recording of Town Council meetings
12. Agenda Items for Next Meeting
13. Date of Next Meeting



Susanne Griffiths
27th November 2013