

22nd November 2021

Dear Councillor,

You are summoned to a meeting:

**Extraordinary HR Committee
on Monday 29th November 2021 at 6pm
to be held at
Warminster Civic Centre**

Membership:

Cllr Brett (East) Vice chairman	Cllr Jeffries (North) Chairman
Cllr Davis (East)	Cllr Syme (Broadway)
Cllr Fraser (West)	

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.

If you wish to address members in public participation via a written submission please contact admin@warminster-tc.gov.uk at least a day prior to the meeting to enable this to be facilitated.

If you wish to view the meeting please see the link on the Warminster Town Council website www.warminster-tc.gov.uk in the meetings diary.

Copied to all other members for information.

Yours sincerely



Cllr Steve Jeffries

Chairman HR Committee

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 (WTC) Code of Conduct issued in accordance with the Localism Act 2011.

3. **Chairman's Announcements**

To note any announcements made by the chairman.

4. **Questions**

To receive questions from members of the committee submitted to the clerk in advance of the meeting.

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

5. **Public Participation**

To enable members of the public to address the committee with a written submission, an allowance of three minutes per person regarding any item on the agenda and to receive any petitions and deputations. The chairperson will read any statements submitted.

***Standing Orders will be reinstated
following public participation.***

6. **Communications**

6.1 **The members to** decide on items requiring a press release.

6.2 **The members to** confirm their spokesperson for any item listed on the agenda to report on the committee's decision if required.

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.

7. **Appointment to a Town Clerk and Responsible Financial Officer**

Members to receive the recommendation of the interview panel and to resolve on the appointment of the Town Clerk and Responsible Financial Officer.

8. **Staffing Matters**

Members to agree to the commence of the recruitment of a Deputy Town Clerk and to set the salary scale for this post.

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.

Next scheduled meeting: Monday 7th February 2022