

**Minutes  
of the HR Committee  
Held on Monday 8<sup>th</sup> December 2025 at 7pm at  
Warminster Civic Centre**

**Membership:**

<b>Cllr Allensby (West)</b>	<b>*</b>	<b>Cllr Jones (North)</b>	<b>*</b>
<b>Cllr Cooper (Broadway) Chairman</b>	<b>A</b>	<b>Cllr Keeble (West)</b>	<b>*</b>
<b>Cllr Davis (East)</b>	<b>*</b>		

Key: \* Present    A Apologies    AB Absent

**In attendance:**

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

**HR/25/037**

**Apologies for Absence**

There were apologies for absence from Councillor Cooper.

**HR/25/038**

**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/25/039**

**Minutes**

**HR/25/039.1** The minutes of the of the HR Committee meeting held on Monday 6<sup>th</sup> October 2025 were approved as a true record and signed by the chairman.

**HR/25/039.2** There were no matters arising from the minutes of the HR Committee meetings held on Monday 6<sup>th</sup> October 2025.

**HR/25/040**

**Chairman's Announcements**

There were no announcements made by the chairman.

**HR/25/041**

**Questions**

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

**HR/25/042**

**Public Participation**

There was no public participation.

HR/25/043

**Appraisals**

**HR/25/043.1 Town Clerk's 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 Cooper.

**HR/25/043.2 National Pay Negotiations**

Members noted the current situation re the National Pay Negotiations.

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/25/044

**Health and Safety Report**

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

HR/25/045

**Cleaning of Public Toilets**

Members resolved to accept the tender from Company C to clean the public toilets in Central Carpark and the Lake Pleasure Grounds, at a cost of £29,805.29 pa, the contract to start as soon as is practical. Funding to come from 209/4001, outside services salaries

HR/25/046

**HR Advisor Contract**

Members resolved to continue with the current HR advisor contract for 2026/27.

HR/25/047

**Staffing Matters**

Members noted and resolved on the Clerks report.

HR/25/048

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

Members resolved to authorise the repairs at the Pavilion Café at a cost of £9,987.20, to come from EMR Assets 316

Members resolved to authorise the repairs to the floor of the Bar and Cellar area at the civic centre. Most of this to be done internally.

HR/25/049

**Communications**

No press releases were requested.

**Meeting closed 7:37 pm**

*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: 2<sup>nd</sup> February 2026.**