

15 Paradise Road, Downham Market, Norfolk PE38 9HS
 Tel: (01366) 387770 E-Mail: info@downhammarketcc.co.uk
 Town Clerk: Claire Dornan

You are summoned to attend a meeting of the **Human Resources Committee** to be held on **Thursday 08 February 2024 at 5pm** to discuss the business on the Agenda below.

The meeting will be held at the Town Hall, Bridge Street, Downham Market PE38 9DW.

Members of the public are invited to attend this meeting.

Yours faithfully

Claire Dornan

Claire Dornan
 Town Clerk
 01 February 2024

AGENDA

001	To receive Members' apologies for absence
002	To receive Members' Declarations of Interest
003	To approve the minutes of the meeting held on 12 December 2023
004	To co-opt a committee member following the committee resignation of Cllr Incorvaia
005	Confidential Items To consider a resolution (under the Public Bodies Admission to Meetings Act 1960) to exclude members of the public and press
005.1	To discuss staffing matters
005.2	To discuss staff training
005.3	To discuss Councillor training
006	To agree any actions required following discussions within confidentiality

End