



**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 2<sup>nd</sup> July 2018 at 10.00am.**

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

**Public Participation:**

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

**MINUTES**

- PD 1807/01            Apologies  
Apologies were received from Cllr Kathy Cooper.
- PD 1807/02            Declaration of Interests / Dispensations  
There were no Declarations of Interests reported and no dispensations sought/granted.
- PD 1807/03            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 1807/04            Minutes of the Previous Meeting  
The Committee considered the minutes of the Personnel & Disciplinary Committee Meeting held on Monday 14<sup>th</sup> May, 2018.  
**RESOLUTION: *That the Minutes be signed as a true and accurate record.***
- PD 1807/05            Job Descriptions for Town Clerk  
The Committee discussed the job descriptions for Town Clerk, RFO and Burial Clerk and agreed actions required.  
**RESOLUTION: *The three job descriptions are to be tidied and amalgamated into one with the intention of circulating to P&D committee members prior to forwarding to ERNLLCA for evaluation and pay scale scoring.***  
**ACTION: Cllr Kelly**
- PD 1807/06            Town Clerk contract and pension  
a. The Committee discussed the contract of employment and pension arrangements for the Town Clerk, including discussion of workload and hours as raised at the Full Council meeting in June. The Clerk presented a breakdown of the hours worked on a weekly basis from the beginning of employment with the Town Council.  
**RESOLUTION: *That an addition of four paid hours per week is provided to the Clerk for training needs and this is kept under review with an initial review to take place in three months' time.***            **ACTION: Town Clerk/P&D Members**  
**RESOLUTION: *That the outstanding tasks and actions are reviewed by the Council.***            **ACTION: Cllr Kelly**  
**RESOLUTION: *That the Chair and Clerk meet to go through the pension paperwork prior to the next meeting of the Full Council so that information can be provided at a future Full Council meeting for discussion.***  
**ACTION: Cllr Kelly/Town Clerk**  
**b. *That annual leave from 20<sup>th</sup> to 24<sup>th</sup> August 2018 was approved.***  
**ACTION: Town Clerk**
- PD 1807/07            Sickness Absence Policy  
It was noted that the Sickness Absence Policy was adopted at the Full Council meeting in June and that Councillors were very complimentary and appreciative of Cllr Kelly's work.

Signed:

Dated:

PD 1807/08

Training

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

**RESOLUTION: *That the Clerk continues to work towards the CiLCA qualification.***

**ACTION: Town Clerk**

PD 1807/09

Agenda for next and future meetings

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

**RESOLUTION: *That job description, contract and pension arrangements, and training remain standing items on the Agenda at the current time.***

**ACTION: Town Clerk**

PD 1807/10

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) Monday 8<sup>th</sup> October 2018 at 10am.