



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Human Resources Committee
Held on Monday 14th October 2019 at 7:15pm at the Memorial Hall Newmarket

Attendance:

Councillor R Hood (Chairman)

Councillor S Caesar

Councillor A Drummond

Councillor T Kerby

Councillor J Lay

Also Present: Roberta Bennett – TCM.

Minute		Action by
H/19/10/1	<u>CHAIRMAN TO READ FIRE SAFETY NOTICE AND ANNOUNCE THAT PROCEEDINGS MAY BE FILMED OR RECORDED</u> The Chairman opened the meeting and read out the Fire Safety Notice and announced that proceedings may be filmed or recorded.	
H/19/10/2	<u>APOLOGIES FOR ABSENCE</u> None noted.	
H/19/10/3	<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> None noted.	
H/19/10/4	<u>TO RECEIVE AND CONFIRM FOR ACCURACY THE MINUTES OF THE MEETING HELD ON MONDAY 12TH AUGUST 2019 AND ANY MATTERS ARISING</u> Members received the minutes of the Human Resources Committee Meeting held on Monday 12 th August 2019 and the following was agreed: <u>H/19/10/4.01 Resolved</u> That the minutes of the Human Resources Committee meeting held on Monday 12 th August 2019 be adopted and would be signed as a true record by the Chairman of the Human Resources Committee after the meeting. There were no matters arising.	
H/19/10/5	<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> None noted.	
H/19/10/6	<u>TO RECEIVE THE FINANCIAL ACCOUNTS</u>	

The financial accounts for September 2019 were received and noted.

H/19/10/7 EXCLUSION OF THE PRESS & PUBLIC

With the vote being unanimous, it was:

H/19/10/7.01 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/19/10/8 *TO RECEIVE AN UPDATE ON CURRENT STAFF MATTERS AND VACANCIES AND TO CONSIDER ANY ISSUES*****

TCM advised that NTC would return to the services of a cleaning agency. The Caretaker vacancy would be raised to 16 hours a week. A number of applications had been received for the Administrator vacancy but these would be held until a new TCM had been recruited.

H/19/10/9 *VACANCY UPDATE*****

TCM advised that there had been a successful interview process and subject to references being received, a recommendation would be made to Full Council that the preferred candidate be appointed.

H/19/10/10 DATE OF NEXT MEETING

Monday 11th November 2019 at the Memorial Hall.

H/19/10/11 ITEMS FOR INCLUSION ON NEXT AGENDA

None noted

Meeting closed at pm

Signed:By the Chairman

Date:11/11/2019