

# KEYNSHAM TOWN COUNCIL

Minutes of the Personnel Committee meeting held on Thursday 27<sup>th</sup> February 2025 at  
2.00 p.m. in the Town Council Office

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

IN ATTENDANCE: Dawn Drury – Town Clerk

## 95. APOLOGIES FOR ABSENCE

There were none.

## 96. DECLARATIONS OF INTEREST

There were none.

## 97. DISPENSATIONS

There were none.

## 98. PUBLIC PARTICIPATION

There was none.

## 99. RECORD OF PREVIOUS MEETINGS

*RESOLVED:*

*That the minutes of the meeting held on 9<sup>th</sup> January 2025 (previously circulated) be confirmed as a true record and signed by the Chairman.*

## 100. POLICIES

After receiving and reviewing the Policies it was:

*RESOLVED:*

*That Policies required no amendments and that they be recommended to Council for approval.*

## 101. HEALTH ASSURED – WHISTLEBLOWING SERVICE

*RESOLVED:*

*To receive and note the information.*

## 102. 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.*

### 103. 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 10 - 14).*

### 104. LITTER PICKER AND BANDSTAND ATTENDANT POSTS

*RESOLVED:*

- (i) To note that only one application has been received for each post to date (closure date – Friday 28<sup>th</sup> February 2025)*
- (ii) That if no other applications are received for the post of Bandstand Attendant that the current Bandstand be invited the contract and to discuss this year's bandstand programme.*
- (iii) That the Clerk liaise with Cllr Halliday in respect of interview(s) for the post of litter picker.*

### 105. RESIGNATION OF YOUTH WORKER

*RESOLVED:*

- (i) To receive, note and accept the resignation letter.*
- (ii) That the recruitment papers for this role be approved.*
- (iii) That Cllr A Wait undertake the shortlisting and interview for this post.*
- (iv) That the post be advertised on the 28<sup>th</sup> February 2025 with a closing date of 10<sup>th</sup> March 2025, with interviews the week commencing 17<sup>th</sup> March 2025. The Clerk to liaise with Cllr Wait in respect of the interview date and time.*
- (v) That the probation period be increased to 4 months for this role.*

### 106. RESIGNATION/RETIREMENT OF ADMINISTRATIVE ASSISTANT

*RESOLVED:*

- (i) To receive, note and accept the resignation/retirement letter.*
- (ii) To note and approve the recruitment option, as per the report.*
- (iii) To approve the recruitment papers with the addition of a person specification.*
- (iv) That the post be advertised on the 19<sup>th</sup> March 2025 with a closing date of 28<sup>th</sup> March 2025, with interviews the week commencing 7<sup>th</sup> April 2025.*
- (v) That Cllr A Halliday be appointed to undertake the shortlisting and to be on the interview panel.*

### 107. UPDATE ON MUSIC STUDIO MANAGER POST

*RESOLVED:*

- (i) To receive and note the report*
- (ii) That the Loop station remain the property of the Council.*

108. MATTERS RELATING TO THE POST OF YOUTH DEVELOPMENT WORKER

*RESOLVED:*

- (i) To receive and note the report.*
- (ii) To approve the recruitment papers with an amendment to job description and the person specification to change the word manage the budget to monitor the budget.*
- (iii) That Cllr Wait be appointed to undertake the shortlisting and to be on the interview panel for the Youth Leader post.*
- (iv) That Cllr Burton be appointed to undertake the shortlisting and to be on the interview panel for the Youth Service Administrator post.*
- (v) That the post be advertised on the 3<sup>rd</sup> March 2025 with a closing date of 12<sup>th</sup> March 2025, with interviews the week commencing 17<sup>th</sup> March 2025 or week commencing 24<sup>th</sup> March 2025. The Clerk to liaise with both Cllrs Wait and Burton in respect of setting interview dates.*

The meeting finished at 2.50 p.m.

Signed (CHAIR): .....

Date: .....