



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Human Resources Committee **Held on Monday 13th December 2021 at 7:00pm**

Attendance:

Councillor C O'Neill (Chairman of this meeting)
Councillor A Drummond

Councillor R Hood
Councillor M Jefferys
Councillor P Winter

Also present: C Whitaker – Town Clerk and J Ashton – Minute Assistant.

Minute

- H/21/12/1 Chairman to Read the Fire Safety Notice and Announce that Proceedings May be Filmed or Recorded**
The notice was not required.
- H/21/12/2 Apologies for Absence**
Apologies were received from Cllrs Hall, Hulbert and Yarrow.
- H/21/12/3 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. There were no requests for dispensations.
- H/21/12/4 To Receive and Confirm for Accuracy the Minutes of the Extra Ordinary Meeting Held on Monday 11th October 2021 and Any Matters Arising**
Members received the minutes of the Human Resources Committee Meeting held on Monday 11th October 2021 and the following was agreed:
- H/21/12/4.01 Resolved**
That the minutes of the Human Resources Committee meeting held on Monday 11th October 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/21/12/5 Public Open Session**
No members of the public were in attendance.
- H/21/12/6 To Receive the Accounts**
The accounts for November 2021 were deferred to the next meeting.
- H/21/12/7 Budget 2022/2023**
The draft budget for 2022/2023 was considered and was deferred to the next meeting, pending a fuller report.
- H/21/12/8 Items for Inclusion on Next Agenda**

- Accounts for November 2021
- Draft Budget 2022/23

H/21/12/9 **Date of Next Meeting**
Monday 17th January 2022

H/21/12/10 **Exclusion of the Press & Public**
With the vote being unanimous, it was:

H/21/12/10.01 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.

H/21/12/11 *****Staff Update*****
Town Clerk gave an update on the current staffing and reported that a temp was covering the vacant Admin Assistant post. The post's duties and salary for the Admin Assistant vacancy will be reviewed.

It was noted that, due to Council business needing to continue in person at meetings, staff were still working from the Council offices. Individual staff members had been consulted regarding this with further social distancing measures being brought into being.

Meeting closed at 7:20pm

Signed by the Chairman Date 17th January 2022

Summary of Recommendations

Recommendation	Recommendation Wording
There were no recommendations	