

31st January 2022

Dear Councillor

You are summoned to a meeting of the:

**HR Committee
on Monday 7th February 2022 at 7pm
To be held at Warminster Civic Centre**

Membership:

Cllr Brett (East) Vice chairman	Cllr Jeffries (North) Chairman
Cllr Davis (East)	Cllr Syme (Broadway)
Cllr Fraser (West)	

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

- 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.
- Minutes**
3.1 To approve as a correct record, the minutes of the HR Committee meeting held on Monday 4th October 2021; and the extraordinary meeting of the HR Committee held on Monday 29th November 2021. 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 4th October 2021; and the extraordinary meeting of the HR Committee held on Monday 29th November 2021

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, under its Terms of Reference 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: October 2021 – December 2021 inclusive. **(See attached).**

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

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 or by contacting us at Warminster Civic Centre.

Next scheduled meeting: Tbc.

**Municipal Year 2021 – 2022: Q1
Risk Assessment – outstanding actions from monthly and quarterly review
October 2021 - December 2021.**

BLACK: notes from last meeting **RED:** update from last meeting **BLUE:** new items

Cemeteries/Churchyards

- No issues

Lake Pleasure Grounds

- . The Replacement Trim Trail has been installed (Lava Trail)

Play Areas

- November – a gate at Fore Street play area being pushed the wrong way, if this keeps happening, it will damage the gate.

Street/Footway Lighting

- No issues

Civic Centre

- No new issues

ICT

- The server

Cyber and compliance:

Work is progressing on updating/transferring the website.

The new website has gone live, Feedback has been positive

Investments

- No issues

Newsletters

A February newsletter is underway.

Dewey House

- No issues

Public Toilets Central Carpark

There were several incidences of vandalism of locks recently. It is likely that the main entrance door on the men's toilets will need replacing at a cost of circa £3000.

Toilet doors were vandalised 6th October. They are working for now, one Door has no lock as this was damaged and a replacement has yet to be found, Vandalism of toilet doors reported to police.

Public Toilets Lake Pleasure Grounds

- No issues

COVID 19

The council continues to adapt and update its procedures to fall into line with latest government guidance. **Masks are now voluntary. Working form home as a covid precaution has ceased.**