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To: All Members of the Personnel Committee (Councillors Dave Biddleston, Deb Cooper (Chairman), Clive Fricker, Andy McGuinness (Vice-Chairman), Brian Simmons, Allan Sinclair & Andy Wait.

Dear Councillor

You are invited to an **Extra Ordinary Personnel Committee meeting on Monday 28<sup>th</sup> November 2022 commencing at 5.00 pm in Town Council Office**

Signed on 21st November 2022

By Dawn Drury, Town Clerk

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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. APOLOGIES FOR ABSENCE

RECOMMENDATION:

To receive apologies for absence.

### 2. 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).

### 3. 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.

#### **4. 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.

#### **5. RECORD OF PREVIOUS MEETINGS**

RECOMMENDATION:

That the minutes of the meeting held on 16<sup>th</sup> November 2022 (previously circulated) be confirmed as a true record and signed by the Chairman.

#### **6. DATE OF NEXT COMMITTEE MEETING**

RECOMMENDATION:

To note that the next scheduled meeting of the Committee will be in the new municipal year 2023 - 2024 but that there may be a requirement to convene a meeting prior to this date in order to deal with emerging/emergency Personnel matters.

#### **7. STAFF APPOINTMENTS AND MATTERS SINCE 16<sup>TH</sup> NOVEMBER 2022**

*RECOMMENDATION :*

*To note the appointment of Mr Antony Morris to the post of Grounds Maintenance Worker starting on 3<sup>rd</sup> January 2023.*

#### **8. EXCLUSION OF PRESS AND PUBLIC**

RECOMMENDATION:

In accordance with Standing Order 3(d) to RESOLVE that pursuant to the provision of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following items of business by reason of the confidential nature of business to be transacted, sensitive staff matters (Item 9).

#### **9. LEAD YOUTH WORKER REPORT (ATTACHED), POST OF MUSIC STUDIO MANAGER (INFORMATION ATTACHED) & POSSIBLE COOK FOR TIME OUT SESSIONS.**

**RECOMMENDATION:**

- (i) To receive and note the written Lead Youth Worker Report together with a further verbal update.*
- (ii) To receive and note the written report in respect of the employment of a Music Studio Manager together with a further verbal update by the Youth Worker Leader.*
- (iii) To receive a verbal update and consider the employment of a possible cook at each open TimeOut session (possibly 6 hours per week initially).*