

MINUTES
of the HR Committee
held on Monday 5th February 2024 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/23/019 Apologies for absence

Apologies were received and accepted from Cllrs Cooper and Robbins.

HR/23/020 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/23/021 Minutes

HR/23/021.1 The minutes of the of the HR Committee meeting held on Monday 2nd October 2023 were approved as a true record and signed by the chairman.

HR/23/021.2 There were no matters arising from the minutes of the HR Committee Monday 2nd October 2023.

HR/23/022 Chairman's Announcements

There were no Chairman's announcements.

HR/23/023 Questions

Councillor Parks had submitted questions to the Town Clerk in advance of the meeting about the Minimum Wage, the National Living Wage and the Real Living Wage. Information had been circulated to members.

HR/23/024 Public Participation

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

HR/23/025 Clerks Report

Members received and noted the Clerks Report.

Members noted appraisals had been completed for all staff.

Members resolved to approve the employment of casual and fixed term contract staff in the café and for boat hire. Members resolved that all staff over 21 year olds should be paid SCP2 or above.

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/23/026 Health and Safety Report

The incident report for October 2023 – January 2024 inclusive was **NOTED**.

HR/23/027 Staffing Matters

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

HR/23/028 Communications

Members resolved there were no items requiring a press release.

Meeting closed 8:10pm

The next scheduled meeting for this committee will be Tuesday 9th July 2024.