



**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  
Wednesday 26<sup>th</sup> June 2024 at 6:20pm.**

Members Present: Cllr Suzanne Stephenson (Chair), Cllr Billy Boyd and Cllr Joy Kofoed.  
Not present: Cllr Karen Gunn.  
Also present: One member of the public and Town Clerk, Neil Taylor-Matson.

**MINUTES**

PD2406/01

Apologies

No apologies were received.

PD2406/02

Declaration of Interests / Dispensations

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

PD2406/03

Public Participation

No matters were raised.

PD2406/04

Minutes of the Previous Meeting

The Committee approved the minutes of the Personnel & Disciplinary Committee Meeting held on Tuesday 6<sup>th</sup> February 2024.

PD2406/05

Community Co-Ordinator

The Committee received the resignation of the Community Co-Ordinator. The Committee discussed the previous information and draft advertisement prepared at an informal discussion held 13<sup>th</sup> June. Closing date for applications to be amended to 31<sup>st</sup> July 2024; interviews to be held in August 2024. Cllr Stephenson read out a suggested draft job description which other members approved in principle with some minor amendments. The Town Clerk will amend the model job description as relevant for the role when an appointment is confirmed, and this will then be available for review by P&D Committee members.

**RESOLUTION: That information included on the draft advertisement is presented to the Full Council meeting to be held immediately following this meeting, for approval, focusing on the dates included.**

**ACTION: P&D Committee**

**RESOLUTION: That the minor amendments agreed are made to the job description by Cllr Stephenson which will then be sent to the Clerk to circulate to all members for information.**

**ACTION: Cllr Stephenson/Town Clerk**

**RESOLUTION: That interviews will be held by such two members of the P&D Committee who are available on the date agreed following receipt of applications.**

**ACTION: P&D Committee**

The meeting closed at 6:45pm.

Signed:

Dated: