

**Downham Market Town Council  
Human Resources Committee Meeting  
Thursday 29 February 2024 at 5pm**

This meeting was held at Downham Market Town Hall, Downham Market PE38 9DW

Evacuation procedures were advised.  
Members were reminded to switch off mobile phones.

	<p><b>Present</b></p> <p>Committee Chair – Cllr Jordan</p> <p>Committee Members - Cllrs Buxton, Daymond, Hobbs &amp; Sharman (5)</p> <p>Town Clerk – Ms C Dornan</p> <p>There were no members of the public present</p>
001	<p><b><u>To receive Members’ Apologies for Absence</u></b></p> <p>There were no apologies for absence received by the Town Clerk.</p>
002	<p><b><u>To receive Members’ Declarations of Interest</u></b></p> <p>No declarations of interest were made.</p>
003	<p><b><u>To approve the minutes of the meeting held on 08 February 2024</u></b></p> <p><b>Proposed – Cllr Daymond                      Secoded –Cllr Hobbs</b></p> <p>It was resolved:</p> <p><b>‘That the minutes of the meeting held on 08 February 2024 be approved as a true and accurate record.’</b></p> <p><b>All In Favour</b></p>
004	<p><b>Confidential Items To consider a resolution (under the Public Bodies Admission to Meetings Act 1960) to exclude members of the public and press</b></p> <p><b>Proposed – Cllr Jordan                      Secoded –Cllr Buxton</b></p> <p>It was resolved:</p>



	<p><b>'That:</b></p> <p><b>The Council's solicitor be contacted to request a cease-and-desist letter.</b></p> <p><b>The Police be contacted under the Protection of Harassment Act 1997 to start a record of actions taken by the Council.</b></p> <p><b>Governance Committee be asked to consider re-instating The Mayor's sign off at the time of monthly payroll as part of their procedural checks.</b></p> <p><b>A Full Time Caretaker advert be prepared for approval with a view to recruiting in May 2024.'</b></p> <p><b>All In Favour</b></p>
	Meeting closed: 6:00pm
	<b>SIGNED</b>
	<b>DATE</b>