

Membership from June 2020

Councillor Drummond
Councillor Hood
Councillor Hulbert
Councillor Jefferys
Councillor Kerby – Vice Chairman
Councillor O'Neill - Chairman
Councillor Yarrow



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 virtually
Monday 8th February 2021 at 7pm on Zoom

The meeting is open to the public who are encouraged to join the meeting and participate at the appropriate time. The meeting is held on the online Zoom platform, no special software is required.

The link to join the meeting is as follows:

<https://us02web.zoom.us/j/89885923235?pwd=THI2VStNRHRISER0WHB1NkdXNnBBdz09>

Or by telephone: +441314601196 /Meeting ID 898 8592 3235 & password: 296514

The meeting will be conducted in the usual way with one person speaking at a time, those wishing to speak putting their hands up and the Chairman determining whose turn it is to speak. Voting will be orally, by roll call.

Occasionally matters relating to contractual or staffing issues do have to be held in the confidential part of the meeting. Members of the public and press may not 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 meeting will be recorded. Any member of the public in attendance who does not wish to be included in the recording can disable their video although this would prohibit their ability to participate in the meeting at the appropriate time.

Agenda

1. **Chair to announce** that proceedings are being recorded and to advise that all participants will be muted by the host of the meeting who will unmute the individual the Chairman has invited to speak
2. **Apologies** - To receive and accept apologies for absence
3. **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
4. **Minutes of previous meeting held 11th January 2020**
 - a) To consider and adopt the minutes, as a true record of the proceedings
 - b) To consider any matters arising
5. **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 on more than two items and for no 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
6. **Accounts** - To receive the financial accounts for Human Resources for the previous month (to follow)
7. **Date of next meeting** – Monday 8th March 2021
8. **Items for consideration at the next meeting**
9. **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 relating to individuals
10. **Staff update** – To receive an update on staff matters and consider any actions

Signed: **D. Baines**

Debbie Baines, Town Clerk

02 February 2021

To: Chairman and Members of HR Committee. Circulated to other councillors and the Press for information.



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Human Resources Committee Held on Monday 11th January 2021 at 7:00pm via Zoom

Attendance:

Councillor C O'Neill (Chairman)
Councillor A Drummond

Councillor P Hulbert
Councillor M Jefferys
Councillor K Yarrow

Also Present: D Baines – Town Clerk, C Whitaker – RFO, J Ashton – Minute Assistant and 2 Members of the Public.

Minute

H/21/01/1 Chairman to Announce that Proceedings are Being Recorded and to Advise that All Participants Will Be Muted by the Host of the Meeting Who Will Unmute the Individual the Chairman has Invited to Speak

The Chairman opened the meeting and announced that proceedings were being recorded. All participants would be muted and would be unmuted when the Chairman invited individuals to speak.

H/21/01/2 Apologies for Absence

Apologies were received from Cllrs Hood and Kerby. Cllr Bowen was absent.

H/21/01/3 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.

H/21/01/4 To Receive and Confirm for Accuracy the Minutes of the Meeting Held On Monday 11th November 2020 and Any Matters Arising

Members received the minutes of the Human Resources Committee Meeting held on Monday 11th November 2020 and the following was agreed:

H/21/01/4.01 Resolved

That the minutes of the Human Resources Committee meeting held on Monday 11th November 2020 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/21/01/5 Public Open Session

No members of the public wished to speak.

H/21/01/6 To Receive the Financial Accounts for Human Resources

The HR accounts for December 2020 were received and noted.

H/21/01/7 Date of Next Meeting

Monday 8th February 2021 via Zoom.

H/21/01/8 Items for Inclusion on Next Agenda
None noted

H/21/01/9 Exclusion of the Press & Public
With the vote being unanimous, it was:

H/21/01/9.01 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.

The public left the meeting

H/21/01/10 *Staff Update*****

Town Clerk presented 3 options for appointing a cleaner to cover future commitments. Clarity on the termination of the agency contract was required and the following was agreed:

*****H/21/01/10.01 Recommendation*****

That the Town Clerk, Chairman and Cllr Drummond review the agency contract for the cleaner and seek clarification on termination fees. That they be given delegated powers to appoint a permanent cleaner to cover future commitments.

Town Clerk reported that Staff reviews were being scheduled.

H/21/01/11 *To Consider Requests for Staff Training*****

The requests for Staff training were considered and the following was agreed:

*****H/21/01/11.01 Recommendation*****

That the requests for Staff training be approved.

Meeting closed at 7:21pm

Signed _____ Date _____

01/02/2021

Newmarket Town Council

Page 1

14:19

Detailed Income & Expenditure by Budget Heading as at 31/1/2021

Month No: 10

Committee Report Human Resources M10

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Human Resources								
<u>102 Staff Costs</u>								
4010 Staff Uniform/Workwear	0	65	400	335		335	16.2%	
4020 Misc. Staff Costs	0	1,064	1,400	336		336	76.0%	
4501 Staff Salaries	11,126	116,535	163,500	46,965		46,965	71.3%	
4503 Employers National Insurance	902	8,183	11,200	3,017		3,017	73.1%	
4504 Employers Pension	326	2,529	7,500	4,971		4,971	33.7%	
Staff Costs :- Indirect Expenditure	<u>12,354</u>	<u>128,376</u>	<u>184,000</u>	<u>55,624</u>	<u>0</u>	<u>55,624</u>	<u>69.8%</u>	<u>0</u>
Net Expenditure	<u>(12,354)</u>	<u>(128,376)</u>	<u>(184,000)</u>	<u>(55,624)</u>				
Human Resources :- Income	0	0	0	0			0.0%	
Expenditure	<u>12,354</u>	<u>128,376</u>	<u>184,000</u>	<u>55,624</u>	<u>0</u>	<u>55,624</u>	<u>69.8%</u>	
Movement to/(from) Gen Reserve	<u>(12,354)</u>	<u>(128,376)</u>						
Grand Totals:- Income	0	0	0	0			0.0%	
Expenditure	<u>12,354</u>	<u>128,376</u>	<u>184,000</u>	<u>55,624</u>	<u>0</u>	<u>55,624</u>	<u>69.8%</u>	
Net Income over Expenditure	<u>(12,354)</u>	<u>(128,376)</u>	<u>(184,000)</u>	<u>(55,624)</u>				
Movement to/(from) Gen Reserve	<u>(12,354)</u>	<u>(128,376)</u>						