

# KEYNSHAM TOWN COUNCIL

Minutes of the Extra Ordinary Personnel Committee meeting held on 28<sup>th</sup> April 2023  
starting at 10.00 a.m. in the Town Council office.

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PRESENT: Cllrs D Biddleston, A Halliday, B Simmons and A Wait.

IN ATTENDANCE: Dawn Drury – Town Clerk

## 87. APOLOGIES FOR ABSENCE

Cllrs D Cooper and C Fricker.

## 88. CHAIR FOR THE MEETING

In the absence of the Chair and Vice Chair, Councillor B Simmons was elected Chair for this meeting.

## 89. NOT PRESENT

Cllr A McGuinness

## 90. DECLARATIONS OF INTEREST

There were none.

## 91. DISPENSATIONS

There were none.

## 92. PUBLIC PARTICIPATION

There was none.

## 93. RECORD OF PREVIOUS MEETINGS

### **RESOLVED:**

*That the minutes of the meeting held on 17<sup>th</sup> March 2023 (previously circulated) be confirmed as a true record and signed by the Chairman.*

## 94. DATE OF NEXT MEETING

**RESOLVED:**

*To note that the next scheduled meeting of the Committee will be on 24<sup>th</sup> May 2023, if required, but that there may be a requirement to convene a meeting prior to this date in order to deal with emerging/emergency Personnel matters.*

**95. 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, sensitive staff matters (agenda Items 8 - 10).*

**96. POST OF SESSIONAL YOUTH (MUSIC STUDIO) WORKER**

**RESOLVED:**

- (i) To note that the Youth Team Leader would like to advertise this post as soon as possible to get someone in place before the Youth Arts Festival on 30<sup>th</sup> June – 2<sup>nd</sup> July.*
- (ii) That the Town Clerk be given delegated powers to proceed with the recruitment process (Town Council have already agreed the salary as part of the budget).*

**97. URGENT MATTERS RELATING TO THE PERFORMANCE OF A YOUTH WORKER.**

**RESOLVED:**

- (i) To note the verbal information in respect of this matter from the Town Clerk.*
- (ii) That a letter be drafted for consideration by Worknest before sending to the employee. The letter to include matters relating to the following: -*
  - Probationary meeting, non-attendance.*
  - Absence without approval of leave (period of 5 weeks – Friday's only).*
  - Behaviour towards other staff.*
  - NVQ level 2 – negative reports received from Tutor.*

**98. ANNUAL LEAVE REQUEST FROM AN EMPLOYEE – MONDAY 25<sup>TH</sup> DECEMBER 2023 – FRIDAY 12<sup>TH</sup> JANUARY 2024**

**RESOLVED:**

- (i) To receive verbal information in respect of an employee's annual leave request exceeding two weeks.*
- (ii) That the annual leave be approved as requested.*

The meeting ended at 10.20 a.m.

SIGNED: G. Halliday (Chairman)

Dated: 21/06/2023

