

**PRINCES RISBOROUGH TOWN COUNCIL
A MEETING OF THE ADMINISTRATION AND HUMAN RESOURCES COMMITTEE
WILL BE HELD ON TUESDAY 19TH OCTOBER 2010 AT 2.00PM
IN TOWER COURT, HORNS LANE, PRINCES RISBOROUGH
AND YOU ARE SUMMONED TO ATTEND**

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 12th August 2010
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
5. Invoices for confirmation
6. To prepare the estimated budget for the Admin/HR Committee for 2011/2012
7. To discuss and decide on exploring Unpaid Work in the Community initiative.
8. Agenda Items for Next Meeting.
9. Date of Next Meeting
10. To pass a resolution to exclude the public and press when discussing the following agenda items due to the confidential nature of these matters.

To receive a report on the 6 month probationary review for Lee Fortnam

To discuss and decide on the recommendation to the Town Council that Lee Fortnam is formally signed off the probationary period.

To discuss and decide on the future positions in the Maintenance Team.

**Susanne Griffiths
Clerk to the Town Council
13th October 2010**