

Membership from June 2020

Councillor Drummond
Councillor Hood
Councillor Hulbert
Councillor Jefferys
Councillor O'Neill - Chairman
Councillor Yarrow

Quorum: 3 councillors



Newmarket

TOWN COUNCIL

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

You are hereby summoned to attend a meeting of the
Human Resources committee to be held virtually
Monday 12th April 2021 at 7pm on Zoom

The meeting is open to the public who are encouraged to join the meeting and participate at the appropriate time. The meeting is held on the online Zoom platform, no special software is required.

The link to join the meeting is as follows:

<https://us02web.zoom.us/j/83999533297?pwd=TDlQelhsQzJlZSmtbU4rQmdaSkxBQT09>

Or by telephone: +442034815240. Meeting ID 839 9953 3297& password: Meeting ID: 806116

The meeting will be conducted in the usual way with one person speaking at a time, those wishing to speak putting their hands up and the Chairman determining whose turn it is to speak. Voting will be orally, by roll call.

Occasionally matters relating to contractual or staffing issues do have to be held in the confidential part of the meeting. Members of the public and press may not 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 meeting will be recorded. Any member of the public in attendance who does not wish to be included in the recording can disable their video although this would prohibit their ability to participate in the meeting at the appropriate time.

Agenda

1. **Chair to announce** that proceedings are being recorded and to advise that all participants will be muted by the host of the meeting who will unmute the individual the Chairman has invited to speak
2. **Apologies** - To receive and accept apologies for absence
3. **Declaration of interests**
 - a) Councillors are invited to raise any declarations of interest concerning items on the agenda
 - b) To consider any requests for dispensation
4. **Minutes of previous meetings held 1st April 2021**
 - a) To consider and adopt the minutes, as a true record of the proceedings
 - b) To consider any matters arising
5. **Public participation** – an invitation to members of the public to make representations to Councillors. Resolutions can only be made on items on the agenda
Rules of public participation: no person may speak on more than two items and for no longer than 3 minutes in total. The maximum time permitted for this item is 15 minutes. This is the only opportunity during the meeting, for members of the public to address Councillors
6. **Accounts** - To receive the financial accounts for Human Resources for the previous month
7. **To agree date of next meeting**
8. **Items for consideration at the next meeting**
9. **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 relating to individuals
10. **Staff update** – To receive an update on staff matters and consider any actions

Signed: *D. Baines*

Debbie Baines, Town Clerk

6 April 2021

To: Chairman and Members of HR Committee. Circulated to other councillors and the Press for information.