

**15 Paradise Road, Downham Market, Norfolk PE38 9HS**

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

Town Clerk: Claire Dornan

You are summoned to attend a meeting of the **Human Resources Committee** to be held on **Thursday 27 April 2023 at 6:30pm** 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.

Members of the public are invited to attend this meeting.

Yours faithfully

*Claire Dornan*

**Claire Dornan**

Town Clerk

22 April 2023

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

**AGENDA**

<b>001</b>	<b>To receive Members' apologies for absence</b>
<b>002</b>	<b>To receive Members' Declarations of Interest</b>
<b>003</b>	<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>
<b>003.1</b>	<b>To receive update on staffing matters</b>
<b>004</b>	<b>To agree cover during Maintenance Office Annual Leave / Absence and agree actions</b>

**End**