

KEYNSHAM TOWN COUNCIL

Minutes of the Personnel Committee meeting held on
Thursday 31st July 2025 at 7.00 p.m. in the Town Council Office

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

IN ATTENDANCE: Dawn Drury – Town Clerk

9. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Fricker.

10. DECLARATIONS OF INTEREST

There were none.

11. DISPENSATIONS

There were none.

12. PUBLIC PARTICIPATION

There was none.

13. RECORD OF PREVIOUS MEETINGS

RESOLVED:

That the minutes of the Personnel Committee meeting held on 12th June 2025 (previously circulated) be confirmed as a true record and signed by the Chairman.

14. APPOINTMENT TO THE POSITION OF BUSINESS & COMMUNITY ENGAGEMENT OFFICER (20 HOURS)

RESOLVED:

To note that Amanda Leonard has been appointed as Business and Community Engagement Officer for Keynsham Town Council. Due to having to give 6 weeks' notice and current work commitments she will be undertaking a soft start with the Council of one day per week, starting on 11th August 2025. She will then be increasing her hours to 20, from 1st September - Monday and Tuesday all day and Thursday mornings.

15. APPOINTMENT TO THE POSITION OF ASSISTANT YOUTH SUPPORT WORKER (7 HOURS)

RESOLVED:

To note that Teri Simmonds has been appointed as Assistant Youth Support Worker for Keynsham Town Council. Following satisfactory references she started work on 24th July 2025. Teri will be working, one senior session on Thursday and the junior session on Friday. An additional hour will be used for planning, training and accrual for events and activities.

16. INTERVIEWS FOR THE POSITION OF SENIOR YOUTH WORKER (22 HOURS)

RESOLVED:

To receive and note the verbal information from the Clerk in respect of interviews for this position that will take place on 15th August 2025, interview panel agreed at a previous meeting.

17. INTERVIEWS FOR THE POSITION OF GROUNDS MAINTENANCE WORKER (7 HOURS)

RESOLVED:

- (i) To confirm the advertising date for this position to be from Friday 1st August to Friday 15th August with interviews week commencing 18th August 2025 (start date week commencing 8th September).*
- (ii) That Councillor A Halliday join the Town Clerk and Grounds Maintenance Supervisor to short list and interview for this post.*

18. ACCIDENT REPORTS

RESOLVED:

- (i) To receive and note the accident reports since May 2025.*
- (ii) That the Town Clerk submit outcome reports to support each accident report.*

19. LOCAL GOVERNMENT SERVICES PAY AGREEMENT 2025

RESOLVED:

- (i) That the information in respect of the Local Government Services Pay Agreement 2025 be received and noted.*
- (ii) To note that the pay will be back dated to 1st April and will be paid on 11th August 2025.*
- (iii) That details of any employees with salaries above £50,000 will be recorded on the Town Council website.*

20. 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.*

21. 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 items 14 & 15).

22. YOUTH SUPPORT WORKER

RESOLVED:

That the matter of an additional remuneration for services undertaken by this employee be delegated to the Town Clerk, who will decide on the sum to be awarded.

23. BUSINESS AND COMMUNITY ENGAGEMENT OFFICER (Report attached)

RESOLVED:

That the next pay scale be applied to the post of Business and Community Engagement Officer role, after successful completion of the probationary period (December 2025).

The meeting finished at 7.30 p.m.

Signed: (CHAIR) Date: