

PRINCES RISBOROUGH TOWN COUNCIL

**A MEETING OF THE ADMINISTRATION AND HUMAN RESOURCES COMMITTEE WILL BE
HELD ON TUESDAY 20TH JUNE 2017 AT 12:00
IN THE 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. Election of Chairman
2. Welcome and Apologies for Absence
3. Acceptance of Minutes of Previous Meeting of the 23rd November 2016.
4. Declarations of Interest - To receive any pecuniary or non-pecuniary declarations of interest
5. Election of Vice Chairman
6. To discuss and decide the responses to correspondence received at the Town Council
7. To discuss and decide on obtaining quotations for the provision of an H/R service
8. Agenda Items for Next Meeting
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 discuss staff matters.
10. Date of Next Meeting

Susanne Griffiths
Clerk to the Town Council
14th June 2017