



7th October 2019

AGENDA

Dear Councillor

You are summoned to a meeting of the:

HR Committee

**To be held on Monday 14th October 2019 at 7pm
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

**Tom Dommett BA (Hons)
Assistant Town Clerk**

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 22nd August 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 22nd August 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.***

7. **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 July – September 2019 inclusive. **Members to Note-. (See attached report).**

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.

8. **Staffing Matters**

8.1 **New staff post Park and Open Spaces supervisor.**

Members are asked to approve the creation of this post is to support the ongoing devolvement of services to the Town Council and in anticipation of the expansion of work, it is proposed to start the recruitment process to search for a suitable person to fulfil this role.

Full details of the role are outlined in the Job Description (**see attached**)

8.2 To receive a Report for Decision on the following matters:

- To approve the transfer of payment of salaries and all related aspects of payroll delivery to Wiltshire Council.
- To review annual pay scales for all staff to calculate budget requirements
- To amend contracts for two employees
- To consider payment enhancement for one member of staff
- To Consider increasing contracted hours by 2.5 for one member of staff

(Details contained in the attached confidential report).

The public and press will be invited to return to the meeting after item 8 has been completed.

9. 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.

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Municipal Year 2019–2020: Q2

Risk Assessment – outstanding actions from quarterly review, July - September 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.

Lake Pleasure Grounds

- The paddling pool has been closed.
- The new skatepark was completed in September and has already been heavily used. Have made insurers aware of new skatepark
- Maintenance work has been carried out on the play area in the Lake Pleasure Grounds

Public Conveniences

- The lock on the door of the toilets in the Lake Pleasure Grounds was vandalised in July and has been replaced.
- The locking mechanism on the cubicle doors in the gent's toilets in central carpark was removed by vandals, and had to be replaced.

Street/Footway Lighting

- After negotiation and the imposition of conditions, Wiltshire Council have reached an agreement with the Town Council about which posts can be used at which times.

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.

ICT

- The Audit by Netitude has highlighted some areas of risk for example, the fire wall. A full report will go to Finance and Assets Committee.