



**Minutes of the Kirton in Lindsey Town Council  
Personnel and Disciplinary Committee Meeting held  
on Friday 28<sup>th</sup> August 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**

PD2008/01

Apologies

No apologies were received.

PD2008/02

Declaration of Interests / Dispensations

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

PD2008/03

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.**

PD2008/04

Minutes of the Previous Meeting

The Committee considered the minutes of the Personnel & Disciplinary Committee Meeting held on Friday 17<sup>th</sup> July 2020.

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

PD2008/05

Town Council Staff

a. The Committee discussed the appointment of the Assistant Clerk and received an overview of the first month from the Town Clerk.

b. The Committee discussed and agreed the relevant amendments to the job description and contract of employment for the Town Clerk in order to reflect the new line management responsibilities of the Town Clerk, including a pay scale review.

**RESOLUTION: That minor amendments are made to the wording of the job description to reflect line management responsibilities and skills required.**

**ACTION: Town Clerk**

**RESOLUTION: That the Town Clerk's pay scale is raised by one to SCP 26 with effect from the date of employment of the Assistant Clerk and further reviewed on an annual basis each April as a part of performance review processes.**

**ACTION: Town Clerk**

PD2008/06

Agenda for next and future meetings

- Assistant Clerk's 3 month review (November 2020)

PD2008/07

Date of next meeting

The Committee proposed a meeting in early November, date and time to be confirmed.

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

Signed:

Dated: