



**Minutes of the Kirton in Lindsey Town Council
Personnel and Disciplinary Committee Meeting, held
on Thursday 4th February 2021 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 25th 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

- PD2102/01 Apologies
No apologies were received.
- PD2102/02 Declaration of Interests / Dispensations
There were no Declarations of Interests reported and no dispensations sought or granted.
- PD2102/03 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.
- PD2102/04 Minutes of the Previous Meeting
The Committee considered the minutes of the Personnel & Disciplinary Committee Meeting held on Friday 2nd November 2020.
RESOLUTION: That the minutes be signed as a true and accurate record.
- PD2102/05 Town Clerk Workload and training review
The Committee discussed the Town Clerks current workload and reviewed the current tasks and actions list. Workload should be eased by delegation to the Assistant Clerk and the potential for working groups of Councillors to take on some projects which the Council is working towards.
- PD2102/06 Assistant Clerk update
The Committee received updates from the Town Clerk on the role and workload of the Assistant Clerk, including the requirement around KLASSIC and the difficulties around planning for future events. It was noted that the StreetSports and Christmas events projects will be delegated to the Assistant Clerk.
- PD2102/07 Policies and Procedures
The Committee discussed matters of concern around the Code of Conduct and Nolan Principles.
- PD2102/08 Agenda for next and future meetings
- Policies and Procedures
- PD2102/09 Date of next meeting
Date and time to be confirmed as required.

Present:	Cllr Kathy Cooper
	Cllr Pat Frankish
	Cllr Jack Startin

Signed:

Dated: