

Membership from May 2021

Councillor Drummond
Councillor Hall
Councillor Hood
Councillor Hulbert
Councillor Jefferys
Councillor O'Neill – Vice Chair
Councillor Winter
Councillor Yarrow - Chair

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 17th January 2022 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 13th December 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. 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 14th February 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

11th January 2022

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 13th December 2021 at 7:00pm**

Attendance:

Councillor C O'Neill (Chairman of this meeting)
Councillor A Drummond

Councillor R Hood
Councillor M Jefferys
Councillor P Winter

Also present: C Whitaker – Town Clerk and J Ashton – Minute Assistant.

Minute

- H/21/12/1 Chairman to Read the Fire Safety Notice and Announce that Proceedings May be Filmed or Recorded**
The notice was not required.
- H/21/12/2 Apologies for Absence**
Apologies were received from Cllrs Hall, Hulbert and Yarrow.
- H/21/12/3 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. There were no requests for dispensations.
- H/21/12/4 To Receive and Confirm for Accuracy the Minutes of the Extra Ordinary Meeting Held on Monday 11th October 2021 and Any Matters Arising**
Members received the minutes of the Human Resources Committee Meeting held on Monday 11th October 2021 and the following was agreed:
H/21/12/4.01 Resolved
That the minutes of the Human Resources Committee meeting held on Monday 11th October 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/21/12/5 Public Open Session**
No members of the public were in attendance.
- H/21/12/6 To Receive the Accounts**
The accounts for November 2021 were deferred to the next meeting.
- H/21/12/7 Budget 2022/2023**
The draft budget for 2022/2023 was considered and was deferred to the next meeting, pending a fuller report.
- H/21/12/8 Items for Inclusion on Next Agenda**

- Accounts for November 2021
- Draft Budget 2022/23

H/21/12/9 **Date of Next Meeting**
Monday 17th January 2022

H/21/12/10 **Exclusion of the Press & Public**
With the vote being unanimous, it was:

H/21/12/10.01 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.

H/21/12/11 *****Staff Update*****
Town Clerk gave an update on the current staffing and reported that a temp was covering the vacant Admin Assistant post. The post's duties and salary for the Admin Assistant vacancy will be reviewed.

It was noted that, due to Council business needing to continue in person at meetings, staff were still working from the Council offices. Individual staff members had been consulted regarding this with further social distancing measures being brought into being.

Meeting closed at 7:20pm

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
There were no recommendations	

Detailed Income & Expenditure by Budget Heading as at 30/11/2021

Month No: 8

Committee Report Human Resources M8

	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	0	293	0	(293)				0
4010 Staff Uniform/Workwear	0	665	400	(265)		(265)	166.3%	
4020 Misc. Staff Costs	40	1,470	1,400	(70)		(70)	105.0%	
4501 Staff Salaries	13,919	107,868	149,500	41,632		41,632	72.2%	7,000
4503 Employers National Insurance	1,167	8,069	12,900	4,831		4,831	62.5%	1,500
4504 Employers Pension	319	2,410	9,800	7,390		7,390	24.6%	1,500
Staff Costs :- Indirect Expenditure	15,446	120,483	174,000	53,517	0	53,517	69.2%	10,000
Net Income over Expenditure	(15,446)	(120,190)	(174,000)	(53,810)				
6000 plus Transfer from EMR	0	10,000						
Movement to/(from) Gen Reserve	(15,446)	(110,190)						
Human Resources :- Income	0	293	0	(293)			0.0%	
Expenditure	15,446	120,483	174,000	53,517	0	53,517	69.2%	
Net Income over Expenditure	(15,446)	(120,190)	(174,000)	(53,810)				
plus Transfer from EMR	0	10,000						
Movement to/(from) Gen Reserve	(15,446)	(110,190)						
Grand Totals:- Income	0	293	0	(293)			0.0%	
Expenditure	15,446	120,483	174,000	53,517	0	53,517	69.2%	
Net Income over Expenditure	(15,446)	(120,190)	(174,000)	(53,810)				
plus Transfer from EMR	0	10,000						
Movement to/(from) Gen Reserve	(15,446)	(110,190)						

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Human Resources									
102	Staff Costs								
1005	Misc Income	0	293	0	(293)			0.0%	
	Staff Costs :- Income	0	293	0	(293)				0
4010	Staff Uniform/Workwear	0	665	400	(265)		(265)	166.3%	
4020	Misc. Staff Costs	22	1,492	1,400	(92)		(92)	106.6%	
4501	Staff Salaries	13,961	121,829	149,500	27,671		27,671	81.5%	7,000
4503	Employers National Insurance	1,177	9,246	12,900	3,654		3,654	71.7%	1,500
4504	Employers Pension	444	2,854	9,800	6,946		6,946	29.1%	1,500
	Staff Costs :- Indirect Expenditure	15,603	136,086	174,000	37,914	0	37,914	78.2%	10,000
	Net Income over Expenditure	(15,603)	(135,793)	(174,000)	(38,207)				
6000	plus Transfer from EMR	0	10,000						
	Movement to/(from) Gen Reserve	(15,603)	(125,793)						
	Human Resources :- Income	0	293	0	(293)			0.0%	
	Expenditure	15,603	136,086	174,000	37,914	0	37,914	78.2%	
	Net Income over Expenditure	(15,603)	(135,793)	(174,000)	(38,207)				
	plus Transfer from EMR	0	10,000						
	Movement to/(from) Gen Reserve	(15,603)	(125,793)						
	Grand Totals:- Income	0	293	0	(293)			0.0%	
	Expenditure	15,603	136,086	174,000	37,914	0	37,914	78.2%	
	Net Income over Expenditure	(15,603)	(135,793)	(174,000)	(38,207)				
	plus Transfer from EMR	0	10,000						
	Movement to/(from) Gen Reserve	(15,603)	(125,793)						