



**Minutes of the Kirton in Lindsey Town Council  
Personnel and Disciplinary Committee Meeting, held  
on Tuesday 20<sup>th</sup> April 2021 held virtually via Zoom at 2pm.**

Members Present: Cllr Kathy Cooper (Chair), Cllr Pat Frankish and Cllr Jack Startin.  
Also present: Town Clerk, Neil Taylor-Matson

*This meeting was held virtually in line with the temporary powers enabled by Section 78 of the Coronavirus Act 2020, enacted 25<sup>th</sup> March 2020. Members of the public were provided with details of how to join the meeting via the published Agenda and online.*

**Public Participation:**

**No members of the public were present.**

**MINUTES**

- PD2104/01 Apologies  
No apologies were received.
- PD2104/02 Declaration of Interests / Dispensations  
There were no Declarations of Interests reported and no dispensations sought or granted.
- PD2104/03 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960  
The Committee considered the exclusion of the public and press due to the confidential nature of the items to be discussed.  
**RESOLUTION: That the public and press be excluded.**
- PD2104/04 Minutes of the Previous Meeting  
The Committee considered the minutes of the Personnel & Disciplinary Committee Meeting held on Thursday 4<sup>th</sup> February 2021.  
**RESOLUTION: That the minutes be signed as a true and accurate record.**
- PD2104/05 Town Clerk Workload  
The Committee discussed the Town Clerks current workload and reviewed the current tasks and actions list. The impact of the current workload and demands on the time of the Clerk were discussed in some detail and was noted as unachievable. Current projects were discussed and options for managing these through alternative methods considered. The impact on reducing the workload of the Clerk following the appointment of the Assistant Clerk was discussed.  
**RESOLUTION: That the Clerk and Chair of P&D consider the outstanding Tasks & Actions and agree the priorities around them and if any can be written off to ease the burden experienced.**  
**ACTION: Town Clerk/Cllr Cooper**  
**RESOLUTION: That NLC are approached to gauge potential support with the car parking provision project.**  
**ACTION: Cllr Frankish/Cllr Cooper**  
**RESOLUTION: That management of allotment sites at other Councils is researched.**  
**ACTION: Cllr Startin**  
**RESOLUTION: That meeting Agendas are more strongly controlled by the Clerk to improve the management of information and issues.**  
**ACTION: Town Clerk**
- PD2104/06 Town Clerk Annual Leave  
The Committee received an update from the Chair to note that due to increasing pressures during February and March the Town Clerk had not taken the full allocation of Annual Leave for 2020-21. Five days leave remained outstanding, that the Clerk had expressed preference to take the leave rather than receive payment. Arrangements were to be put in place going forward to accommodate leave for the Clerk, this could require others to step in to take the minutes at some meetings. The Chair noted preference that the Clerk takes at least one period of leave which is made up of two weeks during each financial year, the Committee all agreed.  
**RESOLUTION: That the Clerk notifies all Committee members of preferred days for annual leave and these are booked in advance with approval to be given from the Chair following confirmation from the other Committee members.**  
**ACTION: Clerk/Committee**
- PD2104/07 Agenda for next and future meetings  
No items requested.
- PD2104/08 Date of next meeting  
Date and time to be confirmed as required.

Signed:

Dated: