

26<sup>th</sup> September 2022

Dear Councillor

You are summoned to a meeting of the:

**HR Committee  
on Monday 3<sup>rd</sup> October 2022 at 6pm  
To be held at Warminster Civic Centre**

**Membership:**

|                               |   |
|-------------------------------|---|
| <b>Cllr Allensby (West)</b>   | <b>Cllr Keeble (West)<br/>Vice Chairman</b> |
| <b>Cllr Cooper (Broadway)</b> | <b>Cllr Robbins (East)<br/>Chairman</b>     |
| <b>Cllr Fryer (Broadway)</b>  |   |

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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**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 (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 Tuesday 12<sup>th</sup> July 2022. 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 Tuesday 12<sup>th</sup> July 2022.

**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 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 may read any statements submitted in advance.

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

**7. Health and Safety Report**

The HR Committee has responsibility, for the management of the risk assessments. The regular reports, which have been carried out on a monthly, ad hoc, and quarterly basis since the start of the municipal year are completed, and areas for discussion are outlined in the attached review sheet for the period: July 2022 – August 2022 inclusive. **(See attached).**

**Members to note.**

**8. Communications**

**The members to** decide on items requiring a press release and nominate a spokesperson 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**

**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.**

*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: Monday 6<sup>th</sup> February 2023.**

## Municipal Year 2022 – 2023

Risk Assessment – outstanding actions from monthly reviews July 2022 - August 2022.

**BLACK:** Relevant notes from last meeting **RED:** update on existing issues since last meeting **BLUE:** new items/latest status

### Cemeteries/Churchyards

- No issues

### Lake Pleasure Grounds

- The splash pad is now closed
- In February, vandals set fire to three trolleys filled with flammable material in the skatepark bowl – reported to police and insurance claim made – damage now repaired. These have now been dealt with by the criminal justice system.

### Play Areas

- No issues

### Street/Footway Lighting

- No issues

### Civic Centre

- No issues

### ICT

- No issues

### Cyber and compliance:

- No issues

### Investments

- No issues - income has increased as interest rates have risen and already exceed budget for the year. However, due to inflation the real value of investments continues to fall. Interest rates continue to rise but inflation is around 10%, although this varies within different sectors of the economy.

### Newsletters

- No issues

### Dewey House

- No issues

### Public Toilets Central Carpark

- No issues

### Public Toilets Lake Pleasure Grounds

- No issues  
Several locks were vandalised in June. The Police have been informed.