

**Downham Market Town Council
Human Resources Committee Meeting
Tuesday 20 June 2023 at 6pm**

This meeting was held at the Downham Market Town Hall, Bridge Street, Downham Market,
Norfolk PE38 9DW

	<p>Present</p> <p>Committee Chair – Cllr Marsay</p> <p>Committee Members - Cllrs Daymond, Incorvaia, Jordan & B Moyses (5)</p> <p>Non-Committee Member – Cllr Brewer</p> <p>Town Clerk – Ms C Dornan</p> <p>There were 2 members of the public present</p>
001	<p><u>To receive Members’ Apologies for Absence</u></p> <p>An apology was received from Cllr Buxton who had work commitments.</p> <p>This apology was accepted.</p>
002	<p><u>To receive Members’ Declarations of Interest</u></p> <p>There were no declarations made.</p>
003	<p><u>To approve the minutes of the meeting held on 01 June 2023</u></p> <p>Proposed – Cllr Incorvaia Seconded –Cllr Jordan</p> <p>It was resolved:</p> <p>‘That the minutes of the meeting held on 01 June 2023 be approved as a true and accurate record.’</p> <p>3 In Favour</p> <p>2 Abstentions – Cllrs Daymond & B Moyses</p>
004	<p><u>To discuss staff resignation</u></p> <p>A full time Maintenance Officer vacancy has arisen following the resignation of Mark Errington on 14 June 2023.</p>

	Members discussed a buddy system and code word system. Cllr Incorvaia agreed to draft a policy for review by the Committee.
	Meeting closed: 06:54pm
	SIGNED
	DATE