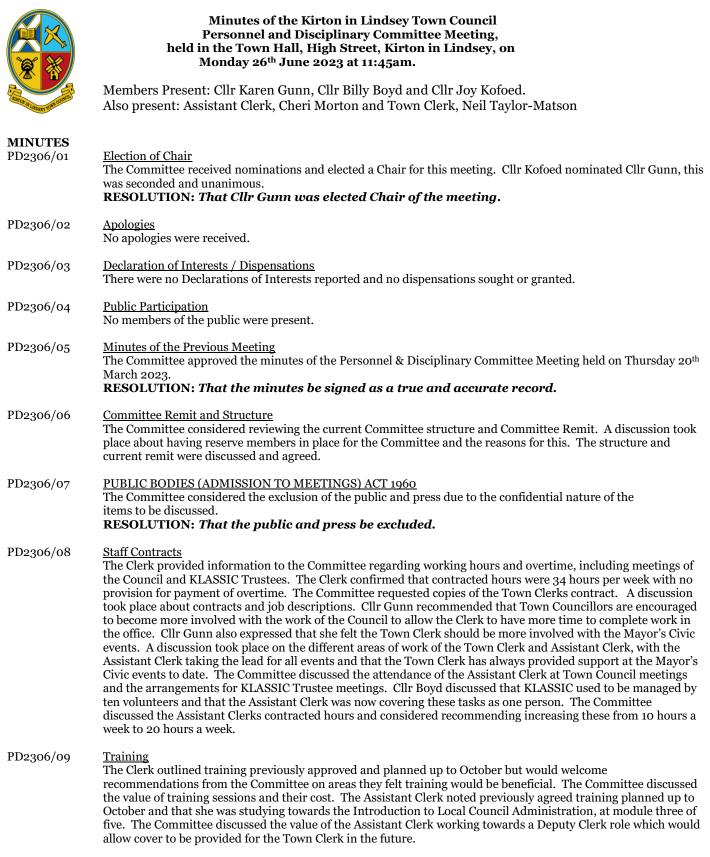
KIRTON IN LINDSEY TOWN COUNCIL P&D COMMITTEE MINUTES JUNE 2023



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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 <u>Agenda for next and future meetings</u> • 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.