

PRINCES RISBOROUGH TOWN COUNCIL

**A MEETING OF THE ADMINISTRATION AND HUMAN RESOURCES COMMITTEE WILL BE
HELD ON TUESDAY 25TH MARCH 2014 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 5th December 2013
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 discuss and decide on the format and closing date for the advert for the Clerical Assistant's position.
7. To discuss and decide on the date and members for the interview panel for the Clerical Assistant's position.
8. To discuss and decide on the date and members for the interview panel for the Apprentice position.
9. Agenda Items for Next Meeting
10. Date of Next Meeting



Susanne Griffiths
19th March 2014