



**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 30th December 2019 at 11.00am.**

Members Present: Cllr Kathy Cooper (Chair), Cllr Pat Frankish and Cllr Jack Startin.
Also present: Neil Taylor-Matson, Town Clerk

Public Participation:

No members of the public were present.

MINUTES

- PD 1912/01 Apologies
No apologies were received.
- PD 1912/02 Declaration of Interests / Dispensations
There were no Declarations of Interests reported and no dispensations sought or granted.
- PD 1912/03 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 1912/04 Minutes of the Previous Meeting
The Committee considered the minutes of the Personnel & Disciplinary Committee Meeting held on Tuesday 16th July, 2019.
RESOLUTION: That the minutes be signed as a true and accurate record.
- PD 1912/05 Workload and training review
The Committee reviewed the Clerk's work load and received an update on training and training needs.
RESOLUTION: That additional staffing is required to manage the current workload of the Town Council and that a proposal is put to Full Council for this to be put into place as part of the budget planning for 2020/2021.
ACTION: Town Clerk
- PD 1912/06 Town Clerk contract
The Committee discussed the contract of employment arrangements for the Town Clerk.
RESOLUTION: That it is recommended to Full Council that the Clerk progresses on the incremental pay scale to SCP25 in order to both meet rises in the cost-of-living to be awarded linked with performance and as a way of acknowledging the Clerk's growing capability.
ACTION: Town Clerk
- PD 1912/07 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 1912/08 Date of 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) Thursday 23rd January 2020 at 10:00am.

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| Present: | Cllr Kathy Cooper |
| | Cllr Pat Frankish |
| | Cllr Jack Startin |

Signed:

Dated: