

KEYNSHAM TOWN COUNCIL

Minutes of the Personnel Committee Extra Ordinary meeting held on Wednesday 18th May 2022 starting at 6.00pm in the Town Council office.

PRESENT: D Cooper, C Fricker, A Halliday, A McGuinness, B Simmons and A Wait

IN ATTENDANCE: Dawn Drury – Town Clerk

1. ELECTION OF CHAIRMAN 2022/2023

RESOLVED:

To elect Cllr Deb Cooper as Chairman for the ensuing Municipal Year.

2. ELECTION OF VICE-CHAIRMAN 2022/2023

RESOLVED:

To elect Cllr Andy McGuinness as Vice Chairman for the ensuing Municipal Year.

3. APOLOGIES FOR ABSENCE

Cllrs D Biddleston.

4. DECLARATIONS OF INTEREST

Cllr A Wait declared an interest with KeynshamNow and any connection it may have with the Youth Service.

5. DISPENSATIONS

There were none.

6. PUBLIC PARTICIPATION

There was none.

7. RECORD OF PREVIOUS MEETINGS

RESOLVED:

(i) That the minutes of the meeting held on 19th April 2022 (previously circulated) be confirmed as a true record and signed by the Chairman.

8. DATE OF NEXT MEETING

RESOLVED:

(i) To note that the next scheduled meeting of the Committee on Tuesday 24th May 2022 at 7.30 p.m. is not required due to the calling of today's earlier meeting.

(ii) That the next schedule meeting is 15th November 2022 (salary review).

- (iii) *That additional meetings may be arranged between now and 15th November 2022, as and when required.*

9. EXCLUSION OF PRESS AND PUBLIC

RESOLVED:

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, (agenda Items 11 - 16 staffing matters).

10. APPOINTMENT OF THE POST OF DEPUTY TOWN CLERK TO KEYNSHAM TOWN COUNCIL.

RESOLVED:

To note the appointment of Katherine Sears as Deputy Town Clerk to Keynsham Town Council – starting date 4th July 2022.

11. CEMETERY ATTENDANT/ GROUNDS MAINTENANCE WORKER POST

RESOLVED:

- (i) *To note that the closing date for applications for this post is Friday 20th May 2022.*
- (ii) *That Councillors Andy McGuinness and Deb Cooper be appointed to the short-listing panel, together with the Grounds Maintenance Supervisor and the Town Clerk. Shortlisting to take place over Monday 23rd & Tuesday 24th May 2022.*
- (iii) *That Councillor Andy Wait be appointed to the interview panel together with the Grounds Maintenance Supervisor and the Town Clerk.*
- (iv) *That the date for the interviews will be agreed between the interview panel.*

12. ASSISTANT TOWN CLERK POST

RESOLVED:

- (i) *That the advertisement and application form for the post of Assistant Town Clerk be approved with the addition of page numbers and checking the word Town is included in the title of Assistant Town Clerk throughout the documents.*
- (ii) *That the advertisement be published from Monday 23rd May – Wednesday 1st June 2022.*
- (iii) *That Committee members be notified if a shortlisting panel is required.*
- (iv) *That the interview panel will include the Town Clerk plus two Councillors to be appointed after the closing date, with interviews to be scheduled for the week commencing 6th June 2022.*

13. YOUTH WORKER RESIGNATION

RESOLVED:

- (i) *To note that the Youth Support Worker (KL) has tendered her resignation with a leaving date of 29th May 2022.*

14. YOUTH LEADER VACANCY

Due to confidential issues arising within the Youth Service the process of appointment of Youth Leader for TimeOut was reconsidered as follows: -

RESOLVED:

- (i) That the advertising of the post be delayed until consultation with the Youth Support Worker (KL) be undertaken.*
- (ii) That the Youth Support Worker (KL) be asked to undertake the role of Youth Leader for a probationary period of three months, after which her performance will be reviewed, with the possible intention of making her an offer of the post on a permanent basis.*
- (i) That advertising, shortlisting and interviewing be delayed possibly for three months depending on a decision by the Youth Support Worker (KL).*

15. OUTREACH AND CENTRE BASED ASSISTANT YOUTH SUPPORT WORKER

RESOLVED:

- (i) That an advertisement and application form for the post of part-time Outreach and centre-based Youth Support Worker for a fixed term of one year be approved.*
- (ii) To note that the advertising of this post be from Monday 23rd May to Friday 10th June 2022.*
- (iii) To appoint a shortlisting panel of two Councillors plus the Town Clerk after the closing date.*
- (iv) To appoint an interview panel of two Councillors (to be decided after the closing date) plus the Town Clerk and Youth Leader (once appointed).*

To note that a date for interviews will be agreed between the interview panel.

The meeting ended at 8.13 p.m.

SIGNED:..... (Chairman)

Dated:.....