



**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 6<sup>th</sup> July 2021 at 11.00am.**

Members Present: Cllr Kathy Cooper (Chair), Cllr Hazel Fox and Cllr Joy Kofoed.  
Also present: Town Clerk, Neil Taylor-Matson

**Public Participation:**

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

**MINUTES**

- PD2107/01 Election of Chair  
The Committee received nominations and elected Cllr Cooper as Chair for 2021/22.
- PD2017/02 Apologies  
Apologies were received from Assistant Clerk, Sarah Gillingham.
- PD2107/03 Declaration of Interests / Dispensations  
There were no Declarations of Interests reported and no dispensations sought or granted.
- PD2107/04 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.**
- PD2107/05 Minutes of the Previous Meeting  
The Committee considered the minutes of the Personnel & Disciplinary Committee Meeting held on Tuesday 20<sup>th</sup> April 2021.  
**RESOLUTION: That the minutes be signed as a true and accurate record.**
- PD2107/06 Assistant Clerk workload and training review  
The Committee discussed the Assistant Clerks current workload, taking into account contract hours, responsibilities and training opportunities or needs. It was noted that the Assistant Clerk attended the ERNLLCA Clerk induction on 29<sup>th</sup> April and this included finance input.  
**RESOLUTION: That the Committee recommend an increase in the Assistant Clerk's weekly hours by 3-4hrs per week, to be taken from the provision of 200 additional per annum.**  
**ACTION: Town Clerk**  
**RESOLUTION: That additional hours will cover the increased events work and the further development of the KLASSIC role to take on tasks the Town Clerk is currently managing.**  
**ACTION: Town Clerk**  
**RESOLUTION: That management of KLASSIC finances is to be under the control of the Assistant Clerk by September.**  
**ACTION: Town Clerk**  
**RESOLUTION: That cover of KLASSIC bookings during the Assistant Clerk's annual leave is discussed further between the Town Clerk & Assistant Clerk along with calling and holding of KLASSIC Trustee meetings and any training needs the Assistant Clerk identifies.**  
**ACTION: Town Clerk**
- PD2107/07 Town Clerk workload and training review  
The Committee discussed the Town Clerks current workload, taking into account contract hours, responsibilities and training opportunities or needs. It was noted that the Town Clerk had attended training in Standards, Cybersecurity, Effective Communications, Social Media, Two-way communications with communities; Healthy work places and civility in public life; Managing Disciplinary Procedures and Cemetery Management between March and June. Budgeting and Report Writing courses are due to be taken before the end of 2021.  
**RESOLUTION: That the Clerk refers relevant tasks and actions back to those responsible at relevant meetings.**  
**ACTION: Town Clerk**  
**RESOLUTION: That the Clerk includes the matter of the 'Friday Digest' reports on the next Full Council meeting agenda to seek views on if Councillors still feel this is required in this format.**  
**ACTION: Town Clerk**  
**RESOLUTION: That the Clerk raises any training needs with members of the P&D Committee.**  
**ACTION: Town Clerk**  
**RESOLUTION: That the Clerk notifies the P&D Committee of updates regarding the National Pay Award expected October/November**  
**ACTION: Town Clerk**

Signed:

Dated:

PD2107/08 Agenda for next and future meetings  
No items requested.

PD2107/09 Date of next meeting  
Date and time to be confirmed as required, however a meeting was requested to be held in January 2022.

DRAFT

Signed:

Dated: