

10th July 2019

AGENDA

Dear Councillor

You are summoned to a meeting of the:

HR Committee

**To be held on Monday 15th July 2019 at 7pm
at The Civic Centre, Sambourne Road, Warminster, BA12 8LB**

Membership:

Cllr Fraser (East)	Cllr Fryer (West)
Cllr Jeffries (Copheap)	Cllr Robbins (East)
Cllr Macfarlane (West)	

Copied to all other members for information.

Members of the public are warmly welcome to attend meetings of the Council and its committees, unless excluded owing to the confidential nature of the business.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Fiona Fox'.

**Fiona Fox BA (Hons) MCIPD FSLCC
Town Clerk and Responsible Financial Officer**

- Election of Chairman**
To receive nominations and to elect the committee chairman
- Election of Vice Chairman**
To receive nominations and to elect the committee vice chairman
- Apologies for Absence**
To receive and accept apologies, including reason for absence, from those unable to attend.
- 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.
- Minutes**
5.1 To approve as a correct record, the minutes of the HR committee meeting held

on 25th March 2019; copies of these minutes have been circulated and Standing Order 12.1 provides that they may therefore be taken as read.

5.2 To note any matters arising from the minutes of the HR committee meeting held on 25th March 2019.

6. Chairman's Announcements

To note any announcements made by the Chairman.

7. Questions

To receive questions from members of the Council submitted in advance.

***Standing Orders will be suspended
to allow for public participation.***

8. Public Participation

To enable members of the public to address the Committee 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.***

9. 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 are completed and areas for discussion are outlined in the attached review sheet for the period April - June 2019 inclusive. **(See attached).**

To approve the submitted reports and any actions contained therein.

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. Renewal of contract with HRdept.

The current contract with HRdept is due for renewal. Members are invited to approve the renewal of the contract.

11. Staffing Matters

To receive for decision staffing issues contained within the Clerk's report **(See attached).**

The public and press will be invited to return to the meeting after item 11 has been completed.

12. Communications

Members to decide if any items require a press release and to appoint a spokesperson accordingly.

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.

Municipal Year 2019–2020: Q1

Risk Assessment – outstanding actions from quarterly review, April - June 2019

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

Cemeteries/Churchyards

- There are still unresolved issues following the closure of the Minster churchyard during the mid-1980's. The Clerk held a meeting with officers from Wiltshire Council to discuss the best way to clarify this situation. On-going. This item will be further investigated under delegated services.

Open Spaces

- The paddling pool has opened and is being filled at just at weekends and school holidays. Running repairs are being made to the surface of the pool with patches of the pool being painted every week or two. This takes at least one dry day for the painting and one dry day for the paint to dry. This will be difficult during the summer when people expect the pool to be open every day.
- The skatepark was closed on 21st June for the rebuilding work.

Public Conveniences

- A young child somehow got trapped in the toilets in the Lake Pleasure Grounds and the fire brigade forced the door to free him. The insurance claim was accepted by the insurers and a replacement door has been ordered and should be installed in July. (it takes 6 weeks to manufacture the door) and also the electronic locking to take into account.

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. **After much negotiation and the imposition of a lot of onerous conditions, Wiltshire Council have reached an agreement with the Town Council about which post can be used at which times.**

Civic Centre

- **New flooring has been fitted in the men's WC in the Civic Centre**
- An email has been sent to hirers, councillors and others asking that no vehicles are parked on the paved area at the front of the Civic Centre at any time. Parking vehicles on the slabs will lead to dropped slabs and potential trip hazards and be expensive to repair. It was also asked that cars are not parked on the drive. This is for dropping off only and needs to be clear for emergency vehicles if required.

Lake Pleasure Grounds

The tarmacking in the Lake Pleasure Grounds has now been completed.

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