

Membership from May 2025

Councillor Berry
Councillor Drummond
Councillor Harvey
Councillor Hood
Councillor Hulbert
Councillor Jarvis
Councillor McHugh
Councillor Winter
Councillor Yarrow

Members = 9

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 October 2025 at 7.15pm
or following the Development and Planning Committee
meeting, whichever is the latest

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 meeting held 9th June 2024**
 - 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. Budget 2026/2027 for the Human Resources Committee** – to receive and approve the recommendation from the Human Resources Committee for the Committee budget for 2026/2027
- 7. Date of next meeting** – June 2026 date to be confirmed, or earlier if required

Signed: *CE Whitaker*

Cathy Whitaker, Town Clerk

Date: 14th October 2025

To: Chairman and Members of HR Committee. Circulated to other councillors and the Press for information.



Newmarket

TOWN COUNCIL

Minutes of the Meeting of the Human Resources Committee

Held on Monday 9th June 2025 at 6:15pm

Attendance:

Councillor J Berry
Councillor A Drummond
Councillor J Harvey
Councillor R Hood

Councillor P Hulbert
Councillor J McHugh
Councillor P Winter
Councillor K Yarrow

Also present: C Whitaker – Town Clerk.

Minute

H/25/06/1 To Elect a Chairman

Cllr Drummond nominated Cllr Yarrow; seconded by Cllr Hood. There were no other nominations, a vote was taken, and the following was agreed:

H/25/06/1.01 Resolved

That Cllr Yarrow be elected as the Chairman of the Human Resources Committee for 2025/2026 Municipal Year.

H/25/06/2 To Elect a Vice Chairman

Cllr Hood nominated Cllr Harvey; seconded by Cllr Hulbert. There were no other nominations, a vote was taken, and the following was agreed:

H/25/06/2.01 Resolved

That Cllr Harvey be elected as the Vice Chairman of the Human Resources Committee for 2025/2026 Municipal Year.

H/25/06/3 Chair to Read the Fire Safety Notice and Announce that Proceedings May be Filmed or Recorded

The Chair opened the meeting and announced that the Fire Safety Notice was not required.

H/25/06/4 Apologies for Absence

No apologies received. Cllr Jarvis was absent.

H/25/06/5 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/25/06/6 To Receive and Confirm for Accuracy the Minutes of the Human Resources Meeting Held on Monday 21st October 2024 and Any Matters Arising

Members received the minutes of the Human Resources Committee Meeting held on Monday 21st October 2024 and Cllr Hood made a proposal seconded by Cllr Winter. A vote was taken which was unanimous and the following was agreed:

Minutes of the Extraordinary Human Resources Committee held on 21st October 2024

H/25/06/6.01 Resolved

That the minutes of the Human Resources Committee meeting held on Monday 21st October 2024 be adopted and be signed as a correct record by the Chair of the Human Resources Committee.

There were no matters arising.

H/25/06/7 Public Open Session

No members of the public were present.

H/25/06/8 Exclusion of the Press & Public With the vote being unanimous, it was:

H/25/06/8.01 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/25/06/9 *Staff Update*****

Confidential staffing matters were discussed with a report being received from the Town Clerk. The currently vacant post of Assistant Town Keeper was discussed in the context of difficulty in filling the position due to the current weekly hours specification. Cllr Drummond proposed increasing the role to 35 hours per week; seconded by Cllr McHugh. A vote was taken which was unanimous and the following was agreed:

H/25/06/9.01 Resolved

That the Assistant Town Keeper's job specification be adjusted to 35 hours per week.

H/25/06/10 Date of Next Meeting

Monday 20th October 2025 or earlier if required.

Meeting closed at 6.30pm

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>H/25/06/1.01 Resolved</u>	That Cllr Yarrow be elected as the Chairman of the Human Resources Committee for 2025/2026 Municipal Year.
<u>H/25/06/2.01 Resolved</u>	That Cllr Harvey be elected as the Vice Chairman of the Human Resources Committee for 2025/2026 Municipal Year.

<u>H/25/06/6.01 Resolved</u>	That the minutes of the Human Resources Committee meeting held on Monday 21st October 2024 be adopted and be signed as a correct record by the Chair of the Human Resources Committee.
<u>H/25/06/8.01 Resolved</u>	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.
<u>H/25/06/9.01 Resolved</u>	That the Assistant Town Keeper's job specification be adjusted to 35 hours per week.

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		2023/2024	2023/2024	2024/2025	2024/2025	2025/2026	2025/2026	2025/2026	2026/2027	% change	
		Budget	Actual	Budget	Actual	Budget	Year to Date as at 30/9/2025	Projected Actual at 31/3/26	Proposed Budget		Notes
102	Staff costs										
4010	Staff Workwear	£ 600.00	£ 306.00	£ 600.00	£ 300.00	£ 600.00	£ -	£ 600.00	£ 1,000.00	67%	
4020	Misc Staff Costs	£ 2,000.00	£ 11,087.00	£ 2,000.00	£ 1,503.00	£ 2,000.00	£ 545.00	£ 1,500.00	£ 1,712.00	-14%	
4058	Professional Fees	£ 4,000.00	£ 5,175.00	£ -	£ 525.00	£ 1,000.00	£ -	£ 750.00	£ 1,000.00	0%	Employment law cons.
4501	Salaries	£ 229,300.00	£ 200,991.00	£ 231,834.00	£ 179,885.00	£ 259,973.00	£ 103,925.00	£ 215,000.00	£ 256,747.00	-1%	
4503	NI Emp'er contrib	£ 23,893.00	£ 18,590.00	£ 31,131.00	£ 16,571.00	£ 28,046.00	£ 12,962.00	£ 26,500.00	£ 30,770.00	10%	
4504	Pension Emp'er contrib	£ 17,315.00	£ 21,998.00	£ 22,560.00	£ 10,089.00	£ 20,323.00	£ 7,926.00	£ 17,000.00	£ 20,713.00	2%	
4506	Temp agency costs			£ -	£ 8,897.00	£ -	£ -		£ -		
	Net Expenditure	£ 277,108.00	£ 258,147.00	£ 288,125.00	£ 217,770.00	£ 311,942.00	£ 125,358.00	£ 261,350.00	£ 311,942.00	0%	£0.00
											same as previous year

NOTES TO THE BUDGET PROPOSAL:

Pay Award 26/27 assumed at est. 3%

Assumed NI Employer's contribution on National Insurance remains at 15%

Assumed WPP Employer's contribtuion on Workplace pension remains at 10%

Allows for overtime (and some contingency funds) when authorised at a maximum of 10% of total gross salaries