

KEYNSHAM TOWN COUNCIL

Minutes of the Personnel Committee meeting held on Tuesday 9th January 2025 at
7.00 p.m. in the Town Council Office

PRESENT: Cllrs M Burton, C Davis, C Fricker, A Halliday (Chair), H MacFie and A Wait.

IN ATTENDANCE: Dawn Drury – Town Clerk

85. APOLOGIES FOR ABSENCE

There were none.

86. DECLARATIONS OF INTEREST

There were none.

87. DISPENSATIONS

There were none.

88. PUBLIC PARTICIPATION

There was none.

89. RECORD OF PREVIOUS MEETINGS

RESOLVED:

That the minutes of the meeting held on 3rd December 2024 (previously circulated) be confirmed as a true record and signed by the Chairman.

90. DATE OF NEXT MEETING

RESOLVED:

To note that the next Personnel Committee meeting will be called as and when required. There is no meeting scheduled currently.

91. EXCLUSION OF PRESS AND PUBLIC

RESOLVED:

In accordance with Standing Order 3(d) 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).

92. RE-STRUCTURING OF THE YOUTH SERVICE

RESOLVED:

- (i) To receive, note and consider the report.*
- (ii) To note that items 8 and 10 of the agenda were considered together.*

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- (iii) *To recommend to full Council that option 2 with minor amendments be approved.*
- (iv) *That the Town Clerk contact Learning Partnership West to request a peer review of the Town Council Youth Service.*

93. MATTERS RELATING TO THE POST OF YOUTH DEVELOPMENT WORKER

RESOLVED:


- (i) *To receive and note a verbal update from the Clerk, who has consulted with the Town Council HR Advisors in respect of this matter.*
- (ii) *That the Clerk arrange for the Chair of Council and Chair of the Personnel Committee to meet with the Youth Development Worker.*

94. SALARIES BUDGET 2025 – 2026

RESOLVED:

- (i) *To receive, note and consider the salary spreadsheet.*
- (ii) *To recommend to Council that option 2 of the salary budget be approved.*
- (iii) *To note that the recommended salary budget will be considered as part of the full draft budget that will be considered by Finance and Policy Committee on 14th January 2025, and the Town Council meeting on 21st January 2025.*

The meeting finished at 8.35 p.m.

Signed (CHAIR): 

Date: 27/2/25