KIRTON IN LINDSEY TOWN COUNCIL P&D COMMITTEE MINUTES FEBRUARY 2018



Minutes of the Kirton in Lindsey Town Council Personnel and Disciplinary Committee Meeting held in the Heritage Room, Town Hall, High Street, Kirton in Lindsey, on Tuesday 20th February 2018 at 11.00am.

Members Present: Cllr Paul Kelly (Chair), Cllr Maggie Davies,

Cllr Pat Frankish, Cllr Sam Layzell

Also present: Neil Taylor-Matson, Assistant Clerk

Public Participation:

No members of the public were present.

MINUTES

PD 1802/01 Apologies

No apologies were received.

PD 1802/02 <u>Declaration of Interests / Dispensations</u>

There were no Declarations of Interests reported and no dispensations sought/granted.

PD 1802/03 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

The committee considered the exclusion on the public and press due to the confidential nature

of the items to be discussed.

RESOLUTION: That the public and press be excluded.

PD 1802/04 <u>Minutes of the Previous Meeting</u>

The Committee considered the minutes of the Personnel & Disciplinary Committee Meeting

held on Tuesday 23rd January, 2018.

RESOLUTION: With a minor correction the Minutes be signed as a true and

accurate record.

PD 1802/05 Appointment of Town Council Clerk

The Committee confirmed the appointment of the Town Clerk following advertisement and interview for the position and approved terms and conditions of the contract agreeing actions

required.

RESOLUTION: That the hours of work for Neil Taylor-Matson as the Assistant Clerk were raised from 10 to 16 hours per week from Monday 5th February 2018 in order to provide increased office cover for the Town Council as an interim

measure.

RESOLUTION: That Neil Taylor-Matson is appointed Town Clerk at 30 hours

per week, with effect from Friday 9th March 2018, NJC SCP 28, Pension

provision at 1% of salary

RESOLUTION: That public opening hours for the Town Council Office will

become Tuesdays and Thursdays between 12 and 4pm.

RESOLUTION: That an update is provided from the P&D Committee at the next

Full Council Meeting on 28th February 2018.

ACTION: Chair/Assistant Clerk

PD 1802/06 <u>Sickness Absence Policy</u>

The Committee agreed actions from the January Full Council Meeting resolution (1801/17)

that a draft Sickness Absence Policy is produced and presented to Full Council.

RESOLUTION: That the chair will research and draft a policy in order to present at a future meeting of the Full Council.

ACTION: Chair

Signed: Dated:

KIRTON IN LINDSEY TOWN COUNCIL MINUTES FEBRUARY 2018

PD 1802/07 **Training**

The Committee received an update on training and training needs and agreed any actions

RESOLUTION: That a place is reserved on the ERNLLCA Councillors Financial Responsibilities course for the Clerk and that the matter is taken to Full Council for consideration of a bespoke course for Kirton in Lindsey Town Council.

ACTION: Assistant Clerk

PD 1802/08 Agenda for next and future meetings

The Committee considered items to place on the agenda for next or future meetings.

RESOLUTION: Review of Pensions and Job Description. Clerk to forward the current job descriptions for Town Clerk, Responsible Financial Officer and

Burial Clerk to members of the Committee.

ACTION: Assistant Clerk

PD 1802/09 **Next Meeting**

The Committee agreed the date and time of the next Personnel and Disciplinary Committee

Meeting remains to be confirmed due to requirement.

127 Signed: Dated: