



Newmarket

TOWN COUNCIL

Minutes of the Meeting of the Human Resources Committee

Held on Monday 9th June 2025 at 6:15pm

Attendance:

Councillor J Berry
Councillor A Drummond
Councillor J Harvey
Councillor R Hood

Councillor P Hulbert
Councillor J McHugh
Councillor P Winter
Councillor K Yarrow

Also present: C Whitaker – Town Clerk.

Minute

H/25/06/1 To Elect a Chairman

Cllr Drummond nominated Cllr Yarrow; seconded by Cllr Hood. There were no other nominations, a vote was taken, and the following was agreed:

H/25/06/1.01 Resolved

That Cllr Yarrow be elected as the Chairman of the Human Resources Committee for 2025/2026 Municipal Year.

H/25/06/2 To Elect a Vice Chairman

Cllr Hood nominated Cllr Harvey; seconded by Cllr Hulbert. There were no other nominations, a vote was taken, and the following was agreed:

H/25/06/2.01 Resolved

That Cllr Harvey be elected as the Vice Chairman of the Human Resources Committee for 2025/2026 Municipal Year.

H/25/06/3 Chair to Read the Fire Safety Notice and Announce that Proceedings May be Filmed or Recorded

The Chair opened the meeting and announced that the Fire Safety Notice was not required.

H/25/06/4 Apologies for Absence

No apologies received. Cllr Jarvis was absent.

H/25/06/5 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/25/06/6 To Receive and Confirm for Accuracy the Minutes of the Human Resources Meeting Held on Monday 21st October 2024 and Any Matters Arising

Members received the minutes of the Human Resources Committee Meeting held on Monday 21st October 2024 and Cllr Hood made a proposal seconded by Cllr Winter. A vote was taken which was unanimous and the following was agreed:

Minutes of the Extraordinary Human Resources Committee held on 21st October 2024

Book Number 4 2025- 2026

H/25/06/6.01 Resolved

That the minutes of the Human Resources Committee meeting held on Monday 21st October 2024 be adopted and be signed as a correct record by the Chair of the Human Resources Committee.

There were no matters arising.

H/25/06/7 Public Open Session

No members of the public were present.

H/25/06/8 Exclusion of the Press & Public With the vote being unanimous, it was:

H/25/06/8.01 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/25/06/9 *Staff Update*****

Confidential staffing matters were discussed with a report being received from the Town Clerk. The currently vacant post of Assistant Town Keeper was discussed in the context of difficulty in filling the position due to the current weekly hours specification. Cllr Drummond proposed increasing the role to 35 hours per week; seconded by Cllr McHugh. A vote was taken which was unanimous and the following was agreed:

H/25/06/9.01 Resolved

That the Assistant Town Keeper's job specification be adjusted to 35 hours per week.

H/25/06/10 Date of Next Meeting

Monday 20th October 2025 or earlier if required.

Meeting closed at 6.30pm

Signed __ Cllr Yarrow _____ Date __ 20/10/25 _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>H/25/06/1.01 Resolved</u>	That Cllr Yarrow be elected as the Chairman of the Human Resources Committee for 2025/2026 Municipal Year.
<u>H/25/06/2.01 Resolved</u>	That Cllr Harvey be elected as the Vice Chairman of the Human Resources Committee for 2025/2026 Municipal Year.

<u>H/25/06/6.01 Resolved</u>	That the minutes of the Human Resources Committee meeting held on Monday 21st October 2024 be adopted and be signed as a correct record by the Chair of the Human Resources Committee.
<u>H/25/06/8.01 Resolved</u>	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.
<u>H/25/06/9.01 Resolved</u>	That the Assistant Town Keeper's job specification be adjusted to 35 hours per week.