

## Minutes

### HR Committee

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

**Committee membership:** Cllrs: MacFarlane (Chair) (West), Ridout (Vice Chair) (West), Batchelor (Broadway), Fraser (West), and Jolley (Broadway).

**Present:**

Councillors: Fraser, Jolley, and Ridout

Officers: H Abernethie

Public and press: No members of the public and no members of the press.

**313/17 Apologies**

- a) Councillor Macfarlane (ill) and Batchelor (Work)
- b) Apologies accepted for the reasons given.

**314/17 Minutes**

- a) The minutes of the meetings held on 10<sup>th</sup> October 2016 and the Extraordinary meeting held on 3<sup>rd</sup> January 2017 were approved as a true record and signed by the chairman.
- b) It was confirmed that the start date for the new Clerk would be 6<sup>th</sup> March 2017.

**315/17 Declarations of Interest**

None.

**316/17 Chairman's Announcements**

None.

*Standing Orders were not suspended as there were no members of the public in attendance.*

**317/17 Public Participation**

None.

**318/17 Reports from Unitary Authority Members**

None.

**319/17 Health and Safety**

The monthly, adhoc and quarterly reports carried out October-December 2016 were reviewed. The report is attached to these minutes. It was resolved that the reports and actions taken were approved by members.

**320/17 LGPS Discretions**

Members approved the updated Local Government Discretions Policy. This is to be submitted to the Pension Scheme administrators at Wiltshire Council.

**321/17 Communications**

- a) None.
- b) None.

**Meeting closed at 7.16pm**

## **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.