

6 Market Place, Downham Market, Norfolk PE38 9DE

Tel: (01366) 387770 E-Mail: info@downhammarkettc.co.uk Town Clerk: Claire Dornan

You are summoned to attend a meeting of the **Human Resources Committee** to be held on **Tuesday 11 November 2025 at 6pm** to discuss the business on the Agenda below.

The meeting will be held in the Downham Market Town Hall, Bridge Street, Downham Market, Norfolk PE39 9DW.

Members of the public are invited to attend this meeting.

Yours faithfully

Claire Dornan

Claire Dornan

Town Clerk

06 November 2025

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 30 July 2025
004	To approve the minutes of the meeting held on 06 August 2025
005	To approve the minutes of the meeting held on 18 September 2025
006	To approve the minutes of the meeting held on 06 November 2025
007	To discuss and agree Terms of Reference for the HR Committee for approval by Full Council
008	To discuss and agree the HR Committee budget requirements for 2026/2027 for approval by Full Council
009	Confidential Items To consider a resolution (under the Public Bodies Admission to Meetings Act 1960) to exclude members of the public and press
009.1	To discuss staffing matters
010	To agree any actions required following discussions within confidentiality