



Kirton in Lindsey Town Council

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Personnel and Disciplinary Committee Meeting Minutes September 2026

8th September 2026, Diamond Jubilee Town Hall, Kirton in Lindsey at 6:30pm

Present:

Councillor Tony Pollitt (Chair), Councillor Pat Frankish, Councillor Chris Howard and Councillor Joy Kofoed.

Not Present:

Councillor Karen Gunn.

Also Present:

Town Clerk, Neil Taylor-Matson in attendance.

PD 2609/01 Apologies for Absence

No apologies were received.

PD 2609/02 Declaration of Interests / Dispensations

- a. No Declarations were made.
- b. No Dispensations were granted.

PD 2609/03 Public Participation

No members of the public were present.

PD 2609/04 Minutes

The Committee approved the minutes of the P&D Committee Meeting held 14th May 2026.

RESOLUTION: *That the minutes were duly approved and signed.*

PD 2609/05 Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2)

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.*

PD 2609/09 Committee Remit.

At the request of Cllr Howard this item was moved up the agenda. The Committee discussed the current P&D Committee remit including a Motion: To add the following point to the current P&D remit and submit to the next Full Council meeting for approval: 5. All expenditure must be presented to Full Council and approved in advance of any spend." (Cllr Howard). The Town Clerk reminded the Chair of Standing Orders regarding previous decisions and that the Committee Remit was last approved by Full Council in May.

RESOLUTION: *Item to be deferred until six months has passed since the approval of the remit by Full Council.*

PD 2609/06 Staffing hours including annual leave

a. The Committee discussed staffing hours including annual leave. As requested, the Town Clerk formalised an earlier informal request for flexibility with hours of work over the four-day working week to shift working hours w/c 27th July to work Wednesday 29th July and not work Friday 31st July for family reasons. A further request for flexibility was put forward for w/c 14th September, with neither requesting impacting on the total hours to be worked or office public opening hours. The Town Clerk requested clarification if there was general flexibility in the working week as long as total hours to be worked were not impacted or if a formal request at meetings was required on each occasion. It was noted that if the contract of employment allows for this advance notice would be sufficient, with a review at the end of 2026. The Town Clerk provided an update on the cover arrangements for the Assistant Clerk in August, with cover from the Community Co-ordinator as resolved by the P&D Committee in May (coverage for booking and

enquiries). The Community Co-ordinator did not work over her usual four-hour working week due to the preparations in place by the Assistant Clerk prior to her leave and the planned time of year with some groups taking a summer break also easing queries. The Town Clerk requested approval for a period of annual leave.

RESOLUTION: *That both flexible working requests are approved, and that the Town Clerk circulates the relevant paragraph from the contract of employment about working hours to all members of P&D Committee.* **ACTION:** Town Clerk

RESOLUTION: *That the annual leave request is approved, subject to the display of the usual notices.* **ACTION:** Town Clerk

b. The Committee received a request for an eyesight test (Health & Safety Policy refers).

RESOLUTION: *That this is approved.*

PD 2606/07 Staff job descriptions and contracts

a. The Committee discussed the consultation of staff under proposed staffing changes.

RESOLUTION: *That Cllr Pollitt will have a conversation with the Assistant Clerk, offering the opportunity for a documented informal chat on Tuesday 15th September. Other members of the Committee available will be kept informed and invited to attend.*

b. The Committee received notification of the Local Government Services Pay Agreement for 2026-27.

c. The Committee discussed the UK National Living Wage increase in April. Different job roles, responsibilities and pay scales were discussed.

RESOLUTION: *The Committee noted that the planned offer of a documented informal chat resolves issues highlighted for now.*

PD 2607/08 Staff appraisals

The Committee received an update following the completion of all staff appraisals for the year. The report from the Town Clerk was not accepted.

RESOLUTION: *That future reports are to use the 'SMART' format and to include headings with bullet points.* **ACTION:** Town Clerk

PD 2607/10 Staff training

a. The Committee discussed staff training and upcoming opportunities. The Town Clerk provided an update on the ERNLLCA Conference, noting the cancellation of the planned Charities update section. In light of this the Assistant Clerk has decided not to attend as the event no longer offers such good value for her role. ERNLLCA have advised the Town Clerk that East Riding Council offer a Freedom of Information Service Level Agreement for an annual fee. They will be at the conference to speak to and bring more information back to the Council about this opportunity. No other training matters were discussed.

b. The Committee discussed staff omission to communicate their leave of one day or more reminders as requested by Cllr Howard. The Town Clerk advised this was down to human error and the number of things staff had to try to remember to do. This was noted.

c. The Committee discussed the matter of the late procurement of a vicar to officiate the Civic Service as requested by Cllr Howard. Cllr Frankish offered apologies on behalf of the Church for infective communication.

RESOLUTION: *That the person who is organising the Civic Service copies Cllr Fox into all emails related to the Civic Service going forward.*

PD2609/11 Communications

a. The Committee discussed internal communications. The Town Clerk noted the request that any concerns or issues requiring assistance are raised with the Committee. Issues with responses from Councillors to emails needing replies were raised. It was noted that the line 'For information – no response required' on some emails was proving helpful for some Councillors.

RESOLUTION: *That the words 'Reply Required' are included in the subject of emails which require replies and an item is included on a future Full Council meeting agenda to raise this issue with all Councillors.*

ACTION: Town Clerk

b. The Committee discussed the email exchange between the Town Clerk and Cllr Howard dated 10, 11, 13 and 14th August 2026 as requested by Cllr Howard.

The meeting closed: 8:20pm

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