



**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 9<sup>th</sup> March 2026 at 7:30 pm.**

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

Also present: Town Clerk, Neil Taylor-Matson.

**MINUTES**

- PD2603/01 Apologies  
No apologies for absence were received.
- PD2603/02 Declaration of Interests / Dispensations  
There were no Declarations of Interests reported and no dispensations sought or granted.
- PD2603/03 Public Participation  
No members of the public were present.
- PD2603/04 Minutes of the Previous Meeting  
The Committee considered the minutes of the Personnel & Disciplinary Committee Meeting held on Monday 16<sup>th</sup> February 2026.  
**RESOLUTION: That the minutes were duly approved and signed.**
- PD2603/05 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.**
- PD2603/06 Sickness Absence Policy  
a. The Committee discussed 'intervals of when contact with' an employee should be made during periods of Long Term Absence and considered amending the Sickness Absence Policy to include the decision made.  
**RESOLUTION: That the policy remains the same without amendment.**  
b. The Committee discussed cover for employees including how to get cover and prices/engagement terms to include Long Term Absence cover.  
**RESOLUTION: That multi-learning across members of staff working for KLASSIC is encouraged and that agency staff company options are included in contingency planning policy development.**  
**ACTION: Town Clerk**

The meeting closed at 8:05 pm.

Signed:

Dated: