

**Minutes of the Kirton in Lindsey Town Council
Personnel and Disciplinary Committee Meeting
held at the Town Hall, High Street, Kirton in Lindsey,
on Thursday 30th March 2017 at 10.30am.**

Public Participation:

No members of the public were present.

MINUTES

- PD 1703-2/01 To receive apologies for absence.
No apologies received.
- PD 1703-2/02 Declaration of Interests and Dispensations
There were no Declarations of Interests reported and no dispensations sought/granted.
- PD 1703-2/03 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 1703-2/04 Minutes
The Committee considered the minutes of the Personnel & Disciplinary Committee Meeting held on Tuesday 10th January, 2017
RESOLUTION: *That the Minutes be signed as a true and accurate record.*
- PD 1703-2/05 The Committee agreed all matters relating to the appointment of the Assistant Clerk to include Contract, Job Description and any other associated items.
RESOLUTION: Neil to be paid on Pay scale 18 starting on January 2018. **ACTION: Town Clerk**
RESOLUTION: Contract to be written up for Neil with help from Alan Barker. **ACTION: Town Clerk**
RESOLUTION: Neil to be contacted about Clerks Induction Day on the 26th April. **ACTION: Town Clerk**
- PD 1703-2/06 The Committee agreed all matters relating to the termination of the Locum Clerk's Contract.
RESOLUTION: Article in Kirton Kirst explaining the Clerking Situation commenting that both Clerk only work 30 hours between them **ACTION: Town Clerk**
RESOLUTION: Angela to work 120 hours within the next 3 months.
RESOLUTION: Madeleine to work 20 hours per week.
RESOLUTION: Neil to work 10 hours per week.