

**15 Paradise Road, Downham Market, Norfolk PE38 9HS**

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Town Clerk: Claire Dornan

You are summoned to attend a meeting of the **Human Resources Committee** to be held on **Friday 24 March 2023 at 2pm** to discuss the business on the Agenda below.

The meeting will be held at the Town Council Offices, 15 Paradise Road, Downham Market, Norfolk PE38 9HS.

Members of the public are invited to attend this meeting.

Yours faithfully

*Claire Dornan*

**Claire Dornan**

Town Clerk

20 March 2023

**SELFLESSNESS, INTEGRITY, OBJECTIVITY, ACCOUNTABILITY, OPENNESS, HONESTY & LEADERSHIP**

**AGENDA**

<b>001</b>	<b>To receive Members' apologies for absence</b>
<b>002</b>	<b>To receive Members' Declarations of Interest</b>
<b>003</b>	<b>To approve the minutes of the Human Resources Committee meeting held on 24 March 2023</b>
<b>004</b>	<b>To fill the vacancy on the Human Resources Committee by co-option</b>
<b>005</b>	<b>To discuss the move to the Town Hall and continuity of service</b>
<b>006</b>	<b>Confidential Items To consider a resolution (under the Public Bodies Admission to Meetings Act 1960) to exclude members of the public and press</b>
<b>006.1</b>	<b>To receive feedback from the interviews for the role of Administrator</b>
<b>007</b>	<b>To agree the recruitment of the new Administrator along with terms and conditions</b>
<b>008</b>	<b>To receive an update on the recruitment of Deputy Town Clerk and agree actions</b>

**End**