

**PRINCES RISBOROUGH TOWN COUNCIL  
A MEETING OF THE ADMINISTRATION AND HUMAN RESOURCES COMMITTEE  
WILL BE HELD ON TUESDAY 13<sup>TH</sup> OCTOBER 2009 AT 7.45PM  
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.
2. Acceptance of Minutes of Previous Meeting
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 prepare the estimated budget for the Admin/HR Committee for 2010/2011
7. To discuss and decide on the installation of office security measures.
8. To discuss and decide on providing a wireless internet service for the office.
9. To discuss and decide on the staff appraisals for the Clerical Assistants.
10. Agenda Items for Next Meeting.
11. Date of Next Meeting

**Susanne Griffiths  
Clerk to the Town Council  
7<sup>th</sup> October 2009**