

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 13th December 2021 at 7.00pm
or following on from the Finance and Policy
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 11th October 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 (to follow)
- 7. Budget 2022/2023** – to receive and approve a draft budget for Human Resources Committee
- 8. Items for consideration at the next meeting**
- 9. Date of next meeting 17th January 2022**
- 10. 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
- 11. Staff update** – To receive an update on staff matters and consider any actions

Signed: *CE Whitaker*

Cathy Whitaker, Town Clerk

7th December 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 11th October 2021 at 7:02pm**

Attendance:

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

Councillor P Hulbert
 Councillor M Jefferys
 Councillor P Winter
 Councillor K Yarrow

Also present: C Whitaker – Town Clerk and T Symonds – Deputy Town Clerk..

Minute

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- H/21/10/1 Chairman to Read the Fire Safety Notice and Announce that Proceedings May be Filmed or Recorded**
 The fire notice was not required.
- H/21/10/2 Apologies for Absence**
 None noted.
- H/21/10/3 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/21/10/4 To Receive and Confirm for Accuracy the Minutes of the Extra Ordinary Meeting Held on Monday 9th August 2021 and Any Matters Arising**
 Members received the minutes of the Human Resources Committee Meeting held on Monday 9th August 2021 and the following was agreed:
- H/21/10/4.01 Resolved**
That the minutes of the Human Resources Committee meeting held on Monday 9th August 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/21/10/5 Public Open Session**
 No members of the public were in attendance.
- H/21/10/6 To Receive the Accounts**
 The accounts for September 2021 were received and noted.
- H/21/10/7 Items for Inclusion on Next Agenda**
 None noted.
- H/21/10/8 Date of Next Meeting**

Minutes of Human Resources Committee held on 11th October 2021

Monday 8th November 2021.

H/21/10/9 Exclusion of the Press & Public

With the vote being unanimous, it was:

H/21/10/09.01 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.

Deputy Town Clerk left the meeting

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

Town Clerk gave an update regarding the position of Assistant Town Keeper, Staff absence and the Deputy Town Clerk's hours and the following was agreed:-

*****H/21/10/10.01 Recommendation*****

That Mr Michael Boocock be employed as Assistant Town Keeper. That the Deputy Town Clerk's contracted hours of work be increased to 30 hours per week.

Meeting closed at 7:21pm

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>***H/21/10/10.01 Recommendation***</u>	That Mr Michael Boocock be employed as Assistant Town Keeper. That the Deputy Town Clerk's contracted hours of work be increased to 30 hours per week.



		2019/2020	2019/2020	2020/2021	2020/2021	2021/2022	2021/2022	2022/2023	% change	Notes
		Budget	Actual	Budget	Actual	Budget	Year To Date	Proposed Draft Budget		
102	Staff costs									
4010	Staff Workwear	£ 300.00	£ 637.00	£ 400.00	£ 297.00	£ 400.00	£ 613.00	£ 420.00	5%	
4020	Misc Staff Costs	£ 1,400.00	£ 1,033.00	£ 1,400.00	£ 1,481.00	£ 1,400.00	£ 1,430.00	£ 1,470.00	5%	
4501	Salaries	£ 149,000.00	£ 141,381.00	£ 163,500.00	£ 138,786.00	£ 149,500.00	£ 79,751.00	£ 156,975.00	5%	
4503	National Insurance	£ 10,900.00	£ 8,806.00	£ 11,200.00	£ 9,988.00	£ 12,900.00	£ 5,696.00	£ 13,545.00	5%	
4504	Pension	£ 7,250.00	£ 3,531.00	£ 7,500.00	£ 3,180.00	£ 9,800.00	£ 1,758.00	£ 10,290.00	5%	
	Net Expenditure	£ 168,850.00	£ 155,388.00	£ 184,000.00	£ 153,732.00	£ 174,000.00	£ 89,248.00	£ 182,700.00	5%	£8,700.00

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