

KEYNSHAM TOWN COUNCIL

Minutes of the Personnel Committee meeting held on
Thursday 8th October 2026 at 6.00 p.m. in the Town Council Office

PRESENT: Cllrs D Cooper, C Davis, C Fricker, A Halliday (Chair) and A Wait

IN ATTENDANCE: Dawn Drury – Town Clerk

15. APOLOGIES FOR ABSENCE

RESOLVED:

To receive and accept apologies from Cllr M Burton.

16. DECLARATIONS OF INTEREST

There were none.

17. DISPENSATIONS

There were none.

18. PUBLIC PARTICIPATION

There was none.

19. RECORD OF PREVIOUS MEETINGS

RESOLVED:

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.

20. TRAINING SCHEDULE 2026 – 2027

RESOLVED:

To note that the information on the 2026 – 2027 Town Council training schedule is deferred to the next Personnel Committee meeting.

21. LEVEL TWO YOUTH WORK QUALIFICATIONS

RESOLVED:

- (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.*
- (iii) *That the Town Clerk pass on Congratulations from the Personnel Committee.*

CSP

22. APPOINTMENT OF ASSISTANT YOUTH SUPPORT WORKER

RESOLVED:

To receive and note the appointment of Tyla Leck as an Assistant Youth Support Worker for TimeOut.

23. CHRISTMAS OFFICE CLOSURE

RESOLVED:

That the Town Council office closure for Christmas will be from lunchtime on Thursday 24th December 2026 to Thursday 1st January 2026 inclusive. The 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. Friday 25th December, 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.

24. INSURANCE MOTOR CLAIM 18TH FEBRUARY 2026

RESOLVED:

To receive and note the information.

25. STOLEN STRIMMER

RESOLVED:

To receive and note the information.

26. RESIGNATION OF YOUTH SERVICE ADMINISTRATOR

RESOLVED:

- (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 defer the discussions regarding advertising the post until the next Personnel Committee meeting, giving the Town Clerk and Youth Leader time to review the possibility of additional Youth Worker vacancies.*

27. DATE OF NEXT MEETING

RESOLVED:

To note that the next Personnel Committee meeting will be held on Wednesday 21st October 2026 at 11.00 a.m.



28. 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 (Agenda Items 15 - 19).

29. PROPOSAL TO INCREASE EMPLOYEE'S HOURS

RESOLVED:

- (i) To receive and note the letter and report*
- (ii) That the Employees hours be increased by one day (7/7.5 hours – depending on the day that is agreed).*

30. PROPOSAL TO INCREASE EMPLOYEE'S HOURS

RESOLVED:

- (i) To receive and note the report.*
- (ii) That the Employees hours are not increased as contractual employees should be taking a 30 minute lunch break.*

31. SICKNESS OF EMPLOYEE

RESOLVED:

- (i) To receive and note the report*
- (ii) That the Clerk has regular meetings with the Employee to monitor their health.*

32. NJC PAY AWARDS 2026 – 2027 AND BACK DATED PAY INFORMATION

RESOLVED:

To approve the NJC Pay Awards for 2026 – 2027 and note the back dated pay information.

33. EMPLOYEE ACCIDENT

RESOLVED:

- (i) To receive and note the information.*
- (ii) That the Clerk contact's WorkNest to enquire if it is possible to have a Town Council annual fitness to work form for completion by Grounds Maintenance Workers aged over 60.*

The meeting finished at 6.30 p.m.

SIGNED: *C J Davis* DATE: *21.10.2020*
(Chairman)

