

I give notice of a meeting and summon members to attend a meeting of the  
**HR Committee on Wednesday 17 December 2025 at 5.30pm** in the Town Hall, Bridge Street,  
Downham Market PE38 9DW.

Members of the public are welcome to attend this meeting.

**Claire Dornan**  
**Town Clerk**  
11 December 2025

## Agenda

- 1. To note Apologies for Absence**
- 2. To receive declarations of interest and consider requests for Dispensations.**
- 3. To approve the minutes of the meeting held on 11 November 2025.**
- 4. Public Participation**
- 5. To consider applications for co-option to the HR Committee and agree actions.**
- 6. Confidential Items**  
To consider a resolution (under the Public Bodies Admission to Meetings Act 1960) to  
exclude members of the public and press  
  
6.1 To discuss staff matters

**End**