



Town Clerk: Dawn Drury  
15 – 17 Temple Street,  
KEYNSHAM, BRISTOL BS31 1HF  
Temporary Telephone: 0117 9868683  
Mobile No:07399 612317  
E-mail: [townclerk@keynsham-tc.gov.uk](mailto:townclerk@keynsham-tc.gov.uk)  
[www.keynsham-tc.gov.uk](http://www.keynsham-tc.gov.uk)

---

To: All Members of the Personnel Committee (Councillors Dave Biddleston, Deb Cooper, Clive Fricker, Andy Halliday, Andy McGuinness, Brian Simmons and Andy Wait).

Dear Councillor

You are invited to an Extra Ordinary meeting of the Personnel Committee on Wednesday 18<sup>th</sup> May 2022 commencing at 7.30 pm in the Keynsham Baptist Church.

Signed on 11<sup>th</sup> May 2022

By Dawn Drury, Town Clerk

---

THIS MEETING MAY BE FILMED OR RECORDED (PLEASE REFER TO THE TOWN COUNCIL'S PROTOCOL ON THE FILMING AND RECORDING OF LOCAL COUNCIL AND COMMITTEE MEETINGS (adopted August 2014)).

## AGENDA

### 1. ELECTION OF CHAIRMAN 2022/2023

**RECOMMENDED:**

- (i) *To elect a Chairman for the Personnel Committee for the ensuing Municipal Year.*

### 2. ELECTION OF VICE-CHAIRMAN 2022/2023

**RECOMMENDED:**

- (i) *To elect a Vice-Chairman for the Personnel Committee for the ensuing Municipal Year.*

### **3. MEMBERSHIP AND TERMS OF REFERENCE**

*RECOMMENDED:*

*That the Membership and Terms of Reference be as approved at the Annual Town Council meeting on Tuesday 10<sup>th</sup> May 2022.*

*Membership – Councillors Dave Biddleston, Deb Cooper, Clive Fricker, Andy Halliday, Andy McGuinness, Brian Simmons and Andy Wait.*

### **4. APOLOGIES FOR ABSENCE**

RECOMMENDATION:

To receive apologies for absence.

### **5. DECLARATIONS OF INTEREST**

To receive any Declarations of Interest under Keynsham Town Council's Code of Conduct (adopted on 16th April 2019) issued in accordance with the Localism Act 2011 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, SI No. 1464 and as per Standing Order 3(v).

### **6. DISPENSATIONS**

In accordance with Standing Order 13, to consider any requests for dispensations (for disclosable pecuniary interests) prior to the item (s) being discussed, that Members may only become aware of during the meeting itself and to receive any disclosures of decisions as per item 7 of Keynsham Town Council's Dispensations Policy and Procedure Guide.

### **7. PUBLIC PARTICIPATION**

In accordance with Standing Order 3(e), Members of the Public will have the opportunity to ask the Chairman any question concerning, or make observations upon, the business of the Council, at the start of the meeting, provided notice of the question along with the name and address of the member of public has been given to the Town Clerk at least four clear days before the meeting where possible, and in any case to the Chairman before the meeting. This also applies to all Committees of the Council.

RECOMMENDATION:

That the Chairman respond to any questions/observations. If the matter is not already tabled on the Agenda, the Council may move a motion to refer the matter to be itemised on the Agenda of a successive meeting, but it cannot make any decisions on any matters raised at this meeting unless considered under a further item on this particular Agenda.

## 8. RECORD OF PREVIOUS MEETINGS

### *RECOMMENDATION:*

- (i) That the minutes of the meeting held on 19<sup>th</sup> April 2022 (previously circulated) be confirmed as a true record and signed by the Chairman.*
- (ii) To note the extra ordinary consultation notes of the 1<sup>st</sup> February 2022 (previously circulated).*

## 9. DATE OF NEXT COMMITTEE MEETING

### *RECOMMENDED:*

- (i) To note that the next scheduled meeting of the Committee is Tuesday 24<sup>th</sup> May 2022 at 7.30 p.m. This scheduled meeting should not be required due to the calling of this earlier meeting.*
- (ii) That the next schedule meeting is 15<sup>th</sup> November (salary review).*
- (iii) That additional meetings may be arranged between now and 15<sup>th</sup> November 2022, as and when required.*