



Newmarket

T O W N C O U N C I L

Minutes of a Meeting of the Human Resources Committee
Held on Monday 10th December 2018 at 8.00pm at the Memorial Hall Newmarket

Attendance:

Councillor R Hood (Chairman)
 Councillor A Drummond (Vice Chairman)

Councillor J Lay
 Councillor J Morrey

Also Present: Roberta Bennett – Town Council Manager (TCM).

| | Minute | Action by |
|-----------|--|-----------|
| H/18/12/1 | <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 read out the Fire Safety Notice and the announcement that proceedings may be filmed or recorded.</p> | |
| H/18/12/2 | <p><u>APOLOGIES FOR ABSENCE</u></p> <p>Apologies were received from Cllrs Nobbs and Winter</p> | |
| H/18/12/3 | <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/18/12/4 | <p><u>TO RECEIVE AND CONFIRM FOR ACCURACY THE MINUTES OF THE MEETING HELD ON MONDAY 12TH NOVEMBER 2018 AND ANY MATTERS ARISING</u></p> <p>Members received the minutes of the Human Resources Committee Meeting held on Monday 12th November 2018 and the following was agreed:</p> <p><u>H/18/12/4.01 Resolved</u></p> <p>That the minutes of the Human Resources Committee meeting held on Monday 12th November 2018 be adopted and would be signed as a true record by the Chairman of the Human Resources Committee after the meeting.</p> <p>There were no matters arising.</p> | |
| H/18/12/5 | <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/18/12/6 | <p><u>TO RECEIVE THE FINANCIAL ACCOUNTS FOR HUMAN</u></p> | |

RESOURCES

The HR accounts for November 2018 were received and noted.

H/18/12/7

TO RECEIVE THE BUDGET FOR 2019/2020

The draft budget for 2019/2020 was received and the following was agreed:

H/18/12/7.01 Recommendation

That the draft budget for 2019/2020 for the Human Resources Committee be received and adopted.

H/18/12/8

TO RECEIVE A REPORT ON OVERTIME

Members reviewed the overtime report and there were no comments.

H/18/12/9

TO RECEIVE AN UPDATE ON THE CHRISTMAS

ROTA

The Christmas rota was agreed and would be circulated to all Councillors.

H/18/12/10

EXCLUSION OF THE PRESS & PUBLIC

With the vote being unanimous, it was:

H/18/12/10.01 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/18/12/11

*****TO RECEIVE AN UPDATE ON CURRENT STAFF AND VACANCIES*****

TCM advised that a request had been received from a member of staff and the following was agreed:

H/18/12/11.01 Resolved

That the request from the member of staff be approved subject to conditions.

TCM and Chairman would draft a letter.

H/18/12/12

DATE OF NEXT MEETING

Monday 14th January 2019 at the Memorial Hall.

H/18/12/13

ITEMS FOR INCLUSION ON NEXT AGENDA

Meeting closed at 8.50pm

Signed _____ Date _____