



**Minutes of the Kirton in Lindsey Town Council
Personnel and Disciplinary Committee Meeting
held in the Town Hall, High Street, Kirton in Lindsey,
on Monday 8th October 2018 at 10.00am.**

Members Present: Cllr Paul Kelly (Chair), Cllr Kathy Cooper, Cllr Maggie Davies and Cllr Pat Frankish.

Also present: Neil Taylor-Matson, Town Clerk

Public Participation:

No members of the public were present.

MINUTES

PD 1810/01

Apologies

No apologies were received.

PD 1810/02

Declaration of Interests / Dispensations

There were no Declarations of Interests reported and no dispensations sought/granted.

PD 1810/03

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

The committee considered the exclusion of the public and press due to the confidential nature of the items to be discussed.

RESOLUTION: That the public and press be excluded.

PD 1810/04

Minutes of the Previous Meeting

The Committee considered the minutes of the Personnel & Disciplinary Committee Meeting held on Monday 2nd July, 2018 and noted an amendment to wording at PD 1807/06.

RESOLUTION: That the Minutes be signed as a true and accurate record.

PD 1810/05

Job Description for Town Clerk

The Committee received the proposed revised draft incorporating the three roles of Town Clerk, RFO and Burial Clerk into one job description from Cllr Kelly.

RESOLUTION: That the revised job description is forwarded to ERNLLCA for evaluation and pay scale scoring. **ACTION: Cllr Kelly**

PD 1810/06

Town Clerk contract and pension

a. The Committee discussed the pension arrangements and contract of employment for the Town Clerk.

RESOLUTION: That the Chair writes a short paper taking the recommendations of the P&D Committee relating to pension arrangements to Full Council. **ACTION: Cllr Kelly**

RESOLUTION: That the addition of four paid hours per week is maintained but kept under review with the next review to take place in January 2019.

ACTION: Town Clerk/P&D Members

RESOLUTION: That the addition of four paid hours per week is considered at the November Precept meeting. **ACTION: Town Clerk/P&D Members**

b. The Committee considered annual leave dates for the Town Clerk.

RESOLUTION: That annual leave for three days in the week commencing 3rd December was approved. **ACTION: Town Clerk**

PD 1810/07

Complaints Procedure

The Committee received an updated draft of the proposed Complaints Procedure.

RESOLUTION: That the draft is taken to the October Full Council Meeting with the recommendation from this committee that it is adopted as policy.

ACTION: Town Clerk

Signed:

Dated:

PD 1810/08

Training

The Committee received an update on training and training needs and noted the training commitments of the Clerk for October and November 2018.

PD 1810/09

Agenda for next and future meetings

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

RESOLUTION: *None requested at this time.*

PD 1810/10

Next Meeting

The Committee agreed the date and time of the next Personnel and Disciplinary Committee Meeting will be (subject to any change in circumstances) Friday 18th January 2019 at 10am.

DRAFT

Signed:

Dated: