



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Human Resources Committee **Held on Monday 11th October 2021 at 7:02pm**

Attendance:

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

Councillor P Hulbert
Councillor M Jefferys
Councillor P Winter
Councillor K Yarrow

Also present: C Whitaker – Town Clerk and T Symonds – Deputy Town Clerk..

Minute

- H/21/10/1 Chairman to Read the Fire Safety Notice and Announce that Proceedings May be Filmed or Recorded**
The fire notice was not required.
- H/21/10/2 Apologies for Absence**
None noted.
- H/21/10/3 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/21/10/4 To Receive and Confirm for Accuracy the Minutes of the Extra Ordinary Meeting Held on Monday 9th August 2021 and Any Matters Arising**
Members received the minutes of the Human Resources Committee Meeting held on Monday 9th August 2021 and the following was agreed:
- H/21/10/4.01 Resolved**
That the minutes of the Human Resources Committee meeting held on Monday 9th August 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/21/10/5 Public Open Session**
No members of the public were in attendance.
- H/21/10/6 To Receive the Accounts**
The accounts for September 2021 were received and noted.
- H/21/10/7 Items for Inclusion on Next Agenda**
None noted.
- H/21/10/8 Date of Next Meeting**

Minutes of Human Resources Committee held on 11th October 2021

Monday 8th November 2021.

H/21/10/9 Exclusion of the Press & Public

With the vote being unanimous, it was:

H/21/10/09.01 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.

Deputy Town Clerk left the meeting

H/21/10/10 *Staff Update*****

Town Clerk gave an update regarding the position of Assistant Town Keeper, Staff absence and the Deputy Town Clerk's hours and the following was agreed:-

*****H/21/10/10.01 Recommendation*****

That Mr Michael Boocock be employed as Assistant Town Keeper. That the Deputy Town Clerk's contracted hours of work be increased to 30 hours per week.

Meeting closed at 7:21pm

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>***H/21/10/10.01 Recommendation***</u>	That Mr Michael Boocock be employed as Assistant Town Keeper. That the Deputy Town Clerk's contracted hours of work be increased to 30 hours per week.