



26th February 2020

AGENDA

Dear Councillor

You are invited to an extraordinary meeting of the:

Extraordinary meeting HR Committee

To be held on Wednesday 4th March 2020 at 7pm
at The Civic Centre, Sambourne Road, Warminster, BA12 8LB

Membership:

| | |
|--|------------------------------|
| Cllr Fraser (East) | Cllr Fryer (Broadway) |
| 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

Paul Macfarlane
Mayor

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.

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

3. 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.

The public and press will be invited to return to the meeting after item 5 has been completed.

4. Staffing Matters

4.1. To **ratify** the appointment of the new CCTV Operative.

4.2. To **ratify** the appointment of the new Café Supervisor.

4.3 To **approve** the recruitment of one or more casual staff for the Civic Centre.

4.4. To **approve** the recruitment of seasonal staff to work in the Café and on boat hire.

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

5. 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.