



**Minutes of the Kirton in Lindsey Town Council
Personnel and Disciplinary Committee Meeting,
held in the Heritage Room, Diamond Jubilee Town Hall, High Street,
Kirton in Lindsey, on Thursday 11th July 2024 at 6:00pm.**

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

MINUTES

PD2407/01

Apologies

The Clerk noted that Martin Eccles had hoped to attend but was unavailable.

PD2407/02

Declaration of Interests / Dispensations

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

PD2407/03

Public Participation

No matters were raised.

PD2407/04

Minutes of the Previous Meeting

The Committee approved the minutes of the Personnel & Disciplinary Committee Meeting held on Wednesday 26th June 2024.

PD2407/05

Caretaker/Groundsman KLASSIC Park

The Committee considered the upcoming vacancy for a caretaker/groundsman for KLASSIC Park. The Committee discussed the roles, the requirements of the roles and the information required to be put together to advertise them.

Cllr Gunn enters the meeting.

RESOLUTION: *The vacancy is for contractual work.*

ACTION: P&D Committee

RESOLUTION: *The roles of caretaker/groundsman and cleaner are advertised separately but can be combined for one applicant.*

ACTION: P&D Committee

RESOLUTION: *That the caretaker/groundsman role is for a monthly contractual fee of £555 per calendar month.*

RESOLUTION: *That the cleaner role is for 15 hours per calendar month at £11.45 per hour.*

RESOLUTION: *That Cllr Stephenson drafts the job description including the details discussed and circulate to all members for comment, contribution and information.*

ACTION: Cllr Stephenson/Town Clerk

RESOLUTION: *That once finalised the advertisement is published as soon as possible.*

ACTION: Town Clerk

RESOLUTION: *That the provisional closing date should be 22nd July, with interviews to be conducted by those members of the Committee who are available.*

ACTION: P&D Committee

The meeting closed at 7:00pm.

Signed:

Dated: