Toft Newton Parish Council

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2026-27 Civic Year – Parish Councillor attendance at Parish Council meetings

Parish Councillors	Annual Parish Council 05/05/2026	Parish Council 05/05/2026	Personnel Committee 05/05/2026	Extraordinary Parish Council 23/06/2026	Personnel Committee 02/07/2026	Parish Meeting 07/07/2026	Parish Council 07/07/2026	Personnel Committee 08/09/2026	Parish Council 08/09/2026	Personnel Committee – Closed 12/10/2026	Parish Council 27/10/2026	Parish Council 12/01/2027	Annual Parish Meeting 02/03/2027	Parish Council 02/03/2027
Rob Nelson	✓	✓		✓	✓	✓	✓	✓	✓					
Russ Gibbs	Apol (medical)	Apol (medical)		✓	Obs	Apol (family)	✓	Obs	✓	N/E				
Jackie Roson	✓	✓		✓	✓	✓	✓	✓	✓					
Bridgett Carpenter	✓	✓	Can	✓	✓	✓	✓	X	✓					
Carlos Roson	Apol (work)	Apol (work)		Apol (work)	N/E	Apol (work)	Apol (work)	N/E	Apol (work)	N/E				
Nicola Grimmett	✓	✓		✓	N/E	✓	✓	N/E	✓	N/E				
Oliver Nelson	✓	✓		✓	N/E	✓	✓	Sub	✓	N/E				

Independent Members	Annual Parish Council 05/05/2026	May Parish Council 05/05/2026	May Personnel Committee 05/05/2026	Extraordinary Parish Council 23/06/2026	Personnel Committee 02/07/2026	Parish Meeting 07/07/2026	July Parish Council 07/07/2026	September Personnel Committee 08/09/2026	September Parish Council 08/09/2026	Personnel Committee – Closed 12/10/2026	October Parish Council 27/10/2026	January Parish Council 12/01/2027	Annual Parish Meeting 02/03/2027	March Parish Council 02/03/2027

Clerk	Annual Parish Council 05/05/2026	May Parish Council 05/05/2026	May Personnel Committee 05/05/2026	Extraordinary Parish Council 23/06/2026	Personnel Committee 02/07/2026	Parish Meeting 07/07/2026	July Parish Council 07/07/2026	September Personnel Committee 08/09/2026	September Parish Council 08/09/2026	Personnel Committee – Closed 12/10/2026	October Parish Council 27/10/2026	January Parish Council 12/01/2027	Annual Parish Meeting 02/03/2027	March Parish Council 02/03/2027
Paul Holt	✓	✓	Can											
Michael Lewis	Advisory	Advisory		✓	✓	Advisory	Advisory	Advisory	Advisory					
Lesley Keast						✓	✓	✓	✓					

Key

✓	Attended
Apol	Did not attend, but sent apologies which were duly accepted as per the limited stipulations contained within the Local Government Act 1972
Noted	Did not attend, but sent apologies which were noted as per the limited stipulations contained within the Local Government Act 1972
X	Did not attend, apologies not sent
N/E	Not expected to attend committee meeting
Sub	Substituted for a Councillor who was unable to attend a committee meeting
Obs	Not expected to attend but attended as an observer
Advisory	Attended in an advisory capacity
Can	Meeting cancelled

Note: Councillors are not required to attend the Annual Parish Meeting, nor additional Parish Meetings. When the Chairperson of the Parish Council attends the Annual or additional Parish Meetings organised by the Proper Officer, they assume the role of Chairperson for that meeting. If the Chairperson is not present, but other Councillors are, they would assume the role of Chairperson in order of seniority e.g., Vice-Chairperson, Chairperson of Personnel Committee, longest serving Councillor, etc.

Note: In accordance with the Local Government Act 1972, s.85, Councillors who miss meetings for six consecutive months will either cease to be a Councillor, or they can be granted a dispensation to remain in post by the rest of the Councillors voting for such a dispensation, before the end of the six-month period. Toft Newton Parish Council meet every other month, that means if a Councillor misses three consecutive Parish Council meetings, they risk losing their seat. If apologies are "accepted" as opposed to "noted", then the six month rule does not apply.

Reasons for absence:

The Local Government Act 1972, states that Councillors are automatically excused from attending Parish Council meetings, and apologies granted if they are currently serving His Majesty's Government;

- in the Armed Forces, and are on a tour of duty,
- performing Jury Service, and are sequestered,
- in prison for less than three months (under the Localism Act 2011, separate eligibility and disqualification criteria may apply).

Apologies are also automatically granted if a Councillor is attending His Majesty's Court;

- as a witness,
- in a professional capacity, such as an expert witness, police officer, magistrate, etc.,
- or as a defendant.

Additionally, apologies are automatically granted if the Parish Councillor is also a Councillor of the Principal Authority, and they are attending a meeting of said Principal Authority.

Or if the Parish Councillor is attending an event or function either as the Mayor of the Parish Council or at the request of the Mayor or Chairperson of the Principal Authority, the local Lord-Lieutenant or High Sheriff.

Apologies may be approved by the Parish Council, if Councillors are unable to attend a Parish Council meeting in a limited number of circumstances, these include.

- Medical: being in hospital, attending a medical appointment, or being too ill to attend the meeting.
- Family: needing to provide emergency dependent care, pre-planned holidays or special events.
- Work: being unable to attend due to working, travelling to or from work, or when the meeting is at a time when a shift worker is sleeping.
- Emergencies: such as breaking down while travelling to the meeting, public transport delays, adverse weather, or power cuts, etc.

At the discretion of the Full Council, Parish Councillors may have their absence approved for other reasons.

The Proper Officer is required to note the reasons for absence in the minutes, if doing so would not breach the Data Protection Act 2018.

Such information may be requested as part of a Freedom of Information request, therefore, it is important to record accurate information, even if it is not publicly available in the minutes of the meeting.

If apologies are approved, there is no need to consider the Local Government Act 1972 s.85, however, if apologies are not received, or not approved, or if a Councillor is likely to be unable to attend meetings for a period of time, such as due to serious illness, Councillors should be aware that they may lose their seat.

Apologies that are received and approved should be recorded in the Minutes as:

> In accordance with the Local Government Act 1972, apologies were received and accepted by the Council from:
>
> Councillor (initial of first name and surname) reason (if appropriate to disclose)

Apologies that are received but not approved by the Council should be recorded in the Minutes as:

> In accordance with the Local Government Act 1972, apologies were received and noted by the Council from:
>
> Councillor (initial of first name and surname) reason (if appropriate to disclose)

The Local Government Act 1972 (the act), s.85 states that a Councillor who misses meetings for six months ceases to be a Councillor, if apologies were not received, or absences were not approved.

The Full Council can approve a dispensation under the terms of the act if a Councillor is working away or overseas for a fixed term, has a long-term illness, or if certain other circumstances apply, such a dispensation must be approved in a public meeting, prior to the six months expiring.

The act requires that the above applies to all elected and co-opted Councillors, or co-opted members of a committee or working group at all levels of Council (Town and Parish, District, County or Unitary).

Briefing produced by Michael Lewis. 22nd of May 2026.