

Downham Market Town Council

HR Committee.

Minutes of meeting held 18th September 2025 at 6pm

The meeting was held in the Clock Room.

Minutes were taken by the Chairman.

Present at meeting : Cllr. Pegg Chairman, Cllr. Pyatt Vice Chairman, Cllr. Daymond, Cllr. Jordan, Cllr. Simms.

Apologies received from Cllr. Dixon

The Chairman welcomed the new member of the HR Committee, Cllr. Sims

There were no declarations of interest.

The minutes were not available as they had not been circulated

There followed an intense discussion with regard to the Terms of Reference for the HR Committee. All aspects were covered in detail and each point was discussed fully. All points of view were taken in consideration and the content of a new terms of reference would be drawn up. The chairman said he would work on the terms and present them to the committee for perusal and final confirmation before submission to full council.

Confidential Items.

To consider a resolution, (Public Bodies Admission to Meetings Act 1960) to exclude members of the public and press.

Proposed by Cllr. Jordan Seconded by Cllr. Pyatt

Resolved all in favour.

Minutes of the Confidential section not recorded for publication.

The meeting came out of Confidentiality

Due to comments made at the full council meeting it was felt that a letter should be sent to the Town Clerk outlining concerns of the committee with regards to security and health and safety of all members of staff in the front office. Cllr. Sims would draft a letter and pass to the Chairman to deal with.

The meeting closed at 7.45pm