



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

Thursday 18th December 2025

Proceedings will be held at the Diamond Jubilee Town Hall, High St commencing at 10:30am

The Agenda is set out below.

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

Neil Taylor-Matson Town Clerk, 12th December 2025



* PLEASE NOTE ITEM 2512/05 ON THE AGENDA IS TO CONSIDER THE EXCLUSION OF THE PUBLIC AND PRESS

AGENDA

- PD2512/01 Apologies
To receive apologies for absence notified to the Clerk prior to the meeting.
- PD2512/02 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.
- PD2512/03 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.
- PD2512/04 Minutes of the Previous Meeting
To approve the minutes of the Personnel & Disciplinary Committee Meeting held on Tuesday 28th October 2025.
- PD2512/05 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.
- PD2512/06 Offer of transfer of Venue Manager role to the KLASSIC CIO
To discuss the offer of transfer of Venue Manager role to the KLASSIC CIO and agree any actions required.
- PD2512/07 Job Descriptions - Assistant Clerk
To receive the amended draft job description and agree any actions required.
- PD2512/08 SLCC Membership and Training
To discuss SLCC Membership and training and agree any actions required.
- PD2512/09 Employee Timesheets
To discuss and review Employee timesheets and agree any actions.
- PD2512/10 Staff Out of Office Authorisation / Communication
To discuss staff out of office authorisation and communication and agree any actions.
- PD2512/11 Town Council Correspondence and Communications
To discuss Town Council Correspondence and Communications and agree any actions.