

Membership from May 2023

Councillor Berry
Councillor Drummond
Councillor Harvey
Councillor Hood
Councillor Jarvis
Councillor Kavanagh
Councillor Nobbs
Councillor Winter
Councillor Yarrow

Members = 9

Quorum: 3



Newmarket
TOWN COUNCIL

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

You are hereby summoned to attend a meeting of the
Human Resources committee to be held at
Memorial Hall, High Street, Newmarket, CB8 8JP
On Monday 22nd May 2023 at 7.30pm
or following on from the Performance & Audit 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. To elect a Chairman** for the Human Resources Committee for the municipal year 2023/2024
- 2. To elect a Vice Chairman** for the Human Resources Committee for the municipal year 2023/2024
- 3. Chair to read** the fire safety notice and announce that this meeting is being recorded and to ask whether anyone else intends to record the meeting
- 4. Apologies** - To receive and accept apologies for absence
- 5. 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
- 6. Minutes of previous meeting held 2nd May 2023**
 - a) To consider and adopt the minutes, as a true record of the proceedings
 - b) To consider any matters arising
- 7. 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
- 8. HR update** – to receive an update regarding the Events Manager position (to follow)
- 9. Correspondence**
- 10. Date of next meeting** – 16th October 2023, or sooner if required

Signed: *CE Whitaker*

Cathy Whitaker, Town Clerk

Date 16th May 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 Tuesday 2nd May 2023 at 6:50pm

Attendance:

Councillor J Harvey (Chairman)
Councillor R Hood

Councillor P Hulbert
Councillor M Jefferys
Councillor P Winter

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

Minute

- H/23/05/1 Chairman to Read the Fire Safety Notice and Announce that Proceedings May be Filmed or Recorded**
The Fire Notice was not required.
- H/23/05/2 Apologies for Absence**
Apologies were received from Cllrs Drummond and Lay. Cllrs Hall and Yarrow were absent
- H/23/05/3 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/23/05/4 To Receive and Confirm for Accuracy the Minutes of the Human Resources Meeting Held on Monday 31st October 2022 and Any Matters Arising**
Members received the minutes of the Human Resources Committee Meeting held on Monday 31st October 2022 and the following was agreed:
- H/23/05/4.01 Resolved**
That the minutes of the Human Resources Committee meeting held on Monday 31st 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/23/05/5 Public Open Session**
No members of the public were present.
- H/23/05/6 Recruitment**
Town Clerk reported that there was an urgent need to recruit an Events Manager and Events Co-ordinator/Marketing Assistant that need to be in post for the summer events. The following was agreed:
- H/23/05/6.01 Recommendation**
That delegated powers be given to the Clerk, Mayor and HR Chairman/Vice

Minutes of the Extraordinary Human Resources Committee held on 2nd May 2023

Chairman to make the decisions necessary within the current and reasonable boundaries and budget to take forward the process of filling the events role.

The Chairman recorded a vote of thanks to Christy Argyroudi, Events Manager, for her past work and dedication to her role and the council and he wished her well for the future.

H/23/05/7 Date of Next Meeting
Monday 22nd May 2023.

Meeting closed at 6:58pm

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>H/23/05/6.01 Recommendation</u>	That delegated powers be given to the Clerk, Mayor and HR Chairman/Vice Chairman to make the decisions necessary within the current and reasonable boundaries and budget to take forward the process of filling the events role.