

**Minutes**

**HR Committee  
Monday 15<sup>th</sup> January 2018**

<b>Cllr Fraser (West)</b>	*	<b>Cllr Nicklin (West) Vice Chairman</b>	*
<b>Cllr Fryer (Broadway)</b>	*	<b>Cllr Ridout (West)</b>	*
<b>Cllr Macfarlane (West) Chairman</b>	*		

Key: \* Present    **A** Apologies    **AB** Absent

**In attendance:**

Officers: Fiona Fox, Town Clerk and Responsible Financial Officer

**Public and press:**

None present.

**HR/17/024 Apologies for absence**

None.

**HR/17/025 Declarations of Interest**

As Chair of the Warminster Food Bank, Cllr Fraser declared a personal interest in item **HR/17/030.2** under Warminster Town Council's Code of Conduct issued in accordance with the Localism Act 2011.

**HR/17/026 Minutes**

**HR/17/026.1** The minutes of the HR committee meeting held on Monday 9<sup>th</sup> October 2017 were unanimously approved and signed as a true record.

**HR/17/026.2** Matters arising from the meeting of the 9<sup>th</sup> October 2017:

**HR/1/021.2 refers:** The Clerk's attendance at the SLCC National Conference on the 18<sup>th</sup> and 19<sup>th</sup> October 2017 at a cost of £380 plus travel expenses had been agreed at the previous meeting. The Clerk reported that owing to work pressures she had been unable to attend; no payments had been made; she would be attending the practitioners conference in lieu. Members re-iterated their commitment to staff training and of its importance to staff.

**Members noted.**

**HR/17/027 Chairman's Announcements**

None.

***Standing Orders were suspended to allow for public participation***

**HR/17/028 To enable** members of the public to address the Council with an allowance of three minutes per person regarding any item on the agenda and **to receive** any petitions and deputations.

**None to report.**

***Standing Orders were reinstated***

**HR/17/029 Reports from Unitary Authority Members**

There were none to note.

**HR/17/030 Health and Safety**

The HR committee has responsibility, under its Terms of Reference for the management of the Local Council Risk System (LCRS) assessments. The regular reports are carried out on a monthly, ad hoc and quarterly basis starting from the beginning of the municipal year. The review sheet for the period October - December 2017 inclusive was forwarded to members for their perusal. Of note:

**HR/17/030.1 Community Centres/Civic Centre refers:** Members queried the F rating awarded to the Civic Centre and requested further information on the assessment criteria. It was noted that the F rating was disappointing and Members would wish to see some improvement on this. The Clerk would provide this at the next meeting.

**HR/17/030.2 Dewey House refers:** There were two queries raised; that the Food Bank wall and the rear door respectively had not been painted as reported. The Clerk advised members that she believed the work had been done and would check and report back at the next meeting.

**The LCRS risk report was approved subject to the Clerk's report back as noted above.**

***Confidential session pursuant to Section 1 (2) of the  
Public Bodies Admission to Meetings Act 1960***

**HR/17/031 Members resolved to exclude members of the public as the business to be transacted contained personal information pertaining to staff members.**

**Staffing Matters**

**HR/17/032 Members unanimously approved** the contract issued to the Facilities Events Assistant at 16 hours per week.

**HR/17/033 Members unanimously approved the recommendations contained within the Clerk's confidential report.**

***The public and press were invited to return to the meeting after item HR/17/033 had been completed.***

**HR/17/034 Press Communications**

None noted.