



**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 15<sup>th</sup> April 2019 at 09.30am.**

Members Present: Cllr Kathy Cooper (Chair), 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 1904/01            Apologies  
No apologies were received.
- PD 1904/02            Declaration of Interests / Dispensations  
There were no Declarations of Interests reported and no dispensations sought or granted.
- PD 1904/03            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 1904/04            Minutes of the Previous Meeting  
The Committee considered the minutes of the Personnel & Disciplinary Committee Meeting held on Monday 21<sup>st</sup> January, 2018.  
**RESOLUTION: *That the minutes be signed as a true and accurate record.***
- PD 1904/05            Job Description for Town Clerk  
The Committee received further feedback from ERNLLCA on the draft incorporating the three roles of Town Clerk, RFO and Burial Clerk into one job description to complete the review.  
**RESOLUTION: *That the additions recommended by ERNLLCA are approved and added to the job description.***            **ACTION: Town Clerk**  
**RESOLUTION: *That the person specification is separated from the job description.***            **ACTION: Town Clerk**
- PD 1904/06            Workload and training review  
The Committee reviewed the Clerk's Tasks and Actions and received an update on training and training needs.  
**RESOLUTION: *That the current tasks and actions are more manageable with the inherited backlog now completed and that the majority remain either waiting on responses from others or awaiting the appropriate timing points.***
- RESOLUTION: *That training on charity law / management of charities is looked into for the Town Clerk to attend.***            **ACTION: Town Clerk**
- RESOLUTION: *That appropriate responses to emails discussed are sent and that this is noted on the next Full Council agenda.***            **ACTION: Town Clerk**

Signed:

Dated:

PD 1904/07

Town Clerk contract

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

**RESOLUTION: That 'Burial Clerk' is added to the Town Clerk's job title throughout the contract and further minor suggested amendments to update the contract are approved.**

**ACTION: Town Clerk**

b. The Committee noted the office closure on 2<sup>nd</sup> May 2019.

**RESOLUTION: That the office closure is publicised.**

**ACTION: Town Clerk**

PD 1904/08

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 1904/09

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 15<sup>th</sup> July 2019 at 9:30am.

Signed:

Dated: