

**Downham Market Town Council
Human Resources Committee Meeting
Tuesday 07 May 2024 at 6pm**

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

	<p>Present</p> <p>Committee Member – Cllr Hobbs (1)</p> <p>Town Clerk – Claire Dornan</p> <p>There were no members of the public present.</p>
Notes	<p>It was noted that Ali Buxton, who had held the position of Vice Chair, had resigned from the Council.</p> <p>It was noted that Cllr Jordan had given his apologies for absence due to work commitments.</p> <p>The Town Clerk telephoned Cllr Daymond who apologised for not attending as he did not realise that the meeting was proceeding following the resignation of Ali Buxton.</p> <p>The Town Clerk telephoned Cllr Sharman who apologised for not attending as he has not realised the time.</p> <p>The Town Clerk did not telephone Cllr B Moyses as the meeting could not proceed as neither Cllr Daymond or Cllr Sharman were attending.</p> <p>The meeting did not proceed as the meeting was not quorate.</p> <p>The agenda items below were therefore not discussed.</p>
001	<u>To receive Members' Apologies for Absence</u>
002	<u>To receive Members' Declarations of Interest</u>
003	<u>To approve the minutes of the meeting held on 25 April 2024</u>
004	Confidential Items To consider a resolution (under the Public Bodies Admission to Meetings Act 1960) to exclude members of the public and press
004.1	<u>To discuss staff matters</u>

004.2	<u>To receive recommendation from Town Clerk, Cllr Hobbs & Cllr Sharman regarding staff recruitment following interviews held on Friday 03 May 2024</u>
004.3	<u>To receive Town Clerk recommendation following appraisals</u>
004.4	<u>To receive an update from solicitor regarding court action relating to libel</u>
004.5	<u>To receive an update following Code of Conduct submission</u>
005	<u>To agree any actions required following discussions within confidentiality</u>
	Meeting closed: 7:02pm
	SIGNED
	DATE