

**MINUTES**  
**of the HR Committee**  
**held on Monday 3rd October 2022 at 6.00pm**  
**at Warminster Civic Centre**

**Membership:**

<b>Cllr Allensby (West)</b>	*	<b>Cllr Keeble (West)</b>	*
<b>Cllr Cooper (Broadway)</b>	A	<b>Cllr Robbins (East) Chairman</b>	A
<b>Cllr Fryer (Broadway)</b>	*		

Key: \* Present    A Apologies    AB Absent

**In attendance:**

**Officers:** Tom Dommett (Town Clerk & RFO), Judith Halls (Deputy Town Clerk)

**HR/22/010    Apologies for absence**

Apologies were received and accepted from Cllrs Cooper and Robbins.

**HR/22/011    Declarations of Interest**

There were no declarations of interest were received under Warminster Town Council's Code of Conduct issued in accordance with the Localism Act 2011.

**HR/22/012    Minutes**

**HR/22/012.1** The minutes of the of the HR Committee meeting held on Tuesday 12th July 2022 were approved as a true record and signed by the chairman

**HR/22/012.2** There were no matters arising from the minutes of the HR Committee meeting held on Tuesday 12<sup>th</sup> July 2022.

**HR/22/013 Chairman's Announcements**  
There were no Chairman's announcements.

**HR/22/014 Questions**  
There were no questions from members of the committee that had been submitted to the town clerk in advance of the meeting.

**HR/22/015 Public Participation**  
There were no members of the public in attendance. There were no petitions, deputations, or statements submitted.

**HR/22/016 Health and Safety Report**  
The Health and Safety Report for July 2022 to August 2022 inclusive was **Noted**.

**HR/22/017 Communications**  
**Members resolved there were no items requiring a press release.**

**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.**

**HR/22/018 Staffing Matters**  
**Members received, noted and resolved on the Clerks Report on internal HR matters.**

**Meeting closed 6.25 pm**

**The next scheduled meeting for this committee is to be Monday 6<sup>th</sup> February 2023.**