

To: All Members of the Personnel Committee: M. Burton (Vice-Chair), C. Davis, C. Fricker, A. Halliday (Chair), H. MacFie and A. Wait

c.c. All Town Councillors

Dear Councillor

You are invited to attend a meeting of the **Personnel Committee on Wednesday 19th March 2025 commencing at 12.30 p.m. in the Town Council Office.**

Signed on 13th March 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. 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 27th February 2025 (previously circulated) be confirmed as a true record and signed by the Chairman.

6. LITTER PICKER – 2025 SEASON

RECOMMENDED:

To note that Mr Oliver Andrews has been appointed as litter picker for Keynsham Town Council 2025 season (from Saturday 5th April to Sunday 28th September 2025).

7. BANDSTAND ATTENDANT – 2025 SEASON

RECOMMENDED:

To note that Ms Lydia Bush has been appointed as Bandstand Attendant for Keynsham Town Council 2025 season (from April to September 2025 – dates to be confirmed once the Bandstand Programme 2025 is finalised).

8. DATE OF NEXT MEETING

RECOMMENDED:

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

9. 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 10 - 14).

10. UPDATE ON THE POST OF PART-TIME OFFICE ADMIN WORKER

RECOMMENDED:

(i) To receive and note an update/reminder in respect of this vacancy advertisement.

11. POSITION OF PART-TIME YOUTH WORKER (7 HOURS)

RECOMMENDED:

(i) To receive and note a verbal update in respect of this vacancy.

(ii) To confirm the next steps

12. POSITION OF YOUTH ADMINISTRATION WORKER (10 HOURS)

RECOMMENDED:

(i) To receive and note a verbal update in respect of this vacancy.

13. POSITION OF SENIOR YOUTH WORKER (22 HOURS) (paper to be presented at the meeting)

RECOMMENDED:

(i) To receive and note a verbal update in respect of this vacancy.

(ii) To confirm the next steps.

14. UPDATE – CURRENT YOUTH DEVELOPMENT WORKER POST (Report to be presented at the meeting)

RECOMMENDED:

(i) To receive and note the information.

(ii) To approve the recommendation within the confidential report.