



# Newmarket

## TOWN COUNCIL

### **Minutes of a Meeting of the Human Resources Committee** **Held on Monday 17<sup>th</sup> October 2022 at 7:50pm**

#### **Attendance:**

Councillor K Yarrow (Chair)  
Councillor A Drummond  
Councillor D Hall  
Councillor J Harvey (Vice)

Councillor R Hood  
Councillor P Hulbert  
Councillor M Jefferys  
Councillor P Winter

Also present: C Whitaker – Town Clerk and 1 member of the public.

#### **Minute**

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#### **H/22/10/1 To Elect a Chairman**

Cllr Winter nominated Cllr Yarrow. There were no other nominations and a vote was taken. The following was agreed:

##### **H/22/10/1.01 Resolved**

**That Cllr Yarrow be elected as the Chairman of the HR Committee for the municipal year 2022/2023.**

#### **H/22/10/2 To Elect a Vice Chairman**

Cllr Yarrow nominated Cllr Harvey. There were no other nominations and a vote was taken. The following was agreed:

##### **H/22/10/2.01 Resolved**

**That Cllr Harvey be elected as the Vice Chairman of the HR Committee for the municipal year 2022/2023.**

#### **H/22/10/3 Chairman to Read the Fire Safety Notice and Announce that Proceedings May be Filmed or Recorded**

The Fire Notice was not required.

#### **H/22/10/4 Apologies for Absence**

Apologies were received from Cllr Lay.

#### **H/22/10/5 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/22/10/6 To Receive and Confirm for Accuracy the Minutes of the Human Resources Meeting Held on Monday 20<sup>th</sup> June 2022 and Any Matters Arising**

Members received the minutes of the Human Resources Committee Meeting held on Monday 20<sup>th</sup> June 2022 and the following was agreed:

##### **H/22/10/6.01 Resolved**

Minutes of Human Resources Committee held on 17<sup>th</sup> October 2022

**That the minutes of the Human Resources Committee meeting held on Monday 20<sup>th</sup> June 2022 be adopted and be signed as a true record by the Chairman of the Human Resources Committee.**

There were no matters arising.

**H/22/10/7     Public Open Session**

No members of the public wished to speak.

**H/22/10/8     To Receive the Accounts**

The accounts for September 2022 were noted.

**H/22/10/9     Budget 2023/2024**

The draft HR Committee Budget for 2023/2024 was discussed and the following was agreed:

**H/22/10/9.01 Recommendation**

**That a task and finish HR Working Group meet as soon as possible to consider the draft HR budget for 2023/2024, consisting of Cllrs Hall, Harvey and Yarrow. To report recommendations to an Extraordinary Meeting of the HR Committee; date to be decided.**

*Cllr Hood left the meeting.*

**H/22/10/10    Date of Next Meeting**

Monday 16<sup>th</sup> January 2023.

**H/22/10/11    Exclusion of the Press & Public**

With the vote being unanimous, it was:

**H/22/10/11.01 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 member of the public left the meeting.*

**H/22/10/12    \*\*\*Staff Update\*\*\***

Town Clerk gave an update on current staffing and reported that the Administration Assistant had left the position on 29/8/22. This position is now filled with the new staff member starting 31/10/22. The position of Assistant Town Keeper is now filled. Regular probation period meetings will take place between new staff and line manager/Mayor. Interviews for the Events Co-ordinator/Marketing Assistant will be carried out.

Meeting closed at 8.15pm

Signed by the Chairman     Date 31<sup>st</sup> October 2022

### Summary of Recommendations

| <b>Recommendation</b>               | <b>Recommendation Wording</b>                                                                                                                                                                                                                                      |
|-------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>H/22/10/1.01 Resolved</u></b> | <b>That Cllr Yarrow be elected as the Chairman of the HR Committee for the municipal year 2022/2023.</b>                                                                                                                                                           |
| <b><u>H/22/10/2.01 Resolved</u></b> | <b>That Cllr Harvey be elected as the Vice Chairman of the HR Committee for the municipal year 2022/2023.</b>                                                                                                                                                      |
| <b><u>H/22/10/9.01 Resolved</u></b> | <b>That a task and finish HR Working Group meet as soon as possible to consider the draft HR budget for 2023/2024, consisting of Cllrs Hall, Harvey and Yarrow. To report recommendations to an Extraordinary Meeting of the HR Committee; date to be decided.</b> |