

MINUTES
of the HR Committee
held on Monday 2nd October 2023 at 7:00pm
at Warminster Civic Centre

Membership:

Cllr Cooper (Broadway)	A	Cllr Keeble (West) Chairman	*
Cllr Fraser (West)	*	Cllr Parks (North)	*
Cllr Jeffries (North)	*	Cllr Robbins (East)	A

Key: * Present A Apologies AB Absent

In attendance:

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

HR/23/010 Apologies for absence

Apologies were received and accepted from Cllrs Cooper and Robbins.

HR/23/011 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/23/012 Minutes

HR/23/012.1 The minutes of the of the HR Committee meeting held on Tuesday 27th June 2023 were approved as a true record and signed by the chairman.

HR/23/012.2 There were no matters arising from the minutes of the HR Committee Tuesday 27th June 2023.

HR/23/013 Chairman's Announcements

There were no Chairman's announcements.

HR/23/014 Questions

There were no questions from members of the committee that had been submitted to the town clerk in advance of the meeting.

HR/23/015 Public Participation

There were no members of the public in attendance. There were no petitions, deputations, or statements submitted.

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/23/016 Health and Safety Report

The incident report for June – September 2023 inclusive was **NOTED**.

HR/23/017 Staffing Matters

Members received, noted and resolved on the Clerks Report on internal HR matters.

HR/23/018 Communications

Members resolved there were no items requiring a press release.

Meeting closed 7:42pm

The next scheduled meeting for this committee is to be Monday 5th February 2024