

6 Market Place, Downham Market, Norfolk PE38 9DE

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Town Clerk: Claire Dornan

You are summoned to attend a meeting of the **Human Resources Committee** to be held on **Tuesday 14 May 2024 at 6pm** to discuss the business on the Agenda below.

The meeting will be held at Downham Market Town Hall, Bridge Street, Downham Market, Norfolk PE39 9DW.

Members of the public are invited to attend this meeting.

Yours faithfully

*Claire Dornan*

Claire Dornan

Town Clerk

08 May 2024

## AGENDA

001	To elect a Chair of the Committee
002	To elect a Vice Chair of the Committee
003	To receive Members' apologies for absence
004	To receive Members' Declarations of Interest
005	To approve the minutes of the meeting held on 25 April 2024
006	To approve the minutes of the meeting held on 07 May 2024
007	Confidential Items To consider a resolution (under the Public Bodies Admission to Meetings Act 1960) to exclude members of the public and press
007.1	To receive recommendation from Town Clerk, Cllr Hobbs & Cllr Sharman regarding staff recruitment following interviews held on Friday 03 May 2024
007.2	To receive Town Clerk recommendations following appraisals
008	To agree actions required following discussions within confidentiality
009	To note the resignation of the Administrator and approve the recruitment of a new member of staff
010	To agree who will conduct the Town Clerk's appraisal
011	To discuss employing an external Human Resources provider and agree actions

End