



**Minutes of the Kirton in Lindsey Town Council  
Personnel and Disciplinary Committee Meeting  
held in the Heritage Room, Town Hall, High Street, Kirton in Lindsey,  
on Tuesday 20<sup>th</sup> February 2018 at 11.00am.**

Members Present: Cllr Paul Kelly (Chair), Cllr Maggie Davies,  
Cllr Pat Frankish, Cllr Sam Layzell  
Also present: Neil Taylor-Matson, Assistant Clerk

**Public Participation:**

**No members of the public were present.**

**MINUTES**

- PD 1802/01      Apologies  
No apologies were received.
- PD 1802/02      Declaration of Interests / Dispensations  
There were no Declarations of Interests reported and no dispensations sought/granted.
- PD 1802/03      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960  
The committee considered the exclusion on the public and press due to the confidential nature of the items to be discussed.  
**RESOLUTION: *That the public and press be excluded.***
- PD 1802/04      Minutes of the Previous Meeting  
The Committee considered the minutes of the Personnel & Disciplinary Committee Meeting held on Tuesday 23<sup>rd</sup> January, 2018.  
**RESOLUTION: *With a minor correction the Minutes be signed as a true and accurate record.***
- PD 1802/05      Appointment of Town Council Clerk  
The Committee confirmed the appointment of the Town Clerk following advertisement and interview for the position and approved terms and conditions of the contract agreeing actions required.  
**RESOLUTION: *That the hours of work for Neil Taylor-Matson as the Assistant Clerk were raised from 10 to 16 hours per week from Monday 5<sup>th</sup> February 2018 in order to provide increased office cover for the Town Council as an interim measure.***  
  
**RESOLUTION: *That Neil Taylor-Matson is appointed Town Clerk at 30 hours per week, with effect from Friday 9th March 2018, NJC SCP 28, Pension provision at 1% of salary***  
  
**RESOLUTION: *That public opening hours for the Town Council Office will become Tuesdays and Thursdays between 12 and 4pm.***  
  
**RESOLUTION: *That an update is provided from the P&D Committee at the next Full Council Meeting on 28<sup>th</sup> February 2018.***      **ACTION: Chair/Assistant Clerk**
- PD 1802/06      Sickness Absence Policy  
The Committee agreed actions from the January Full Council Meeting resolution (1801/17) that a draft Sickness Absence Policy is produced and presented to Full Council.  
**RESOLUTION: *That the chair will research and draft a policy in order to present at a future meeting of the Full Council.***      **ACTION: Chair**

Signed:

Dated:

PD 1802/07

Training

The Committee received an update on training and training needs and agreed any actions required.

**RESOLUTION: *That a place is reserved on the ERNLLCA Councillors Financial Responsibilities course for the Clerk and that the matter is taken to Full Council for consideration of a bespoke course for Kirton in Lindsey Town Council.***

**ACTION: Assistant Clerk**

PD 1802/08

Agenda for next and future meetings

The Committee considered items to place on the agenda for next or future meetings.

**RESOLUTION: *Review of Pensions and Job Description. Clerk to forward the current job descriptions for Town Clerk, Responsible Financial Officer and Burial Clerk to members of the Committee.***

**ACTION: Assistant Clerk**

PD 1802/09

Next Meeting

The Committee agreed the date and time of the next Personnel and Disciplinary Committee Meeting remains to be confirmed due to requirement.