



**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 14th May 2026 at 6:30 pm.**

Members Present: Cllr Tony Pollitt (Chair), Cllr Chris Howard and Cllr Joy Kofoed.
Also present: Town Clerk, Neil Taylor-Matson.

MINUTES

- PD2605/01 Apologies
Apologies for absence were received from Cllr Pat Frankish.
- PD2605/02 Declaration of Interests / Dispensations
There were no Declarations of Interests reported and no dispensations sought or granted.
- PD2605/03 Public Participation
No members of the public were present.
- PD2605/04 Minutes of the Previous Meeting
The Committee considered the minutes of the Personnel & Disciplinary Committee Meeting held on Monday 9th March 2026.
RESOLUTION: That the minutes were duly approved and signed.
- PD2605/05 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.
- PD2605/06 Staff Annual Leave
The Committee discussed staff annual leave requests. Annual leave was approved for the Town Clerk and Assistant Clerk.
RESOLUTION: That the Assistant Clerk is asked to take the minutes at any Promoting Kirton and/or KLASIC Committee Meeting during the Town Clerk's annual leave.
ACTION: Town Clerk
RESOLUTION: That the Community Co-ordinator is asked to provide coverage for bookings and enquiries as required during the Assistant Clerk's annual leave and if this is not possible that the Town Clerk does so.
ACTION: Town Clerk
- PD2605/07 Staff job descriptions and contracts
The Committee discussed staff job descriptions and contracts and any actions required in light of new employment laws coming into effect.
RESOLUTION: That NALC are contacted via ERNLLCA regarding any work in progress, or Planned, to revise the model contract of employment.
ACTION: Town Clerk
- PD2605/08 Staff training
The Committee discussed staff training and upcoming opportunities.
RESOLUTION: That the Town Clerk and Assistant Clerk are approved to attend the ERNLLCA Conference on 29th September 2026.
RESOLUTION: That relevant notices are given for the temporary closure of the Town Council office during usual public opening on 29th September 2026.
- PD2605/09 Staff timesheets
The Committee discussed the new staff timesheets and initial feedback was received from staff. The Town Clerk noted the issue of entering time periods for four-hour week contracts and thanked Cllr Howard for resolving the formula error created by user error on one timesheet. The Town Clerk also reported a terminology issue from one member of staff, which was easily resolved and needed no further action. It was mutually agreed that the Town Clerk would 'zero' the 47 hours brought forward from 2025-26 and that a background log would be created with the total hours brought forward for each financial year for reference only. The Town Clerk confirmed there was no intention to claim overtime for these hours.

The meeting closed at 7:18 pm.

Signed:

Dated: