

6th January 2020

## AGENDA

Dear Councillor

You are invited to a meeting of the:

### HR Committee

**To be held on Monday 13th January 2020 at 7pm  
at The Civic Centre, Sambourne Road, Warminster, BA12 8LB**

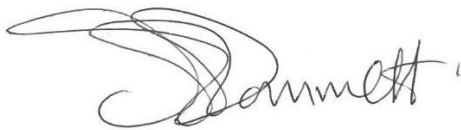
#### Membership:

|                                                  |                              |
|--------------------------------------------------|------------------------------|
| <b>Cllr Fraser (East)</b>                        | <b>Cllr Fryer (Broadway)</b> |
| <b>Cllr Jeffries (Copheap) Vice<br/>Chairman</b> | <b>Cllr Robbins (East)</b>   |
| <b>Cllr Macfarlane (West)<br/>Chairman</b>       |                              |

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) CiLCC  
Assistant Town Clerk**

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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 14<sup>th</sup> October 2019 and the extra-ordinary HR Committee meeting held on 16<sup>th</sup> December 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 14<sup>th</sup> October 2019 and the extra-ordinary HR Committee meeting held on 16<sup>th</sup> December 2019

4. **Chairman's Announcements**

**To note** any announcements made by the Chairman.

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

5. **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.**

6. **Staffing Matters**

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

**The public and press will be invited to return to the meeting after item 7 has been completed.**

7. **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](http://www.warminster-tc.gov.uk) or by contacting us at Warminster Civic Centre.*