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 Monday, the 12th of October 2026, at Toft Newton Village Hall, Washington Drive, NEWTOFT, Market Rasen, Lincolnshire, LN8 3NN, commencing at 18:00.

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,

L Keast

Lesley Keast
Proper Officer

Distribution list:
Parish Councillor R Nelson
Parish Councillor J Roson
Parish Councillor B Carpenter
Consultant to the Council M Lewis

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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

Tuesday, 10th October 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
Consultant to the Council

Part A – Public Meeting

Agenda Item Number	Business to be Transacted	Resolutions / Actions
2026-27/132	**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.	**Proper Officer**
2026-27/133	**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. *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.*	**Proper Officer**
2026-27/134	**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. *Please note: declarations of interest can be made at any point during the meeting.*	**Councillors**
2026-27/135	**Approval of the Minutes of the previous Personnel Committee Meeting** • Councillors are asked to approve the minutes of the 8th September 2026 Personnel Committee meeting. To consider any matters arising from the minutes and addendum to the minutes.	**Proper Officer**

2026-27/136	**Resolution to exclude members of the public and press** • The Personnel Committee resolve to exclude members of the public and press and make this part of the Personnel Committee meeting closed. ***Resolution:*** *Toft Newton Personnel Committee resolve that the next section of the meeting be closed to the public and press.*	**Proper Officer**
CLOSED MEETING		
2026-27/137	**Resolution to hold interviews or informal discussions with a shortlist of candidates for the role of Playground Warden** • The Personnel Committee to agree a shortlist .of candidates for the role of Playground Warden • The Personnel Committee to decided whether to hold interviews of informal discussions ***Resolution 1:*** *Toft Newton Personnel Committee agree the shortlist for the role of Playground Warden.* ***Resolution 2:*** *Toft Newton Personnel Committee resolve to hold interviews with the agreed shortlist of candidates* *Or* ***Resolution 2:*** *Toft Newton Personnel Committee resolve to hold informal discussions with the agreed shortlist of candidates*	**Chair**

Date and time of upcoming meetings:

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

Tuesday, 27th October 2026	6:00pm	Parish Council meeting
Tuesday, 12th January 2027	6:00pm	Parish Council meeting
Tuesday, 2nd March 2027	6:00pm	Annual Parish meeting
Tuesday, 2nd March 2027	6:30pm	Parish Council meeting