

Toft Newton Parish Council

E-mail: clerk@toftnewtonparishcouncil.gov.uk

SUMMONS

Dear Councillor,

You are hereby summoned to attend a Finance and Personnel meeting of Toft Newton Parish Council on **Tuesday, the 21st of April 2026**, at Toft Newton Village Hall, Washington Drive, NEWTOFT, Market Rasen, Lincolnshire, LN8 3NN, commencing at 6:30pm.

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,

Michael Lewis

**Michael Lewis, Dip Psy (ICS), CertHE (Glouc), MIOEE
Retired Parish Council Clerk, Responsible Financial Officer and Proper Officer**

Thursday, the 16th of April 2026

Distribution list:

Parish Councillor R Nelson (Chair of Parish Council)
Parish Councillor R Gibbs (Vice Chair of Parish Council)
Parish Councillor B Carpenter
Parish Councillor C Roson
Parish Councillor J Roson
District Councillor S Hague
District Councillor D Rodgers
District Councillor P Swift
County Councillor J Smith
Toft Newton Parish Council employees
The Rt Hon. Sir Edward Leigh, MP

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

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AGENDA

Agenda item number	Item for discussion / resolution	Responsible member or officer
2025-26/04/1	<p>Attendance</p> <ul style="list-style-type: none"> Record of Parish Councillors present. Record of Ward and Division Councillors present. Record of any guests or speakers present. Anonymised record of any members of the public present. 	Proper Officer
2025-26/04/2	<p>Apologies</p> <ul style="list-style-type: none"> Record of any apologies received. Note apologies in the minutes. Record of any approvals or dispensations given in respect of apologies received, in accordance with the Local Government Act of 1972. 	Proper Officer
2025-26/04/3	<p>Declaration of Interests</p> <ul style="list-style-type: none"> To receive declarations of interests by any member of the Council in respect of any agenda items listed below. To record any dispensations given to any members of the Council in respect of any agenda items listed below. <p><i>Note: declarations can be made at any point during the meeting.</i></p>	Parish Councillors
2025-26/04/4	<p>Introductions</p> <p>Councillors and Staff to Introduce themselves to the new Parish Council Clerk.</p> <p>The New Parish Council Clerk to Introduce themselves to the Councillors, Staff and members of the public.</p> <p>Resolution: <i>To confirm the appointment of Paul Holt as the Parish Council Clerk, Responsible Financial Officer and Proper Officer.</i></p>	Parish Councillors Staff
2025-26/04/5	<p>Public Participation</p> <p>To allow members of the public the opportunity to address the Council. A maximum of 5 minutes will be allocated to each member of the public.</p> <p>To allow for the Council to consider any points raised by members of the public.</p> <p><i>Note: As per the Toft Newton Parish Council Standing Orders, the maximum time allowed will be 15 minutes, each member of the public shall be limited to three minutes each.</i></p>	Members of the Public
2025-26/04/6	<p>Minutes</p> <p>To accept the minutes of the meeting held on Tuesday, the 3rd of March 2026 as a true record.</p> <p>To discuss and note any matters arising from the minutes of Tuesday, the 3rd of March 2026.</p>	Chair

2025-26/04/7	<p>Year End Process 2024-25 To receive an update by the Retired Responsible Financial Officer on 2024-25 year end.</p>	Responsible Financial Officer
2025-26/04/8	<p>Year End Process 2025-26 To receive an update by the Retired Responsible Financial Officer on the preparations for the 2025-26 year end.</p> <p>Councillors are asked to approve the following required policies to ensure year end compliance:</p> <ul style="list-style-type: none"> • Publication Scheme • Data Protection Policy • Data Protection for HR Policy • Data Breach Policy • Records Retention Policy • IT Policy • Accessibility Statement • Privacy Policy • Freedom of Information Requests • Subject Access Requests Procedure <p>Resolution: <i>To approve the policies as detailed above.</i></p> <p><i>Once approved these policies will be reviewed in May 2027.</i></p>	Responsible Financial Officer
2025-26/04/9	<p>Report by The Retired Responsible Financial Officer</p> <ul style="list-style-type: none"> • To receive an update of the 2026-27 year to date position. • To approve payments due to be made. 	Responsible Financial Officer
2025-26/04/10	<p>Approval of Financial Policies Councillors are asked to approve the following mandatory policies:</p> <ul style="list-style-type: none"> • Pay Policy • Annual Leave (Payment) Policy • Employees and Volunteers Expenses Policy • Members Allowances Policy • Expenses Claim Form <p>Resolution: <i>To approve the policies as detailed above.</i></p> <p><i>Once approved these policies will be reviewed in May 2027.</i></p>	Responsible Financial Officer
2025-26/04/11	<p>Consideration of Management of Risks Councillors are asked to note the Management of Risks Document that has been produced as a requirement of the Financial Regulations that were adopted on the 3rd of March 2026.</p> <p>This document will also be provided to the Insurers to try to bring down the renewal quote.</p>	Proper Officer
2025-26/04/12	<p>Consideration of Risk Assessments Councillors are asked to note the Risk Assessments produced by the Retired Proper Officer.</p>	Proper Officer
2025-26/04/13	<p>Bank Accounts: In view of the new Financial Regulations, which were required by both the Internal Auditor and the External Auditor, Councillors are asked to consider increasing the number of Councillors who are signatories on the</p>	Responsible Financial Officer

	<p>bank account from two Councillors to three or four Councillors. A minimum of two Councillors or the Responsible Financial Officer and one Councillor would be required to approve each payment once the mandate is in place.</p> <p>The new Responsible Financial Officer needs adding to the bank mandate.</p> <p>Resolution: <i>The Council agrees that additional Councillors and the new Responsible Financial Officer be added as authorised signatories to the bank account and that going forward all payments will require either two Councillors or the Responsible Financial Officer and one Councillor to approve each payment.</i></p> <p><i>Please note: to be added to the bank mandate, you will need to provide ID in the form of a passport, driving licence or birth certificate, and a recent utility or council tax bill, please bring these to the meeting so that the Retired Responsible Financial Officer can make copies.</i></p>	Councillors
2025-26/04/14	<p>Asset of Community Value, Land off Alexandra Road, Colloquially Known As The Big Wood</p> <p>To receive an update on the current situation with regards to The Big Wood.</p>	Clerk
2025-26/04/15	<p>Playground / Football Field Update</p> <p>Playground / Park:</p> <ul style="list-style-type: none"> To receive an update on winter maintenance of the park. To receive a general update on the park. <p>Football Field:</p> <ul style="list-style-type: none"> To receive an update on the football field. To receive an update on the usage of the football field. To receive an update on the Football Foundation Grant. <p>Establishment of a Playground Working Group:</p> <ul style="list-style-type: none"> Councillors are asked to join a working group to raise funds via grant applications to update the playground equipment. <p>Resolution: <i>That a working group be established to raise funds for updated playground equipment, and that this working group meets at least once a month, reporting to the full Council at Parish Council meetings.</i></p> <p>Councillors are asked to consider the non-mandatory Play Policy that would be used to support the provision of play, sports and recreation facilities in the parish.</p> <p>Resolution: <i>Councillors adopt the play policy.</i></p> <p><i>Once approved this policy will be reviewed in May 2027.</i></p>	<p>Clerk Playground warden</p> <p>Chair & Responsible Financial Officer</p>
2025-26/04/16	<p>Personnel Committee</p> <p>Councillors are asked:</p> <ul style="list-style-type: none"> To agree to form a Personnel Committee. To agree to the Terms of Reference for the said committee. 	Proper Officer

	<p>Resolution one: <i>That Councillors agree to set up a Personnel Committee.</i></p> <p>Resolution two: <i>That Councillors adopt the Terms of Reference for the Personnel Committee.</i></p>	
2025-26/04/17	<p>Approval of Personnel Policies</p> <ul style="list-style-type: none"> • Councillors are asked to approve the following mandatory policies: <ul style="list-style-type: none"> ○ Homeworking Policy ○ Flexible Working Policy ○ Equality and Diversity ○ Emergency Dependents Leave ○ Carers Leave Policy ○ Compassionate Leave Policy ○ Annual Leave Policy ○ Disciplinary Policy ○ Grievance Policy ○ Dignity at Work Policy ○ Antibullying Policy ○ Sexual and General Harassment Policy ○ Appraisal Procedure and Appraisal Form <p>Resolution: <i>To approve the policies as detailed above.</i></p> <p><i>Once approved these policies will be reviewed in May 2027.</i></p>	
2025-26/04/18	<p>Events</p> <p>Dates Of Future Meetings:</p> <ul style="list-style-type: none"> • To receive the updated calendar for 2026 as distributed by the Proper Officer, this includes all currently planned meetings and other useful / relevant dates. 	Proper Officer
2025-26/03/19	<p>Exclusion Of The Public and Press</p> <ul style="list-style-type: none"> • To resolve to exclude any members of the public or press. <p>Resolution: <i>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.</i></p>	Chair

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PART A: ITEM 6 – MINUTES OF THE MEETING HELD ON THE 10TH OF MARCH 2026

Minutes are to be added here for the March meeting only.

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PART A: ITEM 7 – YEAR END PROCESS 2024-25

At the time of producing these minutes there has been no official update on the most recent documents sent to PKF Littlejohn LLP, other than confirmation that the documents were received.

As soon as any further information becomes available, I shall make this available to Councillors.

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PART A: ITEM 8 – YEAR END PROCESS 2025-26

Financial Report

At the end of the Financial Year I produced a document based on the actions and recommendations in the 2024-25 Internal Audit Report, this document is attached and will be provided to the LALC Appointed Internal Auditor.

LALC have confirmed that the Internal Auditor for the 2025-26, and 2026-27 financial years will be: Lydia Hopton. We have not yet received any communication from the Internal Auditor. However, this is expected soon.

Information to be entered on to Form 2 of the Annual Governance Audit Return includes:

We also need to prove that each assertion is met, this includes ensuring the Council has in place the appropriate standards and practices, while these are improved on previous years, it is important to note that not every aspect of all assertions have been met in full at the end of the 2025-26 Financial Year, but with the approval of the policies below, and the appointment of a new Clerk, who is a Chartered Accountant, Toft Newton Parish Council will have no problem proving all assertion are met in full for the current and future Financial Years.

It is my view that Toft Newton Parish Council have met in part or fully the following assertions:

Assertion		Agreed			Assertion Met	
		Yes	No	N/A	In Full	Partially
1	We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓				✓
2	We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓				✓
3	We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓			✓	
4	We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓			✓	
5	We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and / or external insurance cover where required.	✓			✓	
6	We maintained throughout the year an adequate and effective system of internal	✓				✓

	audit of the accounting records and control systems.					
7	We took appropriate action on all matters raised in reports from internal and external audit.	✓			✓	
8	We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓			✓	
9	(For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s) / assets, including financial reporting and, if required, independent examination or audit.			✓		
10	We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	✓			✓	

Following the Financial Regulations that were approved on the 3rd of March 2026, will ensure full compliance with the 10 assertions for this year.

Policy Approval

Councillors are asked to approve the following required policies to ensure year end compliance:

- Publication Scheme
- Data Protection Policy
- Data Protection for HR Policy
- Data Breach Policy
- Records Retention Policy
- IT Policy
- Accessibility Statement
- Privacy Policy
- Freedom of Information Requests
- Subject Access Requests Procedure

Resolution:

To approve the policies as detailed above.

Once approved these policies will be reviewed in May 2027.

Toft Newton Parish Council

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<https://toft-newton.parish.lincolnshire.gov.uk>

31st March 2026

Actions from 2024-25 Internal Audit

The 2024-25 Internal Audit was carried out by J T Marsh of Doncaster. The actions and recommendations outlined in his Internal Audit are detailed below, along with Information about progress towards achieving these actions and recommendations.

Toft Newton Parish Council have appointed a new Parish Council Clerk / Responsible Financial Officer / Proper Officer. Paul Holt, is a Chartered Accountant. He takes up post on the 1st of April 2026.

Action	Completed	Date	Comments
Implement up to date Standing Orders.	Yes	03/03/2026	Approved by Full Council. https://toft-newton.parish.lincolnshire.gov.uk/downloads/file/47/2026-standing-orders
Implement up to date Financial Regulations.	Yes	03/03/2026	Approved by Full Council. https://toft-newton.parish.lincolnshire.gov.uk/downloads/file/49/2026-financial-regulations
Implement better financial monitoring by Councillors, either through establishing a Finance Committee or through Full Council meetings.	In progress		The newly adopted Financial Regulations cover this. We will be holding a Finance Meeting on the 21/04/2026.
Introduce time sheets and expenses claims using Microsoft Forms or similar, so that once completed, the information is automatically e-mailed to the RFO.	In progress		A new MS Word Expenses claim form has been produced for approval at the 21/04/2026 Finance Meeting.

Ensure the bank mandate is kept up to date and that at least two Councillors and the RFO have full access to the bank account. The mandate must be updated immediately when a change happens.	In progress		A new bank mandate form is ready to be signed by one additional Councillor and the newly appointed RFO at the Finance Meeting on the 21/04/2026.
Implement an Excel spreadsheet to capture accounts information and plot income and expenditure against the planned budget on a monthly basis. If grant income takes the Council's income and expenditure to a level where additional internal and external oversight would be required, then the Council should look at specialist accounting programmes, such as Scribe, Rialtas or Paris Council Accounts.	Yes	01/04/2025	Details Excel spreadsheet implemented for 2025-26 Financial Year. The Full Council will monitor the effectiveness of an Excel spreadsheet.
Report full transactions to Councillors at least quarterly, but ideally at every meeting.	In progress		
Comply with Assertion 10 prior to the end of the 2025-26 year, by setting up a gov.uk e-mail address for at least the Clerk.	Yes	09/09/2025	Free gov.uk account opened for the Clerk with ParishOnline.
To ensure that the website is regularly updated and ensure compliance with the latest accessibility standards.	In progress		Regular updates have been taking place since late 2025.
Set up accounts with suppliers where possible, so that payments are made upon receipt of an invoice rather than on personal debit or credit cards.	In progress		This is a requirement of the Financial Regulations adopted on the 03/03/2026.
Provide a business debit card to the next RFO to reduce the number of expenses claims being made.	In progress		The new RFO will complete the debit card request at the same time as the bank mandate on the 21/04/2026.
Recommendations	Completed	Date	Comments
The Council works to fill the two casual vacancies for Councillors which have been vacant for a number of years.	In progress		Updated posters are to be displayed in the Village Hall; the parish notice board and was posted on the website in September 2025 https://toft-newton.pariah.lincnlnshire.gov.uk/news/article/6/toft-newton-parish-council-are-currently-looking-for-two-new-parish-councillors- .
Introduce a Councillor's Expenses policy based on the recommendations of the West Lindsey District Council's Independent Remuneration Panel, so that Councillors can legitimately claim expenses.	In progress		A new Members' Allowances policy will be discussed at the Finance Meeting on the 21/04/2026.

Consider increasing the precept by 3% per year to keep up with rising costs.	Partly		The precept has been increased by 2% for 2026-27 with further 2% increases planned.
That Toft Newton Parish Council use the Internal Audit service provided by Lincolnshire Association of Local Councils (LALC) going forward to ensure compliance.	Yes	21/02/2026	Toft Newton Parish Council have signed up to use the LALC Internal Audit service for two years – covering the 2025-26 and 2026-27 financial years.

As I prepare to hand over to the new Clerk, I am confident that the systems, procedures and guidelines in place now, and those that will be agreed on the 21st of April 2026 at the Finance Meeting and those to be agreed on the 5th of May 2026 at the Annual Parish Council Meeting will stand Toft Newton Parish Council in good stead for the coming years.

Yours sincerely,

Michael Lewis, Dip Psy (ICS), CertHE (Glouc).
(Retiring) Parish Council Clerk, Responsible Financial Officer and Proper Officer

Toft Newton Parish Council

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PART A: ITEM 9 – YEAR TO DATE FINANCIAL REPORT

Financial Report

Bank balances:

31-03-2025 £5,885.22

31-03-2026 £9,299.88

16-04-2026 £20,336.52

Income received:

01-04-2026 West Lindsey District Council £10,608.00

Precept for 2026-27

01-04-2026 HMRC £428.86

HMRC Credit Built up over time

Expenditure:

There has been no expenditure between the beginning of April and the date of this agenda and report.

Payments for approval:

Councillors are asked to note and confirm the following payments.

Date due for payment	Payee	Amount (inc. VAT)	Reason	Power to spend
21-04-2026	HMRC – PAYE for March 2026	£18.60	PAYE	LGA 1972 s.112(2)
29-04-2026	Combined wages and PAYE bill for April 2026 (PAYE element will be paid to HMRC on the 21-05-2026)	£284.69	Wages	LGA 1972 s.112(2)
29-04-2026	Michael Lewis – Travel – March 2026	£46.20	Expenses	LG (FP)A 1963 s.5
29-04-2026	Michael Lewis – Work From Home Allowance – March 2026	£26.00	Expenses	LG (FP)A 1963 s.5
05-05-2026	Green Grass Contracting – Playing Field and Pitch	£100.80	Grass cutting	HA 1980 s.96
05-05-2026	Green Grass Contracting – Public Highway Verges	£118.90	Grass cutting	HA 1980 s.96(5)
06-05-2026	West Lindsey District Council	£114.00	Defibrillator Service	PHA 1936 s.234

We are still waiting for an invoice for the service and tightening of the Zip Wire. This is due to be £400.00 – the service was completed on the 13th of March 2026.

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PART A: ITEM 10 – APPROVAL OF FINANCIAL POLICIES

Councillors are asked to approve the following mandatory policies:

- Pay Policy
- Annual Leave (Payment) Policy
- Employees and Volunteers Expenses Policy
- Members Allowances Policy
- Expenses Claim Form

Resolution:

To approve the policies as detailed above.

Once approved these policies will be reviewed in May 2027.

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PART A: ITEM 11 – MANAGEMENT OF RISKS

Councillors are asked to note the contents of the Management of Risks document as attached. Completing this assessment was a requirement of the recently adopted Financial Regulations.

Toft Newton Parish Council

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PART A: ITEM 12 – RISK ASSESSMENTS

Councillors are asked to note the contents of the Risk Assessment documents as attached. Completing these assessment were a requirement of the recently adopted Financial Regulations.

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PART A: ITEM 14 – THE BIG WOOD UPDATE

Having recently counted the trees in The Big Wood, with the help of Natalie and her children, we believe there are in excess of 900 trees in The Big Wood, some of these are clearly very old, while others are small saplings, we also identified at least 26 different species of trees.

There are likely to be at least as many species of other plants, herbs, grasses and hedging.

