



Town Clerk: Dawn Drury  
15 – 17 Temple Street,  
KEYNSHAM, BRISTOL BS31 1HF  
Telephone: 0117 9868683  
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 (Chairman), Clive Fricker, Andy Halliday, Andy McGuinness (Vice-Chairman), Brian Simmons & Andy Wait.

Dear Councillor

You are invited to an **Extra Ordinary Personnel Committee meeting on Friday 28<sup>th</sup> April 2023 commencing at 10.00 a.m. in the Town Council Office**

Signed on 25<sup>th</sup> April 2023

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. 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 17<sup>th</sup> March 2023 (previously circulated) be confirmed as a true record and signed by the Chairman.

#### 6. DATE OF NEXT COMMITTEE MEETING

RECOMMENDED:

To note that the next scheduled meeting of the Committee is set for (the new municipal year) on Wednesday 24<sup>th</sup> May at 7.30 p.m. in the Town Council office, however as Councillors will only be assigned to this Committee on 23<sup>rd</sup> May 2023 (at full Council) it is proposed that the next meeting will be scheduled when there is a requirement to convene a meeting to deal with emerging/emergency Personnel matters.

#### 7. EXCLUSION OF PRESS AND PUBLIC

RECOMMENDED:

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 14 - 18).

#### 8. POST OF SESSIONAL YOUTH (MUSIC STUDIO) WORKER

RECOMMENDED:

- (i) *To note that the Youth Team Leader would like to advertise this post as soon as possible to get someone in place before the Youth Arts Festival on 30<sup>th</sup> June – 2<sup>nd</sup> July.*
- (ii) *That the Town Clerk be given delegated powers to proceed with the recruitment process (Town Council have already agreed the salary as part of the budget).*

9. URGENT MATTERS RELATING TO THE PERFORMANCE OF A YOUTH WORKER.

*RECOMMENDED:*

- (i) To receive verbal information in respect of this matter from the Town Clerk*
- (ii) That Personnel Committee decide on a course of action in respect of the employee.*

10. ANNUAL LEAVE REQUEST FROM AN EMPLOYEE – MONDAY 25<sup>TH</sup> DECEMBER 2023 – FRIDAY 12<sup>TH</sup> JANUARY 2024

*RECOMMENDED:*

- (i) To receive verbal information in respect of an employee's annual leave request exceeding two weeks.*
- (ii) That Personnel Committee approve the annual leave.*