

19th March 2019

AGENDA

Dear Councillor
You are summoned to a meeting of the:

HR Committee

**To be held on Monday 25th March 2019 at 7pm
at The Civic Centre, Sambourne Road, Warminster, BA12 8LB**

Membership:

Cllr Brett (East)	Cllr Nicklin (West) Chairman
Cllr Jeffries (Copheap) Vice-Chairman	Cllr Robbins (East)
Cllr Macfarlane (West)	

Copied to all other members for information.

Members of the public are warmly welcome to attend meetings of the Council and its committees, unless excluded owing to the confidential nature of the business.

Yours sincerely



**Fiona Fox BA (Hons) MCIPD FSLCC
Town Clerk and Responsible Financial Officer**

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- Apologies for Absence**
To receive and accept apologies, including reason for absence, from those unable to attend.
 - 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.

3. **Minutes**

3.1 To approve as a correct record, the minutes of the HR committee meeting held on 14th January 2019; copies of these minutes have been circulated and Standing Order 12.1 provides that they may therefore be taken as read.

3.2 To note any matters arising from the minutes of the HR committee meeting held on Tuesday 15th October 2018.

4. **Chairman's Announcements**

To note any announcements made by the Chairman.

5. **Questions**

To receive questions from members of the Council submitted in advance.

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

6. **Public Participation**

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

***Standing Orders will be reinstated
following public participation.***

7. **Health and Safety**

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 2018 inclusive. **(See attached).**

To approve the submitted reports and any actions contained therein.

Confidential session pursuant to Section 1 (2) of the Public Bodies Admission to Meetings) Act 1960; the Council, by resolution, may exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

8. **Staffing Matters**

To receive for decision staffing issues contained within the Clerk's report **(See attached).**

The public and press will be invited to return to the meeting after item 8 has been completed.

9. **Communications**

9.1 The members to decide on items requiring a press release.

9.2 The members to confirm their spokesperson for any item listed on the agenda to report on the Council's decision if required.

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

Municipal Year 2018–2019: Q4

Risk Assessment – outstanding actions from quarterly review, January - March 2019

BLACK: notes from last meeting **RED:** update from last meeting **BLUE:** new items

Cemeteries/Churchyards

- There are still unresolved issues following the closure of the Minster churchyard during the mid-1980's. The Clerk held a meeting with officers from Wiltshire Council to discuss the best way to clarify this situation. On-going.
- This item will be further investigated under delegated services.

Open Spaces

- The paddling pool remains closed. Heras Fencing has been purchased and installed to fence the whole area off. Plastic barriers were unstable in high winds, they did not encompass the entire pool perimeter and they were not high enough to stop people climbing over.
- The skatepark is still open, weekly safety checks are being undertaken.

Public Conveniences

- Vandalism has been reported to the police and repair work has been instructed.

Street/Footway Lighting

- Wiltshire Council are currently assessing the suitability of lamp posts in the Town for flags and or hanging baskets. Clarification still being sought.

Bar Services

- Financial risk of till failing in the Civic Centre during an event. It has failed once, repaired but advised further repairs not economic. Replacement required.

The till has been serviced and is currently functioning ok.

Civic Centre

- AJC Drainage had to be called out in October to clear a blockage in the staff and office toilets. This was linked to the delamination of the drains that run along the outside of the building.
Whilst it is known that there is damage caused by tree roots at both ends of the civic centre – CCTV footage confirms this - the full extent of the problem remains unknown. WRC toilets are also frequently blocked for the same reason.
- CCTV survey/Wessex Water/Council's drainage company investigations are all on-going and members will be presented with the findings in due course. This is being dealt with as a matter of urgency.

Wessex Water have assumed responsibility for the outside drains that run from WCR down the outside of the Civic Centre; WTC's own survey confirmed a drain linking the houses at the top of Sambourne Road, to this drain. (Something Wessex Water missed when they did a brief survey)

The spur drains into the toilets have all been jetted and cleaned and had the protruding tree roots cuts back. They will require regular maintenance and a service contract is being arranged.

- Quotes have been sought for supplying and fixing the polly safe flooring in the men's WC in the Civic Centre – George David Group have quoted £1625+VAT, however, this work is pending the results of the drainage survey as access for repairs may be required.

Was due for 14/15th March but we were let down by the fitter. Now due for replacement 21st and 22nd March.

- Quote for lighting replacements Warminster Civic Centre. None of them are an economic repair and internal investigations show signs of overheating and fragile cables:

- 1 ARN: Fire Exit sign repair required to light
- 2 Office: flickering light. Replace two 4 x 18W light fittings with emergency function (exact replacement) = £310.00 + VAT
- 3 Plant room: Replace 1 x 4' emergency fluorescent light fitting with LED emergency vapour-proof equivalent = £175.00+VAT

Works to be actioned as a matter of urgency.

This work has now been actioned.

Two emergency lights in the Copheap room are now in need of replacement as they are not holding their charge, as highlighted by one of the regular checks.

ADT security has now been contracted for out of hours call out (i.e. when no staff are on duty) to the Civic Centre because it is considered a risk to ask staff to attend an emergency alarm call alone.