

**ADMIN & HR  
PRINCES RISBOROUGH TOWN COUNCIL  
MINUTES OF THE ADMIN & HR COMMITTEE HELD ON  
TUESDAY 2<sup>nd</sup> NOVEMBER 2010 AT 7.30PM  
IN TOWER COURT, HORNS LANE PRINCES RISBOROUGH.**

**PRESENT**

Chairman Cllr A Turner  
Cllrs J Coombs, P Williams and W Woolf  
Susanne Griffiths (Clerk)  
In attendance  
Cllrs W Streule, C Etholen and L A Benifer

**APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr E Clifford

**2. MINUTES**

The minutes of the previous meeting on the 19<sup>th</sup> October 2010 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. INVOICES FOR CONFIRMATION**

None

**6. REPLACEMENT OF CLERICAL ASSISTANT DUE TO RESIGNATION**

Further to the resignation of a Clerical Assistant, **all present agreed** to recommend to the Town Council that the vacant position is offered to the third preferred candidate from the previous interviews in September 2010.

**7. REPORT ON THE RETURN TO WORK INTERVIEW HELD FOR DANIEL GERAGHTY**

Cllr A Turner reported on the return to work interview held for Daniel Geraghty. Minutes of the meeting will be circulated to the members.

**8. 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 8.50pm

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