

To: All Members of the Personnel Committee: Cllrs M Burton, D Cooper, C Davis, C Fricker, A Halliday, H MacFie and A Wait

Substitutes Cllrs D Biddleston and D Brassington

c.c. All Town Councillors

Dear Councillor

You are invited to attend a meeting of the **Personnel Committee on Wednesday 25th February 2026 commencing at 7.00 p.m. in the Town Council Office.**

Signed on 19th February 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 7th January 2026 (previously circulated) be confirmed as a true record and signed by the Chairman.

6. APPOINTMENT OF PART-TIME ASSISTANT YOUTH SUPPORT WORKERS

RECOMMENDED:

To note that following interviews on Friday 6th February two new Assistant Youth Support Workers have been appointed to the 7-hour (2 session) posts.

Kate Britton will be working Wednesday Senior session and Friday Junior session and she will be starting on Wednesday 4th March 2026.

Megan Barrow will be working Tuesday Outreach session and Friday Junior session and she will be starting on Tuesday 3rd March 2026.

They will be invited to the March Town Council meeting to introduce themselves.

7. APPOINTMENT OF PART-TIME GROUNDS MAINTENANCE WORKER

RECOMMENDED:

To note that following interviews on Wednesday 4th February a new Grounds Maintenance Worker has been appointed to the 7-hour post.

Nicholas Souch will be working on Fridays and starts the post on Friday 20th February 2026.

He will be invited to the March Town Council meeting to introduce himself.

8. APPOINTMENT OF BANDSTAND ATTENDANT AND SUMMER LITTER PICKER 2026

The Town Council has retained last year's Bandstand Attendant (Lydia Bush) and Memorial Park Litter Picker (Jennifer Wiley) on the staff payroll, as casual workers (saving time and money). Last year's Bandstand Attendant and Litter Picker have already expressed an interest in these posts for 2026.

RECOMMENDED:

That the Personnel Committee decide whether to re-appoint last year's Bandstand Attendant and Litter Picker for 2026 or whether to advertise the posts and undertake interviews.

9. AMENDED DRAFT GRAVE DIGGING POLICY & PROCEDURES (attached)

RECOMMENDED:

To make a recommendation to Town Council to approve the Grave Digging Policy and Procedures.

10. ABSENCE MANAGEMENT POLICY

RECOMMENDED:

To make a recommendation to Town Council to approve the Absence Management Policy.

11. SEXUAL HARASSMENT POLICY

RECOMMENDED:

To make a recommendation to Town Council to approve the Sexual Harassment Policy.

12. DEFIBRILLATOR TRAINING

The last Defibrillator training event that the Town Council held was over three years ago. There are funds in the Events General budget and Officers would like to arrange some more training for the Community.

RECOMMENDED:

To approve that Officers arrange a day event of Defibrillator training (including 3 sessions).

13. DATE OF NEXT MEETING

RECOMMENDED:

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

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 items of business by reason of the confidential nature of business to be transacted, sensitive staff matters (Items 15 - 16).

15. INSURANCE CLAIM (report attached)

RECOMMENDED:

To receive and note the attached report.

16. POSSIBLE FORMAL COMPLAINT (report attached)

RECOMMENDED:

To receive and note the attached report.