

**ADMIN & HR  
PRINCES RISBOROUGH TOWN COUNCIL  
MINUTES OF THE ADMIN & HR COMMITTEE HELD ON  
TUESDAY 14<sup>th</sup> JUNE 2011 AT 7.00PM  
IN TOWER COURT, HORNS LANE PRINCES RISBOROUGH.**

**PRESENT**

Chairman Cllr J Coombs  
Cllrs A Turner, W Woolf & E Clifford, S Swanson  
Clerk Susanne Griffiths

**APOLOGIES FOR ABSENCE**

No apologies were received

**IN ATTENDANCE**

Cllr G Hall

**1a. TO ELECT A CHAIRMAN**

Cllr J Coombs was proposed by Cllr E Clifford  
Seconded by Cllr A Turner  
**All present agreed**

**1b. TO ELECT A VICE-CHAIRMAN**

Cllr A Turner was proposed by Cllr J Coombs  
Seconded by Cllr W Woolf  
**All present agreed**

**2. MINUTES**

The minutes of the previous meeting on the 18<sup>th</sup> January 2011 having been circulated were approved by the Meeting and signed by the Chairman.

**3. DECLARATIONS OF INTEREST**

Members were asked to declare any personal interest and the nature of that interest which they may have in any of the items under consideration.  
None were declared.

**4. CORRESPONDENCE**

None Received

**5. EMPLOYING A THIRD MAINTENANCE OPERATIVE.**

**All present agreed** to consider the applications previously received for the Maintenance Team member position.

**6. RE-ARRANGING THE MAINTENANCE TEAM MEMBERS WORK ROTAS.**

**All present agreed** for the Clerk to draft a proposed revised rota for the Maintenance Team operatives to allow them to finish at mid day on a Saturday and Sunday. The Clerk is requested to circulate the proposed draft for the members' consideration. **SG**

**7. AGENDA ITEMS FOR NEXT MEETING**

To be advised.

**8. DATE OF NEXT MEETING**

The next meeting of the Committee is to be advised. There being no further business to discuss, the meeting closed at 7.20pm.

**Chairman** ..... **Date**