



5th July 2022

Dear Councillor

You are summoned to a meeting of the:

**HR Committee
on Tuesday 12th July 2022 at 7pm
To be held at Warminster Civic Centre**

Membership:

Cllr Allensby (West)	Cllr Keeble (West) Vice Chairman
Cllr Cooper (Broadway)	Cllr Robbins (East) Chairman
Cllr Fryer (Broadway)	

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.

Copied to all other members for information.

Yours sincerely

Tom Dommett CILCA

Town Clerk and Responsible Financial Officer

- Apologies for Absence**
To receive and accept apologies, including reason for absence, from those unable to attend.
- 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.
- Minutes**
3.1 To approve as a correct record, the minutes of the HR Committee meeting held on Monday 7th February 2022 and the Extraordinary HR Committee meeting held on Wednesday 27th April 2022. 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 Monday 7th February 2022 and the Extraordinary HR Committee meeting held on Wednesday 27th April 2022.

4. Chairman's Announcements

To note any announcements made by the chairman.

5. 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.

6. 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 may read any statements submitted in advance.

Standing Orders will be reinstated following public participation.

7. Health and Safety Report

The HR Committee has responsibility, under its Terms of Reference for the management of the risk assessments. The regular reports, which have been carried out on a monthly, ad hoc, and quarterly basis since the start of the municipal year are completed, and areas for discussion are outlined in the attached review sheet for the period: April 2022 – June 2022 inclusive. **(See attached).**

Officers are not happy with the current risk monitoring software system and are investigating alternatives.

Members to note.

8. Communications

The members to decide on items requiring a press release and nominate a spokesperson 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.

9. Staffing Matters

To receive the Clerk's reports covering ongoing HR issues. **(See attached).** **(Confidential papers attached for committee members only).**

Members to note or resolve 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.

Next scheduled meeting: Monday 3rd October 2022.

**Municipal Year 2022 – 2023: Q1
Risk Assessment – outstanding actions from monthly and quarterly review
April 2022 - June 2022.**

BLACK: Relevant notes from last meeting **RED:** update on existing issues since last meeting **BLUE:** new items/latest status

Cemeteries/Churchyards

- No issues

Lake Pleasure Grounds

- The new splash pad is open. So far it has not had to close for any reason.
- In February, vandals set fire to three trolleys filled with flammable material in the skatepark bowl – reported to police and insurance claim made – damage now repaired
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- March - Fires lit in the town park toilets
- June – 1 incident reported of youth with possible broken ankle at the skatepark

Play Areas

- No issues

Street/Footway Lighting

- No issues

Civic Centre

- No new issues

ICT

- The server has been switched to cloud based, teething problems have been sorted.

Cyber and compliance:

- No new issues

Investments

- No issues - income has increased as interest rates have risen and already exceed budget for the year. However, due to inflation the real value of investments continues to fall.

Newsletters

A new newsletter is underway.

People who have signed up to the council's mailing list via the website are also receiving newsletters.

Dewey House

- No issues

Public Toilets Central Carpark

March – further issues with the doors at the central car park toilets

Public Toilets Lake Pleasure Grounds

- No issues

Several locks have been vandalised in the last month (June) The Police have been informed.