

3<sup>rd</sup> July 2017

Dear Councillor

**HR COMMITTEE**  
**Monday 10<sup>th</sup> July 2017 at 7.00pm**

Committee membership: Councillors: Fraser (West), Fryer (West), Macfarlane (West), Nicklin (West), Ridout (West).

Copied to all other members for information

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

Yours sincerely,



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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**A G E N D A**

- Election of Committee Chairman**  
Members to elect a Committee Chairman.
- Election of Committee Vice Chairman**  
Members to elect a Committee Vice Chairman
- Apologies**  
To receive and accept apologies, including reason for absence.

## **2. Minutes**

**2.1 To approve** as a correct record, the minutes of the HR committee meeting held on Monday 27<sup>th</sup> March 2017; copies of these minutes have been circulated and Standing Order 17a provides that they may therefore be taken as read.

**2.2 To note** any matters arising from the minutes of the HR committee meeting held on Monday 27<sup>th</sup> March 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**

**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.

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

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

**To note** reports provided.

## **7. Health and Safety**

**To approve** the submitted report. 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 April – May 2017 inclusive. (**see attached** ).

## **8. Staff Appraisals**

**Members to note** the completion of the annual staff appraisals and the setting of personal objectives. The Clerk will be reviewing the latter in 6 months time.

*In view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw.*

## **9. Town Clerk**

**Following the successful completion of her probation period members are requested to ratify the Town Clerk's appointment. (A copy of the Clerk's contract of employment has been emailed to members for their perusal prior to the meeting).**

## **10. Staffing**

**Following a recent staff resignation members are requested to agree for the Clerk to commence the recruitment process and to appoint accordingly.**

*The public and press will be invited to return to the meeting after item 9 has been completed.*

**11. Communications**

**11.1 The members to** decide on items requiring a press release.

**11.2 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](http://www.warminster-tc.gov.uk) or by contacting us at Warminster Civic Centre.

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## **Municipal Year 2017 – 2018: Q1**

### **Risk Assessment – outstanding actions from quarterly review, April - June 2017**

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

#### **Cemeteries/Churchyards**

- There are still unresolved issues with Minster churchyard. **The new Clerk has a meeting with officer from Wiltshire Council arranged for mid-July to discuss and formalise responsibilities.**

#### **Community Centres**

##### **Civic Centre**

- The flooring in the men's toilets is lifting because of a leaking pipe within the concrete floor. **This is not a leak, but a problem with the glue. Matter in hand to repair.**
- Problems with main heating system are still ongoing. Wheelers were asked to undertake a full review of the complete system but have not done so despite constant chasing. The heating sensor on the roof had been replaced but the shutters in the ceiling are not working correctly so Copheap is being heated but Arn is not. The maintenance contract has now been given to gb heating. **Maintenance and repairs have been carried out by GB Heating. Whilst the system will not be fully tested until the colder months, readings show the performance to be much improved.**
- There is a leak from the shower in the Personal Care Room. Awaiting a part. **Repaired.**
- **Review of business plan and charges is currently underway.**

##### **Dewey House**

- Guttering to be adjusted as water not running towards new downpipes. **Repaired.**
- Window in old tea room to be blocked. **Repaired.**

#### **Council Property and Documents**

- Green Flag application for the park submitted 30<sup>th</sup> January. Annual Report to be produced for Parish Meeting 10<sup>th</sup> April. **Judging has taken place, decision awaited.**

#### **Employment of Staff**

- Key functions of staff to be documented. Operations manual being prepared by all teams. Handover from Heather to Fiona ongoing since 6<sup>th</sup> March. **Handover complete.**
- **Resignation of administration assistant, recruitment currently underway.**

#### **Skatepark**

- **Welding on the pipe has taken place to address H&S concerns. Completed.**

#### **Playground**

- **The multi-play and roundabout safety surfaces have been replaced. Trip hazard, works completed.**

#### **Street/Footway Lighting**

- Work is ongoing to repair the lighting cabling in the park and bring all columns into working order. **Completed.**

#### **Investments**

- **The change of primary user for the business accounts is currently underway, once in place the Clerk will be able to invest as per policy.**

#### **Allotments**

- **Tenancy agreements are currently being updated by the allotments committee before onward transmission to the Council for ratification.**