

## Downham Market Town Council

6 Market Place, Downham Market, PE38 9DE 01366 387770

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Town Clerk: Claire Dornan

We give notice of a meeting and summon members to attend an extra-ordinary meeting of the **Full Council on Tuesday 9<sup>th</sup> December 2025 at 7pm** in the Town Hall, Bridge Street, Downham Market, PE38 9DW.

This extra ordinary meeting is called under the Local Government Act 1972 **Sch.12 para. 9.2**

Members of the public and press are welcome to attend this meeting.

Signed



Cllr. Pegg



Cllr. Jordan

24<sup>th</sup> November 2025

### Agenda

1. To note apologies for absence
2. To receive declarations of interest and consider requests for dispensation
3. Public participation
4. To terminate the contract with Croner HR forthwith and abide by the terms of the contract with regard to termination.

Proposed by Cllr. Pegg      Seconded by Cllr Jordan

5. To secure the services of Personnel Advice and Solutions Ltd., Retained Services, on a monthly basis as per their Services to Town and Parish Councils.

Proposed by Cllr. Pegg      Seconded by Cllr. Jordan

6. To adopt the revised and updated Terms of Reference (TOP) for the HR Committee.

Proposed by Cllr. Pegg      Seconded by Cllr. Jordan

7. To authorise payment of the invoice from Personnel Advice and Solutions Ltd. for services given to HR Committee.

Proposed by Cllr. Pegg      Seconded by Cllr. Jordan

**END.**