



**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 Tuesday 28th October 2025 at 11:00 am.**

Members Present: Cllr Joy Kofoed (Chair), Cllr Pat Frankish, Cllr Karen Gunn, Cllr Chris Howard and Cllr Suzanne Stephenson.

Also present: Town Clerk, Neil Taylor-Matson.

MINUTES

Cllr Kofoed welcomed everyone to the meeting.

- PD2510/01 Apologies
No apologies for absence were received.
- PD2510/02 Declaration of Interests / Dispensations
There were no Declarations of Interests reported and no dispensations sought or granted.
- PD2510/03 Public Participation
No members of the public were present.
- PD2510/04 Minutes of the Previous Meeting
With the amendment of a typo reading 'if' changed to 'of', the Committee approved the minutes of the Personnel & Disciplinary Committee Meeting held on Friday 25th September 2025.
- PD2510/05 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.
- PD2510/06 Staffing matters - KLASSIC
Cllr Kofoed provided Committee members with an update following the conclusion of this matter.
- PD2510/07 Job Descriptions - Assistant Clerk
The Committee received the draft job description as tasked to the Assistant Clerk and Town Clerk at the July meeting. Discussion took place around the roles and responsibilities of the Assistant Clerk/Venue Manager and the need for further additions to be included. The Town Clerk raised concerns regarding clarity on line management responsibilities, the need for consultation and the hours and remuneration to carry out the role efficiently.
RESOLUTION: That the job description is split into two parts, Part 1 for the Assistant Clerk role and Part 2 for the Venue Manager role. **ACTION: Town Clerk**
RESOLUTION: That the following additions are included within Part 2 for the Venue Manager role;
 - **Manage usage of the facility**
 - **Undertake bank reconciliations and report regularly to the Trustee**
 - **Keep KLASSIC Park insured and prior to renewal seek appropriate quotations through brokers and report to the Trustee and ensure any insurance provides employers and public liability insurance and that under 'Main Contacts' 'KLASSIC Park Trustee' is moved to the top of the list.** **ACTION: Town Clerk****RESOLUTION: That when the changes are made the job description is brought back to the P&D Committee for approval.** **ACTION: Town Clerk**
- PD2510/08 Appraisals
The Town Clerk provided suggested amendments to the Appraisal form following concerns raised in the report to the July Committee meeting and tasking from that meeting.
RESOLUTION: That 'zero' is removed from scoring scales on the form and that sections are added to include a record of training and suitability of current job description. **ACTION: Town Clerk**
- PD2510/09 P&D Committee Meetings
The Committee considered a request from Cllr Stephenson 'That P&D meetings are in future regularly fixed for 5:15 pm on the day of the Full Council Meeting (save for emergencies), but vacated if not required'.
RESOLUTION: That the P&D Committee Meetings remain ad-hoc as required.
Cllr Stephenson requested a recorded vote: For: Cllr Kofoed, Cllr Frankish, Cllr Gunn, Cllr Howard. Against: Cllr Stephenson.

Signed:

Dated:

PD2510/10 Training

The Committee received clarification on training course booking and attendance as requested by Cllr Kofoed.
The Town Clerk advised that booking of staff training was the same as booking Councillor training; and relevance, cost and notice period were taken into consideration, along with budget.

The meeting closed at 12:19pm.

Signed:

Dated: