



# Newmarket

## TOWN COUNCIL

### **Minutes of a Meeting of the Human Resources Committee** **Held on Monday 11<sup>th</sup> January 2021 at 7:00pm via Zoom**

#### **Attendance:**

Councillor C O'Neill (Chairman)  
Councillor A Drummond

Councillor P Hulbert  
Councillor M Jefferys  
Councillor K Yarrow

Also Present: D Baines – Town Clerk, C Whitaker – RFO, J Ashton – Minute Assistant and 2 Members of the Public.

#### **Minute**

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- H/21/01/1     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**  
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/21/01/2     Apologies for Absence**  
Apologies were received from Cllrs Hood and Kerby. Cllr Bowen was absent.
- H/21/01/3     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**  
None noted.
- H/21/01/4     To Receive and Confirm for Accuracy the Minutes of the Meeting Held On Monday 11<sup>th</sup> November 2020 and Any Matters Arising**  
Members received the minutes of the Human Resources Committee Meeting held on Monday 11<sup>th</sup> November 2020 and the following was agreed:
- H/21/01/4.01 Resolved**  
**That the minutes of the Human Resources Committee meeting held on Monday 11<sup>th</sup> November 2020 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/21/01/5     Public Open Session**  
No members of the public wished to speak.
- H/21/01/6     To Receive the Financial Accounts for Human Resources**  
The HR accounts for December 2020 were received and noted.
- H/21/01/7     Date of Next Meeting**

Monday 8<sup>th</sup> February 2021 via Zoom.

**H/21/01/8    Items for Inclusion on Next Agenda**  
None noted

**H/21/01/9    Exclusion of the Press & Public**  
With the vote being unanimous, it was:

**H/21/01/9.01 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/21/01/10    \*\*\*Staff Update\*\*\***

Town Clerk presented 3 options for appointing a cleaner to cover future commitments. Clarity on the termination of the agency contract was required and the following was agreed:

**\*\*\*H/21/01/10.01 Recommendation\*\*\***

**That the Town Clerk, Chairman and Cllr Drummond review the agency contract for the cleaner and seek clarification on termination fees. That they be given delegated powers to appoint a permanent cleaner to cover future commitments.**

Town Clerk reported that Staff reviews were being scheduled.

**H/21/01/11    \*\*\*To Consider Requests for Staff Training\*\*\***

The requests for Staff training were considered and the following was agreed:

**\*\*\*H/21/01/11.01 Recommendation\*\*\***

**That the requests for Staff training be approved.**

Meeting closed at 7:21pm

Signed:by the Chairman

Date:08/02/2021