



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Human Resources Committee **Held on Thursday 1st April 2021 at 6:00pm via Zoom**

Attendance:

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

Councillor P Hulbert
Councillor M Jefferys
Councillor K Yarrow

Also Present: C Whitaker – Clerk and Minute Assistant.

Minute

- H/21/04/1 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/21/04/2 Apologies for Absence**
None noted.
- H/21/04/3 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/21/04/4 To Receive and Confirm for Accuracy the Minutes of the Meeting Held On Monday 8th March 2021 and Any Matters Arising**
Members received the minutes of the Human Resources Committee Meeting held on Monday 8th March 2021 and the following was agreed:

H/21/04/4.01 Resolved
That the minutes of the Human Resources Committee meeting held on Monday 8th March 2021 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/21/04/5**
- H/21/04/6 Public Open Session**
No members of the public were in attendance.
- H/21/04/7 Date of Next Meeting**
Monday 12th April 2021 via Zoom.
- H/21/04/8 Items for Inclusion on Next Agenda**

None noted.

H/21/04/9 Exclusion of the Press & Public

With the vote being unanimous, it was:

H/21/04/7.01 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/21/04/10 *Staff Update*****

A resignation of a member of Staff was noted. A CV was received. The following was agreed:

H/21/04/8.01 Recommendation

That the owner of the CV be interviewed for the post of Town Keeper and references be followed up. If appropriate that a 3-month temporary contract be offered.

H/21/04/8.02 Recommendation

That the position of Town Keeper be advertised in the local press and on social media.

Meeting closed at pm

Signed: By the Chairman

Date: 12/04/2021

Summary of Recommendations

Recommendation	Recommendation Wording
<u>H/21/04/8.01 Recommendation</u>	That the owner of the CV be interviewed for the post of Town Keeper and references be followed up. If appropriate that a 3-month temporary contract be offered.
<u>H/21/04/8.02 Recommendation</u>	That the position of Town Keeper be advertised in the local press and on social media.