

Toft Newton Parish Council

E-mail: clerk@toftnewtonparishcouncil.gov.uk

Website: <https://toft-newton.parish.lincolnshire.gov.uk>

Code of Conduct, Standing Orders and Governing Documents Confirmation of Acceptance

Upon election, or Co-option, Councillors and Independent Members are required to agree to comply with the District Council's *Members' and Co-opted Members Code of Conduct* (Code of Conduct).

West Lindsey District Council adopted their current Code of Conduct in November 2021.

Toft Newton Parish Council adopted it in full, in November 2022.

Toft Newton Parish Councillors reconfirmed their commitment to it in May 2023 or committed to comply with it upon Co-option if they were Co-opted outside of the election cycle.

In addition to the Code of Conduct, Toft Newton Parish Council have adopted new Standing Orders, our most recent Standing Orders were adopted by full Council at an Extraordinary Meeting of the Parish Council, held on the 23rd of June 2026.

The Code of Conduct governs the conduct of Councillors and Independent Members, the Standing Orders detail the operational procedures of Toft Newton Parish Council, in particular they govern how meetings function and how decisions are made.

Additionally, Toft Newton Parish Council has adopted revised Financial Regulations, the HM Government Transparency Code for Smaller Authorities and the Information Commissioners Office (ICO) Publication Scheme, both of these latter documents were adopted along with our own versions, the HM Government and ICO versions have primacy over the Toft Newton Parish Council versions.

Toft Newton Parish Council Standing Orders 2026 v002, Financial Regulations 2026 v002, West Lindsey District Council Code of Conduct, HM Government Transparency Code for Smaller Authorities along with the Toft Newton Parish Council Transparency Code, the ICO Publication Scheme and the Toft Newton Parish Council Publication Scheme are available to download from our website via the Council Policies tab, along with a vast range of other policies.

Councillors and Independent members are now asked to re-confirm their commitment to these documents on an annual basis.

The Internal Auditor for 2025-26, asked that Councillors re-commit to the Code of Practice on an annual basis, therefore, Councillors and Independent Members are, therefore, are asked to confirm that they agree to the documents listed overleaf.

Additionally, Councillors and Independent Members are required under the Localism Act 2011, to ensure that their Register of Interests is correct and up to date, if any changes occur, these must be reported via the Proper Officer to the Monitoring Officer within 28 days.

You can check the information in your current Register of Interests declaration by clicking on your name, via this link: <https://democracy.west-lindsey.gov.uk/mgParishCouncilDetails.aspx?ID=360>.

The Consultant to the Council is producing a summary of the information in your Register of Interest declarations to make it easier for Councillors and the Proper Officer to ensure all changes are reported promptly.

Governing Documents:

Document Title	Version	Initial to confirm acceptance
West Lindsey District Council Code of Conduct	2021	
Toft Newton Parish Council Standing Orders	2026 v002	
Toft Newton Parish Council Financial Regulations	2026 v002	
HM Transparency Code	2014	
Toft Newton Parish Council Transparency Code	2026	
ICO Publication Scheme	2015	
Toft Newton Parish Council	2026	

I confirm that the information contained in my Register of Interests form has been checked and is up to date.

I also confirm that I have electronic or paper copies of the documents listed above, and that I agree to work within the requirements of them.

Councillor (name)	
Signature	
Date	

The Proper Officer shall ask Councillors to sign this form at each Annual Parish Council meeting.