



**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 Thursday 25th September 2025 at 9:30 am.**

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

MINUTES

- PD2509/01 Apologies
Apologies for absence were received from Cllr Suzanne Stephenson.
- PD2509/02 Independent Specialist
The Committee welcomed independent specialist, Brian Brooks to the meeting as recommended by the East Riding and Northern Lincolnshire Local Council's Association (ERNLLCA). Brian was thanked for his ongoing assistance.
- PD2509/03 Declaration of Interests / Dispensations
There were no Declarations of Interests reported and no dispensations sought or granted.
- PD2509/04 Minutes of the Previous Meeting
The Committee approved the minutes of the Personnel & Disciplinary Committee Meeting held on Friday 11th July 2025.
- PD2509/05 Public Participation
No members of the public were present.
- PD2509/06 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.*
- PD2509/07 Staffing matters - KLASIC
Prior to discussion on this matter, a brief update was provided for the benefit of Cllr Kitchen and the Assistant Clerk on progress and next steps. Cllr Kitchen and the Assistant Clerk were asked to leave the meeting to allow discussion of the matter. The Assistant Clerk was advised she would be invited back into the meeting shortly.
- Cllr Kofoed noted that printed information packs had been received containing all information regarding the investigation and Cllr Kofoed, Cllr Gunn and Brian Brooks discussed the investigation documentation and advice received from ERNLLCA.
- Cllr Kofoed requested that it be noted that work on this matter had been done as quickly as possible, within the limits of the process.
- The Assistant Clerk was invited back into the meeting. Cllr Kofoed apologised for the length of time the work had taken to conclude in light of the amount of paperwork. The resolution of the Committee was read to her by Cllr Kofoed. The Town Clerk advised the Assistant Clerk that this would be provided in writing for her reference.

The meeting closed at 10:35 am.

Signed:

Dated: