



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

Tuesday 28th October 2025

Proceedings will be held at the Diamond Jubilee Town Hall, High St commencing at 11:00am

The Agenda is set out below.

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

Neil Taylor-Matson Town Clerk, 22nd October 2025



* PLEASE NOTE ITEM 2510/05 ON THE AGENDA IS TO CONSIDER THE EXCLUSION OF THE PUBLIC AND PRESS

AGENDA

- PD2510/01 Apologies
To receive apologies for absence notified to the Clerk prior to the meeting.
- PD2510/02 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 Committee to note any dispensations presented to the Clerk prior to the Meeting and their resolution.
- PD2510/03 Public Participation
Members of the public may raise subjects, which they wish to bring to the attention of the Committee. The time will be restricted to 15 minutes maximum unless the Committee decides otherwise. Members of the public should note that decisions cannot be made at this meeting on items not on the agenda.
- PD2510/04 Minutes of the Previous Meeting
To approve the minutes of the Personnel & Disciplinary Committee Meeting held on Friday 25th September 2025.
- PD2510/05 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960
The Chair 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.
- PD2510/06 Staffing matters - KLASSIC
For P&D Committee members to receive an update and details of costings following the completion of this matter.
- PD2510/07 Job Descriptions - Assistant Clerk
To receive the draft job description and agree any actions required.
- PD2510/08 Appraisals
To consider the current appraisal form and recommended proposals, agreeing any actions required.
- PD2510/09 P&D Committee Meetings
To consider a request from Cllr Stephenson 'That P&D meetings are in future regularly fixed for 5:15 pm on the day of the Full Council Meeting (save for emergencies), but vacated if not required' and agree actions required.
- PD2510/10 Training
To clarify training course booking and attendance. (Cllr Kofeod)