

# KEYNSHAM TOWN COUNCIL

Minutes of the Personnel Committee meeting held on  
Thursday 9<sup>th</sup> October 2025 at 7.00 p.m. in the Town Council Office

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

IN ATTENDANCE: Dawn Drury – Town Clerk

## 24. APOLOGIES FOR ABSENCE

Apologies were received from Cllr H MacFie.

## 25. DECLARATIONS OF INTEREST

There were none.

## 26. DISPENSATIONS

There were none.

## 27. PUBLIC PARTICIPATION

There was none.

## 28. RECORD OF PREVIOUS MEETINGS

### *RESOLVED:*

*That the minutes of the Personnel Committee meeting held on 31<sup>st</sup> July 2025 (previously circulated) be confirmed as a true record and signed by the Chairman.*

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

### *RESOLVED:*

*To note that Isabella (Ella) Bower has been appointed to the post of Senior Youth Worker and following satisfactory references started with the Town Council on 1<sup>st</sup> September 2025*

## 30. APPOINTMENT TO THE POSITION OF GROUNDS MAINTENANCE WORKER (7 HOURS)

### *RESOLVED:*

*To note that Briony Lane has been appointed as a Grounds Maintenance Worker for Keynsham Town Council. Following satisfactory references she started work on 3<sup>rd</sup> October 2025.*

## 31. VOLUNTEERING POLICY STATEMENT

### *RESOLVED:*

- (i) To review the Volunteering Policy Statement.*
- (ii) To recommend to full Council that the Volunteering Policy Statement be approved.*

32. VOLUNTEERS COMPLAINTS PROCEDURE

*RESOLVED:*

- (iii) To review the Volunteers Complaints Procedure.*
- (iv) That the Volunteers Complaints Procedure be renamed Guidance for Staff – Volunteers Complaints, Disputes and Performance Monitoring Procedures and that there be a separate complaints procedures document for Volunteers.*
- (v) To recommend to full Council that the renamed Guidance for Staff – Volunteers Complaints, Disputes and Performance Monitoring Procedure be approved.*

33. CHRISTMAS OFFICE CLOSURE

*RESOLVED:*

*To approve the office closure from lunchtime on 24<sup>th</sup> December to Thursday 1<sup>st</sup> January 2026 inclusive. Office to re-open on Friday 2<sup>nd</sup> January 2026. Staff will take annual leave on Monday 29<sup>th</sup>, Tuesday 30<sup>th</sup> and Wednesday 31<sup>st</sup> December if they work these days. The Grounds Maintenance Team will work on a rota and come in and undertake bin runs and play area inspections first thing in the morning on closure days over the Christmas/New Year period.*

34. 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.*

35. 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 13 & 14).*

36. YOUTH ADMIN WORKER RESIGNATION

*RESOLVED:*

- (i) To receive and note that the Youth Admin Worker resigned from the Town Council prior to the set probationary meeting date.*
- (ii) To receive and note the verbal update from the Clerk in respect of this matter.*
- (iii) That the post should be advertised internally for a 7 hour post.*
- (iv) That Councillor Cooper be appointed to the shortlisting process and interview panel.*

37. SALARIES BUDGET 2026 – 2027 (presented at the meeting)

*RESOLVED:*

- (i) To note that as agreed as part of the NJC Award 2025 – 2026 Scale SCP 2 will be permanently deleted from the pay scale on 1<sup>st</sup> April 2026. This will affect the salaries of 3 employees.*
- (ii) To receive and note the salary spreadsheet.*
- (ii) To recommend to Council that the salary budget be approved as part of the main budget.*

The meeting finished at 7.40 p.m.

Signed: ..... (CHAIR)

Date: .....