

Toft Newton Parish Council

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Minutes of the Personnel Committee Meeting

Thursday, 2nd of July 2026

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

Members Present:

Parish Councillors R Nelson, J Roson and B Carpenter

Parish Councillor R Gibbs attended as an observer.

In attendance:

Michael Lewis, Locum Proper Officer

There were no members of public present.

Meeting started at 18:03

Part A – Public Meeting

Agenda Item Number	Business Transacted
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2026-27/064	Attendance
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The Locum Proper Officer has recorded the attendance of this meeting above.

The Locum Proper Officer stated that Parish Councillors can attend meetings of any committee or working groups even if they are not a member of that committee or working group, however, non-members can only attend in an observer capacity, unless they have been asked to substitute for a member who cannot attend.

2026-27/065	Apologies
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All members of the Personnel Committee were present.

In accordance with the Local Government Act 1972, apologies were received and noted by the Committee from:

- Parish Councillor N Grimmett – who was unable to attend in the capacity of an observer due to work commitments.

2026-27/066	Declaration of Interests
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No declarations of interest were recorded.

2026-27/067	Election of a Chairperson of the Personnel Committee
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Toft Newton Parish Council's Standing Orders 2026 v002, stipulate that when the Chairperson of the Parish Council serves on a Committee, they shall automatically become the Chair of the Committee.

However, to ensure that the Personnel Committee can have a limited degree of independence from the Parish Council Chairperson, the role of Chair was opened up to all Councillors on the Committee.

It was agreed by all Councillors that the Parish Council Chairperson take on the role of the Chair of the Personnel Committee.

Resolution:

Toft Newton Parish Council resolved that Councillor Robert Nelson be elected to serve as the Chairperson of the Personnel Committee for the 2026-27 Municipal Year.

Councillor R Nelson as the Chairperson of the Personnel Committee signed the Declaration of Acceptance of Office Form.

2026-27/068 Public Participation

As there were no members of the public present, there was no public participation.

2026-27/069 Update on Clerk's Role

The Locum Proper Officer provided an update on the role.

In March 2026, Councillor's R Nelson and B Carpenter and the Locum Proper Officer met with two candidates for informal conversations regarding the role.

Paul Holt was appointed and took up the post on the 1st of April 2026, he resigned during his probationary period and his last day was the 22nd of June 2026.

Lesley Keast who also attended an informal conversation, has a background in both a community role within a local authority and as a Chartered Accountant.

Following the resignation of Paul Holt, the Locum Proper Officer reached out to ask if Lesley Keast was still interested in the role.

Following some back-and-forth correspondence, Lesley Keast has agreed to become the Parish Council Clerk, Responsible Financial Officer and Proper Officer for Toft Newton Parish Council – her first meeting will be the 7th of July 2026 Parish Council meeting.

2026-27/070 Approval of the Terms of Reference

The Terms of Reference were adopted for the 2026-27 Municipal Year – these set out how the Personnel Committee will function.

2026-27/071 Annual Work Plan

The Personnel Committee were 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 and how often policies and risk assessments need to be reviewed. These detail the work of the Council, more specifically of the Clerk's role.

These were produced to make it easier for the new Clerk to know what needs doing and when it needs doing. The Chairperson was impressed by the level of detail.

- 2026-27/072 Approval of the Job Description and Person Specifications of all posts**
 The Personnel Committee approved the job descriptions and person specifications for both posts, those being:
- Parish Council Clerk, Responsible Financial Officer and Proper Officer.
 - Playground Warden.
- Both job roles should be reviewed fully every three years, ensuring the post holders duties still align with the duties that are undertaken, therefore in 2029, the Personnel Committee will need to review these with the post holders.
- There was a discussion around Disclosure and Barring Service checks, at the moment it is not mandatory for either post to have a DBS check, there was general consensus that this can remain, and if either or both posts require them in the future, then we will ensure the post holders undertake these checks.
- It was noted that the Playground Warden has an Enhanced Disclosure for her main job.
- 2026-27/073 Plan for the 2026-27 Municipal Year**
 The Personnel Committee noted the Personnel Committee's work plan:
- Clerk's Probationary reviews are due at the end of three and six months in post, with annual Appraisals due in August – the new Clerk's Probationary reviews will be due at the beginning of October 2026 and January 2027.
 - Playground Warden's Appraisal is 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 Events and Future Meetings**
 Councillors noted the dates of future meetings as detailed at the end of these minutes.
- 2026-27/075 Exclusion Of The Public and Press**
 As there were no members of the press or public present there was no need to resolve to hold the following discussions in private.

Part B – Confidential Section

Agenda Item Business Transacted Number

- 2026-27/076 Update on the Clerk's Role**
 There was no further information to discuss.

- 2026-27/077 Discussion around the Clerk hours**

Councillors were asked to approve a move to an annualised hours system of 156 hours being spread across the year to allow for better time management during busier periods.

Councillors were further asked to approve an additional pot of annualised hours to be used as overtime, if and when needed – these will be in addition to the contracted hours and must be approved in advance.

The Locum Proper Officer presented three options for annualised over time, these being option 1 – 13 hours, option 2 – 26 hours and option 3 – 39 hours annually.

Resolution 1:

The Personnel Committee resolved to accept the formalisation of an annualised hours scheme to be implemented upon the appointment of the next Parish Council Clerk.

and

Resolution 2:

The Personnel Committee resolved to recommend that the Full Council accept Option 2 (26 hours) with regards to implementing an annualised pot of overtime hours that can be used during peak periods, and during the induction of a new Clerk.

These resolutions will be taken to the Full Council on the 7th of July 2026.

Meeting ended at 18:37

Please note:

In accordance with our 2026 Standing Orders, these minutes will be distributed to Councillors and made available on the Toft Newton Parish Council website in draft form within 28 days of the meeting taking place.

Additionally, in accordance with our 2026 Publication Scheme, draft and final documents that contain signatures or other identifying features such as addresses, phone numbers, etc., will be redacted prior to being uploaded to the website.

Approved by Toft Newton Parish Council	Date:
Personnel Committee Chair's signature:	

Date and time of upcoming meetings:

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

Tuesday, 7 th July 2026	6:00pm	Parish Meeting – Faldingworth Defence Limited Appeal Hearing
Tuesday, 7 th July 2026	6:30pm	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