

**PRINCES RISBOROUGH TOWN COUNCIL  
A MEETING OF THE ADMINISTRATION AND HUMAN RESOURCES COMMITTEE WILL BE  
HELD ON TUESDAY 22<sup>ND</sup> JULY 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. Election of Chairman
2. Welcome and Apologies for Absence.
3. Acceptance of Minutes of Previous Meeting of the 25th March 2014
4. 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.
5. Election of Vice-Chairman
6. To discuss and decide the responses to correspondence received at the Town Council
7. Invoices for confirmation.
8. To confirm the protocol of wearing the Mayor/Deputy Mayor chain.
9. To discuss and decide on formulating a four year plan on staffing levels for recommendation to the Town Council
10. To discuss and decide on the requirement to automatically enroll eligible employees into a workplace pension scheme.
11. To approve an employment contract for an Apprentice position.
12. To discuss and decide on providing photo ID badges for the Councillors
13. To provide a Risk Assessment for the Apprentice position.
14. To consider employing an Apprentice in the Office.
15. To discuss and decide on purchasing an answer phone and portable phone for the office and an additional mobile phone for the Maintenance Team.
16. Agenda Items for Next Meeting
17. Date of Next Meeting



Susanne Griffiths  
Clerk to the Town Council  
16th July 2014