



Newmarket

TOWN COUNCIL

Minutes of the Meeting of the Human Resources Committee

Held on Monday 18th May 2026 at 7:45pm

Attendance:

Councillor K Yarrow (Chair)
Councillor A Drummond
Councillor J Harvey
Councillor R Hood

Councillor P Hulbert
Councillor J Jarvis
Councillor J McHugh
Councillor P Winter

Also present: C Whitaker – Town Clerk, N Alecock – Deputy Town Clerk

Minute

H/26/05/1 Chairman to Read the Fire Safety Notice and Announce that Proceedings May be Filmed or Recorded

The Fire Notice was not required, and proceedings were not being recorded.

H/26/05/2 Apologies for Absence

No apologies received. Cllr Berry was absent.

H/26/05/3 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/26/05/4 To Receive and Confirm for Accuracy the Minutes of the Extraordinary Human Resources Meeting Held on Monday 12th January 2026 and Any Matters Arising

Members received the minutes of the Human Resources Committee Meeting held on Monday 12th January 2026 and Cllr Yarrow made a proposal seconded by Cllr Drummond. A vote was taken which was unanimous and the following was agreed:

H/26/05/4.01 Resolved

That the minutes of the Human Resources Committee meeting held on Monday 12th January 2026 be adopted and be signed as a correct record by the Chair of the Human Resources Committee.

There were no matters arising.

H/26/05/5 Public Open Session

No members of the public were present.

H/26/05/6 Exclusion of the Press & Public With the vote being unanimous, it was:

H/26/05/6.01 Resolved

To resolve that under the Public Bodies (Admissions to Meetings) Act 1960,

Minutes of the Extraordinary Human Resources Committee held on 12th January 2026

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. Cllr Yarrow proposed and Cllr Winter seconded, with a unanimous vote.

H/26/05/7 Office Staff Post

An update regarding the office vacancy was given. Cllr Drummond made a proposal, seconded by Cllr Harvey. A vote was taken which was unanimous and the following was agreed:

H/26/05/7.01 Resolved

That the position be renamed to ‘Receptionist/Admin’.

H/26/05/7.02 Resolved

That the position be for 30 working hours per week; six hours per day, Monday to Friday – hours to be negotiated between 8.30am and 3.30pm.

H/26/05/7.03 Resolved

That the position be re-banded to the starting point at SCP 12.

H/26/05/7.04 Resolved

That the position be advertised on social media, website, Newmarket Journal and Job Centre Plus online.

H/26/05/8 Date of Next Meeting

Monday 15th June 2026 at 7.15pm.

Meeting closed at 8.08pm

Signed K Yarrow Date 15/06/26

Summary of Recommendations

Recommendation	Recommendation Wording
<u>H/26/05/4.01 Resolved</u>	That the minutes of the Human Resources Committee meeting held on Monday 12th January 2026 be adopted and be signed as a correct record by the Chairman of the Human Resources Committee.
<u>H/26/05/6.01 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/26/05/7.01 Resolved</u>	That the position be renamed to ‘Receptionist/Admin’.
<u>H/26/05/7.02 Resolved</u>	That the position be for 30 working hours per week; six hours per day, Monday to Friday – hours

	to be negotiated between 8.30am and 3.30pm.
<u>H/26/05/7.03 Resolved</u>	That the position be re-banded to the starting point at SCP 12.
<u>H/26/05/7.04 Resolved</u>	That the position be advertised on social media, website, Newmarket Journal and Job Centre Plus online.

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