

2nd December 2025

AGENDA

Dear Councillor

You are summoned to a meeting of the:

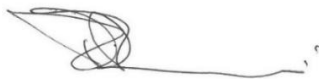
HR Committee Meeting
on Monday 8th December 2025 at 7pm
to be held at
Civic Centre, Sambourne Road, Warminster, BA12 8LB
Membership:

Cllr Allensby (West)	Cllr Jones (North) Vice Chairman
Cllr Cooper (Broadway) Chairman	Cllr Keeble (West)
Cllr Davis (East)	

Members of the public are warmly welcome to attend meetings of the Council and its committees, unless excluded owing to the confidential nature of the business.

Copied to all other members for information.

Yours sincerely



Tom Dommett CILCA
Town Clerk and Responsible Financial Officer

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- Apologies for Absence**
To receive and accept apologies, including reason for absence, from those unable to attend
 - Declarations of Interest**
To receive any declarations of interest under Warminster Town Council's (WTC) Code of Conduct issued in accordance with the Localism Act 2011.

3. Minutes

3.1 To approve as a correct record, the minutes of the HR Committee meeting held on Monday 6th October 2025. Copies of these minutes have been circulated and Standing Order 12.1 provides that they may therefore be taken as read.

3.2 To note any matters arising from the minutes of the HR Committee meeting held on Monday 6th October 2025.

4. Chairman's Announcements

To note any announcements made by the chairman.

5. Questions

To receive questions from members of the committee submitted to the clerk in advance of the meeting.

Standing Orders may be suspended to allow for public participation.

6. Public Participation

To enable members of the public to address the committee regarding any item on the agenda and to receive any petitions and deputations.

Standing Orders may be reinstated following public participation.

7. Appraisals

7.1 Town Clerk's Appraisal

The delegated business of the HR Committee includes "To carry out the town clerk's staff appraisal and agree objectives". The Town Clerk's contract of employment states. "The chairman of the HR Committee or, in his absence, the vice-chairman shall upon resolution conduct a review of the performance and annual appraisal of the work of Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the HR Committee".

Members to resolve to ask the Mayor to conduct a review of the performance and annual appraisal of the work of Town Clerk.

7.2 National Pay Negotiations

The three unions representing local government staff have submitted a pay claim for 2026/27 calling for pay rises of at least £3,000 or 10%, whichever is greater, for all staff and a minimum hourly rate of £15

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.

8. Health and Safety Report

The HR Committee has responsibility, all health & safety issues and the relevant required risk assessment for the management of the risk.

Members to note the incident report for October 2025 – November 2025 inclusive.
(See attached) (Confidential papers attached for committee members only).

9. Cleaning of Public Toilets

To consider whether to employ a contractor to clean the public toilets.

(See attached). (Confidential papers attached to follow for committee members only).
Members to resolve

10. HR Advisor Contract

To consider whether to explore further the option of changing the Council's HR advisor.

(See attached). (Confidential papers attached for committee members only).
Members to resolve

11. Staffing Matters

To receive the Clerk's reports covering ongoing HR issues.

(See attached) (Confidential papers attached for committee members only)
Members to resolve

12. Repairs to the Pavilion Café and the Bar/Cellar Area in the Civic Centre

To receive the Clerk's reports setting out the need for repairs to the Pavilion Café and the Bar/Cellar Area in the Civic Centre.

(See attached) (Confidential papers attached for committee members only)
Members to resolve

13. Communications

The members to decide on items requiring a press release and nominate a spokesperson if required.

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: 2nd February 2026