KEYNSHAM TOWN COUNCIL

Minutes of the Personnel Committee meeting held on
Wednesday 7th January 2026 at 7.00 p.m. in the Town Council Office

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

IN ATTENDANCE: Dawn Drury – Town Clerk

38. APOLOGIES FOR ABSENCE

Apologies were received from Cllr A Wait.

39. DECLARATIONS OF INTEREST

There were none.

40. DISPENSATIONS

There were none.

41. PUBLIC PARTICIPATION

There was none.

42. RECORD OF PREVIOUS MEETINGS

RESOLVED:
That the minutes of the Personnel Committee meeting held on 9th October 2025 (previously circulated) be confirmed as a true record and signed by the Chairman.

43. RESIGNATION OF GROUNDS MAINTENANCE WORKER & APPOINTMENT TO THE POSITION OF GROUNDS MAINTENANCE WORKER (7 HOURS)

RESOLVED:

(i) To note that Briony Lane has resigned from the post of Grounds Maintenance Worker for Keynsham Town Council.
(ii) That the post be advertised for two weeks from 9th January 2026.
(iii) That Councillor A Halliday be appointed for short listing and the interview panel, together with the Town Clerk and Grounds Maintenance Supervisor.

44. APPRAISALS UPDATE

RESOLVED:
To note that all staff have now had their annual appraisal except 3 Youth Workers who will have theirs in early January 2026.
To note that there were no concerns raised in the appraisals and all staff were happy working for the Council.

A Halliday 25/2/26

45. AVON PENSION ADMINISTRATION STRATEGY 2025

RESOLVED:

(i) To receive and note the Avon Pension Fund Strategy and the Consultation responses.

(ii) To recommend to Council to approve the responses for submission to Avon Pension Fund by 30th January 2026.

(iii) To recommend to Council to approve the responses for submission to Avon Pension Fund by 30th January 2026.

46. PENSION RE-ENROLMENT – 1ST MARCH DEADLINE 31ST MARCH 2026

RESOLVED:

(i) To note that notification of the re-enrolment has been sent to all employees confirming pension status and requesting confirmation of pension status going forward e.g. remaining in scheme, remaining as opted out or requesting to join the pension scheme.

(ii) To note that the Clerk will undertake the Council's re-enrolment process in March 2026.

47. TRAINING SCHEDULE

RESOLVED:

To note that the training schedule was not available and will be presented at the March meeting (year to date).

48. KEYNSHAM TOWN COUNCIL YOUTH SAFEGUARDING POLICY & PROCEDURES

RESOLVED:

(i) To review the Keynsham Town Council Youth Safeguarding Policy and Procedures.

(ii) To recommend to Council to approve the Policy.

49. KEYNSHAM TOWN COUNCIL MANAGING YOUNG PEOPLE'S BEHAVIOUR AND SANCTION POLICY

RESOLVED:

(i) To review the Keynsham Town Council Managing Young People's Behaviour and Sanction Policy.

(ii) To recommend to Council to approve the Policy.

50. DETACHED – OUTREACH YOUTH WORK KEYNSHAM TOWN COUNCIL POLICY

RESOLVED:

(i) To review the Detached – Outreach Youth Work KTC Policy.

(ii) To recommend to Council to approve the Policy with the additions in blue, minus the track changes.

51. CONFIDENTIALITY & DATA PROTECTION YOUTH SERVICE POLICY

RESOLVED:

(i) To review the Confidentiality & Data Protection Youth Service Policy.

(ii) That a recommendation be made to full Council that the Confidentiality and Data Protection Youth Service Policy be deleted and that staff and public be referred to the Town Council Confidentiality and Data Protection Policy.

52. TOWN COUNCIL UNACCEPTABLE ACTIONS POLICY

RESOLVED:

(i) To review the Town Council Unacceptable Actions Policy.

(ii) To recommend to full Council to approve the Policy.

53. TOWN COUNCIL'S LONE WORKING POLICY

RESOLVED:

(i) To review the Town Council's Lone Working Policy.

(ii) To recommend to Council to approve the Policy.

54. 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.

55. 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 19 & 21).

56. REDUCTION IN YOUTH STAFF HOURS AND APPOINTMENT OF ONE NEW YOUTH SUPPORT ASSISTANT

RESOLVED:

(i) To approve the reduction in hours of the two Employees.

(ii) To approve the appointment of a new Assistant Youth Worker on Scale 5 for 7 hours.

(iii) That the post be advertised for two weeks from 9th January 2026.

(iv) That Councillor D Cooper be appointed for short listing and the interview panel together with the Town Clerk and Senior Youth Worker.

57. POST OF YOUTH SERVICE ADMINISTRATIVE ASSISTANT

CB. Reddy
25/2/26

RESOLVED:
That the post be advertised internally as a 6-hour job share position. Hours and days allocated to fit with the working hours of the Senior Youth Worker.

58. KEYNSHAM CEMETERY GRAVE SPACE MAPPING

RESOLVED:

(i) To receive and note the information.
(ii) That a document detailing the skills required to undertake this task be drawn up.
(iii) That internal staff be offered the opportunity to take on this mapping project.

The meeting finished at 7.45 p.m.

Signed: ..... (CHAIR) Date: 25/2/26