

15 Paradise Road, Downham Market, Norfolk PE38 9HS

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Town Clerk: Graham Spark

You are summoned to a meeting of the Human Resources Committee which will be held on Friday **15th July 2022 at 2.00pm** 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

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Town Clerk

7th July 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 24 th June 2022	
4	<p>Confidential Items To consider a resolution (under the Public Bodies Admission to Meetings Act 1960) to exclude members of the public and press</p> <p>'That the Press and Public be excluded from this section of the meeting, as per Standing Order 3D, due to the confidentiality of the matter being discussed as it relates to commercially sensitive information'</p> <p>4.1 To receive an update on the appointment of a Market Porter</p> <p>4.2 To receive an update on the appointment of a Maintenance Officer</p> <p>4.3 To review the Staff Handbook and approve its adoption</p> <p>4.4 To discuss staffing matters</p> <p>4.5 To receive an update on the Administrator role and make a resolution</p> <p>4.6 To discuss and make a resolution on Staff Jubilee payment.</p>	
5	To agree the date of the next meeting	