



**Minutes of the Kirton in Lindsey Town Council  
Personnel and Disciplinary Committee Meeting held  
on Monday 6<sup>th</sup> July 2020 held virtually via PowWowNow at 2pm.**

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**

PD2007/01 Apologies  
No apologies were received.

PD2007/02 Declaration of Interests / Dispensations  
There were no Declarations of Interests reported and no dispensations sought or granted.

PD2007/03 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.**

PD2007/04 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.**

PD2007/05 Town Council Staff  
a. The Committee received notice that the Re-declaration of Compliance was completed with the Pension Regulator in January 2020.  
b. The Committee received an update from the Clerk following the informal meeting held with the applicant for Assistant Clerk held 2<sup>nd</sup> July.  
c. The Committee considered the division of labour planned between the roles of the Town Clerk and Assistant Clerk.  
d. The Committee agreed on the interview format and questions for the interview for the Assistant Clerk position scheduled for Monday 6<sup>th</sup> July.  
e. The Committee agreed on the drawing up of the Contract of Employment and associated documents for the post. **ACTION: Town Clerk**  
f. The Committee agreed there were no further next steps and actions required for discussion around the post of Assistant Clerk at this time.

PD2007/06 Agenda for next and future meetings  
The Committee did not have any items to place on the agenda for the next or future meetings at this time.

PD2007/07 Date of next meeting  
To be confirmed following the interview to be conducted on 6<sup>th</sup> July 2020.

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

Signed:

Dated: