



**Minutes of the Kirton in Lindsey Town Council
Personnel and Disciplinary Committee Meeting,
held in the Heritage Room, Diamond Jubilee Town Hall, High Street,
Kirton in Lindsey, on Friday 11th July 2025 at 11 am.**

Members Present: Cllr Joy Kofoed (Chair), Cllr Tony Kitchen and Cllr Suzanne Stephenson.
Members not present: Cllr Karen Gunn.
Also present: Town Clerk, Neil Taylor-Matson.

MINUTES

- PD2507/01 Apologies
No apologies for absence were received.
- PD2507/02 Declaration of Interests / Dispensations
There were no Declarations of Interests reported and no dispensations sought or granted.
- PD2507/03 Public Participation
No members of the public were present.
- PD2507/04 Minutes of the Previous Meeting
The Committee approved the minutes of the Personnel & Disciplinary Committee Meeting held on Tuesday 26th November 2024.
- PD2507/05 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.
- PD2507/06 Staffing matters - KLASSIC
The Committee received information and agreed next steps. The Town Clerk had been directed to conduct an informal investigation and had presented a written report and gave a brief overview of this. The Chair requested that it be recorded in the minutes that the Venue Manager now has responsibility for three members of staff; a cleaner, groundsman and caretaker.
RESOLUTION: That Cllr Stephenson and Cllr Kitchen arrange an investigation meeting with the KLASSIC Venue Manager to review banking statements for both the period in question and immediately before and that the Assistant Clerk is asked to provide the information required.
ACTION: Cllr Stephenson/Cllr Kitchen
RESOLUTION: That the investigation meeting is to take place and a follow up written report by Cllr Stephenson and Cllr Kitchen is to be provided to P&D Committee members and the Town Clerk prior to Friday 8th August.
ACTION: Cllr Stephenson/Cllr Kitchen
RESOLUTION: That the Town Clerk provides an update to the Assistant Clerk that an investigation meeting with Cllr Stephenson and Cllr Kitchen will take place and that she is asked to provide them with the information required.
ACTION: Town Clerk
RESOLUTION: That following receipt of the written report the P&D Committee decide whether anything further is required to be done.
ACTION: P&D Committee
- PD2507/07 Appraisal report
The Town Clerk provided a report following the completion of staff appraisals in January and March. The Chair requested that it be recorded in the minutes that reminders will be required in November for staff to begin to fill in the relevant sections of the forms. The Town Clerk was asked to provide a brief overview of the appraisals. The Town Clerk noted concerns raised by both members of staff on the number scales in the first section of the form, the lack of prompt about training and the lack of prompt about suitability of job descriptions. These prompts were included in the previous proforma used. The Town Clerk then provided an overview of the two appraisals carried out with the Assistant Clerk/KLASSIC Venue Manager for her two differing roles and read out the two agreed Action Plans for the different roles.
RESOLUTION: That the P&D Committee recommend that the KLASSIC Trustee Members are informed that the Venue Manager has expressed concern that the amount of work required to prepare for a transfer of the Sole Trusteeship to a CIO increases the workload to more than the four hours she is contracted for and that the Venue Manager is asked to detail what the extra work required is to enable the Trustee Members to consider a way forward.
The Town Clerk clarified that the appointment of an Assistant Clerk was to protect the Town Clerk from any additional work following the Town Council decision to take on KLASSIC Park to protect it in perpetuity. The Assistant Clerk's four hours per week for the Venue Managers role were decided on the work required at that time, to take bookings and prepare invoices as well as managing one contractor.

Signed:

Dated:

RESOLUTION: That the appraisal form is added as an item to the next P&D Committee Meeting for review, with the blank form to be circulated to members prior to the meeting with any recommended proposals for consideration from the Town Clerk. ACTION: Town Clerk

The Town Clerk's appraisal was not discussed.

PD2507/08 Job Descriptions

The Committee discussed the Assistant Clerk's job description. The Town Clerk reported that the job description was updated and brought to the P&D Committee in June 2023 for discussion and although it was discussed and no queries were raised there was no resolution made regarding it.

RESOLUTION: That the Assistant Clerk is asked to review the job description and add in any new items which are now a part of her role since June 2023.

ACTION: Town Clerk/Assistant Clerk

RESOLUTION: That the job description, with any additions, is included on the next P&D Committee agenda for consideration. ACTION: Town Clerk

PD2507/09 Heritage Room Hire

The Committee discussed the provision of working facilities for the Assistant Clerk. The Town Clerk gave a summary of the history behind the Heritage Room Hire as agreed by the Council.

RESOLUTION: That no changes are made to working arrangements at this time.

PD2507/10 Staff Attendance at P&D Meetings

The Committee discussed staff attendance at P&D meetings.

RESOLUTION: That the Assistant Clerk is asked to attend P&D Meetings if required.

PD2507/11 Time Sheets

The Committee received information about the completion of timesheets by staff members.

RESOLUTION: That timesheets are sent to the P&D Committee members on a monthly basis to be reflected on. ACTION: Town Clerk

RESOLUTION: That the P&D Committee recommend to the KLASSIC Trustee Members that the same system is replicated with the Venue Manager sending appointed HR members timesheets for all members of staff on a monthly basis to be reflected on.

PD2507/12 Annual Leave

The Committee received information about annual leave entitlements and usage so far by staff. The Town Clerk reminded the Committee members of the contractual agreements on annual leave from the NALC model contract used by the Town Council; confirming that the Town Clerk is entitled to 28 days plus bank holidays and that the Assistant Clerk is entitled to 25 days plus bank holidays (pro rata for part time hours). The Town Clerk has taken four days leave so far this financial year and the Assistant Clerk has not taken any so far, but future leave booked was discussed.

PD2507/13 Staff Training

The Committee discussed areas of training for staff members. The Town Clerk had provided copies of the published training log information for both members of staff.

RESOLUTION: That the Assistant Clerk is to seek out specific training as agreed in her appraisal, up to a limit of £65, if available, prior to September. ACTION: Assistant Clerk

RESOLUTION: That approval of the NALC course 'Achieving finding beyond the precept' is given for the Assistant Clerk at £35.00. ACTION: Town Clerk/Assistant Clerk

RESOLUTION: That approval of the ERNLLCA Conference (October) was approved for the Town Clerk. ACTION: Town Clerk

PD2507/14 1 to 1 meetings

The Committee discussed the provision of 1 to 1 meetings with staff members.

RESOLUTION: That 1 to 1 meetings are arranged on an 'as and when' basis.

PD2507/15 Emergency call outs/office venue cover

The Committee discussed emergency call outs and office/venue cover. The Committee noted that the during periods of annual leave the Town Clerk places notices at the office, provides an answerphone message on both the office landline and mobile phone, sets up an out of office email and updates the social media automated response message. In agreement with the Chair of the Council, their contact details are provided for 'cases of emergency'. The Town Clerk confirmed that in the event of a personal emergency impacting work, the contact 'chain of command', in order is: (1) Chair of P&D Committee, (2) A.N. Other member of P&D Committee or (3) Chair of the Council. The Town Clerk reflected that the role is not solely office-based and does require some work around the town in relation to various different matters or responsibilities and the Committee agreed that it was not practical to follow the annual leave procedure every time the Town Clerk had to carry out work away from the office.

PD2507/16 Policies

The Committee received an update on development of relevant policies. The Town Clerk had prepared a draft Compassionate Leave Policy for consideration following the decision of the Full Council in April (FC2504/20). The policy was agreed to be simplified further.

RESOLUTION: That with amendments:

To the second paragraph to add in the words 'In the case of the Town Clerk, initially by contacting (1) the Chair of P&D Committee or (2) A.N. Other member of the P&D Committee or (3) the Chair of the Town Council' after 'line manager';
to the third paragraph to add in the words 'up to' before '5 days' and remove '2-' and '(for example spouse, parent, step-parent, grandparent, brother, sister, child, mother-in-law and father-in-law, however the closeness of relationships are acknowledged as specific to individuals)' the policy is approved.

PD2507/17 Community Co-Ordinator

The Committee discussed information about the role and any actions required regarding recruitment.

RESOLUTION: That the role is a fixed term contract.

ACTION: Town Clerk

RESOLUTION: That the information about the role is to state that it is a Temporary role.

ACTION: Town Clerk

RESOLUTION: That the salary is SCP 2 (currently £12.26 per hour).

ACTION: Town Clerk

RESOLUTION: That the role is stated to 'commence as soon as possible'.

ACTION: Town Clerk

RESOLUTION: That the role is for eight months but could be extended.

ACTION: Town Clerk

RESOLUTION: That the role is advertised on the website, social media and in noticeboards.

ACTION: Town Clerk

RESOLUTION: That applications are to be received prior to 8th August 2025.

ACTION: Town Clerk

RESOLUTION: That Cllr Joy Kofoed, Cllr Tony Kitchen and Cllr Suzanne Stephenson are able to conduct the interviews depending on date and availability.

ACTION: Cllrs Kofoed, Kitchen and Stephenson.

The Committee apologised to the Town Clerk for directing this preparation work and the additional work it causes, due to the short notice available to the Committee.

The meeting closed at 12:53pm.

Signed:

Dated: