

Membership from May 2026

Councillor Anderson
Councillor Borda
Councillor Clover
Councillor Crissall
Councillor Kavanagh
Councillor Nobbs
Councillor Revitt
Councillor Starkey
Councillor Slater
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

Appeals Committee to be held at

Memorial Hall, High Street, Newmarket, CB8 8JP

On Monday 22nd June 2026 at 7.15pm

*or following on from the Full Council 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. Election of Chair for the Appeals Committee Meeting for the Municipal Year 2026/2027**
- 2. Election of Vice Chair for the Appeals Committee Meeting for the Municipal Year 2026/2027**
- 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 23rd June 2025**
 - 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. Terms of Reference** – to receive the Terms of Reference for this Committee
- 9. Date of next meeting – to be confirmed, as necessary**

Signed: *CE Whitaker*

Cathy Whitaker, Town Clerk

Date: 16th June 2026

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

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Newmarket

TOWN COUNCIL

Minutes of the Meeting of the Appeals Committee

Held on Monday 23rd June 2025 at 7.30pm

Attendance:

Councillor J Borda (Chair)
Councillor J Clover

Councillor L Crissall
Councillor R Nobbs
Councillor A Starkey

Also present: C Whitaker – Town Clerk.

Minute

- A/25/06/1 To Elect a Chairperson**
The Clerk called for a Chairperson of the Appeals Committee to be proposed. Cllr Starkey proposed Cllr Borda; seconded by Cllr Nobbs. It was agreed:
- A/25/06/1.01 Resolved**
Cllr J Borda was elected Chair of the Appeal Committee for the Municipal Year ending May 2026.
- A/25/06/2 To Elect a Vice Chairperson**
Cllr Borda took the Chair and called for nominations for a Vice Chair. Cllr Clover proposed Cllr Starkey; seconded by Cllr Nobbs. It was agreed:
- A/25/06/2.01 Resolved**
Cllr S Starkey was elected Chair of the Appeal Committee for the Municipal Year ending May 2026.
- A/25/06/3 Chairman to Read the Fire Safety Notice and Announce that Proceedings May be Filmed or Recorded**
The Fire Notice was not required.
- A/25/06/4 Apologies for Absence**
No apologies were received.
- A/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.
- A/25/06/6 To consider and adopt the minutes from 11th January 2024 as a true record**
The minutes of 11th January 2024 were proposed by Cllr Starkey; seconded by Cllr Borda. A vote was taken and it was agreed:
- A/25/06/6.01 Resolved**
The minutes of the Appeals Committee on 11th January 2024 be adopted.

A/25/06/7 Public Open Session

No members of the public wished to speak.

A/25/06/8 Date of Next Meeting

To be confirmed, as and if necessary.

Meeting closed at 7:35pm

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>A/25/06/1.01 Resolved</u>	Cllr J Borda was elected Chair of the Appeal Committee for the Municipal Year ending May 2026.
<u>A/25/06/2.01 Resolved</u>	Cllr S Starkey was elected Chair of the Appeal Committee for the Municipal Year ending May 2026.
<u>A/25/06/6.01 Resolved</u>	The minutes of the Appeals Committee on 11th January 2024 be adopted.

Item 8

/05/2026 NTC Committee Responsibilities and Terms of Reference

Number	RESPONSIBILITY
Appeals Committee	
Key Responsibilities	To act as the second stage in matters relating to disciplinary matters, grievance and complaints.
A1	Delegated Functions
A1.1	To arrange extra meetings of the committee.
A1.2	To monitor actions on minutes of the committee.
A1.3	To manage services for which the committee is responsible within an approved budget and policy.
A1.4	To assemble and submit estimates of income and expenditure for each financial year relating to the responsibilities of the committee.
A1.5	To contribute to the annual report and other publicity materials relating to the responsibilities of the committee.
A1.6	To appoint sub-committees and working groups, decide on their composition and make appointments to them.
A2	Appeals
A2.1	To determine whether any appeal made by a member of staff under any of the councils human resources policies are valid.
A2.2	To hold appeal hearings under the disciplinary, grievance, competence, redundancy and redeployment policies.
A2.3	To determine any appeals under the Council's complaint procedures.
A2.4	To determine any appeal under freedom of information or data protection legislation.

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