

Membership from May 2024

Councillor Berry
Councillor Drummond
Councillor Harvey
Councillor Hood
Councillor Hulbert
Councillor Jarvis
Councillor McHugh
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 an **EXTRA-ORDINARY** meeting of the
Human Resources committee to be held at
Memorial Hall, High Street, Newmarket, CB8 8JP
On Monday 20th May 2024 at 7.45pm
or following on from the Finance & Policy 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. Election of Chair** – to the Human Resources Committee for the municipal year 2024-2025
- 2. Election of Vice Chair** – to the Human Resources Committee for the municipal year 2024-2025
- 3. Chair to read** fire safety notice and announce that proceedings may be filmed or recorded.
- 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 5th February 2024**
 - 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. Employee Assistance Programme** – to receive a proposal for the instigation of an EAP for access by staff and councillors at Newmarket Town Council
- 9. Assistant Town Keeper post** – to consider a proposal to engage a temporary seasonal staff member
- 10. Exclusion of the press & public** - 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 relating to individuals
- 11. Staff update** – To consider confidential staff matters
- 12. Date of next meeting** – 21st October 2024 or earlier if required

Signed: *CE Whitaker*

Cathy Whitaker, Town Clerk

Date: 14th May 2024

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