



25th November 2020

AGENDA

Dear Councillor

You are summoned to a meeting of the:

**HR Committee
on Monday 30th November 2020 at 7pm
To be held online**

Membership:

Cllr Brett (East)	Cllr Nicklin (West)
Cllr Fraser (West)	Cllr Robbins (East) Chairman
Cllr Jeffries (Copheap) Vice-Chairman	Cllr Ridout (West)
Cllr Macfarlane (West)	

Normally, the HR Committee would meet in person and provide an opportunity for members of the public to attend. However, during the current emergency, this is not possible, and the Government have put in place Regulations that allow 'Virtual' committees to be convened and held to conduct local authority business.

The Council has adopted appropriate procedures to ensure the smooth administration of such virtual meetings.

If you wish to address members in public participation via a written submission please contact admin@warminster-tc.gov.uk at least a day prior to the meeting to enable this to be facilitated.

If you wish to view the meeting please see the link on the Warminster Town Council Website www.warminster-tc.gov.uk in the meetings diary.

Copied to all other members for information.

Yours sincerely

**Fiona Fox BA (Hons) MCIPD FSLCC
Town Clerk and Responsible Financial Officer**

1. **Apologies for Absence**
To receive and accept apologies, including reason for absence, from those unable to attend.
2. **Declarations of Interest**
To receive any declarations of interest under Warminster Town Council's 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 5th October 2020; 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 5th October 2020.
4. **Chairman's Announcements**
To note any announcements made by the Chairman.
5. **Questions**
To receive questions from members of the Council submitted in advance.

***Standing Orders will be suspended
to allow for public participation.***

6. **Public Participation**
To enable members of the public to address the Committee with a written submission, an allowance of three minutes per person regarding any item on the agenda and to receive any petitions and deputations. The Chairperson will read any statements submitted

***Standing Orders will be reinstated
following public participation.***

7. **Clerk's Report**
7.1 The council reception and Civic Centre is currently closed. Council officers continue to provide services from 8.30am – 4.30pm Monday – Friday inclusive, working from home and are available via email and telephone. We continue to review the Government's advice and will amend current working practices and services as necessary. The café and CCTV remain unaffected. **Members to note.**
7.2 Christmas and New Year closures: The Civic Centre and Warminster Town Council offices will be closed from 1.00pm on Christmas Eve, Thursday 24 December 2020, and will re-open on Monday 4 January 2021. **Members to note.**
7.3 Following discussions it has been agreed that the Parks and Open Spaces Managers role should be renamed Estates Manger to more accurately reflect the work undertaken. **Members to note.**
8. **Communications**
8.1 **The members to** decide on items requiring a press release.
8.2 **The members to** confirm their spokesperson for any item listed on the agenda to report on the committee's decision if required.

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.

9. Staffing Matters

9.1 Members are to receive, review and resolve on the 2021 – 2022 budget and staffing requirements for the committee which will inform the preliminary budget.

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.