

29th January 2024

Dear Councillor

You are summoned to a meeting of the:

HR Committee Meeting
on Monday 5th February 2024 at 7pm
to be held at
Civic Centre, Sambourne Road, Warminster, BA12 8LB

Membership:

Cllr Cooper (Broadway)	Cllr Keeble (West) Chairman
Cllr Fraser (West)	Cllr Parks (North)
Cllr Jeffries (North)	Cllr Robbins (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 Domett CILCA
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 (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 Monday 2nd October 2023. 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 Monday 2nd October 2023.

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 an allowance of three minutes per person regarding any item on the agenda and to receive any petitions and deputations.

7. **Clerks Report**

To receive the Clerk's 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.

8. **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. The Council uses the Risk Wizard System and a report of all risks and action plans.

Members to note the incident report for October 2023 – January 2024 inclusive. **(See attached) (Confidential papers attached for committee members only).**

Members to note.

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.

10. **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: To be confirmed.

HR Committee Meeting: Monday 5th February 2024

The Clerk's report

7. Staffing Matters - Town Clerk's Report

7.1 Employment of Casual and/or Fixed Term Contract Assistants for the Pavilion Café and Boat Hire.

As per previous years, the council will need to employ Casual and/or Fixed Term Contract staff for the Pavilion Café and for Boat hire. These will start from April 2024 onwards until the end of September.

Members are asked to approve the employment of Casual and/or Fixed Term Contract staff for the Pavilion Café and for Boat hire for the 2024 season.

7.2 Pay Rise 2023/24

A national pay rise was agreed in November 2023 with a flat rate payment of £1,925 for all spinal points to 43. For scale points above that the award was 3.88%

This was implemented in the December 2023 payroll.

Members to note

ENDS