



15 Paradise Road, Downham Market, Norfolk PE38 9HS

Tel: (01366) 387770 E-Mail: info@downhammarkettc.co.uk

Town Clerk: Graham Spark

You are invited to a meeting of the Human Resources Committee which will be held on Friday **27<sup>th</sup> May 2022 at 3.15pm** 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

G Spark

Graham Spark

Town Clerk

20<sup>th</sup> May 2022

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

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

#### Agenda

1	To Appoint a Chair and Deputy Chair of Human Resources	
2	To receive Members' apologies for absence	
3	To receive Members' Declarations of interest	
4	To approve the minutes of the meeting on 10 <sup>th</sup> May 2022	
5	<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>  5.1 To receive the recommendation of the Deputy Clerk interview panel and make a resolution on appointment 5.2 To receive an update on staffing matters	
6	To agree a starting date and remuneration package for Deputy Clerk	
7	To receive an update of the recruitment of an Administrator	
8	To agree the date of the next meeting	