

## **Downham Market Town Council**

Minutes of the HR Committee meeting held on 23<sup>rd</sup> April 2026 in the Clock Room, Town Hall.

The meeting started at 6pm.

Present at the meeting, Town Clerk, Claire Dornan, Cllrs., Pegg, Chairman, Daymond, C. Pyatt, Cain, and Jordan.

Apologies received. Cllr. B Moyses

The chairman asked for any declarations of interest or dispensations. Noted there were none.

The minutes of the 20<sup>th</sup> March were not available so will be listed for next meeting.

There were no members of the public present.

**Item 5.** To discuss GDPR policies and Compliance requirements, including Privacy Policy and agree any necessary actions. A full discussion took place and it was agreed that GDPR was so complex that it would need more careful consideration and would be listed again for next meeting. Cllr. Daymond asked if the list of councillors' details could be recirculated as had previously been done. The Clerk agreed she could do this.

**Item 6.** To review the Policy List referred from Full Council on April 14<sup>th</sup> 2026, and agree any actions. The list was discussed in full and the committee suggested the Compassionate Leave Policy be updated and the Safeguarding Policy be the responsibility of Finance and General Purposes Committee.

It was also noted that the following policies could be assigned to the HR Committee. 1) The Clear Desk Policy 2) Privacy Policy 3) Data Protection Policy 4) FOI policy 5) Document Retention Policy

It was further noted that the committee would look at a Capability Policy.

**Item 7.** To resolve that under the Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting.

Proposed Cllr. Jordan      Seconded Cllr. Cain      All in favour.

**Item 8.** The meeting went into confidentiality to discuss staff matters.

The Town Clerk left the meeting at 7.45

Cllr. Pyatt left the meeting at 7.50pm. The meeting was still quorate.

The meeting came out of confidentiality.

It was resolved:-

That the HR Helpline with MAD HR was available to use at a charge of £180 per hour as an extra for HR matters without any contract. The helpline would be charged for the amount of time used. (This would be available once the initial deposit had been paid)

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

It was resolved that a member of staff may be offered a position in the office.

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

It was resolved that the Deputy Clerk's position be advertised. To be actioned by the Town Clerk. That the salary banding would be 20 – 25 depending on experience.

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

NOTE    That the position of Deputy Clerk be advertised via SLCC, NALC, NPTS, the notice board and on social media.

It was resolved that Cllr. Cain would meet with the Town Clerk to discuss the possible change of duties for a staff member.

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

It was also noted that the Clerk to inform the Deputy Clerk that it would be acceptable for the DC to cover specific event work in the future.

The meeting ended at 8.10pm