

**Membership from May 2019**

Councillor Hood – Chairman
Councillor Lay – Vice Chairman
Councillor Caesar
Councillor De'Ath
Councillor Drummond
Councillor Kerby

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

You are hereby summoned to attend a Meeting of the
HUMAN RESOURCES COMMITTEE MEETING to be held at
Memorial Hall, High Street, Newmarket, CB8 8JP on
Monday 11th November 2019 at 7:15pm

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.

A G E N D A

1. Chair to read fire safety notice and announce that proceedings may be filmed or recorded.
2. To receive apologies for absence.
3. Declaration of Members' Interests & to remind Councillors of the need to keep up to date their Register of Members' Interests and to consider any requests received for Members Dispensation.
4. To receive and confirm for accuracy the Minutes of the Meeting held on 14th October 2019 and any matters arising.
5. PUBLIC PARTICIPATION 'An invitation to members of the public to put questions/statements of not more than 3 minutes duration. Resolutions can only be made on items on the agenda, but Councillors are very happy for matters relating to the Town to be brought to their attention.
6. DRAFT BUDGET
7. ACCOUNTS - To receive the financial accounts for Human Resources.
8. 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 or staff matters.
9. STAFF UPDATE – To receive an update on current staff matters and vacancies and consider any issues.
10. Date of next meeting – **Monday 13th January 2019**
11. Items for inclusion on next Agenda.

Signed

Roberta Bennett

Roberta Bennett, Town Council Manager, 5th November 2019

To: Chairman and Members of HR Committee
Other Council Members – The Press – FOR INFORMATION

BLANK



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Human Resources Committee
Held on Monday 14th October 2019 at 7:15pm at the Memorial Hall Newmarket

Attendance:

Councillor R Hood (Chairman)

Councillor S Caesar

Councillor A Drummond

Councillor T Kerby

Councillor J Lay

Also Present: Roberta Bennett – TCM.

Minute		Action by
H/19/10/1	<u>CHAIRMAN TO READ FIRE SAFETY NOTICE AND ANNOUNCE THAT PROCEEDINGS MAY BE FILMED OR RECORDED</u> The Chairman opened the meeting and read out the Fire Safety Notice and announced that proceedings may be filmed or recorded.	
H/19/10/2	<u>APOLOGIES FOR ABSENCE</u> None noted.	
H/19/10/3	<u>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</u> None noted.	
H/19/10/4	<u>TO RECEIVE AND CONFIRM FOR ACCURACY THE MINUTES OF THE MEETING HELD ON MONDAY 15TH JULY 2019 AND ANY MATTERS ARISING</u> Members received the minutes of the Human Resources Committee Meeting held on Monday 12 th August 2019 and the following was agreed: <u>H/19/10/4.01 Resolved</u> That the minutes of the Human Resources Committee meeting held on Monday 12 th August 2019 be adopted and would be signed as a true record by the Chairman of the Human Resources Committee after the meeting. There were no matters arising.	
H/19/10/5	<u>PUBLIC PARTICIPATION AN INVITATION TO MEMBERS OF THE PUBLIC TO PUT QUESTIONS/STATEMENTS OF NOT MORE THAN 3 MINUTES DURATION. NO RESOLUTIONS CAN BE MADE BUT COUNCILLORS ARE VERY HAPPY FOR MATTERS TO BE BROUGHT TO THEIR ATTENTION</u> None noted.	
H/19/10/6	<u>TO RECEIVE THE FINANCIAL ACCOUNTS</u>	

The financial accounts for September 2019 were received and noted.

H/19/10/7 EXCLUSION OF THE PRESS & PUBLIC

With the vote being unanimous, it was:

H/19/10/7.01 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/19/10/8 *TO RECEIVE AN UPDATE ON CURRENT STAFF MATTERS AND VACANCIES AND TO CONSIDER ANY ISSUES*****

TCM advised that NTC would return to the services of a cleaning agency. The Caretaker vacancy would be raised to 16 hours a week. A number of applications had been received for the Administrator vacancy but these would be held until a new TCM had been recruited.

H/19/10/9 *VACANCY UPDATE*****

TCM advised that there had been a successful interview process and subject to references being received, a recommendation would be made to Full Council that the preferred candidate be appointed.

H/19/10/10 DATE OF NEXT MEETING

Monday 11th November 2019 at the Memorial Hall.

H/19/10/11 ITEMS FOR INCLUSION ON NEXT AGENDA

None noted

Meeting closed at pm

Signed _____ Date _____

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>Human Resources</u>								
<u>102</u>	<u>Staff Costs</u>							
4010	Staff Uniform/Workwear	0	322	300	-22		-22	107.3 %
4020	Misc. Staff Costs	428	473	1,400	927		927	33.8 %
4501	Staff Salaries	12,323	83,278	149,000	65,722		65,722	55.9 %
4503	Employers National Insurance	713	6,056	10,900	4,844		4,844	55.6 %
4504	Employers Pension	300	2,541	7,250	4,709		4,709	35.1 %
	Staff Costs :- Expenditure	13,764	92,671	168,850	76,179	0	76,179	54.9 %
	Net Expenditure over Income	13,764	92,671	168,850	76,179			
	Human Resources :- Expenditure	13,764	92,671	168,850	76,179	0	76,179	54.9 %
	Income	0	0	0	0			0.0 %
	Net Expenditure over Income	13,764	92,671	168,850	76,179			

Budget Detail - By Committee

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Budget Report for 2019/2020 as at 31/10/2019 Human Resources Committee

		<u>2018-2019</u>		Agreed Budget	<u>2019-2020</u>			Next Year Budget
		Budget	Actual		Revised Budget	Actual YTD	Committed Exp.	
<u>Human Resources</u>								
<u>102</u>	<u>Staff Costs</u>							
4010	Staff Uniform/Workwear	300	441	300	300	322	0	400
4020	Misc. Staff Costs	0	1,210	1,400	1,400	473	0	500
4500	PAYE/NIC 2016/17	0	3,628	0	0	0	0	0
4501	Staff Salaries	146,415	135,645	149,000	149,000	83,278	0	152,000
4503	Employers National Insurance	11,500	10,379	10,900	10,900	6,056	0	11,200
4504	Employers Pension	7,250	5,346	7,250	7,250	2,541	0	7,600
	OverHead Expenditure	165,465	156,649	168,850	168,850	92,671	0	171,700
102	Net Expenditure	165,465	156,649	168,850	168,850	92,671	0	171,700
Human Resources - Expenditure		165,465	156,649	168,850	168,850	92,671	0	171,700
	Income	0	0	0	0	0	0	0
	Net Expenditure	165,465	156,649	168,850	168,850	92,671	0	171,700
Total Budget Expenditure		165,465	156,649	168,850	168,850	92,671	0	171,700
	Income	0	0	0	0	0	0	0
	Net Expenditure	165,465	156,649	168,850	168,850	92,671	0	171,700