

**Minutes
of the HR Committee
held on Monday 14th January 2019**

Cllr Jeffries (Copheap) Vice-Chairman	*	Cllr Nicklin (West) Chairman	*
Cllr Macfarlane (West)	*	Cllr Robbins (West)	A

Key: * Present **A** Apologies **AB** Absent

In attendance:

Officers: Fiona Fox, Town Clerk and Responsible Financial Officer

Public and press:

None present.

HR/18/032 Apologies for absence

Apologies, with reasons for absence, were received and accepted from Cllr Robbins.

HR/18/033 Declarations of Interest

No declarations of interest were received under Warminster Town Council's Code of Conduct issued in accordance with the Localism Act 2011.

HR/18/034 Minutes

HR/18/034.1 The minutes of the HR committee meeting held on 15th October 2018 were unanimously approved and signed as a true record.

HR/18/034.2 Matters arising from the meeting of 15th October 2018:
None.

HR/18/035 No members of the public were present for public participation therefore Standing Orders were not suspended.

HR/18/036 Council's Risk Assessments

The HR committee has responsibility, under its Terms of Reference, for the management of the Council's Risk Assessments. The regular reports which are completed on a monthly, ad hoc and quarterly basis since the start of the municipal year, including explanatory notes were forwarded to Members with their agendas. Members reviewed the sheets for the periods October to December 2018 inclusive.

The following was noted:

- Vandalism reported under open spaces. The Clerk advised that a meeting with the police was to take place, CCTV were liaising closely with the authorities and that pro-active steps were being taken to address this spike in anti-social behaviour.

The reports were then noted and unanimously approved.

Confidential session pursuant to Section 1 (2) of the Public Bodies Admission to Meetings Act 1960

HR/18/037 Members unanimously resolved to exclude members of the public as the business to be transacted contained personal information pertaining to staff members.

HR/18/038 Staffing Matters

HR/18/038.1 It was agreed that the Clerk would explore a variety of options for covering temporary/casual vacancies within the Council.

HR/18/038.2 It was agreed to confirm the appointment of Tom Dommett as Assistant Town Clerk with effect from 25th February 2019.

The public and press were invited to return to the meeting after item HR/8/038.2 had been completed.

HR/18/039 Communications

Members agreed that a press release was required to highlight the spike in vandalism and that it was costing the town money ultimately by hitting the precept; £3,000 replacement toilet door, damaged within 24 hours. Cllr Jefferies would be spokesperson.

Meeting ended: 7.45pm