

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 a Toft Newton Parish Council Personnel Committee meeting on **Thursday, the 2nd of July 2026**, at Toft Newton Village Hall, Washington Drive, NEWTOFT, Market Rasen, Lincolnshire, LN8 3NN, **commencing at 6pm.**

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,

M Lewis

Michael Lewis
Proper Officer

Saturday, 27th June 2026

Distribution list:

Parish Councillor R Nelson
Parish Councillor J Roson
Parish Councillor B Carpenter

Copied to:

Parish Councillor R Gibbs
Parish Councillor C Roson
Parish Councillor N Grimmett
Parish Councillor O Nelson
TNPC employees

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 – Personnel Committee Meeting

Thursday, 2nd July 2026 which commences at 18:00.

Toft Newton Village Hall, Washington Drive, Newtoft, Nr. Market Rasen, Lincolnshire, LN8 3NN.

Members Expected:

Parish Councillors R Nelson, J Roson, B Carpenter.

Officers Expected:

Proper Officer

Part A – Public Meeting

Agenda Item Number	Business to be Transacted	Resolutions / Actions
2026-27/064	Attendance The Proper Officer will make a record of: • 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
2026-27/065	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>	Locum Proper Officer
2026-27/066	Declaration of Interests • Receive and record any declarations of pecuniary or non-pecuniary interests in relation to any agenda items listed below, in accordance with the Localism Act 2011. • Record any dispensations given to Councillors by the Proper Officer in respect of any agenda items listed below. <i>Please note: declarations of interest can be made at any point during the meeting.</i>	Councillors
2026-27/067	Election of a Chairperson of the Personnel Committee • In accordance with the Local Government Act 1972, a Chairperson needs to be elected for the 2026-27 Municipal Year.	Locum Proper Officer

Resolution:

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

- Chairperson to sign the Declaration of Acceptance of Office Form.

2026-27/068	Public Participation • 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. <i>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.</i>	Members of the Public
2026-27/069	Update on Clerk's Role • Non-confidential update on the vacant Clerk's role.	Locum Proper Officer
2026-27/070	Approval of the Terms of Reference Councillors are asked to approve the Terms of Reference which govern how the Personnel Committee will function during the 2026-27 Municipal Year.	Chairperson
2026-27/071	Annual Work Plan The Personnel Committee are asked to note the contents of the Annual Work plan, the Management of Risks document and the list of Policies, all of which show when various tasks have to be repeated throughout a year, how often policies and risk assessments need to be reviewed.	Locum Proper Officer
2026-27/072	Approve the Job Description and Person Specifications of all posts The Personnel Committee are asked to approve the following: • Parish Council Clerk, Responsible Financial Officer and Proper Officer: ○ Job Description ○ Person Specification • Playground Warden: ○ Job Description ○ Person Specification Both job roles should be reviewed fully every three years, ensuring the post holders duties still align with the duties that are undertaken.	Locum Proper Officer
2026-27/073	Plan for the 2026-27 Municipal Year Councillors are asked to note the Personnel Committee's work plan: • Clerk's Probationary Reviews due at the end of three and six months in post, with annual Appraisals due in August.	Chairperson

- Playground Warden's Appraisal due in August 2026.
- Consider introducing a Safer Recruitment Policy.
- Review Salaries and progression through the scp range, as applicable to each job role in September 2026.
- Consider committing to paying the Living Wage (as set by the Living Wage Foundation) rate as a minimum for both posts, September 2026.
- Take all proposed changes to Policies, Terms and Conditions and Rates of Pay to the November 2026 Full Council Meeting for approval by the full council.

2026-27/074	Dates and Times of Future Meetings Dates Of Future Meetings: • Councillors are asked to note the dates of the future Parish Council meetings as detailed below – the next Personnel Committee meeting will be held immediately after the September Parish Council meeting.	Locum Proper Officer
2026-27/075	Exclusion Of The Public and Press • To resolve to exclude any members of the public or press.	Chairperson

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
2026-27/076	Update on Clerk's Role • Confidential discussion about the recruitment of a new Clerk.	Locum Proper Officer
2026-27/077	Discussion around the Clerk hours • Councillors are asked to approve a move to an annualized hours system of 156 hours being spread across the year to allow for better time management during busier periods. • Councillors are further asked to approve an additional pot of annualized hours to be used as overtime, if and when needed – these will be in addition to the contracted hours.	Locum Proper Officer

Date and time of upcoming meetings:

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

Tuesday, 7th July 2026

6:00pm

Parish Meeting

Tuesday, 7 th July 2026	Upon closure of business of the Parish meeting	Parish Council meeting
Tuesday, 8 th September 2026	6:00pm	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	6:00pm	Parish Council meeting
Tuesday, 12 th January 2027	6:00pm	Parish Council meeting
Tuesday, 2 nd March 2027	6:00pm	Annual Parish meeting
Tuesday, 2 nd March 2027	6:30pm	Parish Council meeting