



**Minutes of the Kirton in Lindsey Town Council  
Personnel and Disciplinary Committee Meeting,  
held in the Diamond Jubilee Town Hall, High Street, Kirton in Lindsey, on  
Thursday 28<sup>th</sup> September 2023 at 1pm.**

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

**MINUTES**

PD2309/01

Apologies

Apologies were received from Cllr Boyd.

PD2309/02

Declaration of Interests / Dispensations

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

PD2309/03

Public Participation

No members of the public were present.

PD2309/04

Minutes of the Previous Meeting

The Committee approved the minutes of the Personnel & Disciplinary Committee Meeting held on Monday 26<sup>th</sup> June 2023.

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

PD2309/05

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.**

PD2309/06

Staff workload and hours

The Assistant Clerk was asked to provide an update on current workload and hours and provided a breakdown to the Committee. Cllr Gunn suggested that until the 2024-25 budget is prepared the Assistant Clerk uses time currently spent attending meetings on other tasks to create more time. Cllr Kofoed proposed this with reference to Full Council and General Purposes Committee meetings. The Town Clerk was asked to provide an update on current workload and hours worked and provided an update to the meeting.

**RESOLUTION: That until the 2024-25 budget is prepared the Assistant Clerk uses time currently spent attending Full Council and General Purposes Committee meetings on other tasks to create more time.**

**RESOLUTION: That it is put to Full Council in October that there is a need to increase the Assistant Clerk's contracted hours to 20 hours per week in the 2024-25 budget.**

**RESOLUTION: That it is put to Full Council in October that there is a need to increase the Town Clerk's contracted hours to 37.5 hours per week, which are currently worked on average, in the 2024-25 budget.**

PD2309/07

Communications

Cllr Cooper outlined the review of the Member/Officer Protocol at the previous evenings Full Council meeting for the benefit of Cllr Kofoed who had been unable to attend. The document was to be updated with a clarification around email communications to make this clearer for everyone.

PD2309/08

Emergency Contingency Plans

It was agreed the Mayor should continue be the emergency contact in the absence of the Town Clerk and a briefing is to be prepared by the Town Clerk to outline the measures in place to be provided when a Mayor takes office.

**RESOLUTION: That the Town Clerk prepares a briefing to be provided when a Mayor takes office.**

**ACTION: Town Clerk**

PD2309/09

Agenda for next and future meetings

No items were requested.

PD2309/10

Date of next meeting

The Committee considered the date and time of the next P&D Committee meeting and agreed to make arrangements as required.

The meeting closed at 1:30pm.

Signed:

Dated: