



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Human Resources Committee **Held on Monday 9th November 2020 at 7:00pm via Zoom**

Attendance:

Councillor C O'Neill (Chairman)
Councillor O Bowen
Councillor A Drummond
Councillor R Hood

Councillor P Hulbert
Councillor M Jefferys
Councillor T Kerby
Councillor K Yarrow

Also Present: Debbie Baines – Town Clerk, Cathy Whitaker – RFO, Julie Ashton – Minute Assistant and 2 Members of the Public.

Minute		Action by
H/20/11/1	<u>CHAIRMAN 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</u> The Chairman opened the meeting and announced that proceedings were being recorded. All participants would be muted and would be unmuted when the Chairman invited individuals to speak.	
H/20/11/2	<u>APOLOGIES FOR ABSENCE</u> There were no apologies.	
H/20/11/3	<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/20/11/4	<u>TO RECEIVE AND CONFIRM FOR ACCURACY THE MINUTES OF THE MEETING HELD ON MONDAY 12TH OCTOBER 2020 AND ANY MATTERS ARISING</u> Members received the minutes of the Human Resources Committee Meeting held on Monday 12th October 2020 and the following was agreed: <u>H/20/11/4.01 Resolved</u> That the minutes of the Human Resources Committee meeting held on Monday 12th October 2020 be adopted and would be signed as a true record by the Chairman of the Human Resources Committee after the meeting. Matters arising It was reported that the Budget Working Group had not formally met, as it had been considered that no changes should be made to the proposals presented to HR Committee on the 12th October.	

- H/20/11/5 PUBLIC OPEN SESSION**
No members of the public wished to speak.
- H/20/11/6 TO RECEIVE THE FINANCIAL ACCOUNTS FOR HUMAN RESOURCES**
The HR accounts for October 2020 were received and noted.
- H/20/11/7 DRAFT BUDGET PROPOSAL**
It was proposed that the draft submitted by the RFO be accepted. The following was agreed:
- N/20/11/7.01 Recommendation**
That the draft budget for the Human Resources Committee be received and adopted.
- H/20/11/8 DATE OF NEXT MEETING**
Monday 11^h January 2021 via Zoom.
- H/20/11/9 ITEMS FOR INCLUSION ON NEXT AGENDA**
None noted
- H/20/11/10 EXCLUSION OF THE PRESS & PUBLIC**
With the vote being unanimous, it was:
- H/20/11/10.01 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.
- The public left the meeting*
- H/20/11/11 ***STAFF UPDATE*****
Town Clerk confirmed that all office staff were able to work from home and she would be hosting weekly Zoom meetings to keep in touch. A summary of current tasks was given.
- Employing the agency cleaner was discussed and the following was agreed:
- H/20/11/11.01 Recommendation**
That the agency cleaner be offered permanent employment at the revised rate, subject to clarification of any placement fees.
- H/20/11/12 ***TO CONSIDER REQUESTS FOR STAFF TRAINING*****
There were no requests for staff training.

Meeting closed at 7.23pm

Signed _____ Date _____