

22nd December 2016

Dear Councillor

HR COMMITTEE
Tuesday 3rd January 2017 at 6.30pm

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 an **Extraordinary meeting** of the above committee to be held at Warminster Civic Centre, Sambourne Road, Warminster.

Yours sincerely,



Councillor Paul Macfarlane
Mayor

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

A G E N D A

1. Apologies

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

2. 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. Chairman's Announcements

To note any announcements made by the Chair.

Standing Orders will be suspended to allow for public participation

4. 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.

5. Appointment of Town Clerk and Responsible Financial Officer (RFO)

Members to approve the appointment of the preferred candidate following the interview panels which took place on December 14 and 15 December 2016.

The date of the next meeting is Monday 30 January 2017

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.