



**Minutes of the Kirton in Lindsey Town Council
Personnel and Disciplinary Committee Meeting
held in the Town Hall, High Street, Kirton in Lindsey,
on Tuesday 16th July 2019 at 10.00am.**

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 1907/01 Election of Chair
The Committee received nominations and elected Cllr Cooper as Chair for 2019/20.
- PD 1907/02 Apologies
No apologies were received.
- PD 1907/03 Declaration of Interests / Dispensations
There were no Declarations of Interests reported and no dispensations sought or granted.
- PD 1907/04 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 1907/05 Minutes of the Previous Meeting
The Committee considered the minutes of the Personnel & Disciplinary Committee Meeting held on Monday 15th April, 2019.
RESOLUTION: *That the minutes be signed as a true and accurate record.*
- PD 1907/06 Policies
The Committee received two draft Lone Worker Policies for consideration and decided recommendations to Full Council regarding the policies.
RESOLUTION: *That one draft was preferred and recommended for adoption following minor amendments at section 4 and section 7.2. ACTION: Town Clerk*
- PD 1907/07 Workload and training review
The Committee reviewed the Clerk's work load and received an update on training and training needs. The Committee were also updated on a Code of Conduct complaint.
RESOLUTION: *That the Clerk contacts ICCM for details on training in relation to the Burial Clerk role and its feasibility (local). ACTION: Town Clerk*
RESOLUTION: *That training on HR / staff management is researched. ACTION: Town Clerk*
RESOLUTION: *That Town Council events, including Civic, Gala and Christmas are considered by the Council in terms of the support needed to run them. ACTION: Town Clerk*
RESOLUTION: *That the Clerk ensures that required breaks from work are taken. ACTION: Town Clerk*
RESOLUTION: *That the Clerk and Chair of Personnel arrange, immediately following this meeting, the date for the next one to one to take place. ACTION: Town Clerk*

Signed:

Dated:

RESOLUTION: *That the use of social media by the Clerk is monitored by the Clerk and the Council are notified of any concerns regarding time management.*

ACTION: Town Clerk

RESOLUTION: *That the Clerk ensures that proposals, motions and resolutions are clear within meetings and notes to Councillors if the number of actions becomes an issue, requesting clarification on priority.*

ACTION: Town Clerk

RESOLUTION: *That the Clerk liaises with the Town Hall Venue Manager for the appropriate display of office opening hours for the Town Council Office.*

ACTION: Town Clerk

PD 1907/08

Town Clerk contract

The Committee discussed the contract of employment arrangements for the Town Clerk. No action required at this time.

PD 1907/09

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 1907/10

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) Tuesday 15th October 2019 at 10:00am.

<u>Present:</u>	Cllr Kathy Cooper
	Cllr Pat Frankish
	Cllr Jack Startin

Signed:

Dated: