

Toft Newton Parish Council

E-mail: clerk@toftnewtonparishcouncil.gov.uk

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

SUMMONS

Dear Councillor,

You are hereby summoned to attend an **Extraordinary Meeting** of Toft Newton Parish Council on **Tuesday, the 23rd of June 2026**, at Toft Newton Village Hall, Washington Drive, NEWTOFT, Market Rasen, Lincolnshire, LN8 3NN, commencing at 6:30pm.

In accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960, as amended by section 100a of the Local Government Act 1972, schedule 12a, members of the public and press may attend the meeting and may only participate during the 'Public Participation' section of the agenda.

Recording at, and live streaming of Council Meetings is allowed, with the full knowledge of the Chairman of the meeting and must be conducted openly.

Yours sincerely,

Michael Lewis, Dip (Psy), CertHE (Glouc)
Locum Proper Officer

Thursday, 18th June 2026

Distribution list:

Parish Councillor R Nelson
Parish Councillor Gibbs
Parish Councillor Carpenter
Parish Councillor C Roson
Parish Councillor J Roson
Parish Councillor N Grimmett
Parish Councillor O Nelson
District Councillor S Hague
District Councillor D Rodgers
District Councillor P Swift
County Councillor J Smith
Toft Newton Parish Council employees and volunteers
The Rt Hon. Sir Edward Leigh, MP

Toft Newton Parish Council

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Guidance for Members of the Public Present at Parish Council Meetings

In accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960, as amended by section 100a of the Local Government Act 1972, schedule 12a, members of the public and press may attend and participate public meetings of Toft Newton Parish Council.

The Openness of Local Government Bodies Regulations 2014 permits the audio and visual recordings and photography of Parish Council public meetings, by members of the public and / or the media in accordance with the Council's protocol on Recording of Public Meetings.

1. This notice will be attached to the agenda of each public meeting held by Toft Newton Parish Council and will be included on our website <https://toft-newton.parish.lincolnshire.gov.uk/>.
2. The regulations allow any member of the public or media to use Social Media platforms, such as X, blogs, Facebook, Instagram or similar services to report the meeting.
3. Toft Newton Parish Council do not routinely record our meetings, however, arrangements can be made if so required.
 - a) If meetings are recorded, the recording will be made available to any resident of the Toft Newton parish, member of the public or the media, by prior arrangement with the Proper Officer.
 - b) In accordance with current data protection protocols, all recordings will only be retained for as long as is necessary. It would be our intention to delete the recording following the subsequent meeting.
4. At the start of each meeting the Chair or the Proper Officer will ask if anyone intends to digitally record, photograph or broadcast the meeting, so that members of the public are aware of any digital recording.
5. Although there is a statutory right to photograph and record meetings, the proceedings of the meeting must not be disrupted by the use of media tools, and any such recordings must not inhibit the involvement of other members of the public.

6. The Chair has the absolute discretion to terminate or suspend any recording activities if, in their opinion, continuing to do so would prejudice proceedings at the meeting. The circumstances in which termination or suspension might occur will include:
 - a) A public disturbance or suspension of the meeting.
 - b) The meeting agreeing to formally exclude members of the public and press from the meeting due to the confidential nature of the business to be discussed.
7. The recording and reporting of Parish Council meetings is subject to the laws in force at the time, and it is the responsibility of those undertaking the recording and reporting to ensure compliance. This will include, but is not limited to, the Human Rights Act, the Data Protection Act and the laws of libel and defamation.
8. Toft Newton Parish Council is not liable for the actions of any person making a recording of a public meeting which identifies a member of the public, nor the publication of that recording.

Protocol for the Recording of Public Meetings:

Toft Newton Parish Council supports the principle of transparency and permits the audio and visual recording of meetings open to the public, subject to the following protocol:

1. The intention to record the meeting must be declared, and members of the public present, must be asked to give consent to being recorded.
2. Where members of the public declare an objection to being recorded, the recording must be paused when the objectors speak.
3. Confidential items of business must not be recorded.

This guidance and protocol will be reviewed annually.

Date: 3rd of March 2026

Review due: Annual Parish Council Meeting - May 2027

Version number: v.001

Agenda – Extraordinary Meeting

Tuesday, 23rd June 2026, Toft Newton Village Hall, Washington Drive, Newtoft, nr Market
starting at 18:30 Rasen, Lincolnshire, LN8 3NN

Members Expected:

Councillors R Nelson, R Gibbs, J Roson, B Carpenter, C Roson, N Grimmett and O Nelson.

