

**Downham Market Town Council  
Human Resources Committee Meeting  
Monday 20 May 2024 at 5pm**

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

	<p><b>Present</b></p> <p>Committee Chair – Cllr Wiles</p> <p>Committee Members - Cllrs Brewer, Daymond, Leach, Leivers &amp; B Moyses (6)</p> <p>Town Clerk – Claire Dornan</p> <p>There were no members of the public present.</p>
Notes	The Chair reminded members of the evacuation procedures from the Grand Hall in the Town Hall.
001	<p><b><u>To receive Members' Apologies for Absence</u></b></p> <p>Cllr Sharman gave his apologies due to personal commitments.</p>
002	<p><b><u>To receive Members' Declarations of Interest</u></b></p> <p>There were no declarations of interest made.</p>
003	<p><b><u>To approve the minutes of the meeting held on 14 May 2024</u></b></p> <p><b>Proposed – Cllr Leach                      Seconded –Cllr B Moyses</b></p> <p>It was resolved:</p> <p><b>'That the minutes of the meeting held on 14 May 2024 be approved as a true and accurate record.'</b></p> <p><b>5 In Favour</b></p> <p><b>1 Abstention – Cllr Leivers (not present at the last meeting)</b></p>
004	<p><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></p>

004.1	<p><b>Proposed – Cllr Wiles                      Seconded –Cllr Daymond</b></p> <p><b>It was resolved:</b></p> <p><b>‘That members of the press and public be excluded whilst information pertaining to staff matters are discussed.’</b></p> <p><b>All in favour</b></p> <p>The meeting went into confidentiality.</p> <p><b><u>To discuss staff matters</u></b></p> <p>Members discussed:</p> <p>A resolution to a staffing complaint.</p> <p>A complaint from a Cllr to the Chair about Committee allocation by the Town Clerk.</p> <p>A Mayor / Deputy Mayor Policy following excessive work prior to the meeting caused by changes on the day.</p> <p>A Cllr approaching a member of staff whilst on the market to talk about a trader and their finances.</p> <p>Cllrs expectations that staff are available without an appointment without notice.</p> <p>General Cllr conduct over the last year.</p> <p>The meeting came out of confidentiality.</p>
008	<p><b><u>To agree any actions required following discussions within confidentiality</u></b></p> <p><b>Proposed – Cllr Brewer                      Seconded –Cllr Daymond</b></p> <p>It was resolved:</p> <p><b>‘That:</b></p> <p><b>The staffing complaint be considered closed assuming the Deputy Clerk is happy with the apology provided.</b></p> <p><b>The Chair send an email reply to the Cllr regarding the Committee allocation complaint advising that every Cllr had ample opportunity to speak at Full Council and the Town Clerk is not to be condemned for making suggestions which were based on merit, even if the Cllr did not agree with the initial suggestions. To confirm that the Town Clerk made it clear, prior to the meeting, that she was making no further</b></p>

	<p><b>changes to the suggested Committee lists and it was for Cllrs to make their request for allocation at the meeting. The Chair is to request that the constant critical emails cease.</b></p> <p><b>The Mayor be requested to send an email to all Cllrs reminding them of expected standards in office and that Council business should not be discussed in public place or shared with non-Cllrs unless in a Committee meeting or at Full Council outside of confidentiality.</b></p> <p><b>The Governance Committee create a Policy to manage Cllr expectations of staffing allocation.'</b></p> <p><b>All in favour</b></p>
	Meeting closed: 5:50pm
	<b>SIGNED</b>
	<b>DATE</b>