



**You are summoned to attend a meeting of Kirton in Lindsey Town Council
Personnel and Disciplinary Committee to be held on**

Friday 7th October 2022

**Proceedings will commence at 11:00am at the
Town Hall, High Street, Kirton in Lindsey**

The Agenda is set out below.

Members of the public and press are welcome to attend.*

Neil Taylor-Matson

Town Clerk

3rd October 2022

* PLEASE NOTE ITEM 2210/03 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.

AGENDA

PD2210/01

Apologies

To receive apologies for absence.

PD2210/02

Declaration of Interests / Dispensations

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.

PD2210/03

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

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.

PD2210/04

Minutes of the Previous Meeting

To approve the minutes of the Personnel & Disciplinary Committee Meeting held on Friday 7th July 2022 (*received Full Council Meeting 27/07/2022*).

PD2210/05

Assistant Clerk update

To discuss the current workload of the Assistant Clerk taking into consideration contract hours, responsibilities (including roles in working groups), training opportunities or needs and annual leave agreeing any actions required.

PD2210/06

Town Clerk update

To discuss the current workload of the Town Clerk taking into consideration contract hours, responsibilities (including roles in working groups), training opportunities or needs and annual leave agreeing any actions required.

PD2210/07

Town Council Office access requirements

To discuss access requirements or protocols for the Town Council Office.

PD2210/08

Agenda for next and future meetings

To take note of any items Councillors wish to place on the agenda for the next or future meetings.

PD2210/09

Date of next meeting

To consider the date and time of the next P&D Committee meeting.