

6 Market Place, Downham Market, Norfolk PE38 9DE

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Town Clerk: Claire Dornan

You are summoned to attend a meeting of the **Human Resources Committee** to be held on **Tuesday 05 November 2024 at 6pm** 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

24 October 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 16 September 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 receive the Town Clerk's Appraisal
005	To agree actions required following discussions within confidentiality
006	To agree to reimburse staff members who wish to have a Flu Vaccination for contingency purposes from Expenses Budget Line

End