

**MINUTES**  
**of the HR Committee**  
**held on Monday 4th October 2021 at 7.00pm**  
**at Warminster Civic Centre**

**Membership:**

<b>Cllr Brett (East)</b>	*	<b>Cllr Jeffries (North) Chairman</b>	*
<b>Cllr Davis (East)</b>	*	<b>Cllr Syme (Broadway)</b>	*
<b>Cllr Fraser (West)</b>	*		

Key: \* Present    A Apologies    AB Absent    V Virtual

**In attendance:**

**Officers:** Tom Dommett (Assistant Town Clerk), Judith Halls (Office Manager)

**HR/21/014**    **Apologies for absence**  
There were no apologies for absence

**HR/21/015**    **Declarations of Interest**  
There were no declarations of interest were received under Warminster Town Council's Code of Conduct issued in accordance with the Localism Act 2011.

**HR/21/016**    **Minutes**  
**HR/21/016.1** The minutes of the HR Committee meeting held on 20<sup>th</sup> July 2021 were approved as a true record and signed by the chairman.

**HR/21/016.2** There were no matters arising from the minutes of the HR Committee meeting held on 20<sup>th</sup> July 2021.

**HR/21/017**    **Chairman's Announcements**  
There were no Chairman's announcements.

**HR/21/018 Questions**

There were no questions from members of the committee that had been submitted to the town clerk in advance of the meeting.

**HR/21/019 Public Participation**

There were no members of the public in attendance. There were no petitions, deputations, or statements submitted.

**HR/21/020 Deputy's Clerk's Report**

The Deputy Clerk's report was noted.

**HR/21/021 Induction Programme for Councillors**

Members noted the induction programmes that all councillors had been offered.

**HR/21/022 Health and Safety Report**

The health and safety report for the period July 2021 – September 2021 inclusive had been sent to members for their attention.

Members noted the Health and Safety report. Cllr Jeffries wished for the Risk Assessment format to be bought back to the next HR for discussion.

**HR/21/023 HR consultancy contract**

Members noted the HR Consultancy contract.

**HR/21/024 Communications**

No communications requested for this meeting.

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.

**HR/21/025 Renewal of council's HR consultancy contract**

Members resolved and noted an update on the HR consultancy contract.

**HR/21/026 Staffing Matters**

Members received, noted and resolved on an update on internal HR matters.

**HR/21/027 Recruitment of a Clerk and RFO**

Members resolved and noted the ongoing recruitment of the Town Clerk and RFO.

Meeting closed 8.35pm

**The next scheduled meeting for this committee is:**

**Monday 7th February 2022, 7pm**

*This meeting is available to all members of the public either live from our website [www.warminster-tc.gov.uk](http://www.warminster-tc.gov.uk) or by contacting us at Warminster Civic Centre.*

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