

Membership from May 2022

Councillor Drummond
Councillor Hall
Councillor Harvey (Vice)
Councillor Hood
Councillor Hulbert
Councillor Jefferys
Councillor Lay
Councillor Winter
Councillor Yarrow (Chair)
Quorum: 3



Newmarket

TOWN COUNCIL

The Memorial Hall, High Street, Newmarket Suffolk CB8 8JP

You are hereby summoned to attend an Extra-ordinary meeting of the
Human Resources committee to be held at
Memorial Hall, High Street, Newmarket, CB8 8JP
On Tuesday 2nd May 2023 at 6.45pm
or following on from the Development & Planning Committee
meeting, whichever is later

A G E N D A

The meeting is held in public and the public are encouraged to attend and participate. Just occasionally matters such as contractual or staffing matters do have to be held in the confidential part of the meeting.
Members of the public and press may not orally report or comment about a meeting as it takes place if present at a meeting of the Council, but otherwise may:

- a. film, photograph or make an audio recording of the meeting;
- b. use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later;
- c. Report or comment on the proceedings in writing, during or after a meeting or orally after the meeting.

The Council will where possible facilitate such recording unless it is being disruptive. It will also take steps to ensure that children, the vulnerable and members of the public who object to being filmed are protected without undermining the broader purpose of the meeting

- 1. Chair to read** fire safety notice and announce that proceedings may be filmed or recorded.
- 2. Apologies** - To receive and accept apologies for absence
- 3. Declaration of interests**
 - a) Councillors are invited to raise any declarations of interest concerning items on the agenda
 - b) To consider any requests for dispensation
- 4. Minutes of previous meetings held 31st October 2022**
 - a) To consider and adopt the minutes, as a true record of the proceedings
 - b) To consider any matters arising
- 5. Public participation** – an invitation to members of the public to make representations to Councillors.
Resolutions can only be made on items on the agenda
Rules of public participation: no person may speak for longer than 3 minutes in total. The maximum time permitted for this item is 15 minutes. This is the only opportunity during the meeting, for members of the public to address Councillors
- 6. Recruitment** – to receive a report regarding a vacancy with recommendations
- 7. Date of next meeting** – 22nd May 2023

Signed: *CE Whitaker*

Cathy Whitaker, Town Clerk

Date 25th April 2023

To: Chairman and Members of HR Committee. Circulated to other councillors and the Press for information.

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Newmarket

TOWN COUNCIL

Minutes of the Extraordinary Meeting of the Human Resources Committee **Held on Monday 31st October 2022 at 6:25pm**

Attendance:

Councillor K Yarrow (Chairman)
 Councillor A Drummond
 Councillor R Hood

Councillor P Hulbert
 Councillor M Jefferys
 Councillor J Lay
 Councillor P Winter

Also present: C Whitaker – Town Clerk, T Symonds – Deputy Town Clerk and J Ashton – Minute Assistant.

Minute

H/22/10/13 Chairman to Read the Fire Safety Notice and Announce that Proceedings May be Filmed or Recorded

The Fire Notice was not required.

H/22/10/14 Apologies for Absence

Apologies were received from Cllr Harvey. Cllr Hall was absent.

H/22/10/15 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/22/10/16 To Receive and Confirm for Accuracy the Minutes of the Human Resources Meeting Held on Monday 17th October 2022 and Any Matters Arising

Members received the minutes of the Human Resources Committee Meeting held on Monday 17th October 2022 and the following was agreed:

H/22/10/16.01 Resolved

That the minutes of the Human Resources Committee meeting held on Monday 17th October 2022 be adopted and be signed as a correct record by the Chairman of the Human Resources Committee.

There were no matters arising.

H/22/10/17 Public Open Session

No members of the public were present.

H/22/10/18 Budget 2023/2024

A recommendation from the HR working group regarding the version 2 draft budget for the municipal year 2023/2024 for the Human Resources Committee was considered and the following was agreed:

H/22/10/18.01 Recommendation

That version 2 of the draft HR budget for the municipal year 2023/2024 be

Minutes of the Extraordinary Human Resources Committee held on 31st October 2022

received and adopted.

H/22/10/19 **Date of Next Meeting**
Monday 22nd May 2023, or sooner if required.

Meeting closed at 6:30pm

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>H/22/10/18.01 Recommended</u>	That version 2 of the draft HR budget for the municipal year 2023/2024 be received and adopted.



Report to	Human Resources Committee
Subject	Recruitment
Purpose	Decision
Classification	Unrestricted
Meeting date	2nd May 2023
Item number	6
Written By	Cathy Whitaker CLERK

Summary: This report outlines details of a vacant position and recommendations to begin the recruitment process.

1.	Introduction
a.	The position of Event Manager will become vacant on 23 rd June 2023.
2.	Context
a.	The recruitment process needs to begin immediately; there are venue bookings and events (Summer Entertainment sessions) in place.
3.	Proposal/Options
a.	To begin immediately the process of advertising/interviewing for the post of Event Manager.
b.	To co-ordinate this with advertising/interviewing for the post of Events Co-ordinator/Marketing Asst.
4.	Financial/Resource Implications
a.	Budgets for both positions are already in place.
b.	There is a budget of £1,000 for recruitment; some of which will be cost free – BID employment opportunity page / social media / website. The budget will cover Newmarket Journal advertising.
5.	Next Steps/Recommendations
a.	To delegate to the Clerk, Mayor and HR Chair/Vice Chair to make the decisions necessary within the current and reasonable boundaries and budget to take forward the process of filling the two events positions.

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