

Toft Newton Parish Council

E-mail: clerk@toftnewtonparishcouncil.gov.uk

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

SUMMONS

Dear Councillor,

Parish Council Meeting

You are hereby summoned to attend the next meeting of Toft Newton Parish Council on **Tuesday, the 5th May 2026**, at Toft Newton Village Hall, Washington Drive, NEWTOFT, Market Rasen, Lincolnshire, LN8 3NN, commencing at 7:00pm.

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,



Paul Holt BA (Hons), BSc, ACMA
Proper Officer

Thursday, 30th April 2026

Distribution list:

Parish Councillor Nelson (Chair of Parish Council)
Parish Councillor Gibbs (Vice Chair of Parish Council)
Parish Councillor Carpenter
Parish Councillor C Roson
Parish Councillor J Roson
District Councillor Hague
District Councillor Rodgers
District Councillor Swift
County Councillor Smith
Toft Newton Parish Council employees and volunteers
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

Agenda: May Parish Council Meeting

Members expected:

Councillor R Nelson, Councillor R Gibbs, Councillor J Roson, Councillor B Carpenter and Councillor C Roson

Officers expected:

Proper Officer
Former Proper Officer

Part A – Public Meeting

Agenda Item Number	Specifics from Agenda and summary of discussions	Responsible Member / Officer
2026-27/013	Attendance <ul style="list-style-type: none">Record of Parish Councillors present.Record of District Councillors present.Record of County Councillors present.Record of TNPC Officers present.Record of any guests or speakers present.Anonymised record of any members of the public present.	Proper Officer
2026-27/014	Apologies <ul style="list-style-type: none">Record of any apologies received.Approve apologies in accordance with the Local Government Act 1972.Note apologies in the minutes.	Proper Officer
2026-27/015	Declaration of Interests <ul style="list-style-type: none">In accordance with the Localism Act 2011, Councillors are asked to re-confirm that their 2023 declaration of pecuniary and non-pecuniary interests are still correct.Receive and record any declarations of pecuniary or non-pecuniary interests in relation to any agenda items listed below.Record any dispensations given to Councillors in respect of any agenda items listed below. <p><i>Please note: declarations of interest can be made at any point during the meeting.</i></p>	Proper Officer Councillors
2026-27/016	Introductions <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>	Councillors & Staff

Resolution:

To confirm the appointment of Paul Holt as the Parish Council Clerk, Responsible Financial Officer and Proper Officer.

2026-27/017	Public Participation 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. To allow the Council to consider any points raised by members of the public. <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>	Members of the Public
2026-27/018	Approval of Minutes of the Previous Parish Council Meetings <ul style="list-style-type: none">• Councillors are asked to approve the Minutes of the Parish Council meetings held on the 11th September 2025, 10th February, 3rd of March and the 21st of April 2026.• To record any matters arising from the minutes of the previous Parish Council meetings.	Chairperson Councillors Proper Officer
2026-27/019	Year End Process 2024-25 <ul style="list-style-type: none">• To receive an update by the Retired Responsible Financial Officer on 2024-25 year end.	(Retired) Responsible Financial Officer
2026-27/020	Year End Process 2025-26 <ul style="list-style-type: none">• To receive an update by the Retired Responsible Financial Officer on the preparations for the 2025-26 year end.	(Retired) Responsible Financial Officer
2026-27/021	Report by the Responsible Financial Officer – Year To Date <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.	(Retired) Responsible Financial Officer
2026-27/022	Consideration of Risk Assessments and Adoption of Health and Safety Related Policies <ul style="list-style-type: none">• Councillors are asked to note the Risk Assessments produced by the Retired Proper Officer.• Councillors are asked to resolve to approve the following Health and Safety polices:<ul style="list-style-type: none">○ Health and Safety Policy○ Manual Handling Policy	(Retired) Proper Officer

Resolution:

To adopt the said policies.

2026-27/023 **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 bank account from two Councillors to three or four Councillors.

**Responsible
Financial
Officer**

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.

The new Responsible Financial Officer needs adding to the bank mandate.

Resolution:

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.

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.

2026-27/024 **Asset of Community Value, Land off Alexandra Road, Colloquially Known As The Big Wood**

- To receive an update on the current situation with regards to The Big Wood.

**Consultant to
the Council**

2026-27/025 **Playground / Football Field Update**

Playground / Park:

- To receive an update on winter maintenance of the park.
- To receive a general update on the park.

**Playground
Warden**

Football Field:

- 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.

**Chair &
(Retired)
Responsible
Financial
Officer**

Additionally, 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.

Resolution:

Councillors resolve to adopt the play policy.

Once approved this policy will be reviewed in May 2027.

2026-27/026 **Events and Future Meetings**

Dates Of Future Meetings:

- To receive the updated calendar for 2026 as distributed by the Proper Officer, this includes all currently planned meetings and other useful / relevant dates. **(Retired) Proper Officer**

2026-27/027 Exclusion Of The Public and Press

- To resolve to exclude any members of the public or press. **Chair**

Resolution:

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.

Part B – Confidential Section

Agenda Item Number	Specifics from Agenda and summary of discussions	Responsible Member / Officer
2026-27/028	<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. 	Councillors

Toft Newton Parish Council

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Minutes of the 2025-26 Parish Council Meeting

11th September 2025

Toft Newton Village Hall, Washington Drive, Newtoft, LN8 3NN.

Members Present:

Councillor R Nelson, Chairperson

Councillor B Carpenter

Councillor R Gibbs, Vice-Chair

In attendance:

Michael Lewis, Proper Officer

Natalie Mellors, Playground Warden

There were no members of public present.

Agenda Item Number: 2026-27/018

Meeting started at 18:35

Part A: Public Meeting

Agenda Item Number	Specifics from Agenda and summary of discussions	Resolutions / Actions
	Due to the ongoing illness of the Parish Council Clerk, Responsible Financial Officer and Proper Officer, this meeting was truncated to be an update meeting.	
011	Attendance As detailed above.	
012	Apologies for Absence Apologies were received from and accepted in accordance with the Local Government Act 1972, from: Councillor J Roson Councillor C Roson No further apologies were received.	
013	Declaration of Interests No declarations of interest were declared.	
014	Proper Officer Update The Proper Officer provided an update on his health and advised Councillors that he intends to push a head with the recruitment of a new Parish Council Clerk, Responsible Financial Officer and Proper Officer.	

As “it is not fair to the Council, the Councillors or the residents of the Parish that I keep rearranging or cancelling meetings, due to my server ill health”.

The Proper Officer once again “thanked Councillors for [their] ongoing support”.

015

2024-25 AGAR

The Responsible Financial Officer presented the delayed AGAR to Councillors.

**Noted by
Councillors**

The End of Year Annual Governance and Audit Return included a detailed Internal Audit, which was carried out by a former Parish Clerk from the Doncaster area on a pro-bono basis.

The Internal Audit included several action points, some of which have already been implemented. All will be actioned by the end of the current Financial Year.

The main points to note were:

- There needs to be more financial reporting to Councillors.
- Councillors need to have a better oversight of the finances and operation of the Council.
- A gov.uk e-mail address and updated website is urgently required.

PKF Littlejohn LLP and LALC have been informed of the delay.

The projected and actual income and expenditure for 2024-25 were as follows:

	Projected	Actual
Income	£11,359.07	£10,422.00
Expenditure	£11,350.00	£7,193.08

The reduction in income was due to the Grass Cutting contribution being claimed too late to show in the 2024-25 accounts but is accounted for in the 2025-26 year.

016

2025-26 Budget and Financial Report

The Responsible Financial Officer updated Councillors on the 2025-26 Budget and provided a brief Financial Update.

**Noted by
Councillors**

The projected expenditure for 2025-26 is £11,560.00 compared to the projected expenditure for 2024-25 of £11,350.00 – an increase of approximately 1.75%.

The projected income for 2025-26 is £11,400.00.

These figures do not include the Football Foundation Grant that the Chair of the Parish Council has applied for.

It was agreed that the Responsible Financial Officer will purchase a medium Poppy Wreath from the Royal British Legion, costing £19.99 for Remembrance Sunday.

017

2025-26 Year End Compliance

In order to be fully compliant with the new Assertion 10, in the 2025-26 AGAR, the Parish Council needs to update the website on a regular basis and using a gov.uk e-mail address, as well as making sure data management and website policies are up to date.

Therefore, the Parish Council Clerk has with immediate effect, taken advantage of the ParishOnline free forever gov.uk e-mail account.

From this point forward all e-mail communication to and from the Parish Council Clerk, Responsible Financial Officer and Proper Officer will be via the e-mail address:

**Noted by
Councillors**

clerk@toftnewtonparishcouncil.gov.uk

Action: The relevant policies will be updated prior to the next Annual Parish Council meeting.

**Proper
Officer to
update
policies**

018

Football Foundation Grant

The Chair updated Councillors on the Football Foundation Grant – it has been approved.

**Noted by
Councillors**

New goal posts can be ordered, and in order to claim the rest of the Grant two employees, volunteers or Councillors need to complete an online Grounds Maintenance Course – Councillor Nelson will complete this course, a discussion took place about a second candidate, it was decided to ask Jason Marsland, the partner of our Playground Warden who also undertook the Playground Inspection Training earlier in the year.

The grant equates to an absolute maximum of £24,000 over four years.

Income from the hire of the football pitch traditionally has gone to the Village Hall, rather than to the Parish Council.

Councillor Nelson, as the Chair of the Village Hall Association, ensures that minor repairs are carried out to the pitch, that the lines are painted and that the pitch is playable, at no cost to the Parish Council.

The hire fee is for the use of the Changing Rooms (owned by the Village Hall) and the pitch (owned by the Parish Council).

There needs to be a protocol to formalise this arrangement.

There was a discussion about signage to the Village Hall / Football ground now that it is being used more frequently. Although most people will use a digital navigation system to find the venue, the Clerk suggested looking into getting brown tourist attractions or white civic amenity signs. He will report back at a later date.

Action: The Responsible Financial Officer will circulate details of the grant in the form of a revised 2025-26 budget projection.

**Responsible
Financial
Officer**

Action: The Responsible Financial Officer will draw up a protocol to ensure that there is an appropriate record of the arrangement around hire costs.

Action: The Responsible Financial Officer will order the new goal posts.

019

Park Update

The play grade bark safety surface needs topping up. The Playground Warden can do this during her usual hours.

The Responsible Financial Officer has obtained quotes for new play grade bark. He estimated that up to 8,500 litres may be required to ensure a minimum coverage of 150mm is added on top of the current play bark.

The quotes are as follows

	Type and amount	Price
Company 1	Softwood: 7,200 litres – delivered in 60 litre polythene bags	£600.00
Company 2	Softwood: 7,000 litres – delivered in 1 tonne builders' bags	£756.00
Company 3	Hardwood: 7,000 litres – delivered in 500 litre builders' bags	£1,680.00
Company 4	Softwood: 7,000 litres – delivered in 70 litre polythene bags	£799.00

It was agreed to use the first company, because the price and the ability to store the individual polythene bags means that the bark can be applied over several sessions.

7,200 litres will be purchased now, and extra softwood play grade bark will be purchased in the next financial year.

Action: Play grade bark to be ordered and laid.

**Responsible
Financial
Officer &
Playground
Warden**

Additionally, the Responsible Financial Officer mentioned that he is seeking to obtain quotes to update or replace the trim trail, and to install some under-fives equipment as discussed previously.