Officers Expected:

Proper Officer
Consultant to the Council

Part A – Public Meeting

Agenda Item Number	Business to be Transacted	Member / Officer
2026-27/037	Election of Chairperson for the 2026-27 Municipal Year In accordance with the Local Government Act 1972, s.15 (1), Toft Newton Parish Council is MANDATED to elect a Chairperson for the 2026-27 Municipal Year. - Elect a Chairperson. Resolution: <i>Toft Newton Parish Council resolve that Councillor (insert name) be elected to serve as the Chairperson for the 2026-27 Municipal Year.</i> - Chairperson to sign the Declaration of Acceptance of Office form.	Locum Proper Officer Chairperson
2026-27/038	Attendance The Proper Officer will take a record of the: - Parish, District and County Councillors present. - TNPC Officers, and any guests or speakers present. - Any other elected representatives present. - The number of members of the public present.	Locum Proper Officer
2026-27/039	Apologies - Record of any apologies received. - Approve apologies in accordance with the Local Government Act 1972. - Note apologies in the minutes, as either approved or noted. <i>Apologies for absence must be received prior to, or at the start of the meeting to be considered valid. If no apologies are received, then the Local Government Act 1972 s.85 will apply.</i> The Consultant to the Council previously distributed a copy of the attendance chart which details Councillors, and the meetings for the 2026-27 Municipal Year, along with guidance on absence from Parish Council meetings. This information will be published as part of the 2026-27 Annual Governance and Audit Return process.	Locum Proper Officer Consultant to the Council

The Locum Clerk will provide a verbal update.

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| 2026-27/043 | Public Participation <ul style="list-style-type: none">• Members of the public are given the opportunity to address the Council.• The Council will consider any points raised by members of the public, and will follow up either in this meeting, at the next meeting or between meetings. | Members of the Public |
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Note: As per the Toft Newton Parish Council Standing Orders 2026 v001, the maximum time allowed will be 15 minutes, each member of the public shall be limited to three minutes each.

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| 2026-27/044 | Approval of Minutes of the Previous Parish Council Meetings <ul style="list-style-type: none">• Councillors are asked to note the minutes of the Annual Parish Council meeting, held on the 5th of May 2026 – these will be approved at the next Annual Parish Council meeting, due to be held on the 11th of May 2027.• Councillors are asked to approve the Minutes of the Parish Council meeting held on the 5th of May 2026.• Councillors are asked to acknowledge the notes of the deferred Personnel Committee meeting due to have been held on the 5th of May 2026.• To record any matters arising from the minutes of the previous Parish Council meeting, held on the 5th of May 2026. | Chairperson |
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Resolution:

Councillors resolve to approve the minutes of the Parish Council meeting as held on the 5th of May 2026.

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| 2026-27/045 | Appointment of Personnel Committee <ul style="list-style-type: none">• Elect three Councillors to form a Personnel Committee.• Consider any relevant Co-options from members of the community. | Councillors |
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Resolution:

Toft Newton Parish Council resolve that Councillors (insert names) be elected to serve as members of the Personnel Committee for the 2026-27 Municipal Year.

Resolution:

Toft Newton Parish Council resolve that (insert name) be Co-opted to serve as Independent Member(s) of the Personnel Committee for the 2026-27 Municipal Year.

Independent Member(s) to sign the Declaration of Acceptance of Office form and to complete the Register of Interests form.

Independent Person(s)

The Personnel Committee needs to agree a date for a meeting to elect a Chairperson, approve the Terms of Reference, and begin the Clerk Recruitment process.

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| 2026-27/046 | Appointment of Playground Development Working Group | Councillors |
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- Elect Councillors to a working group which will be tasked with raising funds to improve the play equipment.
- Consider any relevant Co-options from members of the community.

Resolution:

Toft Newton Parish Council resolve that Councillors (insert names) be elected to serve as members of the Playground Development Working Group for the 2026-27 Municipal Year.

Resolution:

Toft Newton Parish Council resolve that (insert name) be Co-opted to serve as Independent Member(s) of the Playground Development Working Group for the 2026-27 Municipal Year.

Independent Member(s) to sign the Declaration of Acceptance of Office form and to complete the Register of Interests form.

Independent Person(s)

The Playground Development Working Group needs to agree a date to meet.

At the first meeting, a Chairperson will be elected, Terms of Reference will be approved and a discussion will take place about possible funding sources for playground development.

2026-27/047

Appointment of a Councillor to be the Social Media Chairperson Champion

Councillors are asked to appoint a "Social Media Champion", who will post on the Facebook and WhatsApp Groups that cover the Parish, especially:

- Newtoft News,
- The Real Newtoft News
- Tudor Close group
- Plus any other suitable groups.

The aim will be to let residents know about meetings, events and other Council business, and to post on a fairly regular basis.

The Clerk / Consultant to the Council will provide information to be posted, the Social Media Champion should refer any queries from residents to the Clerk.

Resolution:

Toft Newton Parish Council resolve that Councillor (insert names) be appointed to serve as the Social Media Champion for the 2026-27 Municipal Year.

2026-27/048

Adoption of Revised Standing Orders

During the meeting with the Internal Auditor for 2025-26 held in May, the Internal Auditor stated that a new version of NALC Model Standing Orders had been published.

Locum Proper Officer

The Locum Proper Officer will outline the changes and provide printed copies of the revised Standing Orders.

As per the version adopted on the 3rd March 2026, these are **MANDATORY**, and therefore must be adopted.

Resolution:

Toft Newton Parish Council resolve to adopt an edited version of the NALC Model Standing Orders (England) 2018, as updated in 2022 and 2025, as our own Standing Orders, and further resolve that this updated version will apply from the next Parish Council meeting.

Note: The “Guidance for Members of the Public Present at Parish Council Meetings” also adopted on the 3rd of March 2026, remains unchanged.

Adoption of Revised Financial Regulations

During the meeting with the Internal Auditor for 2025-26 held in May, the Internal Auditor stated that a new version of NALC Model Financial Regulations had been published.

The Consultant to the Council will outline the changes and provide printed copies of the revised Financial Regulations.

As per the version adopted on the 3rd March 2026, these are **MANDATORY**, and therefore must be adopted.

Resolution:

Toft Newton Parish Council resolve to adopt an edited version of the NALC Model Financial Regulations 2025, as our own Financial Regulations, and further resolve that this updated version will apply from the conclusion of this meeting.

2026-27/049

Adoption of the Transparency Code

During the meeting with the Internal Auditor for 2025-26 held in May, the Internal Auditor asked if Toft Newton Parish Council had an up-to-date Transparency Code.

**Locum
Proper
Officer**

As no up-to-date version existed the Locum Proper Officer has produced an updated version that the Council needs to adopt. This is **MANDATORY**, therefore it must be adopted.

Resolution:

Toft Newton Parish Council resolve to adopt the Transparency Code and the accompanying HM Government Transparency Code for Smaller Authorities which will apply from the conclusion of the meeting.

2026-27/050

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

**Locum
Proper
Officer**

Once the main documents have all been accepted, on the advice of the 2025-26 Internal Auditor, Councillors are asked to sign a form to confirm that they accept them.

Councillors are asked to reconfirm their commitment (this will be on an annual basis going forward) to the:

- West Lindsey District Council – Code of Conduct
- Toft Newton Parish Council – Standing Orders
- Toft Newton Parish Council – Financial Regulations
- HM Government – Transparency Code
- ICO – Publication Scheme

2026-27/051

Adoption of Legal, Operational and Financial Policies, Procedures and Protocols (Mandatory)

**Locum
Proper
Officer**

As part of the ongoing review of the policies of Toft Newton Parish Council, the Locum Proper Officer is asking the Council to approve the following **MANDATORY** policies.

- Complaints Policy
- Vexatious Complaints Policy
- Equality, Diversity and Inclusion Policy Statement
- Anti-Harassment Policy (Sexual and General)
- Modern Slavery Policy
- Safeguarding Vulnerable People Policy
- Communication Policy

Resolution:

Toft Newton Parish Council resolve to adopt the policies as detailed above and further resolve these policies will apply from the conclusion of this meeting.

Adoption of Legal, Operational and Financial Policies, Procedures and Protocols (Advisory)

As part of the ongoing review of the policies of Toft Newton Parish Council, the Locum Proper Officer is asking the Council to approve the following **ADVISORY** policies.

- Environmental and Sustainability Policy
- Menopause Policy
- Domestic Abuse Policy
- Social Media Policy

Resolution:

Toft Newton Parish Council resolve to adopt the policies as detailed above and further resolve these policies will apply from the conclusion of this meeting.

