



**Minutes of the Kirton in Lindsey Town Council  
Personnel and Disciplinary Committee Meeting,  
held in the Town Hall, High Street, Kirton in Lindsey,  
on Friday 18<sup>th</sup> March 2022 at 1pm.**

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

**Public Participation:**

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

**MINUTES**

- PD2203/01 Apologies  
No apologies received.
- PD2203/02 Declaration of Interests / Dispensations  
There were no Declarations of Interests reported and no dispensations sought or granted.
- PD2203/03 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.**
- PD2203/04 Minutes of the Previous Meeting  
The Committee considered the minutes of the Personnel & Disciplinary Committee Meeting held on Monday 8<sup>th</sup> November 2021.  
**RESOLUTION: That the minutes be signed as a true and accurate record.**
- PD2203/05 National Pay Award  
The Committee received notice of the National Pay Award for 2021-22 dated 02/03/2022. Disappointment was noted on the delay in achieving the annual award. The pay award is within the contracts of employment and so is to be applied from March 2022 payroll, backdated to April 2021. The Committee discussed the pay scales of the Assistant Clerk and Town Clerk.  
**RESOLUTION: That proposal is made to Full Council that the Assistant Clerk's pay scale is increased to SCP 4 from April 2022. ACTION: P&D Committee**  
**RESOLUTION: That proposal is made to Full Council that the Town Clerk's pay scale is increased to SCP 27 from April 2022. ACTION: P&D Committee**
- The Committee agreed to discuss the Town Clerk update prior to the Assistant Clerk update.
- PD2203/07 Town Clerk update  
The Committee discussed the Town Clerks role, taking into account workload, contract hours, responsibilities and annual leave. The Clerk noted concerns around increasing workload demands and receiving actions from projects which the Clerk had been assured would not impact on workload. The Clerk raised concerns about borderline bullying from members of the Council and a breakdown of communications and professional protocols. The volume of communication, deferral and questioning of work and actions of the Council leads to reduced time to deal with the day to day requirements of the role. The Clerk noted that the work of the Platinum Jubilee events team increases awareness of the complexity of event development and planning and should further highlight that one person cannot be responsible for events but that a team is required for their successful and safe delivery. Contract hours and annual leave were discussed.  
**RESOLUTION: That Cllr Fox works on a revision to the Member/Officer Protocol to take to Full Council for consideration. ACTION: Cllr Fox**  
**RESOLUTION: That Cllr Cooper provides a brief overview of the discussion for Full Council. ACTION: Cllr Cooper**  
**RESOLUTION: That annual leave is approved for 16-20<sup>th</sup> May 2022, with time to be arranged for preparation and publication of the Annual Town Council meeting agenda. ACTION: Town Clerk**  
**RESOLUTION: That annual leave is approved for 15<sup>th</sup>-26<sup>th</sup> August 2022. ACTION: Town Clerk**
- PD2203/06 Assistant Clerk update  
The Committee discussed the Assistant Clerks current workload, taking into account contract hours, responsibilities and training opportunities or needs. The Assistant Clerk discussed the current workload and settling into the role. Some limited issues around working from home were outlined. It was agreed that further events, including liaison with the circus and fair providers should be passed from the Town Clerk. The Assistant Clerk is keen to work on the scarecrow competition element of the Platinum Jubilee celebrations. The Committee

Signed:

Dated:

discussed updating the Assistant Clerk contract to widen the remit with a view to proposing to Full Council that the role could develop into Deputy Clerk further down the line. Clarification was discussed around the role at KLASSIC, including role title along with aspirations for developments at the facility. Training opportunities were also discussed. The Committee noted they were pleased that the Assistant Clerk was enjoying the role so far and open to the possibility of developing the role further. The focus on increasing the viability of KLASSIC was praised.

**RESOLUTION: That data costs are established for use of the work mobile as a data hotspot when working from KLASSIC Park.**

**ACTION: Town Clerk**

**RESOLUTION: That the role title of Venue Manager is proposed to the KLASSIC Trustees.**

**ACTION: Town Clerk**

**RESOLUTION: That potential projects including wellbeing events, noticeboards, benches and play equipment are costed and taken to the Trustees for consideration.**

**RESOLUTION: That day to day maintenance and upkeep for the facility are to be considered part of the role and should be progressed to a spending limit to be agreed by the Trustees.**

**ACTION: Town Clerk**

**RESOLUTION: That training opportunities which the Town Clerk or Assistant Clerk become aware of which may be of benefit are discussed between them and approval then sought.**

**ACTION: Town Clerk/Assistant Clerk**

**RESOLUTION: Annual leave was approved for 30<sup>th</sup> July-9<sup>th</sup> August 2022.**

**ACTION: Assistant Clerk**

PD2203/08 Agenda for next and future meetings  
Probation period – Assistant Clerk.

PD2203/09 Date of next meeting  
Date and time to be confirmed as required, however a June meeting was proposed.

The meeting closed at 3:30pm