The potential to turn this site into a biodiversity bank, known as a bio bank, must surely be good.

Developers pay bio banks to offset loss of biodiversity habitats on their developments. The current price of one unit (of biodiversity net gain) is a £42,000 investment in improving biodiversity for a period of 30 years. If the woodland as an appropriately managed biodiversity habitat, can provide more than two units of biodiversity net gain, the woodland can be secured for at least 30 years, potentially for much longer, and managed in a way that improves the safety and usability of the wood, while improving the fantastic natural environment in our parish.

I am still trying to work out how many biodiversity units this site could provide.

At least two Oak trees had a circumference of 2.4meters and one had a circumference of 2.6meters – The Royal Forestry Society estimate that these trees are between 96 and 208 years old. Using Mitchell's Rule, which equates speed of growth to the location, with The Big Wood, being densely populated as described in both the 1977 and 2008 reports and as seen by anyone who enters the wood, it is likely that these Oak trees are approximately 192 to 208 years old.

The woodland appeared on the very first Ordnance Survey map of the Market Rasen area, dated 1886, assuming that these Oak trees are between 192 and 208 years old they would have already been in the region of 50 to 70 years old, we can therefore, confidently predict that this woodland is at least 200 years old, and more likely significantly older than that.

Still far short of the criteria to be classified as an ancient woodland, but assuming that this woodland is at least 200 years old, rather than at least 140 years old, might make it easier to attract funding to secure the woodland for long-term public benefit.

There are currently no biodiversity banks in Greater Lincolnshire, the nearest are in Derbyshire or North Yorkshire, most UK bio banks are based in Scotland or Wales.

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PART A: ITEM 15 – PLAYING FIELD / FOOTBALL PITCH UPDATE

Verbal Update to be given at the meeting.

Toft Newton Parish Council

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PART A: ITEM 16 – PERSONNEL COMMITTEE – TERMS OF REFERENCE

Purpose of the Personnel Committee

The Personnel Committee is appointed annually by the full Council to deal with all staffing matters, subject to budget, expenditure and contractual limits decided by the full Council, and reporting back to full Council as required.

The Personnel Committee shall be made up of a minimum of three Councillors, the quorum of the Personnel Committee shall be three.

- 1 To establish and keep under review the staffing structure in consultation with the full Council.
- 2 To draft, implement, review, monitor and revise policies for staff.
- 3 To establish and review salary pay scales for all staff, and to be responsible for their administration and review.
 - (1) The Parish Council Clerk also serves as the Responsible Financial Officer and Proper Officer. Previously agreed rates of pay for this post are:
 - (a) Unqualified rate – scp 9 £13.69 to scp 11 £14.59 (2025-26 rates).
 - (b) Qualified rate – scp 14 £15.31 to scp 17 £16.08 (2025-26 rates).
 - (2) The Playground Warden is paid between scp 2 £12.65 and scp 5 £13.26 (2025-26 rates).
- 4 To oversee the recruitment and appointment of staff, subject to ratification of appointments by full Council.
- 5 To arrange for the execution of new employment contracts, and changes to contracts.
- 6 To establish and review performance management, including annual appraisals and staff training programmes.
 - (1) The Chair of the Personnel Committee shall undertake at least annual appraisals of the Parish Council Clerk.
 - (2) The Parish Council Clerk will undertake at least annual appraisals of the Playground Warden.
- 7 To oversee any process leading to dismissal of staff, including redundancy.
- 8 To keep under review staff working conditions, and health and safety matters.
- 9 To monitor and address regular or sustained staff absence.
- 10 To make recommendations on staffing related expenditure to full Council.
- 11 To consider any appeal against a decision in respect of pay.

12 To consider a grievance or disciplinary matter and any appeals, making arrangements for any necessary Panels for this purpose, ensuring fairness and impartiality.

13 To supervise and performance manage the Parish Council Clerk's work, to administer leave requests, record and monitor absences, manage approved overtime within agreed financial constraints, and handle grievance and disciplinary matters and pay disputes.

14 The Personnel Committee shall, if they deem appropriate, Co-opt an Independent Person to serve on the Committee.

Appointment will be from Co-option until the next election (May 2027).

An Independent Person may serve for two terms.

15 The Personnel Committee shall meet at least twice per year, and at other times as required by the needs of the Committee.

Personnel Committee meetings shall be held in May, 14 days after the Annual Parish Council Meeting, where a Chair shall be elected and any Co-opted members would be appointed, and again in October, to review the annual appraisals and agree rates of pay as well as any policy changes or development goals.

The Proper Officer or the Personnel Committee Chair can call a meeting of the Personnel Committee at any time as required by the work of the Committee.

Any two members of the Personnel Committee can request that the Chair of the Committee or the Proper Officer call a Committee meeting within seven working days, to discuss any urgent issues.

