



Kirton in Lindsey Town Council

Contact the Council: Town Clerk phone 01652 648978; e-mail enquiries@kirtoninlindseytowncouncil.gov.uk or visit the Town Council website at www.kirtoninlindseytowncouncil.gov.uk

Town Councillors are hereby summoned to attend a meeting of
Kirton in Lindsey Town Council **Personnel and Disciplinary Committee** on
Tuesday 8th September 2026 at 6:30pm

Proceedings will be held at the Diamond Jubilee 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, 1st September 2026

It is recommended that residents wishing to speak at the meeting under public participation notify the Town Council to ease meeting management.

*Please note item 2609/05 on the agenda is to consider the exclusion of the public and press.

AGENDA

PD2609/01 Apologies

To receive apologies for absence notified to the Clerk prior to the meeting.

PD2609/02 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.**

Note: 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.

PD2609/03 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 and that no discussion can be entered into once the meeting has commenced, unless the meeting is suspended by the Chair.

PD2609/04 Minutes of the Previous Meeting

To approve the Minutes of the P&D Committee Meeting held on 14th May 2026 (*received 27/05/2026*).

PD2609/05 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 (2) 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.

PD2609/06 Staffing hours including annual leave

- a. To discuss staffing hours including annual leave and agree any actions required.
- b. To receive a request for an eyesight test (Health & Safety Policy refers)

PD2609/07 Staff job descriptions and contracts

- a. To discuss the consultation of staff under proposed staffing changes and agree any actions required.
- b. To receive notification of the Local Government Services Pay Agreement for 2026-27.
- c. To discuss the UK National Living Wage increase in April and agree any actions required.

PD2609/08 Staff appraisals

To receive an update following the completion of all staff appraisals for the year and agree any actions required.

PD2609/09 Committee Remit

- a. To discuss the current P&D Committee remit and agree actions required. (Cllr Howard)
- b. Motion: To add the following point to the current P&D Remit and submit to the next Full Council meeting for approval: 5. All expenditure must be presented to Full Council and approved in advance of any spend." (Cllr Howard)

PD2609/10 Staff training

- a. To discuss staff training and upcoming opportunities agreeing any actions required.
- b. To discuss staff omission to communicate their leave of one day or more reminders and agree any actions. (Cllr Howard)
- c. To discuss the matter of the late procurement of a vicar to officiate the Civic Service and agree any actions. (Cllr Howard)

PD2609/11 Communications

- a. To discuss internal communications and agree any actions required.
- b. To discuss the email exchange between the Town Clerk and Cllr Howard dated 10, 11, 13 and 14th August 2026 and agree any actions. (Cllr Howard)