

**MINUTES**  
**of the Extraordinary HR Committee**  
**held on Monday 16<sup>th</sup> March 2020 at 8.40pm**  
**at the Civic Centre, Sambourne Road, Warminster, BA12 8LB**

**Membership:**

Cllr Fraser (East)	*	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), Judith Halls (Office Manager)

**Council Members:** Cllrs Nicklin, Ridout, Davis, Spender and Robbins.

**Public and press:** 0 member of the public and 1 press

HR/19/050    **Apologies for absence**  
None

HR/19/051    **Declarations of Interest**  
None

HR/19/052    **Public Participation**  
None

**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 Assistant Clerk presented a report on the implications for the council.

Members **approved** the following decisions

### **Civic Centre**

The Civic Centre will be closed to the public. Hirers are being encouraged to roll forward bookings to future dates, take a credit note or accept a refund as appropriate.

### **Town Council**

Staff will continue to undertake their duties, working from home where possible. Where possible, face to face meetings will be avoided. The Government is due to release advice to Councils next week and this may include special provisions for conduct of meetings, legal obligations etc. Once this advice is received, an extraordinary Full Council will be scheduled to consider any actions required, including special delegation of decisions etc. to officers.

The Planning Advisory Committee will make decision via email. Other committee meetings will be avoided where possible and decisions channeled to Full Council.

### **Pavilion Café**

The Pavilion Café is to close and boats will not be available to hire on the lake until further notice.

### **Play Areas and Skatepark**

The Council will continue to ensure health and safety inspections take place. It would be extremely difficult to physically stop people using them, but the council asks people to be mindful of Government advice.

### **Events**

The following events are to be cancelled.

- Monthly film shows at the Civic Centre – 16th March and 15th April.
- Skatepark Jam – 4th April
- Community Litter Pick/Great British Spring Clean – 4th April
- Annual Town Meeting- 6th April
- The Civic Service – 19th April
- Spring in the Park – 3rd May
- VE Day Tea Dance – 9th May

The Council will strive to keep the public toilets open and CCTV operations going.

The Council advises people to listen to Warminster Community Radio (WCR) for the latest news updates on the situation locally and follow the official advice from the Government.

The Council will continue to closely follow Government advice. Any changes in the situation at the Council will be communicated on the Council website and Facebook pages.

Members of the public asking how they can help with the current crisis will be signposted to known organisations.

The members also **approved** arrangements for staffing matters.

**HR/19/037 Communications**

A media release to be sent out on the public decisions of the HR Committee.

**Meeting closed at 9.20pm**

**Date of next meeting: to be confirmed**

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