

**Minutes
of the HR Committee
Held on Tuesday 6th May 2026 at 7pm at
Warminster Civic Centre**

Membership:

Cllr Allensby (West)	*	Cllr Jones (North) Chairman	*
Cllr Cooper (Broadway)	A	Cllr Lee (Broadway)	*
Cllr Davis (East)	*		

Key: * Present A Apologies AB Absent

In attendance:

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

HR/26/001 Election of a Vice Chair
Councillor Lee was elected vice-chair of the HR Committee for the municipal year 2026/27

HR/26/002 Apologies for Absence
There were apologies from Councillor Cooper

HR/26/003 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/26/04 Minutes
HR/26/04.1 The minutes of the of the HR Committee meeting held on Monday 2nd February 2026 and the Extraordinary HR Committee held on Monday 27th April 2026 were approved as a true record and signed by the chairman.
HR/26/04.2 There were no matters arising from the minutes of the HR Committee meetings held on Monday 2nd February 2026 and the Extraordinary HR Committee held on Monday 27th April 2026

HR/26/005 Chairman's Announcements
There were no announcements made by the chairman.

- HR/26/006** **Questions**
There were no questions submitted in advance by members of the committee.
- HR/26/007** **Public Participation**
There was no public participation.
- HR/26/008** **Clerks Report**
Members noted the Clerks non confidential Report.

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/26/009** **Health and Safety Report**
Members received and noted the incident report for February 2026 – May 2026 inclusive.
- HR/26/010** **Staffing Matters**
Members noted and resolved on the Clerks report.
- HR/26/011** **Property Matters**
Members noted and resolved on the Clerks update.
- HR/26/012** **Communications**
No press releases were requested.
- Meeting closed 7:26pm**

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: 27th July 2026.