

16th August 2019

AGENDA

Dear Councillor
You are summoned to a meeting of the:

Extraordinary HR Committee
To be held on Thursday 22nd August 2019 at 6pm
at The Civic Centre, Sambourne Road, Warminster, BA12 8LB

Membership:

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

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



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

1. **Apologies for Absence**
To receive and accept apologies, including reason for absence, from those unable to attend.
2. **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.
3. **Minutes**
 - 3.1 To approve** as a correct record, the minutes of the HR committee meeting held on 5th July 2019; copies of these minutes have been circulated and Standing Order 12.1 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 15th July 2019.

4. **Chairman's Announcements**

To note any announcements made by the Chairman.

5. **Questions**

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

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

6. **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.***

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.

7. **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 7 has been completed.

8. **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.