



**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  
Tuesday 14<sup>th</sup> November 2023 at 2pm.**

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

**MINUTES**

PD2311/01

Apologies

No apologies were received.

PD2311/02

Declaration of Interests / Dispensations

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

PD2311/03

Public Participation

No members of the public were present.

PD2311/04

Minutes of the Previous Meeting

The Committee approved the minutes of the Personnel & Disciplinary Committee Meeting held on Thursday 28<sup>th</sup> September 2023.

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

PD2311/05

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.**

PD2311/06

Staff working hours

Staff working hours were discussed.

**RESOLUTION: That the recommendation is put to Full Council that additional hours worked by the Assistant Clerk for KLASSIC responsibilities are charged back to KLASSIC.**

**ACTION: P&D Committee**

**RESOLUTION: That the recommendation is put to Full Council that handovers are provided from the previous Committee Chair when any Council Committee membership changes.**

**ACTION: P&D Committee**

**RESOLUTION: That clarification is sought from the Community Coordinator about the website which they are looking to create as part of the role.**

**ACTION: Cllr Gunn**

**RESOLUTION: That clarification is sought from ERNLLCA about those authorised to contact the organisation for advice.**

**ACTION: Town Clerk**

PD2311/07

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 3:50pm.

Signed:

Dated: