

KEYNSHAM TOWN COUNCIL

Minutes of the Personnel Committee meeting held on Thursday 12th June 2025 at
6.00 p.m. in the Town Council Office

PRESENT: Cllrs M Burton, D Cooper (late), C Fricker, A Halliday (Chair), H MacFie, A Wait
and D Biddleston (substitute)

IN ATTENDANCE: Dawn Drury – Town Clerk

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllr C Davis.

2. DECLARATIONS OF INTEREST

There were none.

3. DISPENSATIONS

There were none.

4. PUBLIC PARTICIPATION

There was none.

5. RECORD OF PREVIOUS MEETINGS

RESOLVED:

That the minutes of the Personnel Committee meeting held on 22nd May 2025 (previously circulated) be confirmed as a true record and signed by the Chairman.

6. 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.*

Cllr Cooper arrived

7. 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 8).



8. RESIGNATION OF EMPLOYEE

RESOLVED:

- (i) To receive and note the confidential report presented at the meeting.*
- (ii) To accept the resignation of the Senior Youth Worker.*
- (iii) That Cllrs Halliday and Cooper be on the shortlisting panel.*
- (iv) That Cllrs Halliday and Cooper be on the interview panel.*

Note that the advertisement for this post will be promoted as from 13th June 2025.

RESOLVED:

- (v) To note that the Business and Community Engagement Officer is not going to appeal in respect of the flexible working request.*
- (vi) To accept the resignation of the Business and Community Engagement Officer.*
- (vii) That Cllrs Halliday and Cooper be on the shortlisting panel.*
- (viii) That Cllr Halliday and Cooper be on the interview panel. The interview panel to include the Clerk and Deputy Town Clerk.*

Note that this post is already being advertised with a closure date of 20th June 2025.

The meeting finished at 6.40 p.m.

SIGNED: *C. Halliday* (Chairman)

DATED: *31/7/25*