

25<sup>th</sup> September 2023

Dear Councillor

You are summoned to a meeting of the:

**HR Committee Meeting**  
**on Monday 2<sup>nd</sup> October 2023 at 7pm**  
**to be held at**  
**Civic Centre, Sambourne Road, Warminster, BA12 8LB**

**Membership:**

<b>Cllr Cooper (Broadway)</b>	<b>Cllr Keeble (West) Chairman</b>
<b>Cllr Fraser (West)</b>	<b>Cllr Parks (North)</b>
<b>Cllr Jeffries (North)</b>	<b>Cllr Robbins (East)</b>

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 Tuesday 27<sup>th</sup> June 2023. 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 Tuesday 27<sup>th</sup> June 2023.

**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.

***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.**

**7. Health and Safety Report**

The HR Committee has responsibility, all health & safety issues and the relevant required risk assessment for the management of the risk. The Council uses the Risk Wizard System and a report of all risks and action plans for 2023.

**Members to note** the incident report for June – September 2023 inclusive. **(See attached - Confidential papers attached for committee members only).**

**Members to note.**

**8. 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.**

**9. Communications**

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

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

**Next scheduled meeting: Monday 5<sup>th</sup> February 2024**