

**PRINCES RISBOROUGH TOWN COUNCIL**

**A MEETING OF THE ADMINISTRATION AND HUMAN RESOURCES COMMITTEE WILL BE  
HELD ON WEDNESDAY 4<sup>TH</sup> OCTOBER 2017 AT 5.00PM  
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 20th June 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 decide on the terms and conditions to advertise for a cleaner for the Market House.
6. To discuss and decide on a recommendation to the Town Council on suggested changes for future staff contracts.
7. To decide on the terms and conditions for advertising for a replacement Maintenance Team member for weekend work and Thursday morning market set up.
8. To decide on whether to arrange for a health check on the I. T. equipment in the office.
9. To consider projects for the Estimates budgets for 2018/2019.
10. Agenda Items for Next Meeting
11. 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.
12. Date of Next Meeting.

*Susanne Griffiths*  
Clerk to the Town Council  
28<sup>th</sup> September 2017