

Downham Market Town Council

Minutes of the HR Committee Meeting held on 19th February 2026 in the Town Hall at 6pm

Members in attendance: Cllrs. Pegg (Chairman), Daymond, C. Pyatt

2 other Cllrs. were in attendance: Cllrs. Caine and B. Moyses

Apologies received from Cllr. Jordan (Family reasons) Accepted

Minutes of the meeting held on 22.1.26 were approved.

Proposed: Cllr. C Pyatt Seconded: Cllr. Daymond

Resolved All in favour

To co-opt 2 new members to the HR Committee

Cllrs. Caine and Moyses

Proposed by Cllr. Daymond Seconded by Cllr. C Pyatt

Resolved: All in Favour: The 2 Cllrs took their place at the meeting.

Item 5: There were no members of the public present

Item 6: There was a discussion with regard to the Council Discipline Policy and it was agreed that this should be looked into and updated. It would be on the agenda for the next meeting for further discussion.

Item 7: There was a discussion with regard to the subject of external HR Support. Cllr. Pyatt stated that this had been going on since July 2025. However, Cllr. Pegg stated that it had been resolved and was due to start in January, but due to unforeseen circumstances the Company, Personnel and Advice Solutions Ltd. had to withdraw due to the circumstances. This company was the company as used by Norfolk ALC. Further enquiries to be made and hopefully bring back to the next meeting.

Item 8: To discuss the H & S Audit: Work Related Stress. The Clerk had provided a comprehensive document covering the aspect of Stress on Employees. The members of the HR Committee read the document and felt that it covered the subject and that the Clerk had produced a comprehensive paper which could be used in future.

Resolved: Proposed: Cllr. Pyatt Seconded: Cllr. Daymond All in favour

Item 9: Confidential Items: To consider a resolution (under the Public Bodies Admission to Meetings Act 1960) to exclude members of the public and press from the meeting.

Proposed: Cllr. Pegg Seconded: Cllr. Pyatt Resolved: All in favour

The meeting went into confidentiality to discuss staff matters. *The Chairman reminded members that items in this section were confined to this meeting and nothing was to leave the room or be discussed out of the meeting.*

The meeting came out of confidentiality.

The Chairman thanked all for their attendance and full participation in the meeting.

The meeting ended at 8.05pm