



9<sup>th</sup> January 2019

Dear Councillor

**HR COMMITTEE**  
**14<sup>th</sup> January at 7.00pm**

You are summoned to attend a meeting of the above committee to be held at Warminster Civic Centre, Sambourne Road, Warminster.

<b>Cllr Brett (East)</b>	<b>Cllr Nicklin (West) Chairman</b>
<b>Cllr Jeffries (Copheap) Vice-Chairman</b>	<b>Cllr Robbins (East)</b>
<b>Cllr Macfarlane (West)</b>	

Copied to all other members for information.

Members of the public are welcome to attend meetings of Warminster Town Council and its committees, unless excluded due to the confidential nature of the business.

Yours sincerely

Town Clerk and Responsible Financial Officer

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**A G E N D A**

- 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 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 15<sup>th</sup> October 2018; 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 15<sup>th</sup> October 2018.

***Standing Orders will be suspended to allow for public participation***

**4. Public Participation**

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

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

**5. Health and Safety**

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 - December 2018 inclusive. **(See attached).**

**To approve the submitted reports and any actions contained therein.**

**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.**

**6. Staffing Matters**

**To receive for decision** staffing issues contained within the Clerk's report **(to follow).**

**The public and press will be invited to return to the meeting after item 6 has been completed.**

**7. Communications**

**7.1 The members to** decide on items requiring a press release.

**7.2 The members to** confirm their spokesperson for any item listed on the agenda to report on the Council's decision 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](http://www.warminster-tc.gov.uk) or by contacting us at Warminster Civic Centre.