



**Minutes of the Kirton in Lindsey Town Council  
Personnel and Disciplinary Committee Meeting,  
held in the Town Hall, High Street, Kirton in Lindsey,  
on Monday 8<sup>th</sup> November 2021 at 6pm.**

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

**Public Participation:**

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

**MINUTES**

- PD2111/01      Apologies  
No apologies received.
- PD2111/02      Declaration of Interests / Dispensations  
There were no Declarations of Interests reported and no dispensations sought or granted.
- PD2111/03      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.**
- PD2111/04      Minutes of the Previous Meeting  
The Committee considered the minutes of the Personnel & Disciplinary Committee Meeting held on Tuesday 6<sup>th</sup> July 2021.  
**RESOLUTION: That the minutes be signed as a true and accurate record.**
- PD2111/05      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. The Assistant Clerk had submitted a letter of resignation dated 29<sup>th</sup> October 2021, the Committee discussed the workload and demands of the role. The Committee gave thanks to Sarah for her commitment to the role and everything she had brought to it since joining the Town Council.  
**RESOLUTION: That the role of Assistant Clerk requires 520 hours per year, with 10 hours per week as average working hours.      ACTION: Town Clerk**  
**RESOLUTION: That the position of Assistant Clerk is advertised as soon as possible, with flexible working hours incorporating a core of 10 hours per week.      ACTION: Town Clerk**  
**RESOLUTION: That the Clerk circulates the current job description and person specification to all for review as soon as possible.      ACTION: Town Clerk**  
**RESOLUTION: That the role is advertised locally online and in noticeboards including at the library and surgery for a two-week period.      ACTION: Town Clerk**
- PD2111/06      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 since the last meeting the Town Clerk had attended training in Budgeting, Appraisals, the multi-topic online 'Scribefest' event, Cemetery Memorial Inspections and Administration, and had completed the first week of a four-week allotments training course. The Clerk provided an update on the National Pay Award with no decision yet reached. The Committee discussed the workload of the Clerk, with the volume of matters at both Full Council and Committee meetings a current concern. The Clerk discussed taking annual leave at the end of November/beginning of December.  
**RESOLUTION: That the Clerk circulates revised annual leave proposals to Committee members.      ACTION: Town Clerk**
- PD2111/07      Agenda for next and future meetings  
No items requested.
- PD2111/08      Date of next meeting  
Date and time to be confirmed as required, to arrange matters following the advertising period of the role of Assistant Clerk.

Signed:

Dated: