

**Membership from May 2019**

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

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 8th July 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 10th June 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. ACCOUNTS - To receive the financial accounts for Human Resources.
7. 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.
8. STAFF UPDATE – To receive an update on current staff matters and vacancies and consider any issues.
9. Date of next meeting – **Monday 12th August 2019**
10. Items for inclusion on next Agenda.

Signed

Roberta Bennett, Town Council Manager, 2nd July 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 10th June 2019 at 7:15pm at the Memorial Hall Newmarket

Attendance:

Councillor R Hood (Chairman)

Councillor S Caesar

Councillor J De'Ath

Councillor A Drummond

Councillor T Kerby

Councillor K Lindsay

Also Present: Roberta Bennett – TCM.

Minute	Action by
H/19/06/1 <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/19/06/2 <u>APOLOGIES FOR ABSENCE</u> Apologies were received from Cllrs Cooke and Lay.	
H/19/06/3 <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/19/06/4 <u>TO RECEIVE AND CONFIRM FOR ACCURACY THE MINUTES OF THE MEETING HELD ON MONDAY 8TH APRIL 2019 AND ANY MATTERS ARISING</u> Members received the minutes of the Human Resources Committee Meeting held on Monday 8th April 2019 and the following was agreed: <u>H/19/06/4.01 Resolved</u> That the minutes of the Human Resources Committee meeting held on Monday 8th April 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/19/06/5 <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/19/06/6 <u>TO REVIEW THE TERMS OF REFERENCE OF THE HR</u>	

COMMITTEE

The Terms of Reference were reviewed and the following was agreed:

H/19/06/6.01 Recommendation

That the Terms of Reference of the Human Resources Committee be adopted.

H/19/06/7 TO RECEIVE THE FINANCIAL ACCOUNTS FOR HUMAN RESOURCES

The HR accounts for May 2019 were received and noted.

H/19/06/8 EXCLUSION OF THE PRESS & PUBLIC

With the vote being unanimous, it was:

H/19/06/8.01 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/19/06/9 *TO RECEIVE AN UPDATE ON CURRENT STAFF AND VACANCIES AND CONSIDER AY ISSUES*****

TCM gave an update on staff training. The events manager had been able to include Newmarket Nights as part of her Health and Safety training. The TCM had attended prevent training relating to county lines and child exploitation. An issue was reported to the Committee and the detail would be kept in a confidential minute in the HR file.

H/19/06/10 DATE OF NEXT MEETING

Monday 8th July 2019 at the Memorial Hall.

H/19/06/11 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	119	300	181		181	39.5 %
4020	Misc. Staff Costs	8	27	1,400	1,373		1,373	1.9 %
4501	Staff Salaries	11,263	34,858	149,000	114,142		114,142	23.4 %
4503	Employers National Insurance	856	2,603	10,900	8,297		8,297	23.9 %
4504	Employers Pension	362	1,101	7,250	6,149		6,149	15.2 %
	Staff Costs :- Expenditure	12,489	38,707	168,850	130,143	0	130,143	22.9 %
	Net Expenditure over Income	12,489	38,707	168,850	130,143			
	Human Resources :- Expenditure	12,489	38,707	168,850	130,143	0	130,143	22.9 %
	Income	0	0	0	0			0.0 %
	Net Expenditure over Income	12,489	38,707	168,850	130,143			