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To: All Members of the Personnel Committee: To be confirmed at the Town Council meeting on 20th May 2025

c.c. All Town Councillors

Dear Councillor

You are invited to attend a meeting of the **Personnel Committee on Thursday 22nd May 2025 commencing at 7.00 p.m. in the Town Council Office.**

Signed on 15th May 2025

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 2024/2025

RECOMMENDED:

To elect a Chair of the Personnel Committee for the Municipal Year 2024/2025.

2. ELECTION OF VICE CHAIRMAN 2024/2025

RECOMMENDED:

To elect a Vice Chair of the Personnel Committee for the Municipal Year 2024/2025.

3. APOLOGIES FOR ABSENCE

RECOMMENDED:

To receive and accept apologies for absence.

4. 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).

5. 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.

6. 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.

RECOMMENDED:

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.

7. RECORD OF PREVIOUS MEETINGS

RECOMMENDED:

That the minutes of the Personnel Committee meeting held on 19th March 2025 (previously circulated) be confirmed as a true record and signed by the Chairman.

8. LITTER PICKER – 2025 SEASON

RECOMMENDED:

To receive and note a verbal update by the Clerk on the post of Litter Picker.

9. APPOINTMENT TO THE POSITION OF SENIOR YOUTH WORKER (22 HOURS)

RECOMMENDED:

To note that Lyndsey Bower has been appointed as Senior Youth Worker for Keynsham Town Council and she started in post on 12th May 2025.

10. APPOINTMENT TO THE POSITION OF PART-TIME YOUTH WORKER (7 HOURS)

RECOMMENDED:

To note that Rosie Barrett has been appointed as part-time Youth Worker for Keynsham Town Council and she started in post on 14th May 2025.

11. APPOINTMENT TO THE POST OF PART-TIME OFFICE ADMIN WORKER (17 HOURS PER WEEK)

RECOMMENDED:

- (i) *To note that Katie Gretton has been appointed as Office Administrative Assistant for Keynsham Town Council and will commence work with the Council on 27th May 2025.*
- (ii) *To note that Katie will be working only 17 hours per week. The advertisement was for 18 hours per week but due to childcare needs, Council needed to be a bit flexible with the hours on her contract.*

12. POSITION OF YOUTH ADMINISTRATION WORKER (10 HOURS)

RECOMMENDED:

To note that Marie Lane has been appointed as Youth Administration Worker for Keynsham Town Council and she will commence work with Keynsham Town Council on 5th June 2025.

13. MUSIC STUDIO MANAGER (PAYMENT DUE)

Lewin Hayes left the employment of the Council on 30th March 2025 and was paid on 12th March for the month of March. Between 12th of March and the 30th March, Lewin then worked 1.5 hours of overtime and has asked to be paid for this. He has also asked to be paid for 10 hours for a gig 6.30 – 11.30 (double time -Sunday 30th March) where he was to be supporting young people that were scheduled to perform. It turns out that the young people withdrew from performing so the Clerk has informed him that he will not be paid for these hours.

RECOMMENDED:

That the Clerk pay Lewin Hayes by BACS for 1.5 hours only.

14. KALEIDOSCOPE YOUTH FEST 2025 - LEWIN HAYES

Some of the young people in Bands from TimeOut and other local Bands are keen to perform at this year's Kaleidoscope Youth Fest. In preparation for the Festival James McPhee (KMFA Limited) has been working with the Young People on the Festival Board in TimeOut to put together a Band line up for the "The Lily Pad" (Stage) at Kaleidoscope on Sunday 6th July, as follows:

12pm - 1pm: Open Mic
1pm - 1:15pm: His Royal Sliminess King Slorbo
1.15pm - 1.55pm: Rappers Takeover Campana, H1-Hunna, Jayemm
2pm - 2.30pm: CODE-E
2.35pm - 2:55pm: K-Whip
3pm - 3:15pm: His Royal Sliminess King Slorbo
3.20pm - 3.35pm: Skanka
3.40pm - 4.30pm: Joe Fyson ft Skanka

4.35pm - 4.50pm: His Royal Sliminess King Slorbo
5pm - 6pm: Jack Bobby

James, due to his duties on the day and being busy in the lead up to the Music Festival, will be unable to manage the promotion of the Bands, rehearsals and management of the stage on the day. KMFA Limited have negotiated the fee for Lewin's time working on the preparation and management of the music aspect of the Kaleidoscope Festival. The contract for the appointment will be between KMFA Limited and Lewin as a self-employed contractor. The total cost for this service equates to £746.

This covers 16 hours preparation time plus 2 x 10 hour working days for the weekend of the Festival. Lewin will organise a further line up for Saturday 5th July 2025.

KMFA Limited does not have the funds to pay Lewin for this service and have asked if the Town Council will cover this cost.

Jade has also negotiated with Lewin a potential extra 2 hours per day should they need him - but KMFA will handle this additional amount from the Kaleidoscope budget (already paid) if they find they need to use this extra time.

RECOMMENDED:

- (i) To decide if Council would be happy with this proposal.*
- (ii) To decide if members in principle are agreeable to Lewin preparing and running the stages for the Youth Fest on Saturday 5th and Sunday 6th July.*
- (iii) That this matter be put on the next Finance and Policy Committee agenda for agreement to pay the fee.*

15. TRAINING SCHEDULE 2025 – 2026 (Attached)

RECOMMENDED:

- (i) To receive and note the information on the 2025 – 2026 Town Council training sheet*
- (ii) To note that the following training courses are being booked shortly:*
 - *All staff Fire Safety Awareness.*
 - *2 members from each of the following, office, grounds maintenance and Youth Service, are to be booked on a Fire Marshalling course.*
 - *5 grounds maintenance staff – manual handling (renewal).*
 - *5 grounds maintenance staff –Working at height (renewal).*
 - *2 Youth Staff – Safeguarding.*

16. APPRAISALS UPDATE

RECOMMENDED:

To note that appraisals for 2025 – 2026 are being arranged and A Hazell, K Sears and K Bush are scheduled to have their appraisals in the next few weeks.

17. WHISTLE BLOWING POLICY AND PROCEDURE (attached)

RECOMMENDED:

- (i) To receive and note the Policy.
- (ii) To approve the Policy.

18. DATE OF NEXT MEETING

RECOMMENDED:

To note that the next Personnel Committee meeting will be called as and when required.

19. 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 (Items 18 - 20).

20. GROUND'S MAINTENANCE EMPLOYEE REQUEST FOR FLEXIBLE RETIREMENT
(Letter to be presented at the meeting)

RECOMMENDED:

- (i) To receive and note the letter.
- (ii) To consider whether to appoint an additional member to the Ground's Maintenance for the 5 ½ hours on a Friday.

21. YOUTH WORKER REQUEST FOR FLEXIBLE WORKING REDUCED HOURS (Email
to be presented at the meeting)

RECOMMENDED:

- (i) To receive and note the letter.
- (ii) To consider whether to appoint an additional member to the Youth Team for the spare 3.5 hours.

22. OFFICE STAFF – LETTER OF RESIGNATION/REQUEST FOR FLEXIBLE WORKING
(Letter and report to be presented at the meeting)

RECOMMENDED

- (i) To receive and note the letter and Town Clerk's Report.
- (ii) To make a decision in respect of the letter and the report.