

Membership from May 2025

Councillor Berry
Councillor Drummond
Councillor Harvey (Vice Chair)
Councillor Hood (Chair)
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 a meeting of the
Human Resources committee to be held at
Memorial Hall, High Street, Newmarket, CB8 8JP
On Monday 15th June 2026 at 7.15pm
or following the Development and Planning Committee
meeting, whichever is the latest

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 elect a Chairperson for the Human Resources Committee for the Municipal Year 2026/2027
- 2. Election of Vice Chair** – to elect a Vice Chairperson for the Human Resources Committee for the Municipal Year 2026/2027
- 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 18th May 2026**
 - 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. Date of next meeting** – Monday 19th October 2026 – 7.15pm

Signed: *CE Whitaker*

Cathy Whitaker, Town Clerk

Date: 9th June 2026

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 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 _____ Date _____

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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