

**Minutes
Of the HR Committee
Held on Tuesday 9th July 2024 at 7pm
at
Warminster Civic Centre**

Membership:

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

Key: * Present A Apologies AB Absent

In attendance:

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

- HR/24/001 Apologies for Absence**
Apologies were received and accepted from Cllrs Cooper, Fraser and Parks
- HR/24/002 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/24/003 Minutes**
HR/24/003.1 The minutes of the of the HR Committee meeting held on Monday 5th February 2024 were approved as a true record and signed by the chairman.
HR/24/003.2 There were no matters arising from the minutes of the HR Committee meeting held on Monday 5th February 2024.
- HR/24/004 Chairman's Announcements**
There were no announcements made by the chairman.
- HR/24/005 Questions**
There were no questions submitted in advance by members of the council.

HR/24/006 **Public Participation**
There was no public participation.

HR/24/007 **Clerks Report**
Members received and noted the Clerks Report.

Members Resolved to go into 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/24/008 **Health and Safety Report**
Members noted the incident report for February 2024 – June 2024 inclusive.

HR/24/009 **Staffing Matters**
Members received, noted and resolved on the Clerks Report on internal HR matters.

HR/24/010 **Communications**
Members resolved there were no items requiring a press release.

Meeting closed 7:40pm

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 7th October