

19th May 2026

AGENDA

Dear Councillor

You are summoned to a meeting of the:

HR Committee Meeting
on Tuesday 26th May 2026 at 7pm
to be held at
Civic Centre, Sambourne Road, Warminster, BA12 8LB
Membership:

Cllr Allensby (West)	Cllr Jones (North) Chairman
Cllr Cooper (Broadway)	Cllr Lee (Broadway)
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

- Election of Vice Chair**
To elect a vice chair for the current municipal year 2026/27.
- 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.

4. **Minutes**

4.1 To approve as a correct record, the minutes of the HR Committee meeting held on Monday 2nd February 2026 and the Extraordinary HR Committee held on Monday 27th April 2026 at Copies of these minutes have been circulated and Standing Order 12.1 provides that they may therefore be taken as read.

4.2 To note any matters arising from the minutes of the HR Committee meeting held on Monday 2nd February 2026 and the Extraordinary HR Committee held on Monday 27th April 2026.

5. **Chairman's Announcements**

To note any announcements made by the chairman.

6. **Questions**

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

Standing Orders will be suspended to allow for public participation.

7. **Public Participation**

To enable members of the public to address the committee with an allowance of three minutes per person regarding any item on the agenda and to receive any petitions and deputations.

8. **Clerks Report**

To receive the Clerk's non-confidential report. **(See attached).**

Standing Orders will be reinstated following public participation.

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. **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 February 2026 – May 2026 inclusive. **(See attached) (Confidential papers attached for committee members only).**

10. **Staffing Matters**

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

(See attached) (Confidential papers attached for committee members only).

Members to note or resolve accordingly.

11. Property Matters

To receive the Clerk's update concerning the Council Property in Weymouth Street.

Members to note or resolve accordingly.

12. 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: 27th July 2026

HR Committee Meeting: Tuesday 26th May 2026

The Clerk's report

8. Staffing Matters - Town Clerk's Report

8.1 National Pay Negotiations 2026/27

Union's NJC committee has rejected employers' 3.3% pay offer for local government staff. However, in response, the employers' side of the NJC said its offer was its "full and final" proposal.

UNISON, GMB and Unite's claim was for a rise of 10% or £3,000, whichever is larger, as well as a minimum hourly rate of £15 an hour and a two-hour reduction in the working week with no loss of pay and an extra days leave each year. (Almost identical to last year's claim)

UNISON will ballot members to take industrial action with the ballot running from 9 July to 6 August in England and Wales. The GMB is currently holding a consultative ballot of its members over whether to accept or reject the offer, on which its leadership has adopted a neutral position. Should members reject the proposal in the consultation, which closes on 22 May, it is likely to move to balloting for industrial action too. Unite has not confirmed its plans but its initial response to the offer was highly critical.

However, in the event of a multi-year settlement being proposed, the unions sought the following structure to a three-year agreement (in addition to items above):

Year 1: £3,000 or 10 per cent (whichever is greater) on all spinal column points, alongside the introduction of a £15 minimum hourly rate

Year 2: An increase of RPI + 3 per cent

Year 3: An increase of RPI + 2 per cent

8.2 Repairs to the Bar/Cellar Area in the Civic Centre

Members had previously resolved (Dec 2025) to authorise the repairs to the floor of the Bar and Cellar area at the civic centre. Most of this was to be done by town council staff.

However, as the full extent of the problem was revealed it was necessary to employ a contractor under urgency provisions – which was approved by the Town Clerk and the Mayor and repairs were carried out at a cost of £6,757.80. It is clear that the discovery of the problem and swift action has prevented further damage costly damage.

Members to ratify the expenditure.