

**Minutes
Of the HR Committee
Held on Monday 3rd February 2025 at 7pm
at
Warminster Civic Centre**

Membership:

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

Key: * Present A Apologies AB Absent

In attendance:

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

HR/24/037 Apologies for Absence

There were apologies for absence received from CLlr Allensby.

HR/24/038 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/24/039 Minutes

HR/24/039.1 The minutes of the of the HR Committee meeting held on Monday 2nd December 2024 were approved as a true record and signed by the chairman.

HR/24/039.2 There were no matters arising from the minutes of the HR Committee meeting held on Monday 2nd December 2024.

HR/24/040 Chairman's Announcements

There were no announcements made by the chairman.

HR/24/041 Questions

There were no questions submitted in advance by members of the council.

HR/24/042

Public Participation

There was no public participation.

HR/24/043

Staffing Matters

HR/24/043.1 National Pay Negotiations 2024/25

Members noted that the Unions agreed to accept the National Employers full and final offer of an increase of £1,290 (pro rata for part-time employees) to be paid as a consolidated, permanent addition on all NJC pay points 2 to 43 inclusive. Pay points above 43 gained a 2.5% increase. The pay increase was implemented in December 2024 payroll.

HR/24/043.2 Recruitment of Events Officer

Members noted that the recruitment of a part-time events officer is underway, with interviews are due to take place w/c 10th February.

HR/24/043.3 Seasonal Staff

Members authorised the Council to employ staff on fixed term contracts to help run the Pavilion Café and to oversee hire of boats on the Lake.

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/24/044

Health and Safety Report

Members received and noted the incident report for October 2024 – January 2025.

HR/24/045

Staffing Matters

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

HR/24/046

Communications

No press release was requested.

Meeting closed 8:28pm

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: To be confirmed