

**Membership from May 2018**

Mayor Rachel Hood – Chair of HR  
Cllr A Drummond - Vice Chair of HR,  
Chair of F & P  
Cllr P Winter – Chair of CS  
Cllr R Nobbs - Chair of LS  
Cllr J Morrey – Chair of D&P  
Cllr J Lay – Deputy Mayor

**The Memorial Hall, High Street, Newmarket Suffolk CB8 8JP**

You are hereby summoned to attend a Meeting of the  
**HUMAN RESOURCES COMMITTEE MEETING** to be held at  
**Memorial Hall, High Street, Newmarket, CB8 8JP** on  
**Monday 8<sup>th</sup> October 2018 at 7.15pm**

The meeting is held in public and the public are encouraged to attend and participate. Just occasionally matters such as contractual or staffing matters do have to be held in the confidential part of the meeting. Members of the public and press may not orally report or comment about a meeting as it takes place if present at a meeting of the Council, but otherwise may:

- a. film, photograph or make an audio recording of the meeting;
- b. use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later;
- c. report or comment on the proceedings in writing, during or after a meeting or orally after the meeting.

The Council will where possible facilitate such recording unless it is being disruptive. It will also take steps to ensure that children, the vulnerable and members of the public who object to being filmed are protected without undermining the broader purpose of the meeting.

## AGENDA

1. Chair to read fire safety notice and announce that proceedings may be filmed or recorded.
2. To receive apologies for absence.
3. Declaration of Members' Interests & to remind Councillors of the need to keep up to date their Register of Members' Interests and to consider any requests received for Members Dispensation.
4. To receive and confirm for accuracy the Minutes of the Meeting held on 10<sup>th</sup> September 2018 and any matters arising.
5. PUBLIC PARTICIPATION 'An invitation to members of the public to put questions/statements of not more than 3 minutes duration. Resolutions can only be made on items on the agenda, but Councillors are very happy for matters relating to the Town to be brought to their attention.
6. ACCOUNTS - To receive the financial accounts for Human Resources.
7. STAFF WELLBEING – Recommends from Health and Safety Audit
8. EXCLUSION OF THE PRESS & PUBLIC  
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.
9. STAFF UPDATE – To receive an update on current staff and vacancies and consider any issues.
10. Date of next meeting – Monday 12<sup>th</sup> November 2018 at 7.15pm.
11. Items for inclusion on next Agenda.

Signed *Roberta Bennett*

Roberta Bennett, Town Council Manager, 2<sup>nd</sup> October 2018

To: Chairman and Members of HR Committee  
Other Council Members – The Press – FOR INFORMATION