Town Clerk: Dawn Drury
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To: All Members of the Personnel Committee: Cllrs M Burton, D Cooper, C Davis, C Fricker, A Halliday and A Wait

Substitutes: Cllrs D Biddleston and H MacFie

c.c. All Town Councillors

Dear Councillor

You are invited to attend a meeting of the **Personnel Committee on Thursday 12th November 2026 commencing at 6.30 p.m. in the Town Council Office.**

Signed on 5th November 2026

By Dawn Drury, Town Clerk

THIS MEETING MAY BE FILMED OR RECORDED (PLEASE REFER TO THE TOWN COUNCIL'S PROTOCOL ON THE FILMING AND RECORDING OF LOCAL COUNCIL AND COMMITTEE MEETINGS (adopted August 2014).

AGENDA

1. APOLOGIES FOR ABSENCE

RECOMMENDED:
To receive and accept apologies for absence.

2. DECLARATIONS OF INTEREST

To receive any Declarations of Interest under Keynsham Town Council's Code of Conduct (adopted on 16th April 2019) issued in accordance with the Localism Act 2011 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, SI No. 1464 and as per Standing Order 3(v).

3. DISPENSATIONS

In accordance with Standing Order 13, to consider any requests for dispensations (for disclosable pecuniary interests) prior to the item (s) being discussed, that Members may

only become aware of during the meeting itself and to receive any disclosures of decisions as per item 7 of Keynsham Town Council's Dispensations Policy and Procedure Guide.

4. PUBLIC PARTICIPATION

In accordance with Standing Order 3(e), Members of the Public will have the opportunity to ask the Chairman any question concerning, or make observations upon, the business of the Council, at the start of the meeting, provided notice of the question along with the name and address of the member of public has been given to the Town Clerk at least four clear days before the meeting where possible, and in any case to the Chairman before the meeting. This also applies to all Committees of the Council.

RECOMMENDED:
That the Chairman respond to any questions/observations. If the matter is not already tabled on the Agenda, the Council may move a motion to refer the matter to be itemised on the Agenda of a successive meeting, but it cannot make any decisions on any matters raised at this meeting unless considered under a further item on this particular Agenda.

5. RECORD OF PREVIOUS MEETINGS

RECOMMENDED:
That the minutes of the Personnel Committee meeting held on 21st October 2026 (previously circulated) be confirmed as a true record and signed by the Chairman.

6. DATE OF NEXT MEETING

RECOMMENDED:
To note that the next Personnel Committee meeting will be called as and when required.

7. EXCLUSION OF PRESS AND PUBLIC

RECOMMENDED:
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 (Items 8 - 11).

8. EMPLOYEE ACCIDENT (available at the meeting)

On 22nd October 2026 an employee had an accident (see accident report).

RECOMMENDED:
To receive and note the information.

9. PROPOSAL TO INCREASE EMPLOYEE'S HOURS (available at the meeting)

RECOMMENDED:
(i) To receive and note the report.
(ii) To consider and make a decision in respect of this matter.

10. REQUEST FROM EMPLOYEE TO DECREASE WORKING HOURS FROM 1ST FEBRUARY 2027 (available at the meeting)

RECOMMENDED:
(i) To receive and note the report.
(ii) To consider and make a decision in respect of this matter.

11. SALARIES BUDGET 2027 – 2028 (To be presented at the meeting)

RECOMMENDED:
(i) To note the salary budget spreadsheet.
(ii) To recommend to Council that the salary budget be approved.