

KEYNSHAM TOWN COUNCIL

Minutes of the Personnel Committee meeting held on Thursday 22nd May 2025 at
7.00 p.m. in the Town Council Office

PRESENT: Cllrs D Cooper, C Davis, C Fricker, A Halliday (Chair) and H MacFie

IN ATTENDANCE: Dawn Drury – Town Clerk

1. ELECTION OF CHAIRMAN 2025/2026

RESOLVED:

That Cllr A Halliday be elected as Chair of the Personnel Committee for the Municipal Year 2025/2026.

2. ELECTION OF VICE CHAIRMAN 2025/2026

RESOLVED:

That Cllr D Cooper be elected as Vice Chair of the Personnel Committee for the Municipal Year 2025/2026.

Cllr H MacFie left the meeting at this point.

3. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Burton and Wait

4. DECLARATIONS OF INTEREST

There were none.

5. DISPENSATIONS

There were none.

6. PUBLIC PARTICIPATION

There was none.

7. RECORD OF PREVIOUS MEETINGS

RESOLVED:

That the minutes of the Personnel Committee meeting held on 19th March 2025 (previously circulated) be confirmed as a true record and signed by the Chairman.

8. LITTER PICKER – 2025 SEASON

RESOLVED:

(i) To note the appointment of the original litter picker was not successful.

- (ii) *To note that following an interview on 19th May 2025 Jennifer Wiley has been appointed as litter picker for Keynsham Town Council for the 2025 season (from Sunday 1st June to Sunday 28th September 2025).*

9. APPOINTMENT TO THE POSITION OF SENIOR YOUTH WORKER (22 HOURS)

RESOLVED:

To note that Lyndsey Bower has been appointed as Senior Youth Worker for Keynsham Town Council and she started in post on 12th May 2025.

10. APPOINTMENT TO THE POSITION OF PART-TIME YOUTH WORKER (7 HOURS)

RESOLVED:

To note that Rosie Barrett has been appointed as part-time Youth Worker for Keynsham Town Council and she started in post on 14th May 2025.

11. APPOINTMENT TO THE POST OF PART-TIME OFFICE ADMIN WORKER (17 HOURS PER WEEK)

RESOLVED:

- (i) *To note that Katie Gretton has been appointed as Office Administrative Assistant for Keynsham Town Council and will commence work with the Council on 27th May 2025.*
- (ii) *To note that Katie will be working only 17 hours per week. The advertisement was for 18 hours per week but due to childcare needs, Council needs to be a bit flexible with the hours on her contract.*

12. POSITION OF YOUTH ADMINISTRATION WORKER (10 HOURS)

RESOLVED:

To note that Marie Lane has been appointed as Youth Administration Worker for Keynsham Town Council and she will commence work with Keynsham Town Council on 5th June 2025.

13. MUSIC STUDIO MANAGER (payment due)

RESOLVED:

That the Clerk pay Lewin Hayes by BACS for 1.5 hours only.

14. KALEIDOSCOPE YOUTH FEST 2025 - LEWIN HAYES

RESOLVED:

- (i) *To recommend to Council to approve the proposal.*
- (ii) *That Council be recommended to agree to Lewin Hayes preparing and running the stages for the Youth Fest on Saturday 5th and Sunday 6th July. His contract will be directly with KMFA Limited and the costs for his work to be payable from the Town Council Youth Service EMR. The Clerk will oversee his work performance ensuring that he works no more than the proposed hours and ensuring that he record his working time*

on a Town Council timesheet. All work to take place in the Town Council Office or TimeOut building for rehearsals.

- (iii) *That the Clerk seek delegated power to authorise the expenditure of £746 (informing KMFA Limited of the same) for 16 hours preparation time plus 2 x 10 hour working days for the weekend of the Festival.*

Jade Dunbar of KMFA Limited has also negotiated with Lewin a potential extra 2 hours per day should they need him - but KMFA will handle this additional amount from the Kaleidoscope budget (already paid) if they find they need to use this extra time.

- (iv) *That this matter be put on the next Finance and Policy Committee agenda for noting that the fee will be payable once Lewin has performed the contract.*

15. TRAINING SCHEDULE 2025 – 2026

RESOLVED:

- (iii) *To receive and note the information on the 2025 – 2026 Town Council training sheet*
- (iv) *To note that the following training courses are being booked shortly:*
- *All staff Fire Safety Awareness.*
 - *2 members from each of the following, Office, Grounds Maintenance and Youth Service, are to be booked on a Fire Marshalling course.*
 - *5 Grounds Maintenance staff – manual handling (renewal).*
 - *5 Grounds Maintenance staff –Working at height (renewal).*
 - *2 Youth Staff – Safeguarding.*

16. APPRAISALS UPDATE

RESOLVED:

- (i) *To note that appraisals for 2025 – 2026 are being arranged and K Sears and K Bush are scheduled to have their appraisals in the next few weeks.*
- (ii) *To note that A Hazell has had her appraisal for 2025- 2026*

17. WHISTLE BLOWING POLICY AND PROCEDURE

RESOLVED:

- (i) *To receive and note the Policy.*
- (ii) *To recommend to Council that the Policy be approved.*

18. 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.

19. 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 20 - 22).

20. GROUNDS MAINTENANCE EMPLOYEE REQUEST FOR FLEXIBLE RETIREMENT

RESOLVED:

- (i) To receive and note the letter.*
- (ii) To approve the request for flexible retirement for September 2025*
- (iii) To approve that an additional member to the Grounds Maintenance Worker be appointed for either 5 ½ hours on a Friday or 7 hours (7.30 a.m. – 4.00 p.m.) The Clerk to undertake the calculations and take the information to Finance and Policy Committee.*

21. YOUTH WORKER REQUEST FOR FLEXIBLE WORKING REDUCED HOURS (Email to be presented at the meeting)

RESOLVED:

- (i) To receive and note the letter.*
- (ii) To approve the request for a flexible work reduction on 3.5 hours from the Youth Worker (EW).*
- (iii) To ask existing Youth Staff if anyone wishes to take on an additional evening (Monday Outreach)*
- (iv) If no existing staff wish to increase their hours the Clerk to calculate the costs associated with the appointment of an additional Youth Worker on either 3.5 hours or 7 hours, dependant on which fits within the budget.*
- (v) That recruitment be undertaken to fill the post.*

22. OFFICE STAFF – LETTER OF RESIGNATION/REQUEST FOR FLEXIBLE WORKING

RESOLVED:

- (i) To receive and note the letter and Town Clerk's Report.*
- (ii) That after seeking advice from the Town Council's Payroll Company, Insurance Company, IT Provision and Support Company, Health and Safety Advisors and HR Company, the request for virtual flexible work be declined for reasons, as advised by WORKNest the Town Council's HR advisors.*

The meeting finished at 8.00 p.m.

SIGNED: (Chairman)

DATED:

DRAFT