

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 **Thursday 18 September 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

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Town Clerk

12 September 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 Wednesday 13 August 2025
004	To discuss and agree Terms of Reference for the HR Committee for approval by Full Council
005	Confidential Items To consider a resolution (under the Public Bodies Admission to Meetings Act 1960) to exclude members of the public and press
005.1	To discuss staffing matters
006	To agree any actions required following discussions within confidentiality

End