

KEYNSHAM TOWN COUNCIL

Minutes of the Personnel Committee Extra Ordinary meeting held on 20th July 2022
starting at 7.00pm in the Town Council office.

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

IN ATTENDANCE: Dawn Drury – Town Clerk

16. APOLOGIES FOR ABSENCE

Cllrs A McGuinness and A Wait.

17. DECLARATIONS OF INTEREST

There were none.

18. DISPENSATIONS

There were none.

19. PUBLIC PARTICIPATION

There was none.

20. RECORD OF PREVIOUS MEETINGS

RESOLVED:

(i) *That the minutes of the meeting held on 18th May 2022 (previously circulated) be confirmed as a true record and signed by the Chairman.*

21. CHRISTMAS CLOSURE 2022/2023

RESOLVED:

That the Town Council office be closed for Christmas for the week commencing Monday 26th December 2022 and will reopen on Tuesday 3rd January 2023 (after the bank holiday on the Monday. Staff to take annual leave on 28th, 29th and 30th December 2022.

22. DATE OF NEXT MEETING

RESOLVED:

(i) *That the next scheduled meeting is 15th November 2022 (salary review).*

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

23. 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).

24. APPOINTMENT OF THE POST OF ASSISTANT TOWN CLERK TO KEYNSHAM TOWN COUNCIL.

RESOLVED:

To note the appointment of Alan Jenner as Assistant Town Clerk (part-time) to Keynsham Town Council – starting date 4th July 2022.

25. YOUTH SUPPORT WORKER RESIGNATION

RESOLVED:

To note that Michael Frison, Youth Support Worker has tendered his resignation and left the employment of the Town Council on 27th June 2022.

26. YOUTH DEVELOPMENT WORKER

RESOLVED:

- (i) That all perspective candidates will be interviewed*
- (ii) That Cllrs Wait, Cooper and the Town Clerk for the interview panel.*
- (iii) To note that a date of Thursday 4th August 2022 has been scheduled for the interviews.*

27. OUTREACH AND CENTRE BASED ASSISTANT YOUTH SUPPORT WORKER

RESOLVED:

- (i) That it be noted that no applications were received by the closing date 15th July 2022 for this post.*
- (ii) That due to there being no applicants this post to be re-advertised (after a break) in early August 2022*

28. YOUTH WORK ASSISTANT POST(S)

RESOLVED:

- (i) That the Town Council advertise for one or two Youth Support Assistants on a pay scale of JNC 5 – 7 (£19,308 - £19,631). Number of positions to be decided on the result of the applications received in respect of the post of outreach and centre based assistant youth Support Worker (where we currently have two vacancies)*
- (ii) That an Advert, Job Description and Person Specification and Application Form be produced by the Town Clerk and approval of the same be delegated to the Chair and Vice Chair of Personnel Committee, in order that the recruitment process may commence in August 2022.*

29. CEMETERY ATTENDANT/GROUNDS MAINTENANCE WORKER

RESOLVED:

- (i) *To note the information in respect of the Cemetery Attendant/Grounds Maintenance Worker interview process and appointment that took place this month.*
- (ii) *To note that in view of the non-appointment of a Cemetery Attendant/ Grounds Maintenance Worker that this post has been re-advertised with a closing date of Friday 29th July 2022.*

30. STAFF AND COUNCILLOR TRAINING.

RESOLVED:

- (i) *That the schedule be received and noted.*
- (ii) *That Jackie Sydenham has completed her customer service training.*

31. BUSINESS AND COMMUNITY ENGAGEMENT OFFICER

RESOLVED:

- (i) *That the advertisement and application form for the post of Business and Community Engagement officer be approved with a closing date of Wednesday 24th August 2022*
- (ii) *That Councillors be emailed in respect of availability for shortlisting panel (two Councillors plus the Town Clerk).*
- (iii) *That Councillors will be emailed in respect of availability for the interview panel (two Councillors plus the Town Clerk).*
- (iv) *To note that a date for interviews will be agreed between the interview panel.*

32. OPERATION LONDON BRIDGE

RESOLVED:

That the preparation of a plan of Operation London Bridge be delegated to the Clerk.

The meeting ended at 7.45 p.m.

SIGNED:..... (Chairman)

Dated:.....