2026-27/052

Report by the Responsible Financial Officer – 2024-25 Year End Process

**Locum
Responsible
Financial
Officer**

- Councillors are asked to note the outcome of the 2024-25 Year End Process.

2026-27/053

Report by the Responsible Financial Officer – 2025-26 Internal Audit

**Locum
Responsible
Financial
Officer**

- Councillors are asked to note the contents of the report from the Internal Auditor.

- Councillors are asked to agree to the action plan prepared by the Responsible Financial Officer to ensure that all actions suggested by the Internal Auditor are met in full by the end of the 2026-27 Financial Year.
- Any issues that need discussing in a closed section of the meeting will be discussed at 2026-27/061.
- Councillors are asked to consider the report on switching to gov.uk e-mail addresses for all Councillors, employees and relevant volunteers.

Resolution 1:

Toft Newton Parish Council resolve to move to the Parish Online Premium Package as outlined in the report above, and that this move to Parish Online should be implemented as soon as possible.

And

Resolution 2:

Toft Newton Parish Council resolve that funding be allocated on an ongoing basis into the E-mail Provision budget heading / expenditure code E/029, and that the budget of £200 in Website Support E/027 for 2026-27 be reallocated to E/029 and split across the 2027-28 and 2028-29 financial years to go towards meeting the increased costs.

2026-27/054

Signing of 2025 AGAR Forms

- The Chair and the Responsible Financial Officer to sign the AGAR in the required places.
- The Proper Officer will submit the following forms and documents to PKF Littlejohn LLP following this meeting:
 1. AGAR Form 2 (pages 1-6).
 2. 2025-26 Internal Audit Report.
 3. Action Plan to meet any issues identified during the 2025-26 Internal Audit.
 4. Action Plan Update on 2024-25 Internal Audit Report – dated 31/03/2026, produced by the former RFO.
 5. List of payments in Excess of £100.
 6. Analysis of Variances.
 7. Bank Reconciliation Table.
 8. Notice of Exercise of Public Rights.
 9. Contact Details Form for the Locum RFO.

**Chairperson
& Locum
Responsible
Financial
Officer**

2026-27/055

Report by the Responsible Financial Officer – Year To Date

- To receive an update of the 2026-27 year to date position.
- To approve payments due to be made.
- To agree to the amendments to the 2026-27 draft budget headings and cost codes, and to agree to these being copied over to 2027-28.
- To agree the Football Pitch Hire Charges Protocol.

**Locum
Responsible
Financial
Officer**

Resolution:

Toft Newton Parish Council resolve to accept the formal Football Pitch Hire Charges Protocol as circulated.

2026-27/056	Bank Mandate Update • Councillors R Gibbs, J Roson and B Carpenter and the Locum RFO to sign the outstanding parts of the Bank Mandate Form. • Once all signatures are completed and the form has been checked it can be sent to The Co-operative Bank to add Councillor B Carpenter as a new signatory. • As previously agreed, all payments will require two account signatories to approve them, via the online system.	Locum Responsible Financial Officer
2026-27/057	HMRC Approved Mileage Rates Councillors are asked to note the change in HMRC approved mileage rates that apply from the 1st of March 2026 and the 6th of April 2026, as per the report attached. Councillors are asked to approve the increase in the HMRC approved mileage rates being paid to employees, Councillors and volunteers, and back dated to the date of the changes. Resolution 1: <i>Toft Newton Parish Council resolve to adopt the new HMRC approved mileage rates as detailed for employees, Councillors and volunteers.</i> Resolution 2: <i>Toft Newton Parish Council resolve that these updated rates will apply from the dates as approved by HMRC, those being: 1st of March 2026 for electric cars and the 6th of April 2026 for petrol and diesel cars, with the appropriate uprated backpay being paid on the July 2026 pay day.</i> Councillors are asked to note that adopting these revised rates will mean that various documents as referred to in the report will need to be updated, and revised versions will need to be approved at a future Parish Council meeting.	Consultant to the Council

As part of the ongoing review of the policies of Toft Newton Parish Council, the Consultant to the Council is asking the Council to approve the following **MANDATORY** policies.

