

PRINCES RISBOROUGH TOWN COUNCIL

**A MEETING OF THE ADMINISTRATION AND HUMAN RESOURCES COMMITTEE WILL BE
HELD ON TUESDAY 9th FEBRUARY 2016 AT 6.45 PM
IN 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 3rd November 2015.
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. To approve an advertisement for the position of a Horticulture/Maintenance Apprentice.
6. To discuss and decide on allocation codes for the photocopier.
7. To discuss and decide on the disposal of the previous photocopier
8. To discuss and decide on the purchase of a gift in recognition of a resident's work representing Princes Risborough regarding the HS 2 Construction Route.
9. 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 approve the contracts to be issued to the summer operatives.
10. Agenda Items for Next Meeting

Date of Next Meeting



Susanne Griffiths
3rd February 2016