



**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 7th October 2022 at 11am.**

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

Public Participation:

No members of the public were present.

MINUTES

- PD2210/01 Apologies
No apologies received.
- PD2210/02 Declaration of Interests / Dispensations
There were no Declarations of Interests reported and no dispensations sought or granted.
- PD2210/03 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.
- PD2210/04 Minutes of the Previous Meeting
The Committee considered the minutes of the Personnel & Disciplinary Committee Meeting held on Friday 7th July 2022.
RESOLUTION: That the minutes be signed as a true and accurate record.
- PD2210/05 Assistant Clerk update
The Committee discussed the Assistant Clerks current workload, taking into account contract hours, responsibilities (including roles in working groups), training opportunities or needs and annual leave.
RESOLUTION: That a record is kept of the hours dedicated to KLASSIC and Town Council work over the next few months. ACTION: Assistant Clerk
RESOLUTION: That the auditor is asked for advice on charging KLASSIC for hours worked. ACTION: Town Clerk
RESOLUTION: That annual leave entitlement is discussed. ACTION: Assistant Clerk/Town Clerk
RESOLUTION: That use of the Heritage Room one day a week is discussed with the Town Hall Trustees and costed. ACTION: Town Clerk
- PD2210/06 Town Clerk update
The Committee discussed the Town Clerks role, taking into account workload, contract hours, responsibilities (including roles in working groups), training opportunities or needs and annual leave.
RESOLUTION: That other local Councils are asked about their management of allotments and cemeteries. ACTION: Town Clerk
RESOLUTION: That an item is put on the next Full Council Meeting agenda regarding prior circulation of correspondence through the month ahead of meetings. ACTION: Town Clerk
RESOLUTION: That annual leave is approved for 28th Nov – 2nd Dec. ACTION: Town Clerk
- PD2210/07 Town Council Office access requirements
The Committee discussed access requirements or protocols for the Town Council Office.
RESOLUTION: That locksmith quotations are sought for the Clerk's desk drawers. ACTION: Cllr Cooper/Town Clerk
- PD2210/08 Agenda for next and future meetings
Annual leave, Assistant Clerk task split KLASSIC/Town Council work; Roles of Town Clerk – Cemetery/Allotments.
- PD2210/09 Date of next meeting
RESOLUTION: That the next meeting to be scheduled for Friday 20th January 2023 at 11am. ACTION: Town Clerk

The meeting closed at 12:00pm

Signed:

Dated: