

KEYNSHAM TOWN COUNCIL

Minutes of the Personnel Committee meeting held on Tuesday 19th March 2025 at
12.30 p.m. in the Town Council Office

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

IN ATTENDANCE: Dawn Drury – Town Clerk

109. APOLOGIES FOR ABSENCE

Apologies were received from Cllr A Wait

110. DECLARATIONS OF INTEREST

There were none.

111. DISPENSATIONS

There were none.

112. PUBLIC PARTICIPATION

There was none.

113. RECORD OF PREVIOUS MEETINGS

RESOLVED:

That the minutes of the meeting held on 27th February 2025 (previously circulated) be confirmed as a true record and signed by the Chairman.

114. LITTER PICKER – 2025 SEASON

RESOLVED:

To note that Mr Oliver Andrews has been appointed as litter picker for Keynsham Town Council for the 2025 season (from Saturday 5th April to Sunday 28th September 2025).

115. BANDSTAND ATTENDANT – 2025 SEASON

RESOLVED:

To note that Ms Lydia Bush has been appointed as Bandstand Attendant for Keynsham Town Council for the 2025 season (from April to September 2025 – dates to be confirmed once the Bandstand Programme 2025 is finalised).

116. 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.

117. 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).

118. UPDATE ON THE POST OF PART-TIME OFFICE ADMIN WORKER

RESOLVED:

To receive and note that the advertisement is being promoted today with a closing date of 31st March 2025. Interviews to be held the week commencing 7th April 2025. As agreed at the previous meeting Cllr A Halliday will short list and be on the interview panel.

119. POSITION OF PART-TIME YOUTH WORKER (7 HOURS)

RESOLVED:

- (i) To receive and note that there were enquiries for the post on the last release of the advertisement, but no one applied for this post.*
- (ii) To note that the advertisement is being promoted today with a closure date of 31st March 2025. Interviews to be held the week commencing 7th April 2025.*
- (iii) To note that Cllr A Halliday will short list and be on the interview panel.*

120. POSITION OF YOUTH ADMINISTRATION WORKER (10 HOURS)

RESOLVED:

- (i) To note that there were three applicants applied for this post. One applicant only provided a CV (Council do not accept CV's as part of the recruitment process). The Clerk sent an application form asking that they complete this and return. No application form was received from this applicant.*
- (ii) Two applicants were shortlisted and invited to interview on the afternoon of 31st March 2025.*
- (iii) The Clerk has today heard from one of the applicants stating that they have decided not to attend interview due to being offered another job.*
- (iv) That Councillor Burton and the Town Clerk will interview the remaining candidate on 31st March 2025.*

121. POSITION OF SENIOR YOUTH WORKER (22 HOURS)

RESOLVED:

- (i) To receive and note a verbal update in respect of this vacancy.*
- (ii) That this post be re-advertised today with a closure date of 31st March 2025. Interviews to be held the week commencing 7th April 2025.*
- (iii) That the one applicant be informed that their application will not be taken forward for interview.*

- (iv) *As agreed at the previous meeting Cllr A Halliday will shortlist and be on the interview panel.*

122. UPDATE – CURRENT YOUTH DEVELOPMENT WORKER POST

RESOLVED:

- (i) *To receive and note the information.*
- (ii) *That the recommendation within the confidential report be approved.*

The meeting finished at 12.50 p.m.

Signed (CHAIR):

Date:

DRAFT