Toft Newton Parish Council

E-mail: clerk@toftnewtonparishcouncil.gov.uk
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Minutes of the Personnel Committee Council Meeting

Tuesday, 12th October 2026 Toft Newton Village Hall, Washington Drive, Newtoft, near Market Rasen, Lincolnshire, LN8 3NN.

Members Present:
Parish Councillor R Nelson (Chairperson)
Parish Councillor B Carpenter

In attendance:
Lesley Keast, Parish Council Clerk / Responsible Financial Officer / Proper Officer
Michael Lewis, Consultant to the Council
There were no members of public present

Meeting started at 18:05

Parish Council Meeting

Agenda Item Number	Business Transacted
2026-27/132	**Use of AI App Otter.ai to record meeting** Consultant to the Council briefly explained the reasoning behind use of AI to record meetings, and asked that the Personnel Committee agree that it could be used as a test. Toft Newton Parish Council Personnel Committee resolved that Otter AI can be used to record this meeting. It was agreed to look at other apps, ensuring they are free and meet needs.
2026-27/132	**Attendance** The Proper Officer has recorded the attendance of this meeting above.
2026-27/133	**Apologies** In accordance with the Local Government Act 1972, apologies were received and accepted by the Council from: • Parish Councillor J Roson – family commitments prevented her attending.
2026-27/134	**Declaration Of Interests** There were no new declarations of interest registered by Councillors with regards to the content of this agenda.
2026-27/135	**Approval of Minutes of the Previous Personnel Committee Meeting**

 Initialled by the Chair: _____

The minutes for the previous Personnel Committee meeting held on the 8th September 2026 were approved, unanimously. The Chairperson signed these minutes.

2026-27/137 **Resolution to exclude members of the public and press**
Toft Newton Personnel Committee resolved that the next section of the meeting be closed to the public and press.

CLOSED MEETING

2026-27/137 **Resolution to hold interviews or informal discussions with a shortlist of candidates for the role of Playground Warden**
Toft Newton Personnel Committee agreed the shortlist had one applicant.

Toft Newton Personnel Committee resolved to hold.informal discussions with the agreed shortlist of one candidate.

Meeting ended at 18:22

Summary Of Action Points

Agenda Item Number	Action Point / Who Is Responsible For The Action
2026-27/137	Chair to hold informal discussion with applicant to assess ability and willingness of applicant to complete job as required by TNPC. Consultant to the Council to share the weekly check sheet, risk assessment sheet, right to work forms Chair to share forms with applicant Clerk to request NM and JM to repair playground and pay for time Consultant to the Council to hold induction with applicant

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 Chair's signature:	Date:

Date And Time Of Upcoming Meetings:

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

Initialled by the Chair: _____

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

In accordance with the Data Protection Act 2018, Toft Newton Parish Council is registered with the Information Commissioner's Office, our registration number is: ZB987594

Initialled by the Chair: _____