

**Minutes
of the HR Committee
Held on Monday 6th October 2025 at 7pm at
Warminster Civic Centre**

Membership:

| | | | |
|--|----------|---------------------------|-----------|
| Cllr Allensby (West) | * | Cllr Jones (North) | AB |
| Cllr Cooper (Broadway) Chairman | * | Cllr Keeble (West) | * |
| Cllr Davis (East) | * | | |

Key: * Present A Apologies AB Absent

In attendance:

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

HR/25/028 Apologies for Absence
There were no apologies for absence.

HR/25/029 Declarations of Interest
There were no declarations of interest received under Warminster Town Council's Code of Conduct issued in accordance with the Localism Act 2011.

HR/25/030 Minutes
HR/25/030.1 The minutes of the of the HR Committee meetings held on Thursday 29th May, the EO HR Committee meetings held on Thursday 7th August and Thursday 4th September.
HR/25/030.2 There were no matters arising from the minutes of the HR Committee meetings held on Thursday 29th May, the EO HR Committee meetings held on Thursday 7th August and Thursday 4th September.

HR/25/031 Chairman's Announcements
There were no announcements made by the chairman.

HR/25/032 Questions
There were no questions submitted in advance by members of the committee.

HR/25/033 Public Participation
There was no public participation.

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/25/034 Health and Safety Report

Members received and noted the incident report for June 2025 – September 2025 inclusive.

HR/25/035 Staffing Matters

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

HR/25/036 Communications

No press releases were requested.

Meeting closed 7:25pm

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: 8th December 2025.