

I give notice of a meeting and summon members to attend a meeting of the Human Resources Committee on Tuesday 30 June 2026 at 6:30pm in the Town Hall, Bridge Street, Downham Market PE38 9DW.

Members of the public are welcome to attend this meeting.

Signed - Claire Dornan

Role - Town Clerk

Date of Issue – 24 June 2026

Agenda

- 1. To note apologies for absence.**
- 2. To receive declarations of interest and consider requests for dispensations.**
- 3. To approve the minutes of the Human Resources Committee meeting held on 11 June 2026.**
- 4. Public Participation.**
- 5. To review the GDPR Policy and agree any necessary actions.**
- 6. To review the Privacy Policy and agree any necessary actions.**
- 7. To receive an update on staff training.**
- 8. To receive an update on the cleaning contract.**
- 9. To receive an update on call-out discussions.**
- 10. To consider the purchase of a new laptop and agree any necessary action.**
- 11. To review the Human Resources budget.**
- 12. To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the consideration of confidential personnel matters.**

Confidential Items

- 12.1 To consider the outcome of the Deputy Clerk interviews and determine whether to make an appointment.**
- 12.2 To consider terms for the Projects Coordinator role and agree any necessary actions.**
- 12.3 To receive an update on staff wellbeing and welfare matters.**
- 12.4 To receive a staff appraisal update.**
- 12.5 To receive an annual leave summary.**

End