

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

Tel: (01366) 387770 E-Mail: info@downhammarkettc.co.uk

Town Clerk: Graham Spark

You are invited to a meeting of the Human Resources Committee which will be held on

**Tuesday 10th May 2022 at 2.00pm** 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.

Yours faithfully



Graham Spark

Town Clerk

4th May 2022

*Mobile phones should be either switched off or on silent mode.*

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

**Agenda**

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| 1 | To receive Members’ apologies for absence |  |
| 2 | To receive Members’ Declarations of interest |  |
| 3 | To approve the minutes of the meeting on 26th April 2022 |  |
| 4 | **Confidential Items to be discussed under:**  **Standing Order 3d, that in view of the confidential nature of the business about to be transacted, it is advisable in the public interest, that the public and/or the press be temporarily excluded, and they are instructed to withdraw**  4.1 To discuss staffing matters |  |
| 5 | To review and amend if required Deputy Town Clerk and Administration Assistant Job descriptions. |  |
| 6 | To receive an update on the appointment of a Maintenance Officer |  |
| 7 | To agree the date of the next meeting |  |