

MINUTES
of the HR Committee
held on Monday 16th December 2019 at 7pm
at the Civic Centre, Sambourne Road, Warminster, BA12 8LB

Membership:

Cllr Fraser (East)	A	Cllr Fryer (Broadway)	*
Cllr Jeffries (Copheap)	*	Cllr Robbins (East) Vice-Chairman	*
Cllr Macfarlane (West) Chairman	*		

Key: * Present A Apologies AB Absent

In attendance:

Officers: Tom Domett (Assistant Town Clerk), Heather Park (Locum Clerk)

Council Members: Cllrs Nicklin, Ridout, Davis.

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

HR/19/029 Apologies for absence

Apologies were received and accepted from Cllr Fraser.

HR/19/030 Declarations of Interest

None

HR/19/031 Chairman's Announcements

None.

HR/19/032 Public Participation

None

HR/19/033 Acting up Policy

Members **approved** the Acting up Policy as presented. To be ratified by Full Council.

HR/19/034 Staffing Matters

HR/19/034.1 Assistant Clerk.

Members **approved** a one increment rise for the Assistant Clerk for obtaining his CiLCA qualification. Members unanimously agreed an award to the Assistant Clerk under the acting up policy.

HR/19/034.2 Staff Concerns

Members resolved that the senior members of staff should speak to all members of staff to reinforce to ensure that a chain of information sharing is followed.

HR/19/035 Bank Mandate

Members **approved** an updating of the mandate to remove former councillors and include serving councillors and that Tom Domett and Judith Halls be added to the mandate for the purpose of undertaking Telephone Banking. To be ratified by Full Council.

HR/19/036 Parks and open spaces supervisor

Members **endorsed** the recommendation of the interview panel to appoint their preferred candidate to the position of Parks and open spaces supervisor, subject to satisfactory references.

HR/19/037 Communications

None.

Meeting closed at 7.30pm

Date of next meeting: 13th January 2020

Minutes from this meeting will be available to all members of the public either from our website www.warminster-tc.gov.uk or by contacting us at Warminster Civic Centre.