

PRINCES RISBOROUGH TOWN COUNCIL

**A MEETING OF THE ADMINISTRATION AND HUMAN RESOURCES COMMITTEE WILL BE
HELD ON TUESDAY 14TH NOVEMBER 2017 AT 3.30PM
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. Welcome and Apologies for Absence
2. Acceptance of Minutes of Previous Meeting of the 24th October 2017.
3. Declarations of Interest - To receive any pecuniary or non-pecuniary declarations of interest.
4. To discuss and decide on the responses to correspondence received at the Town Council.
5. To consider the terms and conditions for the Maintenance Team summer operatives in 2018
6. To review the staff appraisals.
7. To receive a report on a meeting with the Princes Centre Trustees concerning the office rent for 2017/2018 and future improvements.
8. To prepare the estimates budget for the Admin/H/R Committee 2018/2019
9. To consider the amendments to the Employee Handbook for recommendation to the Town Council.
10. To consider a policy on TOIL for recommendation to the Town Council (Cllr M Walsh)
11. Agenda Items for Next Meeting
12. 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.

13. Date of Next Meeting.

Susanne Griffiths
Clerk to the Town Council
3RD November 2017