

**PRINCES RISBOROUGH TOWN COUNCIL**

**A MEETING OF THE ADMINISTRATION AND HUMAN RESOURCES COMMITTEE  
WILL BE HELD ON TUESDAY 14<sup>th</sup> JUNE 2011 AT 7.00PM  
IN TOWER COURT, HORNS LANE, 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.
  - 1a. Election of Chairman
  - 1b. Election of Vice-Chairman
2. Acceptance of Minutes of Previous Meeting of the 18<sup>th</sup> January 2011
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 discuss and agree on employing a third Maintenance Operative.
6. To discuss and decide on re-arranging the Maintenance Team Members work rotas.
7. Agenda Items for Next Meeting.
8. Date of Next Meeting

**Susanne Griffiths  
Clerk to the Town Council  
8th June 2011**