

**Minutes  
Of the HR Committee  
Held on Monday 14<sup>th</sup> October 2024 at 6pm  
at  
Warminster Civic Centre**

**Membership:**

<b>Clr Allensby (West) Chairman</b>	<b>*</b>	<b>Clr Jeffries (North)</b>	<b>A</b>
<b>Clr Cooper (Broadway)</b>	<b>*</b>	<b>Clr Keeble (West)</b>	<b>*</b>
<b>Clr Fraser (West)</b>	<b>*</b>	<b>Clr Parks (North)</b>	<b>A</b>

Key: \* Present    A Apologies    AB Absent

**In attendance:**

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

**HR/24/019    Apologies for Absence**  
There were apologies for absence from Cllrs Jefferies and Parks.

**HR/24/020    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/24/021    Minutes**  
**HR/24/021.1** The minutes of the of the HR Committee meeting held on Monday 9<sup>th</sup> September 2024 were approved as a true record and signed by the chairman.  
**HR/24/021.2** There were no matters arising from the minutes of the HR Committee meeting held on Monday 9<sup>th</sup> September 2024.

**HR/24/022    Chairman’s Announcements**  
There were no announcements made by the chairman.

**HR/24/023    Questions**  
There were no questions submitted in advance by members of the council.

**HR/24/024**      **Public Participation**  
There was no public participation.

**HR/24/025**      **Clerk Report**  
The clerk's report was received.  
**HR/24/025.1** The National Pay Negotiations 2024/25 update was noted.  
**HR/24/025.2** It was noted that the Town Council had been awarded the National Association of Local Councils (NALC) Quality Gold Award.  
**HR/24/025.3** It was noted that Staff Appraisals are underway  
**HR/24/025.4** Town Clerk Appraisal – Members resolved that a review of the performance and an appraisal of the work of the clerk will be arranged and undertaken by the Mayor, Cllr Allensby.

**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/24/026**      **Health and Safety Report**  
Members received and noted the Health and Safety Report

**HR/24/027**      **Staffing Matters**  
Members received, noted and resolved on the Clerks Report on internal HR matters.

**HR/24/028**      **Communications**  
No press release was requested.

**Meeting closed 6:30pm**

*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 3<sup>rd</sup> February 2025**