

PRINCES RISBOROUGH TOWN COUNCIL

**A MEETING OF THE ADMINISTRATION AND HUMAN RESOURCES COMMITTEE WILL BE
HELD ON TUESDAY 18th OCTOBER 2016 AT 3:00 PM
IN 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 27th September 2016.
3. Declarations of Interest - To receive any pecuniary or non-pecuniary declarations of interest
4. To discuss and decide the responses to correspondence received at the Town Council
5. To prepare the Estimates budget for the Administration and Human Resources Committee for 2017/2018
6. To discuss and decide on the format for Staff Appraisals.
7. Agenda Items for Next Meeting
8. 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 a recommendation to the Town Council concerning a new contract for a member of staff.
9. Date of Next Meeting

Susanne Griffiths
Clerk to the Town Council
21st September 2016