020

Playground Inspection Training

In May 2025 Natalie Mellors and Jason Marsland undertook the Routine Playground Inspection Training course with exam, as offered by LALC.

**Noted by
Councillors**

This training is based on the same occupational standards as the RoSPA Playground Inspections; however, it does not qualify participants to carry out annual RoSPA style Playground Inspections, further training and exams would be required for this.

However, we could offer other local Parish Council's Routine (weekly, monthly or ad-hoc) Playground Inspections and charge them to maximise our income and to ensure the same high standards of inspection are maintained across the local area.

I did suggest this via the LALC Clerk's e-mail group and one local Parish Council has asked for information. The Clerk is due to come back to me after their October meeting.

021

Woodland off Alexandria Road

There is nothing to report at this meeting.

022

West Lindsey District Council Update

There has been a change in the leadership at WLDC, following the Liberal Democrat Leader and Deputy Leader losing a confidence vote in the summer.

**Noted by
Councillors**

There is now a multi-party administration, known as The West Lindsey Administration Group, it is led by Conservative Councillor Jackie Brockway, and the Deputy Leader is Liberal Democrat Councillor Moira Westley.

The new group includes 14 Conservative, 11 Liberal Democrat, 3 Independent and 2 Lincolnshire Independents Councillors. Two of our three ward Councillors are part of this ruling group.

The opposition group is now made up of 5 Liberal Democrat (known as West Lindsey Liberal Democrats) and 1 Independent Councillors.

The Proper Officer distributed the organisational chart showing who is who in the new groupings.

023

Lincolnshire County Council Update

The new Reform UK administration at Lincolnshire County Council is making changes to various services, one such change is to disband the Flooding Scrutiny Committee. They have however, provided updated posters on flooding for Parish Councils to display and provided updated advice on their website.

**Noted by
Councillors**

The Proper Officer has added this poster and specific local information to the TNPC website.

024

Greater Lincolnshire Devolution Update

Lincolnshire County Council are holding a number of engagement events for residents across the County to attend and to discuss the Local Government Re-organisation proposals.

**Noted by
Councillors**

The Proper Officer has attended an online session that Lincolnshire County Council held for Town and Parish Councils.

The final proposals will be consulted on by the government in the new year, with a final decision due to be made by the Secretary of State in the summer.

Exclusion Of The Public and Press

- To resolve to exclude any members of the public or press.

Resolution:

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.

As there were no members of the press or public present, no resolution was needed.

Meeting ended at 19:45

Part B: Closed Section

Agenda Item Number	Specifics from Agenda and summary of discussions	Resolutions / Actions
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Meeting started at 19:45

025

Health Update

The Clerk provided a more candid update on his rapidly deteriorating health.

**Noted by
Councillors**

026

Clerk Vacancy

There has been one application to date. The current Clerk is attempting to arrange to speak to the applicant to have an informal conversation about the role.

**Noted by
Councillors**

Shortlisting may be required at a later date.

Meeting ended at 19:55

Approved by: (Chair's signature)	Date:
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Minutes of the Finance and Personnel Meeting

Held on Tuesday, the 21st of April 2026, at Toft Newton Village Hall, Washington Drive, Newtoft, near Market Rasen, Lincolnshire, LN8 3NN.

Members Present:

Councillor R Nelson, Chairman.

Councillor B Carpenter.

In attendance:

Paul Holt, Parish Council Clerk / Responsible Financial Officer / Proper Officer.

Natalie Mellors, Playground Warden.

Michael Lewis, Consultant to Toft Newton Parish Council.

There were no members of the public present.

The meeting started at 18:34.

As the meeting was not quorate, this meeting was adjourned to Tuesday, the 5th of May 2026 when the Annual Parish Council meeting and May Parish Council meeting are due to be held.

Members and Officers used this opportunity to have an informal conversation and to get to know the new Clerk.

