

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 17th October 2022 at 7.45pm
or following on from the Performance & Audit 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. Budget 2023/2024** – To receive a draft budget proposal for the municipal year 2023/2024 for the Human Resources Committee
- 10. Date of next meeting** – Monday 16th January 2023
- 11. 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
- 12. Staff update** – To receive an update on staff matters and consider any actions

Signed: *CE Whitaker*

Cathy Whitaker, Town Clerk

Date 11th October 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 20th June 2022 at 7:10pm**

Attendance:

Councillor K Yarrow (Chairman)

Councillor D Hall

Councillor R Hood

Councillor P Hulbert

Councillor P Winter

Also present: C Whitaker – Town Clerk, T Symonds – Deputy Town Clerk and J Ashton – Minute Assistant.

Minute

H/22/06/1 To Elect a Chairman

Cllr Winter nominated Cllr Yarrow. There were no other nominations and a vote was taken. The following was agreed:

H/22/06/1.01 Resolved

That Cllr Yarrow be elected as the Chairman of the HR Committee for the municipal year 2022/2023.

H/22/06/2 To Elect a Vice Chairman

Cllr Yarrow nominated Cllr Harvey. There were no other nominations and a vote was taken. The following was agreed:

D/22/06/2.01 Resolved

That Cllr Harvey be elected as the Vice Chairman of the HR Committee for the municipal year 2022/2023.

H/22/06/3 Chairman to Read the Fire Safety Notice and Announce that Proceedings May be Filmed or Recorded

The notice was not required.

H/22/06/4 Apologies for Absence

Apologies were received from Cllrs Drummond, Harvey, Jefferys and Lay. It was noted that all apologies should be sent to the Town Clerk.

H/22/06/5 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/22/06/6 To Receive and Confirm for Accuracy the Minutes of the Human Resources Meeting Held on Monday 9th May 2022 and Any Matters Arising

Members received the minutes of the Human Resources Committee Meeting held on Monday 9th May 2022 and the following was agreed:

H/22/06/6.01 Resolved

That the minutes of the Human Resources Committee meeting held on Monday 9th May 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/22/06/7 Public Open Session

No members of the public were present.

H/22/06/8 To Receive the Accounts

The accounts for May 2022 were noted.

H/22/06/9 Date of Next Meeting

Monday 17th October 2022.

H/22/06/10 Exclusion of the Press & Public

With the vote being unanimous, it was:

H/22/06/10.01 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/22/06/11 *Staff Update*****

Town Clerk gave an update on current staffing and reported that the Admin Assistant had successfully completed 3 months' probation. The following was agreed:

*****H22/06/11.01 Recommendation*****

That a permanent position be offered to the Admin Assistant following 3 months of successful probation.

A training request for the Admin Assistant to complete an online ILCA course (Introduction to Local Council Administration) was considered and the following was agreed:

*****H/22/06/11.02 Recommendation*****

That the training request for the Admin Assistant to complete an online ILCA course (Introduction to Local Council Administration) for a cost of £120 be approved.

It was reported that the Assistant Town Keeper had resigned and that the previous grievance had been withdrawn. There were now two vacancies to be filled and the following was agreed:

*****H/22/06/11.03 Recommendation*****

That the costs relating to the recruitment of an Assistant Town Keeper and Events Assistant be approved.

Meeting closed at 7:23pm

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>H/22/06/1.01 Resolved</u>	That Cllr Yarrow be elected as the Chairman of the HR Committee for the municipal year 2022/2023.
<u>H/22/06/2.01 Resolved</u>	That Cllr Harvey be elected as the Vice Chairman of the HR Committee for the municipal year 2022/2023.
<u>***H/22/06/11.01 Recommendation***</u>	That a permanent position be offered to the Admin Assistant following 3 months of successful probation.
<u>***H/22/06/11.02 Recommendation***</u>	That the training request for the Admin Assistant to complete an online ILCA course (Introduction to Local Council Administration) for a cost of £120 be approved.
<u>***H/22/06/11.03 Recommendation***</u>	That the costs relating to the recruitment of an Assistant Town Keeper and Events Assistant be approved.

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Newmarket Town Council Current Year 2022/2023

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Detailed Income & Expenditure by Budget Heading as at 30/9/2022

Month No: 6

Committee Report FINAL M6 HUMAN RESOURCES

	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	142	0	(142)			0.0%	
Staff Costs :- Income	<u>0</u>	<u>142</u>	<u>0</u>	<u>(142)</u>				<u>0</u>
4010 Staff Uniform/Workwear	0	0	420	420		420	0.0%	
4020 Misc. Staff Costs	650	832	1,470	638		638	56.6%	
4501 Staff Salaries	13,279	86,205	162,975	76,770		76,770	52.9%	1,171
4503 Employers National Insurance	1,362	8,458	14,045	5,587		5,587	60.2%	162
4504 Employers Pension	517	3,080	10,790	7,710		7,710	28.5%	107
Staff Costs :- Indirect Expenditure	<u>15,807</u>	<u>98,575</u>	<u>189,700</u>	<u>91,125</u>	<u>0</u>	<u>91,125</u>	<u>52.0%</u>	<u>1,440</u>
Net Income over Expenditure	<u>(15,807)</u>	<u>(98,433)</u>	<u>(189,700)</u>	<u>(91,267)</u>				
6000 plus Transfer from EMR	1,440	1,440						
Movement to/(from) Gen Reserve	<u>(14,367)</u>	<u>(96,993)</u>						
Human Resources :- Income	0	142	0	(142)			0.0%	
Expenditure	15,807	98,575	189,700	91,125	0	91,125	52.0%	
Net Income over Expenditure	<u>(15,807)</u>	<u>(98,433)</u>	<u>(189,700)</u>	<u>(91,267)</u>				
plus Transfer from EMR	1,440	1,440						
Movement to/(from) Gen Reserve	<u>(14,367)</u>	<u>(96,993)</u>						
Grand Totals:- Income	0	142	0	(142)			0.0%	
Expenditure	15,807	98,575	189,700	91,125	0	91,125	52.0%	
Net Income over Expenditure	<u>(15,807)</u>	<u>(98,433)</u>	<u>(189,700)</u>	<u>(91,267)</u>				
plus Transfer from EMR	1,440	1,440						
Movement to/(from) Gen Reserve	<u>(14,367)</u>	<u>(96,993)</u>						

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increase from prev year