



**15 Paradise Road, Downham Market, Norfolk PE38 9HS**

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Acting Town Clerk: Graham Spark

You are invited to a meeting of the Human Resources Committee will be held on

**Friday 11<sup>th</sup> March 2022 at 2pm** to discuss the business on the Agenda below.

The meeting will be held at the Town Council Offices, 15 Paradise Road, Downham Market, Norfolk PE38 9HS.

Yours faithfully



Graham Spark

Acting Town Clerk

07 March 2022

*Mobile phones should be either switched off or on silent mode.*

**SELFLESSNESS, INTEGRITY, OBJECTIVITY, ACCOUNTABILITY, OPENESS, HONESTY & LEADERSHIP**

#### Agenda

1	To receive Members' apologies for absence	
2	To receive Members' Declarations of interest	
3	To approve the minutes of the meeting on 04 March 2022	
4	<b>Confidential Items to be discussed under:</b> <b>Standing Order 3d, that in view of the confidential nature of the business about to be transacted, it is advisable in the public interest, that the public and/or the press be temporarily excluded, and they are instructed to withdraw.</b>  4.1 To discuss staffing matters	
5	To approve the recruitment of a Town Clerk, agree job description and remuneration package	
6	To approve the recruitment of 1 Maintenance Officer, agree job description and remuneration package	
7	To agree the date of next meeting	