

## **PRINCES RISBOROUGH TOWN COUNCIL**

**A MEETING OF THE MAINTENANCE COMMITTEE WILL BE HELD ON  
TUESDAY 15<sup>th</sup> NOVEMBER 2011 AT 7.00PM  
IN THE MEETING ROOM, 1<sup>ST</sup> FLOOR 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 Meetings of the 4<sup>th</sup> October 2011
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 concerning Maintenance.
5. Lighting Matters
6. Town Matters
7. Invoices for confirmation.
8. Tenders for Consideration.
9. To discuss and decide on the action to be taken further to the survey on the Market House. (Cllr Streule).
10. To prepare the estimated budget for Maintenance Committee for 2012/2013
11. Agenda Items for Next Meeting.
12. Date of Next Meeting.

**Susanne Griffiths  
Clerk to the Town Council  
9<sup>th</sup> November 2011**