



**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 18<sup>th</sup> December 2025 at 10:38 am.**

Members Present: Cllr Joy Kofoed (Chair), Cllr Pat Frankish, Cllr Karen Gunn and Cllr Chris Howard.  
Not present: Cllr Suzanne Stephenson.  
Also present: Town Clerk, Neil Taylor-Matson.

## MINUTES

- PD2512/01 Apologies  
Apologies for absence were received from Cllr Suzanne Stephenson.
- PD2512/02 Declaration of Interests / Dispensations  
There were no Declarations of Interests reported and no dispensations sought or granted.
- PD2512/03 Public Participation  
No members of the public were present.
- PD2512/04 Minutes of the Previous Meeting  
The Committee approved the minutes of the Personnel & Disciplinary Committee Meeting held on Tuesday 28<sup>th</sup> October 2025.  
**RESOLUTION: That the minutes were duly approved and signed.**
- PD2512/05 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.**
- PD2512/06 Offer of transfer of Venue Manager role to the KLASSIC CIO  
The Committee discussed the offer of transfer of Venue Manager role to the KLASSIC CIO. It was noted that following an informal conversation with the Assistant Clerk/Venue Manager under the same terms and conditions a transfer as offered by the KLASSIC CIO could be agreed in principle.
- PD2512/07 Job Descriptions - Assistant Clerk  
The Committee received the amended draft job description. The Town Clerk asked if all members had reviewed the job description and noted the number of responsibilities for each role in line with the remuneration and contracted hours for those roles. The Town Clerk advised that a member of staff should have a signed off job description so that they have clear direction for their job and that the job description, though now in two parts for two clearly defined roles, is for one employee of Kirton in Lindsey Town Council. It was noted that the contents of the two parts of the draft job description are implicit despite remaining in draft.  
**RESOLUTION: That the new 'Part 1' of the job description, for the Assistant Clerk role, is approved in its entirety.**  
**RESOLUTION: That the new 'Part 2' of the job description, for the Venue Manager role, remains in draft form until after the informal meeting arranged with the KLASSIC CIO for Monday 22<sup>nd</sup> December.**
- PD2512/08 SLCC Membership and Training  
The Committee discussed SLCC Membership and training. It was noted this matter was referred to the Committee from Full Council to find a way forward for recommendation. The Committee had held an informal conversation with the Assistant Clerk/Venue Manager to gain a better understanding of the value of SLCC membership.  
**RESOLUTION: That the Town Clerk and Assistant Clerk/Venue Manager meet to discuss adding in elements from the SLCC training completed to the new 'Part 1' of the Assistant Clerk/Venue Manager job description so that there is demonstration of clerking duties relevant to the Assistant Clerk role, to be brought back to the P&D Committee for approval and the consideration of a recommendation to Full Council.**  
**ACTION: Town Clerk**
- PD2512/09 Employee Timesheets  
The Committee discussed and reviewed employee timesheets. The Committee members all emphasised the importance of breaks for staff during working hours.  
**RESOLUTION: That Cllr Howard provides an hours and minutes formula to the Town Clerk and the compatibility is checked by the Town Clerk.**  
**ACTION: Cllr Howard/Town Clerk**

Signed:

Dated:

**RESOLUTION: That Cllr Howards provides a revised format of timesheet for use if this is compatible for staff to use.**

**ACTION: Cllr Howard/Town Clerk**

PD2512/10 Staff Out of Office Authorisation / Communication

The Committee discussed staff out of office authorisation and communication.

Cllr Frankish gave apologies and left the meeting (12:20pm)

**RESOLUTION: That if the Town Clerk or Assistant Clerk are out of the office for a day or more a reminder is to be sent to the P&D Committee and Chair of the Council in advance.**

**ACTION: Town Clerk**

PD2512/11 Town Council Correspondence and Communications

The Committee discussed Town Council Correspondence and Communications. A discussion took place on Officers the use of email 'blind carbon copy' to share correspondence with members and the Town Clerk explained the reasoning for using this method. The members present expressed their preference for emails to be sent using the 'to' field instead. A discussion also took place on the use of 'copy and paste' and the forwarding of emails and it was the preference of the members present that correspondence is forwarded to include the date and subject.

**RESOLUTION: That Officers use the 'to' field instead of the 'blind carbon copy' field when sharing correspondence to members.**

**ACTION: Town Clerk**

The meeting closed at 12:44pm.

Signed:

Dated: