

# KEYNSHAM TOWN COUNCIL

Minutes of the Personnel Committee meeting held on Monday 22<sup>nd</sup> July 2024 at  
7.00 p.m. in the Town Council Office

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PRESENT: Cllrs Alenshasy, Burton, Davis, Fricker, Halliday (Chair), MacFie and Wait.

IN ATTENDANCE: Dawn Drury – Town Clerk

## 19. APOLOGIES FOR ABSENCE

*RESOLVED*

*There were none.*

## 20. DECLARATIONS OF INTEREST

There were none.

## 21. DISPENSATIONS

There were none.

## 22. PUBLIC PARTICIPATION

There was none.

## 23. RECORD OF PREVIOUS MEETINGS

*RESOLVED:*

*That the minutes of the meeting held on 23<sup>rd</sup> May 2024 (previously circulated) be confirmed as a true record and signed by the Chairman.*

## 24. APPRAISALS UPDATE

*RESOLVED:*

*To receive and note the update on appraisals as above.*

## 25. DATE OF NEXT MEETING

*RESOLVED:*

*To note that the next scheduled meeting of the Committee will be on 14<sup>th</sup> November 2024 at 6.30 p.m. venue to be confirmed, other extra ordinary meetings may also be called as required.*

## 26. EXCLUSION OF PRESS AND PUBLIC

*RESOLVED:*

*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 (agenda item 9 - 15).*

27. UPDATE ON YOUTH DEVELOPMENT OFFICER - NEXT STEPS

*RESOLVED:*

- (i) To receive and note the report.*
- (ii) That external advice recommendations be addressed.*
- (iii) That a letter to the employee, in respect of this matter, be sent to the Town Council HR advisors for checking before distribution.*

28. MATTERS RELATING TO THE PERFORMANCE OF AN EMPLOYEE

*RESOLVED:*

- (i) That information received from the employee be received and noted.*
- (ii) That the confidential considerations and resolutions in respect of this matter be actioned by the Clerk and the employee.*

29. MENTORING FOR YOUTH DEVELOPMENT WORKER

*RESOLVED:*

- (i) To note that despite contacting eight companies/youth services offering mentoring services no tenders had been received to date.*
- (ii) The Clerk will continue contacting other youth services in respect of the requirement for Mentoring Services, will send a tender invitation to the existing Mentor and keep the Chair and Vice Chair updated.*

30. YOUTH WORKER RESIGNATION

*RESOLVED:*

- (i) To receive, note and accept the Youth Worker resignation notice.*
- (ii) That The Town Clerk commence advertisement of the post.*
- (iii) That the job application be seen by the Chair and Vice Chair of Personnel Committee.*
- (iv) That the Chair of Personnel Committee undertake the short listing and be present as an interviewer for the vacancy of Youth Worker.*

31. 4 YEAR ARTS COUNCIL FUNDING APPLICATION

*RESOLVED:*

- (i) To receive, note and consider the report.*
- (ii) That the request to apply for 4 years Art Council England funding be approved.*
- (iii) That the Clerk work with the Youth Development Worker in respect of the application, especially aspects relating to funding to cover additional staffing support for future Youth Festivals.*

32. YOUTH SERVICE EXPENDITURE ON EVALUATION CONTRACTS

*RESOLVED:*

- (i) To receive, note and consider the report.*
- (ii) That the quote in respect of art provision for the Summer Programme in the present format is not accepted and that the Youth Development Worker be asked to obtain further quotes and that a decision be made under delegated powers.*

33. PAYMENT OF OVERTIME REQUEST

*RESOLVED:*

- (i) To receive and note the verbal report.*
- (ii) That the request for payment of overtime be approved. Costs to be covered by Section 106 Youth Service funding – Kaleidoscope Festival.*

The meeting finished at 9.00 p.m.

SIGNED: ..... (Chairman) Dated:.....