

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 **Monday 16 September 2024 at 5pm** to discuss the business on the Agenda below.

The meeting will be held in the Assembly Room at 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 September 2024

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 20 May 2024
004	Confidential Items To consider a resolution (under the Public Bodies Admission to Meetings Act 1960) to exclude members of the public and press
004.1	To discuss staff matters
004.2	To discuss the Administrative Assistant interviews
004.3	To receive the Town Clerk's Appraisal
004.4	To discuss workload and Committee allocation approved by Full Council on 07 May 2024
004.5	To receive 2024/2025 Committee budget to 31 August 2024
004.6	To discuss 2025/2026 Committee budget requirements
005	To agree actions required following discussions within confidentiality

End