

2nd October 2017

Dear Councillor

HR COMMITTEE
Monday 9th October 2017 at 7.00pm

Cllr Fraser (West)	Cllr Nicklin (West) Vice Chairman
Cllr Fryer (West)	Cllr Ridout (West)
Cllr Macfarlane (West) Chairman	

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.

AGENDA

1. Election of Committee Chairman

Cllr Fryer had not been present at the previous meeting, therefore members had agreed to appoint Cllr Macfarlane as chairman for a single meeting only. **(HR/17/001 Election of Committee Chairman refers.)**

Any member of the committee may be chairman and members are requested to elect accordingly.

2. Apologies

To receive and accept apologies, including reason for absence.

3. Minutes

3.1 To approve as a correct record, the minutes of the HR committee meeting held on Monday 10th July 2017; copies of these minutes have been circulated and Standing Order 17a 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 Monday 10th July 2017.

4. 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.

5. Chairman's Announcements

To note any announcements made by the Chairman.

Standing Orders will be suspended to allow for public participation

6. 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

7. Reports from Unitary Members

To note reports provided.

8. 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 June - August 2017 inclusive. **(See attached)**.

9. Training

9.4 Members to approve an in-house training session for council staff. Delivered by WALC the evening covered an introduction to the policies and procedures of local government. The cost per head was £22.00 for employees and WTC councillors respectively. The total spend was £264. The training budget is £2,000, spend to date including this event £869, £1,131 remains.

9.5 Members to approve the Clerk's attendance at the SLCC National Conference on the 18th and 19th October 2017 at a cost of £380 plus travel

expenses. The training budget is £1,131 and the conference will cover amongst other topics, managing devolution; Going for Zero – how to cut carbon emissions and waste and create a Clean and Healthy Town; HR and reducing stress in the workplace.

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.

10. Staffing Matters

- 10.1 Members to approve** the contract issued to the Pavilion Café Supervisor.
- 10.2 Members to approve** the contract issued to the Administration Assistant, 16 hours per week.
- 10.3 Members to approve** the issuing of two pavilion winter seasonal contracts.
- 10.4 Members to approve** the recommendations contained in the paper for decision. **(Attached).**

The public and press will be invited to return to the meeting after item 10 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 or by contacting us at Warminster Civic Centre.

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Municipal Year 2017–2018: Q2

Risk Assessment – outstanding actions from quarterly review, July–Sep 2017

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

Allotments

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

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.
- Review of business plan and charges is currently underway.
- The lighting in the Council offices and the Town Clerk's office has been changed to manual rather than sensor. New LED bulbs fitted.
- A Display Energy Certificate was needed to comply with government regulations. The inspection has been carried out and the certificate received. The Civic Centre has a poor rating of F.
- An air conditioning inspection and certification also needs to be undertaken for government compliance. Quotes being sought.

Dewey House

- Exit door to rear car park to have new locking bar fitted. Parts ordered.
- There is a leaking window at Dewey House which has affected the wall in the Foodbank storeroom which needs replastering and painting. The leaking window needs new putty and repainting inside and out.
- The inside wall in the CCTV office needs replastering and painting.
- CCTV tea room has a hole in the ceiling that needs repair.
- The new door needs painting.

Computing

- An insurance continuity plan with Clearsky IT was considered and advice taken from Wiltshire Council experts. Advised that current back-up system is sufficient. To be reviewed.

Council Property and Documents

- Green Flag application for the park submitted 30th January. Annual Report to be produced for Parish Meeting 10th April. Judging has taken place, decision awaited. **Green Flag awarded and judges' report lists priority actions to be taken.**

Employment of Staff

- Key functions of staff to be documented. Operations manual being prepared by all teams. **Ongoing.**
- Resignation of administration assistant, recruitment currently underway. **Sally Ward appointed and is being trained.** Recruitment for Sally's position being undertaken.
- Pavilion Café supervisor appointed, plus two casual staff for winter opening.

Financial Management

- Delays in transferring from the old Town Clerk to the new caused some difficulties for a period. All councillors have now signed new mandate which has been submitted.

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. **This has been completed.**

Litter

- Idverde failed to litter pick on one weekend. They have been informed.

Open Spaces

- There have been several incidents of vandalism in the park which have been reported to the police. An incident log is being kept.

Play Areas

- A girl cut her foot while in the paddling pool. The area was repaired.

Public Conveniences

- Problems with the urinals in the Central Car Park toilets have been resolved. There have been issues with the standard of cleaning which have been discussed with idverde.

Street/Footway Lighting

- Work is ongoing to repair the lighting cabling in the park and bring all columns into working order. **Completed.** The timer for the lights is not working correctly and the lights are coming on too early. The contractor has been advised.