



**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 20<sup>th</sup> January 2023 at 12:30pm.**

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**

- PD2301/01 Apologies  
No apologies received.
- PD2301/02 Declaration of Interests / Dispensations  
There were no Declarations of Interests reported and no dispensations sought or granted.
- PD2301/03 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.**
- PD2301/04 Minutes of the Previous Meeting  
The Committee considered the minutes of the Personnel & Disciplinary Committee Meeting held on Friday 7<sup>th</sup> October 2022.  
**RESOLUTION: That the minutes be signed as a true and accurate record.**
- PD2301/05 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. Discussion reflected one year in the role and that workload was challenging, more involved but overall as expected. The separation of work between KLASSIC and the Town Council is clear. Successful work in the organisation of events and linking with volunteers was noted. Working out of the Heritage Room at the Town Hall has further improved working practices. Background work ongoing around Charities would link well into taking on further work with charities the Town Council has responsibility for. A list of training completed and wished for was discussed. Hours worked and recovery of hours worked over contract were noted, along with the requirement to take annual leave periods. It was agreed attending Full Council Meetings was of mutual benefit.  
**RESOLUTION: That the Assistant Clerk is authorised to undertake the Introduction to Local Government Administration (iLCA) course at £120 +VAT in line with the staff training budget.**  
ACTION: Assistant Clerk  
**RESOLUTION: That the Assistant Clerk is authorised to undertake the Web Accessibility course at £15 +VAT in line with the staff training budget.**  
ACTION: Assistant Clerk  
**RESOLUTION: That the Assistant Clerk looks to take on the administration responsibilities for Torksey Charity.**  
ACTION: Assistant Clerk/Town Clerk
- PD2301/06 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. Discussion included manageable workload and the impact of having a second member of staff now felt to help with this. Training on website accessibility, design and Charities were highlighted as needs with the training budget in place for these. Annual leave use and hours worked over contract were noted, with monitoring of hours working over contract in place. A local locksmith has now reconditioned the locking mechanism in the office desk which was noted as an excellent example of engineering. The Clerk noted that revised methods of correspondence distribution are working and asked for authority for the purchase of a pin board for the office.  
**RESOLUTION: That authority for the purchase of a pin board within budget (£50 + VAT) is approved.**  
ACTION: Town Clerk
- PD2301/07 Agenda for next and future meetings  
No items raised.
- PD2301/08 Date of next meeting  
**RESOLUTION: That the next meeting to be scheduled for Friday 31<sup>st</sup> March 2023 at 12:30pm.**  
ACTION: Town Clerk

The meeting closed at 13:30pm

Signed:

Dated: