

**MINUTES**

**of the HR Committee**

**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** | **A** | **Cllr Robbins (East)** | **\*** |
| **Cllr Macfarlane (West)** | \* |  |  |

**Key: \* Present A Apologies AB Absent**

**In attendance:**

**Officers:** Fiona Fox (Town Clerk and Responsible Financial Officer)

**Council Members:** 0

**Public and press**: 0 member of the public and 0 press

**HR/18/039 Apologies for absence**

 Apologies were received and accepted from Cllr Jeffries.

**HR/18/040 Declarations of Interest**

No declarations of interest under the Warminster Town Council’s Code of Conduct issued in accordance with the Localism Act 2011 were received.

**HR/18/041 Minutes**

**HR/18/041.1** The minutes of the HR committee meeting held on 14th January 2019 **were approved and signed by the Chairman**.

**HR/18/041.2** Any matters arising were dealt with elsewhere on the agenda.

# HR/18/042 Chairman’s Announcements

The Chairman thanked members for their attendance at the Civic Service which had be held on Sunday 24th March, noting that it had been a very successful occasion.

# HR/18/043 Questions

 **None.**

# HR/18/044 Public Participation

With no members of the public present, standing orders were not suspended.

**HR/18/045 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 were completed and areas for discussion were outlined in a review sheet covering the period January – March 2019 inclusive.

The following new updates were discussed:-

|  |  |  |
| --- | --- | --- |
| **AREA** | **UPDATE** | **NOTED** |
| **Cemeteries/Churchyards** | It is likely that this item will be further investigated under delegated services | Noted. |
| **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. | Wiltshire Council/Atkins are currently assessing the safety of lampposts in the town. Where necessary WTC are suggesting alternative posts for the Town flags/hanging baskets.  |
| **Civic Centre** | 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.  | This service would now be extended to Dewey House. In the event of any members being contacted in relation to an emergency in any Council owned building/land the advice is dial 101 or 999 if activity is in progress.  |

**Members noted and accepted the risk assessments.**

**Confidential session pursuant to Section 1 (2) of the Top of Form**

**Bottom of Form**

**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.**

**HR/18/046 Staffing Matters**

**Members received the Clerk’s report and unanimously agreed to all actions contained therein.**

**HR/18/047 Communications**

 **None.**

 **Date of next meeting: 8th July 2019**

Minutes from this meeting will be available to all members of the public either from our website [www.warminster-tc.gov.uk](http://www.warminster.uk.com/) or by contacting us at Warminster Civic Centre.