

23<sup>rd</sup> January 2017

Dear Councillor

**HR COMMITTEE**  
**Monday 30<sup>th</sup> January 2017 at 7.00pm**

Committee membership: Councillors: MacFarlane (Chair)(West), Ridout (Vice Chair) (West), Batchelor (Broadway), Fraser (West), and Jolley (Broadway).  
Copied to all other members for information

Your presence is requested at a meeting above meeting of the above committee to be held at Warminster Civic Centre, Sambourne Road, Warminster.

Yours sincerely,

*Heather Abernethie*

**Heather Abernethie Film**  
**Town Clerk**

Members of the public are welcome to attend meetings of the Council and Committees, unless excluded due to the confidential nature of the business.

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**AGENDA**

**1. Apologies**

- a) **To receive** apologies from those unable to attend.
- b) **To consider for acceptance** those apologies received with reasons for absence.

**2. Minutes**

- a) **To approve** as a correct record, the minutes of the HR committee meeting held on Monday 10<sup>th</sup> October 2016 and the Extraordinary meeting held on 3<sup>rd</sup> January 2017; copies of these minutes have been circulated and Standing Order 17a provides that they may therefore be taken as read.

- b) **To note** any matters arising from the minutes of the HR committee meeting held on Monday 10<sup>th</sup> October 2016 and the Extraordinary meeting held on 3<sup>rd</sup> January 2017.

### **3. Declarations of Interest**

**To receive** any declarations of interest under Warminster Town Council's Code of Conduct issued in accordance with the Localism Act 2011.

### **4. Chairman's Announcements**

**To note** any announcements made by the Chair.

*Standing Orders will be suspended to allow for public participation*

### **5. Public Participation**

- a) **To enable** members of the public to address the Council with an allowance of three minutes per person regarding any item on the agenda.
- b) **To receive** any petitions and deputations.

### **6. Reports from Unitary Members**

**To note** reports provided.

### **7. Health and Safety**

**To approve** the report submitted. The HR committee has responsibility, under its Terms of Reference for the management of the Risk Assessments. The regular reports which have been carried out on a monthly, ad hoc and quarterly basis since the start of the municipal year are completed and areas for discussion are outlined in the attached review sheet for the period October-December 2016.

**8. Members to approve** the updated Local Government Pension Scheme Discretions Policy, attached. The Clerk to send the updated policy to the scheme administrators for their records

### **9. Communications**

- a) **The members to** decide on items requiring a press release.
- b) **The members to** confirm their spokesperson for any item listed on the agenda to report on the Council's decision if required.

The date of the next meeting is Monday 27<sup>th</sup> March 2017

Minutes from this meeting will be available to all members of the public either from our web site [www.warminster-tc.gov.uk](http://www.warminster-tc.gov.uk) or by contacting us at Warminster Civic Centre.

## **Risk Assessment – outstanding actions from quarterly review, Oct–Dec 2016**

### **Cemeteries/Churchyards**

- A meeting with Wiltshire Council Burials Officer is being arranged. The meeting was held but there are still unresolved issues.
- Register requested for Boreham cemetery. St George's chased for register and outstanding funds. No outstanding issues at Minster or Boreham. Register of Burials up to date.

### **Community Centres**

#### **(a) Civic Centre**

- The flooring in the men's toilets is lifting. This is deemed to be as a result of a burst pipe incident therefore not a defect as originally thought. Awaiting quotation from Wiltshire Carpets for replacing flooring. Quotation received from Wiltshire Carpets. Quotation requested from Jaymart.
- Problems with main heating system are still ongoing and Wheelers are being asked to undertake a full review of the complete system. This remains a problem. The heating sensor on the roof has been replaced but Copheap seems to get all the heat and Arn none. Wheelers are going to fully investigate.

#### **(b) Dewey House**

- Windows now fitted and painted. Guttering to be reset to flow around the building into existing drains.
- Broken tile on porch, needs replacing.

### **Council Property and Documents**

- The level of work is an issue for all officers at the Civic Centre. Tight timescales and increased workload impacts on the production of work. This is still the case. Working on Green Flag application for the park to be submitted 30<sup>th</sup> January.

### **Employment of Staff**

- Key functions of staff to be documented. Operations manual being prepared by all teams.

### **Open Spaces**

#### **Play Areas**

- Work completed; all play areas up to standard. DSS meeting with insurance rep. 24<sup>th</sup> January to assess the whole site.

### **Public Conveniences**

- Repairs required to toilets in the park. Idverde have quoted, awaiting repairs to be carried out.

### **Shelters and Seats**

- New shelter to be installed at Grovelands. Purchase order to be sent to Queensbury in January 2017.

### **Street/Footway Lighting**

- Most of the lighting in the park is now working but three columns by the café have no cabling. A quotation being sought for replacing cable and Atkins to carry out survey of all lighting columns to ensure they meet all safety regulations.

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