

KEYNSHAM TOWN COUNCIL

Notes of the Virtual Consultation with the Deputy Town Clerk held on Tuesday 29th June 2021 at 7.30pm with Members of the Personnel Committee

PRESENT: Cllrs D Cooper (Chair), D Brassington, A Halliday (Substitute for A Sinclair), A McGuinness, B Simmons and A Wait.

IN ATTENDANCE: Dawn Drury

In accordance with the Schedule of Delegation approved by Town Council on April 22nd 2021, the Deputy Town Clerk is required to exercise delegated power in consultation with the members of the cttee to make decisions on the following items:

1. Action(s) in respect of letter received from the Town Clerk in response to the Town Council proposal letter.
2. Senior officer support staff and related matters.

1. LETTER FROM THE TOWN CLERK

A confidential letter from the Town Clerk dated 25th June 2021 was considered and matters relating to accrued annual leave, toil, clause amendments and other requests were discussed resulting in the amendments to wording of a settlement agreement with a contract termination date.

The signing of the said agreement to be finalised on 30th June 2021.

An agreed letter of reference to be held on file for subsequent use.

Items of Town Council property in the Clerk's possession to be listed and signed off on receipt of the said items.

2. SENIOR OFFICER - SUPPORT STAFF AND RELATED MATTERS

The Deputy Town Clerk to take on the role of Acting Town Clerk from 1st July 2021 until recruitment matters are resolved. Pay to be within the current Clerk's pay scale. All outstanding toil owed to the Deputy Town Clerk to be paid on next payroll run.

Locum support staffing to assist with administration/clerking of minutes and financial assistance to be sought via ALCA, SLCC and contacting all local Parish and Town Council's

Possible outsourcing of payroll to be investigated.

3. DATE OF NEXT MEETING

To be advised.

The meeting closed at 9.10 p.m.

DRAFT