

PRINCES RISBOROUGH TOWN COUNCIL

**A MEETING OF THE ADMINISTRATION AND HUMAN RESOURCES COMMITTEE
WILL BE HELD ON TUESDAY 11th OCTOBER 2011 AT 7.00PM
IN 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 Meeting of the 23rd August 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
5. Invoices for confirmation
6. To prepare the estimated budget for Admin/HR Committee for 2012/2013
7. Agenda Items for Next Meeting.
8. Date of Next Meeting

**Susanne Griffiths
Clerk to the Town Council
5th October 2011**