

15 Paradise Road, Downham Market, Norfolk PE38 9HS

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Town Clerk: Graham Spark

You are invited to a meeting of the Human Resources Committee which will be held on Friday **5th August 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

Graham Spark MBE

Town Clerk

1st August 2022

Mobile phones should be either switched off or on silent mode

Agenda

1	To receive Members' apologies for absence	
2	To receive Members' Declarations of interest	
3	To approve the minutes of the meeting on 22nd July 2022	
4	<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 employees of the Town Council.'</p> <p>4.1 To discuss staffing matters 4.2 To discuss and agree a resolution on staff lieu payments 4.3 To discuss and agree Interview panel for Market Porter position 4.4 To receive an update on Staff and Councillor training</p>	
5	To agree the date of the next meeting	