

Membership from May 2021

Councillor Drummond
Councillor Hall
Councillor Hood
Councillor Hulbert
Councillor Jefferys
Councillor O'Neill
Councillor Winter
Councillor Yarrow

Quorum: 3 councillors



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 11th October 2021 at 7.00pm
or following on from the Neighbourhood Plan
Committee meeting, whichever is later

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. Chair to read** fire safety notice and announce that proceedings may be filmed or recorded.
- 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 meetings held 09th August 2021**
 - 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 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
- 6. Accounts** - To receive the financial accounts for Human Resources for the previous month
- 7. Items for consideration at the next meeting**
- 8. Date of next meeting 08th November 2021**
- 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: *CE Whitaker*

Cathy Whitaker, Town Clerk

5th October 2021

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 a Meeting of the Human Resources Committee **Held on Monday 9th August 2021 at 7:00pm**

Attendance:

Councillor C O'Neill (Chairman)
Councillor A Drummond
Councillor D Hall

Councillor R Hood
Councillor P Hulbert
Councillor M Jefferys
Councillor P Winter

Also present: C Whitaker – Town Clerk and J Ashton – Minute Assistant and 2 Members of the Public.

Minute

H/21/08/1 Chairman to Read the Fire Safety Notice and Announce that Proceedings May be Filmed or Recorded

The Chairman opened the meeting read out the fire safety briefing and announced that no fire alarm was planned and that the meeting may be filmed or recorded.

H/21/08/2 Apologies for Absence

Apologies were received from Cllr Yarrow.

H/21/08/3 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/21/08/4 To Receive and Confirm for Accuracy the Minutes of the Extra Ordinary Meeting Held on Monday 12th July 2021 and Any Matters Arising

Members received the minutes of the Human Resources Committee Meeting held on Monday 12th July 2021 and the following was agreed:

H/21/08/4.01 Resolved

That the minutes of the Human Resources Committee meeting held on Monday 12th July 2021 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/21/08/5 Public Open Session

No members of the public wished to speak.

H/21/08/6 To Receive the Accounts

The accounts for July 2021 were received and noted.

H/21/08/7 Ellis Whittam

Draft Contract of Employment – The revised draft contract of employment was presented and considered and the following was agreed:

H/21/08/7.01 Resolved

That further enquires be made regarding overtime and other proposed amendments.

Revised Staff Handbook - The revised staff hand book was presented and considered and further enquires would be made along with proposed amendments.

H/21/08/8 Items for Inclusion on Next Agenda

Ellis Whittam draft new contract of employment and staff handbook.

H/21/08/9 Date of Next Meeting

Monday 11th October 2021

H/21/08/10 Exclusion of the Press & Public

With the vote being unanimous, it was:

H/21/08/10.01 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 Minute Assistant and members of the public left the meeting.

H/21/08/11 *Staff Update*****

Town Clerk gave a report regarding recruitment and staffing matters.

It was noted that, subject to references being received, Mrs Tracey Symonds would commence as Deputy Town Clerk on 1st September.

The following was agreed:

*****H/21/08/11.02 Recommendation*****

That the position of Caretaker be re-advertised; with an agency caretaker filling the post in the short-term.

*****H/21/08/11.03 Recommendation*****

That a proposal for WSC weekend safety and maintenance check provision be accepted in principle, with costs being provided to the Community and Leisure Committee for consideration of the financial implications.

*****H/21/08/11.04 Recommendation*****

That Ellis Whittam be consulted regarding correspondence from a past employee.

Meeting closed at 7.32pm

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>H/21/08/7.01 Resolved</u>	That further enquires be made regarding overtime and other proposed amendments.
<u>***H/21/08/11.02 Recommendation***</u>	That the position of Caretaker be re-advertised; with an agency caretaker filling the post in the short-term.
<u>***H/21/08/11.03 Recommendation***</u>	That a proposal for WSC weekend safety and maintenance check provision be accepted in principle, with costs being provided to the Community and Leisure Committee for consideration of the financial implications.
<u>***H/21/08/11.04 Recommendation***</u>	That Ellis Whittam be consulted regarding correspondence from a past employee.

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04/10/2021

Newmarket Town Council Current Year 2021/2022

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Detailed Income & Expenditure by Budget Heading as at 30/09/2021

Month No: 6

Committee Report Human Resources M6

	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>								
1005 Misc Income	0	293	0	(293)			0.0%	
Staff Costs :- Income	<u>0</u>	<u>293</u>	<u>0</u>	<u>(293)</u>				<u>0</u>
4010 Staff Uniform/Workwear	0	388	400	12		12	97.1%	
4020 Misc. Staff Costs	209	1,013	1,400	387		387	72.4%	
4501 Staff Salaries	16,929	79,751	149,500	69,749		69,749	53.3%	7,000
4503 Employers National Insurance	1,280	5,696	12,900	7,204		7,204	44.2%	1,500
4504 Employers Pension	345	1,758	9,800	8,042		8,042	17.9%	1,500
Staff Costs :- Indirect Expenditure	<u>18,764</u>	<u>88,607</u>	<u>174,000</u>	<u>85,393</u>	<u>0</u>	<u>85,393</u>	<u>50.9%</u>	<u>10,000</u>
Net Income over Expenditure	<u>(18,764)</u>	<u>(88,314)</u>	<u>(174,000)</u>	<u>(85,686)</u>				
6000 plus Transfer from EMR	0	10,000						
Movement to/(from) Gen Reserve	<u>(18,764)</u>	<u>(78,314)</u>						
Human Resources :- Income	0	293	0	(293)			0.0%	
Expenditure	18,764	88,607	174,000	85,393	0	85,393	50.9%	
Net Income over Expenditure	<u>(18,764)</u>	<u>(88,314)</u>	<u>(174,000)</u>	<u>(85,686)</u>				
plus Transfer from EMR	0	10,000						
Movement to/(from) Gen Reserve	<u>(18,764)</u>	<u>(78,314)</u>						
Grand Totals:- Income	0	293	0	(293)			0.0%	
Expenditure	18,764	88,607	174,000	85,393	0	85,393	50.9%	
Net Income over Expenditure	<u>(18,764)</u>	<u>(88,314)</u>	<u>(174,000)</u>	<u>(85,686)</u>				
plus Transfer from EMR	0	10,000						
Movement to/(from) Gen Reserve	<u>(18,764)</u>	<u>(78,314)</u>						

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