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To: All Members of the Personnel Committee: Cllrs M Burton, D Cooper, C Davis, C Fricker, A Halliday, H MacFie and A Wait

Substitutes Cllrs D Biddleston and D Brassington

c.c. All Town Councillors

Dear Councillor

You are invited to attend a meeting of the **Personnel Committee on Thursday 9<sup>th</sup> October 2025 commencing at 7.00 p.m. in the Town Council Office.**

Signed on 2<sup>nd</sup> October 2025

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

*RECOMMENDED:*

*To receive and accept 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.

**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.*

#### 5. RECORD OF PREVIOUS MEETINGS

**RECOMMENDED:**

*That the minutes of the Personnel Committee meeting held on 31<sup>st</sup> July 2025 (previously circulated) be confirmed as a true record and signed by the Chairman.*

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

**RECOMMENDED:**

*To note that Isabella (Ella) Bower has been appointed as Senior Youth Worker for Keynsham Town Council. Following satisfactory references, she started work on 1<sup>st</sup> September 2025. Ella will be working on Monday, Thursday and Friday.*

#### 7. APPOINTMENT TO THE POSITION OF GROUNDS MAINTENANCE WORKER (7 HOURS)

**RECOMMENDED:**

*To note that Briony Lane has been appointed as Grounds Maintenance Worker for Keynsham Town Council. Following satisfactory references she started work on 3<sup>rd</sup> October 2025. Briony will be working on Fridays and occasionally on Saturdays and Sundays on the football rota and on Bandstand duty, if required.*

#### 8. VOLUNTEERING POLICY STATEMENT (Attached)

**RECOMMENDED:**

*To review the Volunteering Policy Statement.*

#### 9. VOLUNTEERS COMPLAINTS PROCEDURE (Attached)

**RECOMMENDED:**

*To review the Volunteers Complaints Procedure.*

10. CHRISTMAS OFFICE CLOSURE

*RECOMMENDED:*

*To approve the office closure from lunchtime on 24<sup>th</sup> December to Thursday 1<sup>st</sup> January 2026 inclusive. Office to re-open on Friday 2<sup>nd</sup> January 2026. Staff will take annual leave on Monday 29<sup>th</sup>, Tuesday 30<sup>th</sup> and Wednesday 31<sup>st</sup> December if they work these days. The grounds maintenance team will work on a rota and come in and undertake bin runs and play area inspections first thing in the morning on closure days over the Christmas/New Year period.*

11. DATE OF NEXT MEETING

*RECOMMENDED:*

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

12. 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 13 - 14).*

13. YOUTH ADMIN WORKER RESIGNATION

*RECOMMENDED:*

- (i) To receive and note that the Youth Admin Worker resigned from the Town Council prior to the set probationary meeting date.*
- (ii) To receive a verbal update from the Clerk in respect of this matter.*
- (iii) To consider whether the post should be advertised internally or externally.*
- (iv) To appointment a Councillor to the shortlisting process and interview panel.*

14. SALARIES BUDGET 2026 – 2027 (To be presented at the meeting)

*RECOMMENDED:*

- (i) To note that as agreed as part of the NJC Award 2025 – 2026 Scale SCP 2 will be permanently deleted from the pay scale on 1<sup>st</sup> April 2026. This will affect the salaries of 3 employees.*
- (ii) To note the salary spreadsheet.*
- (ii) To recommend to Council that the salary budget be approved.*