



**Minutes of the Kirton in Lindsey Town Council  
Personnel and Disciplinary Committee Meeting held  
on Monday 2<sup>nd</sup> November 2020 held virtually via PowWowNow at 10:12am.**

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**

PD2011/01

Apologies

No apologies were received.

PD2011/02

Declaration of Interests / Dispensations

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

PD2011/03

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.**

PD2011/04

Minutes of the Previous Meeting

The Committee considered the minutes of the Personnel & Disciplinary Committee Meeting held on Friday 28<sup>th</sup> August 2020.

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

PD2011/05

Town Clerk Workload and training review

The Committee discussed the Town Clerks current workload, and noted that the Town Clerk should make the P&D Committee aware of any matters which keep cropping up which are potentially wasting the Town Clerk's time so that they can be considered and dealt with. The Town Clerk noted that it was felt that all members of the Council appeared to already appreciate that responding appropriately to the pandemic and dealing with day to day requirements of running the Town Council office as well as ongoing tasks and actions has created a busy period rather than any form of lull. All members of the Committee wished to extend thanks to the Town Clerk for showing flexibility and adaptability to deal with the unusual circumstances and remarkable situation this year.

Cllr Cooper updated the Committee on the one-to-one meeting held with the Town Clerk on 27/10/2020 and noted that with additional government restrictions coming into place from Thursday time will again be required by the Clerk and Assistant Clerk to work through the required action which needs to be taken.

The Clerk noted that following approval by Full Council that a place on the ERNLLCA Financial Responsibilities (Budgeting) Course was now booked.

PD2011/06

Assistant Clerk update

The Committee received updates from the Town Clerk on the role of the Assistant Clerk. The Committee noted thanks for the ideas generated for the Christmas activities, and discussed the extension of the probationary period to give a fair chance to be involved in all usual Town Council events, which were cancelled this year. The Committee agreed that the Assistant Clerk should look to take on the financial responsibilities for KLASSIC Park to ease pressure on the Town Clerk and provide monthly reports to the Council for verification.

**RESOLUTION: That the probationary period is extended for six months to give the Assistant Clerk a fair chance to be involved in all Town Council events.**

**ACTION: Town Clerk**

**RESOLUTION: That the Assistant Clerk builds up contact lists for town events.**

**ACTION: Town Clerk**

**RESOLUTION: That the Town Clerk and Assistant Clerk set a suitable time for updates each week within working hours.**

**ACTION: Town Clerk**

**RESOLUTION: That the Town Clerk holds a quarterly review with the Assistant Clerk to discuss the role and any matters of concern.**

**ACTION: Town Clerk**

**RESOLUTION: That the Assistant Clerk looks to take on the financial responsibility for KLASSIC Park and provide monthly reports to the Council for verification.**

**ACTION: Town Clerk**

Signed:

Dated:

PD2011/07 Agenda for next and future meetings

- Update from Town Clerk following meetings with Assistant Clerk

PD2011/08 Date of next meeting  
The Committee proposed a meeting in early February, date and time to be confirmed.

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

Signed:

Dated: