



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Human Resources Committee
Held on Monday 9th December 2019 at 8:15pm at the Memorial Hall Newmarket

Attendance:

Councillor R Hood (Chairman)
Councillor S Caesar (non-voting)

Councillor A Drummond
Councillor T Kerby

Also Present: Deborah Sarson – TCM and Cathy Whitaker – RFO.

Minute		Action by
H/19/12/1	<u>CHAIRMAN TO READ FIRE SAFETY NOTICE AND ANNOUNCE THAT PROCEEDINGS MAY BE FILMED OR RECORDED</u> The Chairman read out the Fire Safety Notice and announcement that proceedings may be filmed or recorded.	
H/19/12/2	<u>APOLOGIES FOR ABSENCE</u> Apologies were received from Cllr Lay.	
H/19/12/3	<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/19/12/4	<u>TO RECEIVE AND CONFIRM FOR ACCURACY THE MINUTES OF THE MEETING HELD ON MONDAY 11TH NOVEMBER 2019 AND ANY MATTERS ARISING</u> Members received the minutes of the Human Resources Committee Meeting held on Monday 11 th November 2019 and the following was agreed: <u>H/19/12/4.01 Resolved</u> That the minutes of the Human Resources Committee meeting held on Monday 11 th November 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/19/12/5	<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/19/12/6	<u>***TO RECEIVE AN UPDATE ON CURRENT STAFF MATTERS AND VACANCIES AND TO CONSIDER ANY ISSUES***</u>	

A report was tabled by the TCM regarding recruitment and staff terms and conditions. A resolution was made to change the title of the role from Town Council Manager to Town Clerk; to state the salary for the position at £35-40K; to advertise for the post from 6/1/20 – 17/2/20

H/19/12/7 *TO APPROVE THE DRAFT BUDGET*****

RFO presented the draft budget for 20/21 and the following was agreed:

F/19/12/8.01 Recommendation

That the draft 20/21 Budget for the HR Committee be received and adopted.

H/19/12/8 *STAFF UPDATE*****

Members were informed that the administration post was now filled and the successful candidate had started work.

H/19/12/9 *LOCUM CONTRACT*****

A contract between the Locum TCM and NTC was tabled and the following was agreed.

HR/19/12/9.01 Resolved

A resolution was made to accept the contract; increase the hourly rate to £30 p/hour; authorise locum cover 3 days p/week.

H/19/12/10 DATE OF NEXT MEETING

Monday 13th January 2020 at the Memorial Hall.

H/19/12/11 ITEMS FOR INCLUSION ON NEXT AGENDA

- Update on recruitment

Meeting closed at 9:25pm

Signed: The Chairman

Date:10/02/2020