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Confidential

Downham Market Town Council  
Minutes of meeting of the Human Resources Committee  
10.00 15<sup>th</sup> February 2022

**1 Present:** Cllrs. Pickering (Chair), Sharman and Westrop. In attendance Cllr Groom as Mayor.

**2 Apologies:** None.

**3 Minutes of previous meetings:**

Minutes of the meetings on the 19<sup>th</sup> January, 2<sup>nd</sup> and 7<sup>th</sup> February have all been approved previously.

**4 RFO:** The issue of the responsibilities of Graham Spark when standing in for the Clerk when she is absent had been discussed recently. His contract makes this clear, but for the avoidance of doubt it is worth specifically stating that includes acting as the RFO.

**Confidentiality:** It was proposed by Cllr. Pickering and seconded by Cllr. Westrop that in view of the confidential nature of the business to be discussed that the press, public and councillors who are not members of the HR Committee be excluded, all present were in favour.

**5 Discussion:**

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Approved as a true record.

Signatures

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