



**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 26th June 2023 at 11:45am.**

Members Present: Cllr Karen Gunn, Cllr Billy Boyd and Cllr Joy Kofoed.
Also present: Assistant Clerk, Cheri Morton and Town Clerk, Neil Taylor-Matson

MINUTES
PD2306/01

Election of Chair

The Committee received nominations and elected a Chair for this meeting. Cllr Kofoed nominated Cllr Gunn, this was seconded and unanimous.

RESOLUTION: That Cllr Gunn was elected Chair of the meeting.

PD2306/02

Apologies

No apologies were received.

PD2306/03

Declaration of Interests / Dispensations

There were no Declarations of Interests reported and no dispensations sought or granted.

PD2306/04

Public Participation

No members of the public were present.

PD2306/05

Minutes of the Previous Meeting

The Committee approved the minutes of the Personnel & Disciplinary Committee Meeting held on Thursday 20th March 2023.

RESOLUTION: That the minutes be signed as a true and accurate record.

PD2306/06

Committee Remit and Structure

The Committee considered reviewing the current Committee structure and Committee Remit. A discussion took place about having reserve members in place for the Committee and the reasons for this. The structure and current remit were discussed and agreed.

PD2306/07

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.

PD2306/08

Staff Contracts

The Clerk provided information to the Committee regarding working hours and overtime, including meetings of the Council and KLASSIC Trustees. The Clerk confirmed that contracted hours were 34 hours per week with no provision for payment of overtime. The Committee requested copies of the Town Clerks contract. A discussion took place about contracts and job descriptions. Cllr Gunn recommended that Town Councillors are encouraged to become more involved with the work of the Council to allow the Clerk to have more time to complete work in the office. Cllr Gunn also expressed that she felt the Town Clerk should be more involved with the Mayor's Civic events. A discussion took place on the different areas of work of the Town Clerk and Assistant Clerk, with the Assistant Clerk taking the lead for all events and that the Town Clerk has always provided support at the Mayor's Civic events to date. The Committee discussed the attendance of the Assistant Clerk at Town Council meetings and the arrangements for KLASSIC Trustee meetings. Cllr Boyd discussed that KLASSIC used to be managed by ten volunteers and that the Assistant Clerk was now covering these tasks as one person. The Committee discussed the Assistant Clerks contracted hours and considered recommending increasing these from 10 hours a week to 20 hours a week.

PD2306/09

Training

The Clerk outlined training previously approved and planned up to October but would welcome recommendations from the Committee on areas they felt training would be beneficial. The Committee discussed the value of training sessions and their cost. The Assistant Clerk noted previously agreed training planned up to October and that she was studying towards the Introduction to Local Council Administration, at module three of five. The Committee discussed the value of the Assistant Clerk working towards a Deputy Clerk role which would allow cover to be provided for the Town Clerk in the future.

Signed:

Dated:

PD2306/10

Workload

The Committee discussed staff workload at present, with the Assistant Clerk providing a breakdown of hours worked for six months between October and March and the split in these between work for KLASSIC and work for town events. Almost 60 hours extra were recorded as worked unpaid in the period, with the Committee again discussing a recommendation for increasing the Assistant Clerk's contracted hours. The Town Clerk and Assistant Clerk were previously tasked by the Committee to update the Assistant Clerk's job description and a draft of this work was circulated to the members of the committee for their review and thoughts. The Town Clerk was asked about workload, and it was explained that historically the Town Council had continued to add additional work to the remit of the Clerk and that this is why it is regularly mentioned at meetings that there is not enough time to do all that is required. Cllr Gunn again noted that she would like to see Councillors becoming more involved to help the Clerk. The Committee discussed office space and options for increasing office space for the Town Council.

PD2306/11

Agenda for next and future meetings

- Progress report on matters discussed

PD2306/12

Date of next meeting

The Committee considered the date and time of the next P&D Committee meeting and agreed to make arrangements to have a meeting to receive progress reports on the matters discussed.

The meeting closed at 1pm.

Signed:

Dated: