

# KEYNSHAM TOWN COUNCIL

Minutes of the Personnel Committee meeting held on  
Thursday 21<sup>st</sup> May 2026 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

## 1. ELECTION OF CHAIRMAN 2026/2027

*RESOLVED:*

*That Cllr A Halliday be elected as Chair of the Personnel Committee for the Municipal Year 2026/2027.*

## 2. ELECTION OF VICE CHAIRMAN 2026/2027

*RESOLVED:*

*That Cllr D Cooper be elected as Vice Chair of the Personnel Committee for the Municipal Year 2026/2027.*

## 3. APOLOGIES FOR ABSENCE

There were none.

## 4. DECLARATIONS OF INTEREST

There were none

## 5. DISPENSATIONS

There were none.

## 6. PUBLIC PARTICIPATION

There was none.

## 7. RECORD OF PREVIOUS MEETINGS

*RESOLVED:*

*That the minutes of the Personnel Committee meeting held on 25<sup>th</sup> February 2026 (previously circulated) be confirmed as a true record and signed by the Chairman.*

## 8. TERMS OF REFERENCE OF THE PERSONNEL COMMITTEE

*RESOLVED:*

- (i) To receive, note and review the Terms of Reference for the Personnel Committee.*
- (ii) To recommend that the Terms of Reference for the Personnel Committee be approved*

*by Council with one amendment - under point (i) to add the word Volunteers.*

9. TRAINING SCHEDULE 2026 – 2027 - TO DATE

*RESOLVED:*

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

10. WHISTLE BLOWING POLICY AND PROCEDURE

The Town Clerk to add in references to Policies and Procedures for handling general complaints

*RESOLVED:*

*(i) To receive and note the Whistle Blowing Policy and Procedures.*

*(ii) To recommend to Town Council to approve the Whistle Blowing Policy and Procedures with the following additions:*

- References should be added under point 4 Policy Scope directing anyone who wishes to complain to the Town Council Complaints Policies, Procedures and other Council documentation for handling general complaints.*
- Under point 6.5 amend 'Where the concern is about the Designated Officer, the concerns should be reported to the Chair of the Personnel Committee and not the Chair of Finance and Policy Committee.*

*(iii) Next Policy review May 2028.*

11. MEMORIAL SAFETY POLICY AND PROCEDURES

*RESOLVED:*

*(i) To receive and note the Policy and Procedures.*

*(ii) To recommend to Council to approve the Memorial Safety Policy and Procedures*

12. DATE OF NEXT MEETING

*RESOLVED:*

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

13. 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 item 14).*

14. CHANGE OF CONTRACT - REDUCTION OF HOURS OF POSITION OF ASSISTANT YOUTH SUPPORT WORKER

**RESOLVED:**

- (i) To receive and note the email contents.*
- (ii) To appoint a new Assistant Youth Support Worker on 7 hours.*
- (iii) That Cllr Cooper be appointed to undertaking shortlisting and interviewing of this post with the Town Clerk and Senior Youth Worker.*

The meeting finished at 7.34 p.m.

Signed: ..... (CHAIR)

Date: .....