



**Minutes of the Kirton in Lindsey Town Council  
Personnel and Disciplinary Committee Meeting held  
on Friday 17<sup>th</sup> July 2020 held virtually via PowWowNow at 11am.**

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

*This meeting was held virtually in line with the temporary powers enabled by Section 78 of the Coronavirus Act 2020, enacted 25<sup>th</sup> March 2020. Members of the public were provided with details of how to join the meeting via the published Agenda and online.*

**Public Participation:**

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

**MINUTES**

PD2007 2/01 Apologies

No apologies were received.

PD2007 2/02 Declaration of Interests / Dispensations

There were no Declarations of Interests reported and no dispensations sought or granted.

PD2007 2/03 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.**

PD2007 2/04 Minutes of the Previous Meeting

The Committee considered the minutes of the Personnel & Disciplinary Committee Meeting held on Monday 29<sup>th</sup> June 2020.

**RESOLUTION: That the minutes be signed as a true and accurate record.**

PD2007 2/05 Town Council Staff

a. The Committee discussed and confirmed all matters related to the offer of the post of Assistant Clerk following the interview held on Monday 6<sup>th</sup> July.

**RESOLUTION: That Sarah Gillingham is offered the post on the following terms:**

- **Start date of Monday 20<sup>th</sup> July;**
- **Main place of work of home address;**
- **Starting salary of NJC SCP 2;**
- **Hours of work 6 hours per week with the addition of 200 annualised hours;**
- **Probationary period of 6 months;**
- **Provision of equipment – laptop and mobile phone;**
- **Line management of the Town Clerk;**
- **That a dedicated email address of ‘assistantclerk’ is set up for use.**

**ACTION: Town Clerk**

b. The Committee discussed and agreed any further next steps and actions required around the post of Assistant Clerk at this time.

**RESOLUTION: That the relevant amendments to the job description and contract of employment for the Town Clerk is researched in order to reflect the line management responsibilities of the Town Clerk and is presented for discussion at the next meeting of the P&D Committee.**

**ACTION: Town Clerk**

PD2007 2/06 Agenda for next and future meetings

- Town Clerk job description, contract of employment and payscale review.

PD2007 2/07 Date of next meeting

The Committee agreed to next meet on Friday 28<sup>th</sup> August at 11am.

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

Signed:

Dated: