



You are summoned to attend a meeting of
Kirton in Lindsey Town Council Personnel and Disciplinary Committee to be held on
Monday 2nd November 2020
Proceedings will be held virtually* via PowWowNow commencing at 10am
The Agenda is set out below.
Members of the public and press are welcome to attend.*
Neil Taylor-Matson Town Clerk, 27th October 2020

* PLEASE NOTE: 1. THE MEETING WILL BE ACCESSIBLE VIRTUALLY VIA POWWOWNOW

For access details please contact enquiries@kirtoninlindseytowncouncil.gov.uk

* PLEASE NOTE ITEM 2011/03 ON THE AGENDA IS TO AGREE TO EXCLUDE THE PUBLIC AND PRESS

Public Participation:

Members of the public may raise subjects, which they wish to bring to the attention of the Town Council. The time will be restricted to 15 minutes maximum unless the Council decides otherwise. Members of the public should note that decisions cannot be made at this meeting on items not on the agenda and that no discussion can be entered into once the meeting has commenced, unless the meeting is suspended by the Chair.

AGENDA

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| PD2011/01 | <u>Apologies</u>
To receive apologies for absence. |
| PD2011/02 | <u>Declaration of Interests / Dispensations</u>
a. Declarations of Interests, in respect to Agenda items, to be made and recorded in the minutes even if an interest has been declared in the register. Members declaring interests should identify the Agenda item and the type of interest being declared.
COUNCILLORS MUST DECLARE ANY AMENDMENT TO PECUNIARY INTERESTS WITHIN 28 DAYS.
b. For the Council to note any dispensations presented to the Clerk prior to the Meeting and their resolution. |
| PD2011/03 | <u>PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960</u>
The Chairman will move that the public be excluded from the meeting for the following item(s) of business pursuant to section 1 of the Public Bodies (Admission to Meetings) Act 1960, on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted, in that it is of a sensitive nature. |
| PD2011/04 | <u>Minutes of the Previous Meeting</u>
To approve the minutes of the Personnel & Disciplinary Committee Meeting held on Friday 28 th August 2020 (<i>received 01/09/2020</i>). |
| PD2011/05 | <u>Town Clerk Workload and training review</u>
To review the Clerk's Tasks & Actions, overall workload, receive an update from the Chair following one to one meeting held 27 th October and consider any training needs, agreeing any actions required. |
| PD2011/06 | <u>Assistant Clerk update</u>
To receive updates to review the role of Assistant Clerk to date and agree any actions required. |
| PD2011/07 | <u>Agenda for next and future meetings</u>
To take note of any items Councillors wish to place on the agenda for the next or future meetings. |
| PD2011/08 | <u>Date of next meeting</u>
To confirm the date and time of the next P&D Committee meeting. |