

Membership from May 2022

Councillor Drummond

Councillor Hall

Councillor Harvey

Councillor Hood

Councillor Hulbert

Councillor Jefferys

Councillor Lay

Councillor Winter

Councillor Yarrow

Quorum: 3



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 20th June 2022 at 7.00pm
or following on from the Development & Planning 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. To elect a Chairman** for the Human Resources Committee for the municipal year 2022/2023
- 2. To elect a Vice Chairman** for the Human Resources Committee for the municipal year 2022/2023
- 3. Chair to read** fire safety notice and announce that proceedings may be filmed or recorded.
- 4. Apologies** - To receive and accept apologies for absence
- 5. 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
- 6. Minutes of previous meetings held 9th May 2022**
 - a) To consider and adopt the minutes, as a true record of the proceedings
 - b) To consider any matters arising
- 7. 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
- 8. Accounts** - To receive the financial accounts for Human Resources for the previous month
- 9. Date of next meeting** – Monday 17th October
- 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 (verbal)

Signed: *CE Whitaker*

Cathy Whitaker, Town Clerk

Date 14/6/2022

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 9th May 2022 at 7:35pm**

Attendance:

Councillor K Yarrow (Chairman)
 Councillor A Drummond
 Councillor D Hall
 Councillor R Hood

Councillor P Hulbert
 Councillor M Jefferys
 Councillor C O'Neill
 Councillor P Winter

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

Minute

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- H/22/05/1 **Chairman to Read the Fire Safety Notice and Announce that Proceedings May be Filmed or Recorded**
 The notice was not required.
- H/22/05/2 **Apologies for Absence**
 None noted.
- H/22/05/3 **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/22/05/4 **To Receive and Confirm for Accuracy the Minutes of the Human Resources Meeting Held on Monday 14th February 2022 and Any Matters Arising**
 Members received the minutes of the Human Resources Committee Meeting held on Monday 14th February 2022 and the following was agreed:
- H/22/05/4.01 Resolved**
That the minutes of the Human Resources Committee meeting held on Monday 14th February 2022 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/22/05/5 **Public Open Session**
 No members of the public were present.
- H/22/05/6 **To Receive the Accounts**
 The accounts for April 2022 were noted.
- H/22/05/7 **Items for Inclusion on Next Agenda**
 None noted.

H/22/05/8 Date of Next Meeting
Monday 17th October 2022.

H/22/05/9 Exclusion of the Press & Public
With the vote being unanimous, it was:

H/22/05/09.01 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.

H/22/05/10 *Staff Update*****
Town Clerk gave an update on the current staffing and reported that her appraisal had been completed and that she was organising appraisals for staff. She also reported that a grievance had been lodged and this is being investigated with support from the Town Council's employment consultants, Work Nest (formerly Ellis Witham). The NTC Grievance Policy will be applied to the letter.

Meeting closed at 7:40pm

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>There were no recommendations</u>	

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Newmarket Town Council Current Year 2022/2023

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Detailed Income & Expenditure by Budget Heading as at 31/5/2022

Month No: 2

Committee Report Human Resources M2

	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								
4010 Staff Uniform/Workwear	0	0	420	420		420	0.0%	
4020 Misc. Staff Costs	8	14	1,470	1,456		1,456	0.9%	
4501 Staff Salaries	14,587	28,659	162,975	134,316		134,316	17.6%	
4503 Employers National Insurance	1,369	2,709	14,045	11,336		11,336	19.3%	
4504 Employers Pension	451	892	10,790	9,898		9,898	8.3%	
Staff Costs :- Indirect Expenditure	16,415	32,274	189,700	157,426	0	157,426	17.0%	0
Net Expenditure	(16,415)	(32,274)	(189,700)	(157,426)				
Human Resources :- Income	0	0	0	0			0.0%	
Expenditure	16,415	32,274	189,700	157,426	0	157,426	17.0%	
Movement to/(from) Gen Reserve	(16,415)	(32,274)						
Grand Totals:- Income	0	0	0	0			0.0%	
Expenditure	16,415	32,274	189,700	157,426	0	157,426	17.0%	
Net Income over Expenditure	(16,415)	(32,274)	(189,700)	(157,426)				
Movement to/(from) Gen Reserve	(16,415)	(32,274)						