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To: All Members of the Personnel Committee: Cllrs M Burton, D Cooper (Vice Chair), C Davis, C Fricker, A Halliday (Chair), 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 8th October 2026 commencing at 7.00 p.m. in the Town Council Office.**

Signed on 1st October 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 May 2026 (previously circulated) be confirmed as a true record and signed by the Chairman.

6. TRAINING SCHEDULE 2026 – 2027 (attached)

RECOMMENDED:

To receive and note the information on the 2026 – 2027 Town Council training schedule.

7. LEVEL TWO YOUTH WORK QUALIFICATIONS

RECOMMENDED:

- (i) To receive and note that Ella Bower and Rosie Barrett have both completed their level two Youth Work qualifications.*
- (ii) To note that the Youth Leader and Town Clerk are currently looking into enrolling both Megan Barrow and Kate Britton on to a Level two Youth Work Course. Both have expressed a wish to undertake this qualification.*

8. APPOINTMENT OF ASSISTANT YOUTH SUPPORT WORKER

RECOMMENDED:

To receive and note that interviews took place on Thursday 2nd July 2026 and Tyla Leck was appointed as an Assistant Youth Support Worker. Unfortunately, she has a second job and works on a Tuesday evening so it is proving difficult arranging a date when she can introduce herself but Councillors are welcome to pop into a TimeOut session on a Wednesday between 6 – 8 p.m. or on a Friday between 4.00 p.m. – 6.00 p.m. and say hello to her.

9. CHRISTMAS OFFICE CLOSURE

RECOMMENDED:

To approve the office closure from lunchtime on Thursday 24th December 2026 to Thursday 1st January 2026 inclusive. Office to re-open on Monday 4th January 2027. Staff will take annual leave on Tuesday 29th December, Wednesday 30th and Thursday 31st December if they work these days. Monday 28th December 2026 and Friday 1st January 2027 are Bank Holidays.

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.

10. MOTOR CLAIM 18TH FEBRUARY 2026

The Town Council have been informed that the insurance claim involving the Town Council van in an accident has now been settled on a full liability basis with no excess paid by the Council.

RECOMMENDED:

To receive and note the information.

11. STOLEN STRIMMER

The Grounds Maintenance Team reported that one of them had inadvertently left a strimmer out overnight at the Cemetery and this was stolen. It was an older strimmer and below the insurance excess value to make a claim. This has been removed from the items below the value of £250 on the asset register. A replacement strimmer has been bought.

RECOMMENDED:

To receive and note the information.

12. RESIGNATION OF YOUTH SERVICE ADMINISTRATOR (6 HOURS)

RECOMMENDED:

- (i) To note that the Town Council Youth Service Administrator has tendered her resignation from Keynsham Town Council as of 16th October 2026.*
- (ii) To re-advertise the 6 hour per week post.*
- (iii) To appoint a Councillor for short listing and the interview panel.*

13. DATE OF NEXT MEETING

RECOMMENDED:

To note that the next meeting will be on Wednesday 21st October at 11.00 a.m.

14. 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 item of business by reason of the confidential nature of business to be transacted, sensitive staff matters (Item 15 - 19).

15. PROPOSAL TO INCREASE EMPLOYEE'S HOURS (Letter attached & report)

RECOMMENDED:

(i) To receive and note the letter and report

(ii) To consider and make a decision in respect of this matter

16. PROPOSAL TO INCREASE EMPLOYEE'S HOURS (Email request included in report attached)

RECOMMENDED:

(i) To receive and note the report.

(ii) To consider and make a decision in respect of this matter

17. SICKNESS OF EMPLOYEE – R. BONFIELD (Confidential report attached)

RECOMMENDED:

To consider the recommendations within the report.

18. NJC PAY AWARDS 2026 – 2027 AND BACK DATED PAY INFORMATION (Report to be presented at the meeting)

The NJC Pay Awards for 2026 – 2027, were during August 2026 with back dated pay required from 1st April 2026.

19. EMPLOYEE ACCIDENT (Redacted accident report attached)

On 9th July 2026 at 3.00 p.m. an Employee had an accident (see accident report).

RECOMMENDED:

To receive and note the information.