



**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 Monday 16th February 2026 at 10:30 am.**

Members Present: Cllr Joy Kofoed (Chair), Cllr Pat Frankish, Cllr Karen Gunn, Cllr Chris Howard, Cllr Antony Pollitt and Cllr Suzanne Stephenson.
Also present: Town Clerk, Neil Taylor-Matson.

MINUTES

- PD2602/01 Apologies
No apologies for absence were received.
- PD2602/02 Declaration of Interests / Dispensations
There were no Declarations of Interests reported and no dispensations sought or granted.
- PD2602/03 Public Participation
No members of the public were present.
- PD2602/04 Minutes of the Previous Meeting
The Committee considered the minutes of the Personnel & Disciplinary Committee Meeting held on Thursday 18th December 2025. Cllr Kofoed raised the wording in the minutes for item PD2512/06.
RESOLUTION: That with the amendment to include the wording "It was reported that there were no comments or concerns from the Venue Manager." to item PD2512/06 the minutes were duly approved and signed.
- PD2602/05 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.
- PD2602/06 Job Descriptions - Assistant Clerk/Venue Manager
The Committee considered approval of the Venue Manager section the job description.
RESOLUTION: That this item is dealt with after item 7 on the agenda.
- PD2602/07 KLASSIC – Finance / Regulatory / Insurance Officer
The Committee discussed the delegated task from the KLASSIC Charity Committee meeting of commencing the process of consultation and development of job description(s) & person specification(s), research hours and remuneration for the potential two options (i) if there is a lease and (ii) if there is not a lease as requested by Cllr Stephenson and Cllr Howard. The Committee discussed the different options depending on future decisions around leasing and the likely tasks this role would undertake.
RESOLUTION: That this is followed up after the update from the KLASSIC lease working group to Full Council in February and when a decision by the KLASSIC CIO is known; the P&D Committee to then reconvene to look at what is required.
- PD2602/06 Job Descriptions - Assistant Clerk/Venue Manager
The Committee considered approval of the Venue Manager section the job description. The Town Clerk noted the number of responsibilities for each role in line with the contracted hours of work and the requirement for an employee to have a job description in place.
RESOLUTION: That the matter is deferred until the decision of the KLASSIC CIO is known regarding the lease.
- Cllr Frankish requested a recorded vote: In Favour: Cllr Howard, Cllr Stephenson, Cllr Gunn, Cllr Pollitt and Cllr Kofoed.
Against: Cllr Frankish.
- PD2602/08 Employee Timesheets
The Committee discussed and reviewed employee timesheets as requested by Cllr Howard. The Town Clerk noted thanks to Cllr Howard for his work on revised timesheets which provide an update and better clarity for Councillors. Cllr Howard clarified that the revised versions give details in hours and minutes; separates any 'carry over' from the hours worked in the first week of each month and provides a section for logging overtime payments where required. In addition the title 'Summary' can be added in above the relevant section. Cllr Howard queried outstanding matters raised regarding timesheets. Cllr Kofoed queried the payment of time for staff to complete coursework. The Committee discussed countersignatures for timesheets. The Town Clerk noted concern around signing off timesheets for KLASSIC employees where there is no direct management/oversight of their work by the Town Clerk.
RESOLUTION: That the revised timesheet format as presented is adopted from 1st April 2026 for all Town Council, KLASSIC and CIO secondee staff, with the addition of a sign off box and the

Signed:

Dated:

'Summary' title to be added.

RESOLUTION: That the Town Clerk provides an update on the resolution to the previous queries.

ACTION: Town Clerk

RESOLUTION: That sufficient detail is given regarding courses/training requirements at the point of request/approval and what extra hours may be reasonable to expect for any coursework.

RESOLUTION: That Town Council and KLASSIC timesheets are countersigned by the Town Clerk.

ACTION: Town Clerk

PD2602/09 Staff Absence Contingency Plan

The Committee discussed any update on work on staff absence contingency plans as requested by Cllr Howard. The Town Clerk gave a brief update following discussion with the Mayor, Cllr Fox, and an update to be provided to the next Full Council meeting for discussion.

PD2602/10 Sickness Absence Procedure

The Committee discussed a compliance review of the Sickness Absence Procedure as requested by Cllr Howard. The Town Clerk noted that reminders about the procedure had been given to staff to try to prevent future issues. Cllr Gunn offered to share information about processes around long term absence with the Town Clerk which was appreciated.

PD2602/11 Employee Work Breaks

Motion: That all KLTC employees must take the work rest breaks that the employer has a legal obligation to provide. Any issue(s) an employee has complying with this are to be reported in writing to the P&D Committee within 14 days of the issue becoming apparent. All breaks taken are to be recorded on the employee's timesheet and presented to the P&D Committee on a monthly basis. (Cllr Howard).

RESOLUTION: That the motion was approved.

ACTION: Town Clerk

PD2602/12 Retrospective approval Assistant Clerk/Venue Manager cover

The Committee confirmed arrangements made for temporary cover required for the Assistant Clerk/Venue Manager. The Town Clerk noted the temporary arrangements agreed with the Community Co-Ordinator to cover the Venue Manager role and the Town Clerk to cover Assistant Clerk tasks. Thanks were noted to the Community Co-Ordinator for stepping into to help.

RESOLUTION: That the temporary arrangements were retrospectively approved.

PD2602/13 Annual Leave reminder

The Committee received a reminder about forthcoming annual leave, noting leave periods for the Town Clerk and Community Co-Ordinator.

The meeting closed at 12:00pm.

Signed:

Dated: