



**Minutes of the Extraordinary Meeting of Kirton in Lindsey Town Council  
held on Friday 1<sup>st</sup> August 2025  
at the Diamond Jubilee Town Hall, High Street, Kirton in Lindsey at 6:40 pm.**

Members present: Cllr Hazel Fox (Chair), Cllr Pat Frankish, Cllr Karen Gunn, Cllr Tony Kitchen, Cllr Joy Kofoed and Cllr Barry Starkie.

Not present: Cllr David Garritt and Cllr Suzanne Stephenson.

Also present: 1 member of the public, Assistant Clerk, Cheri Morton (voluntarily) and Town Clerk, Neil Taylor-Matson.



**MINUTES**

**2508E/01 Apologies for Absence**

Apologies were received from Cllr David Garritt and Cllr Suzanne Stephenson.

**2508E/02 Declaration of Interests / Dispensations**

- a. No interests were declared.
- b. No dispensations were granted.

**2508E/03 Public Participation**

No matters were raised.

**2508E/04 Personnel & Disciplinary Committee Membership**

The Council sought nominations to elect a member of the Personnel & Disciplinary (P&D) Committee.

Cllr Kofoed explained that due to an ongoing piece of work, East Riding and Northern Lincolnshire Local Council's Association (ERNLLCA) advice was that a fifth committee member was required in order to move forward. This could be another Councillor, a suitably qualified Councillor from another Council or a specific specialist. The requirement was clarified as a specific HR qualified person.

The current membership of the P&D Committee was confirmed to be Cllr Joy Kofoed (Chair), Cllr Karen Gunn, Cllr Tony Kitchen and Cllr Suzanne Stephenson. Cllr Kofoed explained that it was not felt that the current members were suitably qualified for the ongoing piece of work and that two members, Cllr Tony Kitchen and Cllr Suzanne Stephenson were involved with the completion of a report which they now could not be party to voting on a decision about.

The Town Clerk noted that more than two members of the whole Council were already involved in the work considering the time frame, and asked members to consider their involvement so far in terms of any potential future conflict of interest.

Cllr Frankish noted her experience in running businesses and in HR matters which she was able to offer. Cllr Fox noted that Cllr Frankish likely had a conflict of interest.

Cllr Kofoed asked Cllr Starkie if he would consider becoming a member of the P&D Committee and he declined noting he was unaware of the situation and felt unqualified in the circumstances.

**RESOLUTION: That ERNLLCA are asked to recommend an external specialist from a P&D Committee of another Council with suitable experience.**

**ACTION: Town Clerk**

**RESOLUTION: That if no suitable member of another Council can be found, that further advice around a suitable specialist be sought from ERNLLCA.**

**ACTION: Town Clerk**

The meeting closed at 6:53 pm

Signed:

Dated: