

**PRINCES RISBOROUGH TOWN COUNCIL**

**A MEETING OF THE ADMINISTRATION AND HUMAN RESOURCES COMMITTEE WILL BE  
HELD ON TUESDAY 10<sup>th</sup> FEBRUARY AT 6.30PM  
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 21<sup>st</sup> October 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 receive a report on the staff appraisals for 2014.
7. To discuss and decide on the hourly rate for a Maintenance Summer Operative.
8. To discuss and decide on whether to purchase or hire a tablet for the Maintenance Team members.
9. Agenda Items for Next Meeting
10. Date of Next Meeting



Susanne Griffiths  
4<sup>th</sup> February 2015