



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Human Resources Committee
Held on Monday 14th May 2018 at 7.15pm at the Memorial Hall Newmarket

Attendance:

Councillor C O'Neill (Chairman)
 Councillor A Drummond
 Councillor R Hood

Councillor R Nobbs
 Councillor P Winter

Also Present: Bobby Bennett – Town Council Manager (TCM) and Julie Ashton – Minute Assistant

	Minute	Action by
H/18/05/1	<p><u>CHAIRMAN TO READ FIRE SAFETY NOTICE AND ANNOUNCE THAT PROCEEDINGS MAY BE FILMED OR RECORDED</u></p> <p>The Chairman opened the meeting and advised that the Fire Safety Notice and announcement that the meeting may be filmed or recorded were not required as Members were at the previous meeting.</p>	
H/18/05/2	<p><u>APOLOGIES FOR ABSENCE</u></p> <p>Apologies were received from Cllr Berry.</p>	
H/18/05/3	<p><u>DECLARATION OF MEMBER'S INTERESTS AND TO REMIND COUNCILLORS OF THE NEED TO KEEP UP TO DATE THEIR REGISTER OF MEMBER'S INTERESTS AND TO CONSIDER ANY REQUESTS RECEIVED FOR MEMBER'S DISPENSATION</u></p> <p>None noted.</p>	
H/18/05/4	<p><u>TO RECEIVE AND CONFIRM FOR ACCURACY THE MINUTES OF THE MEETING HELD ON MONDAY 16TH APRIL 2018 AND ANY MATTERS ARISING</u></p> <p>Members received the minutes of the Human Resources Committee Meeting held on Monday 16th April 2018 and the following was agreed:</p> <p><u>H/18/05/4.01 Resolved</u> That the minutes of the Human Resources Committee meeting held on Monday 16th April 2018 be adopted and signed as a true record by the Chairman of the Human Resources Committee.</p> <p>There were no matters arising.</p>	
H/18/05/5	<p><u>PUBLIC PARTICIPATION AN INVITATION TO MEMBERS OF THE PUBLIC TO PUT QUESTIONS/STATEMENTS OF NOT MORE THAN 3 MINUTES DURATION. NO RESOLUTIONS CAN BE MADE BUT COUNCILLORS ARE VERY HAPPY FOR MATTERS TO BE BROUGHT TO THEIR ATTENTION</u></p> <p>None noted.</p>	

H/18/05/6 **TO RECEIVE THE FINANCIAL ACCOUNTS FOR HUMAN RESOURCES**
The HR accounts were received and noted. TCM agreed to ask the RFO for an update on pensions.

H/18/05/7 **TO APPROVE THE REPORT TO THE ANNUAL MEETING OF THE TOWN**
The Chairman read out the draft report and further amendments were made. The following was agreed:

H/18/05/7.01 Recommendation
That subject to amendments being made, the HR Committee report to the Annual Meeting of the Town be approved.

H/18/05/8 **EXCLUSION OF THE PRESS & PUBLIC**
With the vote being unanimous, it was:

18/05/08.01 Resolved
To resolve that under the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded for the remainder of the meeting because of the likely disclosure of private and confidential information or staff matters.

H/18/05/9 *****TO RECEIVE AN UPDATE ON CURRENT STAFF AND VACANCIES*****
TCM advised that things were going well and thanks were given to the Administration Officer for her work on the defibrillator training event. The RFO was working on the end of year accounts and audits. The Care Taker vacancy was still being advertised and 2 apprentice candidates had been interviewed by West Suffolk College. TCM would look into offering a work experience programme.

H/18/05/10 **DATE OF NEXT MEETING**
Monday 11th June 2018 at the Memorial Hall 7:15pm.

H/18/05/11 **ITEMS FOR INCLUSION ON NEXT AGENDA**
None noted.

Meeting closed at 7:55pm

Signed _____ Date _____