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 **Staffing Committee** on

Monday 23rd November 2026 at 7:00pm

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, 17th November 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 2611/05 on the agenda is to consider the exclusion of the public and press.

AGENDA

S2611/01 Apologies
To receive apologies for absence notified to the Clerk prior to the meeting.

S2611/02 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.

S2611/03 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.

S2611/04 Minutes of the Previous Meeting
To approve the Minutes of the Personnel & Disciplinary Committee Meeting held on 8th September 2026 (*received 23/09/2026*).

S2611/05 Public Bodies (Admission to Meetings) Act 1960
To 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.

S2611/06 Complaint
To discuss a complaint made by a member of the public and agree any actions required.

S2611/07 Staff appraisals
To receive revised updates following the completion of all staff appraisals for the year as tasked to the Town Clerk in September and agree any actions required.

S2611/08 Staff job descriptions and contracts
To confirm progress on finalisation of outstanding staff job descriptions and agree any actions required.

S2611/09 Policies and procedures
a. To discuss Council support for a member of staff and agree any actions required.
b. To consider any matters related to policies and procedures and agree any actions required.

S2611/10 Staffing matters

a. Motion: That any staff employee, including KLASSIC CIO or KLASSIC staff, only be allowed to do 8 hours overtime, unless prior approval is given for specific projects, or in cases of emergency. Without the consent of the Full Council/KLASSIC Committee prior, payments will not be authorised/paid. (Cllr Kofoed)

b. Motion: If staff go into any extra hours above the 8 hours they are to notify Full Council/or KLASSIC Committee as soon as possible, with valid reasons as to why to seek payment approval. (Cllr Kofoed)

c. Motion: What staffing 'delegations' are given to the Town Clerk and to the Assistant Clerk, in terms of 1:1s / appraisals. Are the Council happy for this to continue as is or do they wish for the Chair of Staffing to take on the Assistant Clerks appraisal. (Cllr Kofoed)

d. Proposal - That a 1:1 for the Town Clerk be done as soon as possible with the Chair to confirm welfare irrespective of any work commitments/plans at present. To be actioned by the Chair as soon as possible. (Cllr Kofoed)