

**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 **24<sup>th</sup> June 2022 at 3.00pm** 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

G Spark

Graham Spark

Town Clerk

17th June 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 accept the nomination of Cllr Doyle to join the HR Committee	
4	To approve the minutes of the meeting on 27 <sup>th</sup> May 2022	
5	<p><b>Confidential Items To consider a resolution (under the Public Bodies Admission to Meetings Act 1960) to exclude members of the public and press</b></p> <p><b>'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'</b></p> <p>4.1 To receive an update on the appointment of an Administrator            4.2 To approve the changes to the Administrator Job Role and Salary            4.3 To receive an update on the recruitment of a Maintenance Officer            4.4 To review the Staff Handbook and approve its adoption            4.5 To discuss staffing matters            4.6 To receive an update on Staff and Cllr Training</p>	
5	To approve the job description of Market Porter and salary in order to start the recruitment process	
6	To agree the date of the next meeting	