- Pay Policy
- Employee and Volunteer Expenses Policy
- Homeworking Policy
- Flexible Working Policy
- Equality and Diversity in Employment Policy
- Annual Leave Policy
- Emergency Dependents Leave Policy
- Carer's Leave Policy
- Compassionate Leave Policy
- Maternity, Paternity and Adoption Leave Policy & Forms
- Staff Appraisal Policy & Forms
- Whistleblowing Policy
- Disciplinary Policy
- Grievance Policy
- Training and Development Policy (applies to employees, Councillors and volunteers)
- Sick Leave Policy Statement

Resolution:

Toft Newton Parish Council resolve to adopt the policies as detailed above and further resolve these policies will apply from the conclusion of this meeting.

Adoption of Employment Related Policies, Procedures and Protocols (Advisory)

As part of the ongoing review of the policies of Toft Newton Parish Council, the Consultant to the Council is asking the Council to approve the following **ADVISORY** policies.

- Employee Code of Conduct
- Dignity at Work Policy

Resolution:

Toft Newton Parish Council resolve to adopt the policies as detailed above and further resolve these policies will apply from the conclusion of this meeting.

Dates Of Future Meetings:

- To note the dates of the future Parish Council meetings as detailed below.
- To review the start time of Parish and Parish Council meetings.
- A Parish Meeting on the Faldingworth Defence Limited appeal hearing in respect of the HSE varying their explosives

licence is to be held, prior to the 7th of July 2026 Parish Council meeting.

Consultations:

The following Local and National Consultations will be added to the 7th of July 2026 Agenda:

- Lincolnshire Minerals and Waste Local Plan – deadline: 31st July 2026
<https://www.letstalk.lincolnshire.gov.uk/mwplan-2026>.
- Permitted Development Rights; schools, assets of community value, defence and conservation – deadline: 5th August 2026
<https://www.gov.uk/government/consultations/permitted-development-rights-schools-assets-of-community-value-defence-and-conservation>.
- Time off for public duties – deadline: 4th September 2026
<https://www.gov.uk/government/consultations/time-off-for-public-duties>.

Councillors are asked to note and share the following with local residents:

You can now get the latest news from Toft Newton Parish Council straight to your computer, tablet or phone, all you need to do is subscribe to our RSS feeds.

The 'latest news' feed link you need to subscribe to is:

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

The 'events' feed link you need to subscribe to is:

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

You may need a dedicated RSS feed reader to view the content and for it to make sense.

2026-27/060

Exclusion Of The Public and Press

Chairperson

- To resolve to exclude any members of the public or press.

Resolution:

In accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960, as amended by section 100a of the Local Government Act 1972, schedule 12a, members of the public and press are now required to vacate the premises, so that confidential discussions can take place.

Part B – Closed Meeting

Agenda Item Number	Business to be Transacted	Member / Officer
2026-27/061	Report by the Responsible Financial Officer – 2025-26 Internal Audit • Confidential discussion about any points from the 2025-26 Internal Audit that need addressing. • Agree to any relevant actions to be taken.	Locum Responsible Financial Officer

2026-27/062	Pensions Councillors are asked to give consideration to the report (previously circulated) on providing pensions for Toft Newton Parish Council employees.	Locum Responsible Financial Officer
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Resolution:
Toft Newton Parish Council resolve to adopt a workplace pension, as per the report, and enroll employees into the pension scheme, if they wish to join, and to back date this to the beginning of the 2026-27 tax year.

Note: If the Parish Council resolve to start paying into a pension scheme, then a pensions policy will be required.

2026-27/063	Pensions Policy Councillors are asked to adopt the Pension Policy (previously circulated)	Locum Responsible Financial Officer
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Resolution:
Toft Newton Parish Council resolve to adopt the pension policy and further resolve that this policy will apply from the 6th of April 2026.

Date and time of upcoming meetings:

Meetings are held at Toft Newton Village Hall, Washington Drive, Newtoft, near Market Rasen, Lincolnshire, LN8 3NN.

(tbc)	(tbc)	Personnel Committee Meeting
(tbc)	(tbc)	Playground Development Working Group
Tuesday, 7 th July 2026	6:30pm	Parish Meeting
Tuesday, 7 th July 2026	Upon closure of business of the Parish meeting	Parish Council Meeting
Tuesday, 8 th September 2026	6:30pm	Parish Council meeting
Tuesday, 8 th September 2026	Upon closure of business of the Parish Council meeting	Personnel Committee meeting
Tuesday, 3 rd November 2026	6:30pm	Parish Council meeting
Tuesday, 12 th January 2027	6:30pm	Parish Council meeting
Tuesday, 2 nd March 2027	6:30pm	Annual Parish meeting
Tuesday, 2 nd March 2027	7:00pm	Parish Council meeting