

Downham Market Town Council

Minutes of HR Meeting

6th November 2025 in the Town Hall at 7pm

The minutes were taken by the Chairman.

Apologies : Cllrs C. Pyatt, Dixon

There were no requests for declaration of interest or dispensation

To discuss before the budget meeting of the 11th November, possible requirements for HR Committee for the coming year. Some discussion took place and it was decided to request in the budget for a separate confidential email system for HR due to the fact that so much of the HR work is confidential, especially where staff issues are concerned. These emails would not be accessible or controlled by staff. This would be in keeping with accepted practice. It was also deemed necessary to require a securely lockable cabinet to store required documents and information etc., Only HR to have access.

To consider a resolution (under the Public Bodies Admission to Meeting Act 1960) to exclude members of the public and press.

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

The meeting went into confidentiality.

To discuss staff matters.

The meeting came out of confidentiality.

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

It was proposed to sanction the services of Temporary Staff, via an employment agency for the period of time necessary. To be reviewed by HR.

Proposed Cllr. Sims Seconded by Cllr Jordan All in favour

It was proposed to allow a reduction in working hours when necessary for staff in certain circumstances on a 6month trial basis.

Proposed Cllr. Sims Seconded Cllr. Pegg All in favour

It was proposed to discuss with the Town Clerk the possibility of a change in the Spinal Column Point (SCP) in certain circumstances. To arrange a meeting with the TC.

Proposed Cllr. Pegg Seconded Cllr. Sims All in favour

The Meeting Closed at 8.50