



**Minutes of the Kirton in Lindsey Town Council  
Personnel and Disciplinary Committee Meeting,  
held in the Town Hall, High Street, Kirton in Lindsey, on  
Thursday 30<sup>th</sup> March 2023 at 1:30pm.**

Members Present: Cllr Kathy Cooper (Chair), Cllr Pat Frankish and Cllr Hazel Fox.  
Also present: Assistant Clerk, Cheri Morton and Town Clerk, Neil Taylor-Matson

**Public Participation:**

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

**MINUTES**

PD2303/01

Apologies

No apologies received.

PD2303/02

Declaration of Interests / Dispensations

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

PD2303/03

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.**

PD2303/04

Minutes of the Previous Meeting

The Committee considered the minutes of the Personnel & Disciplinary Committee Meeting held on Friday 20<sup>th</sup> January 2023.

**RESOLUTION: That the minutes be signed as a true and accurate record.**

PD2303/05

Assistant Clerk update

The Committee discussed the Assistant Clerks current workload, taking into account contract hours, responsibilities (including roles in working groups), training opportunities or needs and annual leave. It was noted that the workload is just about manageable, and is currently heavy due to preparation of Coronation, Gala, Annual Town Meeting and Christmas all at the same time, following on from the Civic Dinner. It is rare to drop below 10 hours a week in order to recoup additional hours worked during the busier periods. It was hoped the next Council year would be easier with some events now experienced, however additional events such as the Coronation and Gala will require fresh learning. Information on workload and hours is required to be identified prior to budget discussions in November. The Events Working group is developing plenty of ideas, however requires the Assistant Clerk to act as leader to help with planning and allow for promotion of forthcoming events in a timely way. The Assistant Clerk is consistently working over the 10 hours a week contracted, by around 3-4hrs each week. It was noted that the Assistant Clerk should be proud of her successes with events already organised and completed. Training – iLCA is started, with the first two modules completed and the third started, out of five modules, which is proving interesting and useful. NALC, ERNLLCA and Scribe courses are researched regularly, and training is often undertaken in own time which was commended. Working from the Town Hall Heritage Room is proving advantageous. Annual leave untaken is to be carried over to the first quarter of the next financial year where possible, however annual leave for 2023-2024 must be taken, with the request to diarise planned annual leave as soon as possible.

**RESOLUTION: That the Assistant Clerk provides a copy of the split in workload between hours worked for KLASSIC & KLTC to P&D members.**

**ACTION: Assistant Clerk**

**RESOLUTION: That the Assistant Clerk is to provide information on workload and hours to the P&D Committee prior to November.**

**ACTION: Assistant Clerk**

**RESOLUTION: That the Assistant Clerk is authorised to carry out the Charities training input again.**

**ACTION: Assistant Clerk/Town Clerk**

**RESOLUTION: That the Assistant Clerk plans ahead for 2023-2024 annual leave.**

**ACTION: Assistant Clerk**

PD2303/06

Town Clerk update

The Committee discussed the Town Clerks role, taking into account workload, contract hours, responsibilities (including roles in working groups), training opportunities or needs and annual leave. Additional workload pressures were discussed including discussions raised in February around the allotment demands on the Clerk's time, an unresponsive NLC which requires constant chasing up and a lack of understanding from Councillors generally in the time it takes to complete work, with the Wormwood Hill lease as an example of a great deal of time and dedication for the Council to then 'park' the project on completion. The allotment and cemetery responsibilities research work, due at the January meeting, was provided and it was outlined that it demonstrated there was no blueprint and each Council dealt with responsibilities differently. Further research was requested about staffing, hours, roles and any format/policy for co-option to go to each

Signed:

Dated:

Council. Cllr Cooper and Cllr Fox to be noted for responses to be sent to for collation. Hours worked Apr-Mar were provided and it was noted that the Town Clerk is working on average 37.5 hours per week of a 34 hours per week contract which Committee members noted they did not consider to be unreasonable. The Town Clerk noted current challenges around respect within the Council, with Councillors stating the Town Clerk was not completing tasks requested which is unfounded, Councillors talking amongst themselves at meetings and borderline bullying emails received from a Councillor to both the Assistant Clerk and Town Clerk. This was considered unacceptable by the Committee and a reminder to all Councillors on behaviour is to be prepared and sent out. A revised Town Clerk job description was approved, with a request for the Town Clerk and Assistant Clerk to collaborate to update the Assistant Clerk's job description. The Town Clerk discussed the number of working groups in the Council and the need for consideration of remits and membership at the Annual Council Meeting in May; the Town Clerk was unsure if the current number of working groups demonstrated the fractious nature of the Council at this time, or the volume of work the Council is focused on. The Town Clerk listed training opportunities of interest between April and October which were approved. A potential Co-Option Policy was requested, with Cllr Fox to work with the Clerk on this. Annual leave dates were ratified.

**RESOLUTION: That the Clerk contacts neighbouring Councils for information about staffing, hours, roles and any format/policy for co-option.**

**ACTION: Town Clerk**

**RESOLUTION: That a reminder is sent to all Councillors about behaviour and adherence to the Nolan Principles.**

**ACTION: Cllr Cooper**

**RESOLUTION: That the revised Town Clerk job description is approved.**

**RESOLUTION: That the Assistant Clerk job description is revised and brought back for approval at the next meeting.**

**ACTION: Town Clerk/Assistant Clerk**

**RESOLUTION: That the training opportunities noted to be of interest are booked.**

**ACTION: Town Clerk**

**RESOLUTION: That a draft Co-Option Policy is developed.**

**ACTION: Town Clerk/Cllr Fox**

**RESOLUTION: That annual leave for 15-19<sup>th</sup> May; 14-25<sup>th</sup> August; 27<sup>th</sup> Nov-1<sup>st</sup> Dec and 26<sup>th</sup> Feb-1<sup>st</sup> Mar are approved.**

**ACTION: Town Clerk**

PD2303/07

Bank Holidays

The Committee considered the UK Bank Holidays for 2023-24.

It was noted that additional bank holidays were within the Financial Year 2023-24 due to the Coronation and the position of Good Friday in April 2023 and March 2024.

**RESOLUTION: That it is proposed to Full Council that bank holidays are paid where necessary, and at pro rata as appropriate.**

**ACTION: Town Clerk**

PD2303/08

Agenda for next and future meetings

No items raised.

PD2303/09

Date of next meeting

**RESOLUTION: That the next meeting to be scheduled for Friday 30<sup>th</sup> June 2023 at 1:30pm.**

**ACTION: Town Clerk**

The meeting closed at 3pm