If after seven working days, a Committee meeting has not been called, the same two members can directly call a meeting.

The Proper Officer shall issue an agenda at least three clear days prior to a Committee meeting.

16 Meetings of the Personnel Committee shall be recorded and minutes shared with members of the committee within 28 days of the meeting taking place.

A report or the minutes of the Committee meeting will be shared with the full Council at the next full Council meeting.

Agreed by the full Council on the: **21st April 2026.**

To be reviewed each year at the Annual Parish Council Meeting.

Toft Newton Parish Council

E-mail: clerk@toftnewtonparishcouncil.gov.uk

Part A: ITEM 17 APPROVAL OF PERSONNEL POLICIES

Councillors are asked to approve the following mandatory policies:

- Homeworking Policy
- Flexible Working Policy
- Equality and Diversity
- Emergency Dependents Leave
- Carers Leave Policy
- Compassionate Leave Policy
- Annual Leave Policy
- Disciplinary Policy
- Grievance Policy
- Dignity at Work Policy
- Antibullying Policy
- Sexual and General Harassment Policy
- Appraisal Procedure and Appraisal Form

Policies are attached.

Toft Newton Parish Council

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Part A: ITEM 18 EVENTS AND DATES OF FUTURE MEETINGS

I have added the following events to the Toft Newton Parish Council website in the Events section.

Toft Newton Parish Council will be holding the following public meetings in 2026.

- Tuesday, 21st April 2026: Finance Meeting
- Tuesday, 5th May 2026: Annual Parish Council Meeting
- Tuesday, 5th May 2026: Parish Council Meeting starting at or shortly after 7pm
- Tuesday, 7th July 2026: Parish Council Meeting
- Tuesday, 8th September 2026: Parish Council Meeting
- Tuesday, 3rd November 2026: Parish Council Meeting

All meetings commence at 6:30pm unless otherwise stated, and are held at Toft Newton Village Hall, Washington Drive, Newtoft, Market Rasen, LN8 3NN.

St. Michael's Church, Newton by Toft

St Michael's Church are holding a Quiz Night on Saturday, 2nd of May 2026, starting at 6pm. The cost is £5.00 each. Refreshments are provided, but it is take your own (alcoholic) drinks.

I agreed to promote this and have asked the Church to promote the Village Hall.

Faldingworth Memorial

RAF Ingham Polish Bomber Squadrons Centre are holding a re-dedication ceremony at the memorial on the 17th of May 2026 starting at 3pm at the Memorial.

Toft Newton Parish Council and residents are invited to attend.

The 2026 Calendar is attached.

West Lindsey District Council meetings can be viewed at:

<https://democracy.west-lindsey.gov.uk/mgCalendarMonthView.aspx>.

Lincolnshire County Council, the **Lincolnshire Police and Crime Panel**, and the **Greater Lincolnshire Combined County Authority** meetings can be viewed at:

<https://lincolnshire.moderngov.co.uk/mgCalendarMonthView.aspx?GL=1&bcr=1>

Toft Newton Parish Council Calendar 2026

January	February	March
1 Th New Year's Day	1 Su	1 Su
2 Fr School holidays	2 Mo	2 Mo
3 Sa	3 Tu	3 Tu 6pm Annual Parish Meeting 6:30pm PC Meeting
4 Su	4 We	4 We
5 Mo	5 Th LG Reorganisation Consultation begins	5 Th
6 Tu 6pm PC Meeting - postponed	6 Fr	6 Fr
7 We	7 Sa	7 Sa
8 Th	8 Su	8 Su
9 Fr	9 Mo	9 Mo
10 Sa	10 Tu 6pm PM Meeting	10 Tu
11 Su	11 We	11 We
12 Mo	12 Th	12 Th
13 Tu	13 Fr	13 Fr
14 We	14 Sa	14 Sa
15 Th	15 Su School holidays	15 Su Mother's Day
16 Fr	16 Mo	16 Mo
17 Sa	17 Tu Shrove Tuesday	17 Tu
18 Su	18 We	18 We
19 Mo	19 Th	19 Th
20 Tu	20 Fr	20 Fr
21 We	21 Sa	21 Sa
22 Th	22 Su	22 Su
23 Fr	23 Mo	23 Mo
24 Sa	24 Tu Parish Meeting notice published	24 Tu
25 Su	25 We	25 We
26 Mo	26 Th PC Meeting agenda published	26 Th LG Reorganisation Consultation deadline
27 Tu	27 Fr	27 Fr
28 We	28 Sa	28 Sa
29 Th		29 Su Clocks go forward
30 Fr		30 Mo
31 Sa		31 Tu End of 2025-26 Financial Year

