

Downham Market Town Council

HR Committee meeting minutes for 20th March 2026, held in Town Hall at 6pm.

Members present Cllrs Pegg, Pyatt, Daymond, Jordan

Exit regs explained 'phones switched to silent or off.

- **Item 1.** To note apologies. Cllr. Cain, Holiday Cllr. Moyses, Family Commitment
- **Item 2.** Declarations of Interest There were no declarations
- **Item 3.** To approve the minutes of the 19th February 2026

Proposed Cllr Jordan Seconded Cllr Daymond All in favour

That the minutes of the 19th February be approved.

- **Item 4.** Public Participation There were no members of the public present.
- **Item 5.** To review the Discipline Policy and receive any updates and agree any actions. Cllr. Pegg suggested that the policy was out of date and that there should be a comprehensive review of the policy and that professional help be sought as required. A discussion followed and it was agreed that it was necessary to look further into this matter.
- **Item 6.** To discuss external HR support and if appropriate report to Full council. Cllr. Pegg stated that he was actively looking into HR Companies, but that it was difficult to find one that would cover what was required by HR. He stated that MAD HR looked to be what we needed and that an appointment had been arranged to speak with them on the 24th March.
- **Item 7.** To discuss and consider call out arrangements for staff. It was explained to the members that the clerk had mentioned at an informal meeting that she was being called out for alarm callouts and that it was at all times during the night. At the informal meeting it was suggested that there should be some compensation paid for callouts and it was suggested that the payments would be as follows: - Time and a half, (1 ½), for callout during the week and Saturdays and double time, (2), for Sundays and Bank Holidays. Discussion took place and it was agreed that this would be acceptable. Cllr. Pegg had agreed with the clerk that he was available to be called out to assist with any member of staff on a callout.

Proposed by Cllr. Pegg Seconded by Cllr. Jordan All in favour

Resolved. That enhanced payments be paid for emergency callouts at the rates of 1½ times of rate of pay for weekdays and Saturdays and 2 times for rate of pay for Sunday and Bank Holidays. This would be paid at each member of staff current pay rates.

- **Item 8.** To agree arrangements for the Town Clerk's appraisal. The item was discussed and it was decided that the appraisal would be undertaken by Cllr. Pegg and Cllr. Cain.

Proposed by Cllr. Daymond Seconded by Cllr. Jordan All in favour

- **Item 9.** To resolve that under the Public Bodies (Admission to Meetings) Act 1960 the public and press be excluded from the meeting.

Proposed by Cllr. Jordan **Seconded by** Cllr. Pyatt **All in favour**

Resolved The meeting to go into confidentiality.

The meeting went into confidentiality to discuss staff matters.

The meeting came out of confidentiality.

The meeting closed at 7.51pm