Toft Newton Parish Council Calendar 2026

April	May	June
1 We Start of 2026-27 Financial Year	1 Fr Start of 2026-27 Municipal Year	1 Mo 23
2 Th	2 Sa	2 Tu Exercise of public rights begins – lasts for 30 days
3 Fr Good Friday	3 Su	3 We
4 Sa School holidays	4 Mo Early May Bank Holiday 19	4 Th
5 Su Easter Sunday End of 2025-26 Tax Year	5 Tu 6:30pm Annual PC Meeting 7:00pm PC Meeting	5 Fr
6 Mo Easter Monday Start of 2026-27 Tax Year 15	6 We	6 Sa
7 Tu	7 Th UK Local Elections (none planned for Lincolnshire)	7 Su
8 We	8 Fr	8 Mo 24
9 Th	9 Sa	9 Tu
10 Fr	10 Su	10 We
11 Sa	11 Mo 20	11 Th
12 Su	12 Tu	12 Fr
13 Mo 16	13 We	13 Sa
14 Tu	14 Th Personnel Committee meeting agenda published	14 Su
15 We	15 Fr	15 Mo 25
16 Th Finance Meeting agenda published	16 Sa	16 Tu
17 Fr	17 Su 3pm Faldingworth Memorial Event	17 We
18 Sa	18 Mo 21	18 Th
19 Su	19 Tu 6:30pm Personnel Committee meeting	19 Fr
20 Mo 17	20 We	20 Sa
21 Tu 6:30pm Finance Meeting	21 Th	21 Su Father's Day
22 We	22 Fr	22 Mo 26
23 Th	23 Sa	23 Tu
24 Fr	24 Su School holidays	24 We
25 Sa	25 Mo Spring Bank Holiday 22	25 Th
26 Su	26 Tu	26 Fr
27 Mo 18	27 We	27 Sa
28 Tu PC Meetings agendas published	28 Th	28 Su
29 We	29 Fr	29 Mo 27
30 Th End of 2025-26 Municipal Year	30 Sa	30 Tu AGAR submission deadline
	31 Su	

Toft Newton Parish Council Calendar 2026

July	August	September
1 We	1 Sa	1 Tu Start of 2026-27 Academic Year
2 Th PC Meeting agenda published Public rights period closes	2 Su School holidays	2 We School holidays
3 Fr	3 Mo 32	3 Th PC Meeting agenda published
4 Sa	4 Tu	4 Fr
5 Su	5 We	5 Sa
6 Mo 28	6 Th	6 Su
7 Tu 6:30pm PC Meeting	7 Fr	7 Mo 37
8 We	8 Sa	8 Tu 6:30pm PC Meeting
9 Th	9 Su	9 We
10 Fr	10 Mo 33	10 Th
11 Sa	11 Tu	11 Fr
12 Su	12 We	12 Sa
13 Mo 29	13 Th	13 Su
14 Tu	14 Fr	14 Mo 38
15 We	15 Sa	15 Tu
16 Th	16 Su	16 We
17 Fr	17 Mo 34	17 Th
18 Sa	18 Tu	18 Fr
19 Su	19 We	19 Sa
20 Mo 30	20 Th	20 Su
21 Tu	21 Fr	21 Mo 39
22 We	22 Sa	22 Tu
23 Th	23 Su	23 We
24 Fr School holidays	24 Mo 35	24 Th
25 Sa	25 Tu	25 Fr
26 Su	26 We	26 Sa
27 Mo 31	27 Th	27 Su
28 Tu	28 Fr	28 Mo 40
29 We	29 Sa	29 Tu
30 Th	30 Su	30 We
31 Fr	31 Mo August Bank Holiday 2025-26 Academic Year End 36	

Toft Newton Parish Council Calendar 2026

October		November		December	
1 Th	Lincolnshire Day / Personnel Committee agenda published	1 Su	School holidays	1 Tu	
2 Fr		2 Mo	45	2 We	
3 Sa		3 Tu	6:30pm PC Meeting	3 Th	
4 Su		4 We		4 Fr	
5 Mo	41	5 Th		5 Sa	
6 Tu	6:30pm Personnel Committee meeting	6 Fr		6 Su	
7 We		7 Sa		7 Mo	50
8 Th		8 Su	Remembrance Sunday	8 Tu	
9 Fr		9 Mo	46	9 We	
10 Sa		10 Tu		10 Th	
11 Su		11 We		11 Fr	
12 Mo	42	12 Th		12 Sa	
13 Tu		13 Fr		13 Su	
14 We		14 Sa		14 Mo	51
15 Th		15 Su		15 Tu	
16 Fr		16 Mo	47	16 We	
17 Sa		17 Tu		17 Th	
18 Su		18 We		18 Fr	
19 Mo	43	19 Th		19 Sa	
20 Tu		20 Fr		20 Su	School holidays
21 We		21 Sa		21 Mo	52
22 Th		22 Su		22 Tu	
23 Fr		23 Mo	48	23 We	
24 Sa	School holidays	24 Tu		24 Th	
25 Su	Clocks go back	25 We		25 Fr	Christmas Day
26 Mo	44	26 Th		26 Sa	Boxing Day
27 Tu		27 Fr		27 Su	
28 We		28 Sa		28 Mo	Bank Holiday
29 Th	PC Meeting agenda published	29 Su		29 Tu	53
30 Fr		30 Mo	49	30 We	
31 Sa				31 Th	

Forward Planning

Toft Newton Parish Council Meetings 2027

Tuesday, 5th or 12th January (to be confirmed): Parish Council Meeting
Tuesday, 2nd March: Annual Parish Meeting followed by Parish Council Meeting
Tuesday, 20th April: Finance Meeting (tbc)
Tuesday, 4th May: Annual Parish Council Meeting followed by Parish Council Meeting
Tuesday, 18th May: Personnel Committee Meeting (tbc)
Tuesday, 6th July: Parish Council Meeting
Tuesday, 7th or 14th September (to be confirmed): Parish Council Meeting
Tuesday, 7th October: Personnel Committee Meeting (tbc)
Tuesday, 2nd November: Parish Council Meeting

Annual Parish meeting notification needs to be published at least 7 days prior to the meeting – it is good practice for this to be clear days (that is, it does not count the day it was published, the day of the meeting, Sundays or Bank Holidays).

The agenda and documents for all Parish Council meetings needs to be published at least three clear days prior to the Parish Council / Committee meetings.

Minutes of each meeting need to be distributed to Councillors and published online in draft form no later than 28 days after the meetings.

UK Bank Holidays 2027

Friday, 1st January: New Year's Day
Friday, 26th March: Good Friday
Monday, 29th March: Easter Monday
Monday, 3rd May: Early May Bank Holiday
Monday, 31st May: Spring Bank Holiday
Monday, 30th August: Summer Bank Holiday
Monday, 27th December: Christmas Day (substitute day)
Tuesday, 28th December: Boxing Day (substitute day)

Forthcoming local government changes and elections in Greater Lincolnshire

Thursday, 1st April 2027:

New Greater Lincolnshire Shadow Unitary Authorities are formed.

Thursday, 6th May 2027:

Toft Newton Parish Council (every four years).

Elections to new Greater Lincolnshire Shadow Unitary Authorities (then likely to be every four years)

Saturday, 1st April 2028

New Greater Lincolnshire Unitary Authorities Officially Launch – (known as vesting day).

Police and Crime Commissioners are abolished – responsibilities for Lincolnshire Police will transfer to the Greater Lincolnshire Mayor, Humberside Police responsibilities will transfer to a new Police Panel made up of Unitary Authorities and the two Mayoralities covering the area – with East Riding Council likely to lead the Panel.

Thursday, 3rd May 2029:

Greater Lincolnshire Combined Counties Authority Mayoral Election (every four years)

Toft Newton Parish Council

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PART B – CONFIDENTIAL SECTION AGENDA

Agenda item number	Item for discussion / resolution	Responsible member or officer
2025-26/04/B1	<p>Pensions</p> <ul style="list-style-type: none">Councillors are asked to give consideration to the report attached on providing pensions for Toft Newton Parish Council employees. <p>Proposed resolution: <i>That Councillors agree to enrol staff into a pension scheme from the beginning of the 2026-27 tax year.</i></p>	Responsible Financial Officer
2025-26/04/B2	<p>Playground Equipment Quotes</p> <ul style="list-style-type: none">Councillors are asked to consider the quotes that that been provided for new playground equipment.As per 2025-26/04/15 the Playground working group needs to arrange its first meeting to start the process of raising money for the playground enhancements.	Councillors

Toft Newton Parish Council

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PART B: ITEM B1 – PENSIONS REPORT

Due to the personnel related / sensitive nature of the information being discussed, this item is being held behind closed doors.

Report to be circulated to Parish Councillors separately.

Toft Newton Parish Council

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PART B: ITEM B2 – PLAYGROUND EQUIPMENT QUOTES

Due to the commercially sensitive nature of the information being discussed, this item is being held behind closed doors.

	Option One (metal equipment)	Option Two (wooden equipment)	Welfare facilities and security fencing.	Multi-Use Games Area (MUGA)
Supplier One	£25,074.78	£24,474.05	£2,125.00	£119,018.20
Supplier Two				
Supplier Three				
As per TNPC Financial Regulations. Adopted on the 03/03/206	Three fixed price quotes are required for all expenditure in excess of £3,000 inc. VAT.			All contracts above £60,000 inc. VAT will need to be awarded through a competitive tendering process involving at least three suppliers.

At the time of circulating the agenda, Suppliers Two and Three have not sent their quotes through.

Detailed quotes to be circulated to Parish Councillors separately.