All items of business will be deferred until then.

The meeting ended at 19:22

Please note:

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.

In accordance with our 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.

Date and Time of the 2026-27 civic year meetings:

Tuesday, 5th of May 2026 starting at 6:30pm – Annual Parish Council meeting.

Tuesday, 5th of May 2026 starting at or shortly after 7pm – May Parish Council meeting.

Tuesday, 5th of May 2026 immediately following the closure of the May Parish Council meeting – Personnel Committee meeting.

Tuesday, 7th of July 2026 starting at 6:30pm – July Parish Council meeting.

Tuesday, 8th of September 2026 at 6:30pm – September Parish Council meeting.

Tuesday, 8th of September 2026 immediately following the closure of the September Parish Council meeting – Personnel Committee meeting.

Tuesday, 3rd of November 2026 starting at 6:30pm – November Parish Council meeting.

Tuesday, 12th of January 2027 starting at 6:30pm – January Parish Council meeting.

Tuesday, 2nd of March 2027 starting at 6:30pm – Toft Newton Annual Parish meeting.

Tuesday, 2nd of March 2027 starting at or shortly after 7pm – March Parish Council meeting.

Approved by: (Chair's signature)	Date:
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Item Number: 2026-27/019

YEAR END PROCESS 2024-25

PKF Littlejohn LLP have requested proof of Toft Newton Parish Council approving the Management of Risks for 2024-25.

The minutes from the 4th of July 2024 have been forwarded, hopefully satisfying this request.

As soon as any further information becomes available on the 2024-25 AGAR this shall be shared with Councillors.

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Item Number: 2026-27/020
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.

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.

<p>Implement an Excel spreadsheet to capture accounts information and plot income and expenditure against the planned budget on a monthly basis.</p> <p>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.</p>	Yes	01/04/2025	<p>Details Excel spreadsheet implemented for 2025-26 Financial Year.</p> <p>The Full Council will monitor the effectiveness of an Excel spreadsheet.</p>
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.parish.lincolnshire.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.
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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

As the meeting on the 21st of April 2026 was not quorate, the actions above dated the 21st of April 2026 will now be approved on the 5th of May 2026 instead.

Toft Newton Parish Council

E-mail: clerk@toftnewtonparishcouncil.gov.uk

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

Item Number: 2026-27/021 YEAR TO DATE FINANCIAL REPORT

Financial Report

Bank balances:

31-03-2025 £5,885.22

31-03-2026 £9,299.88

30-04-2026 £21,151.63

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
23-04-2026	HMRC	£1,133.80	2025-26 s.126 VAT Reclaim

Expenditure:

Councillors are asked to note the following payments have been made.

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

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
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

27-05-2027	Combined wages and PAYE bill for May 2026 (PAYE element will be paid to HMRC on the 21-06-2026)	£327.08	Wages	LGA 1972 s.112(2)
27-05-2026	Michael Lewis – Travel – April 2026	£27.72	Expenses	LG (FP)A 1963 s.5
27-05-2026	Michael Lewis – Work From Home Allowance – April 2026	£26.00	Expenses	LG (FP)A 1963 s.5
29-05-2026	Green Grass Contracting – Playing Field and Pitch	£100.80	Grass cutting	HA 1980 s.96
29-05-2026	Green Grass Contracting – Public Highway Verges	£118.90	Grass cutting	HA 1980 s.96(5)
29-05-2026	Green Grass Contracting – Playing Field and Pitch	£100.80	Grass cutting	HA 1980 s.96
29-05-2026	Green Grass Contracting – Public Highway Verges	£118.89	Grass cutting	HA 1980 s.96(5)

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.

HMRC allows employers to pay their PAYE bills quarterly for businesses that pay less than £1,500 per month in PAYE debits.

Councillors may want to start paying HMRC quarterly instead of monthly.

Toft Newton Parish Council

E-mail: clerk@toftnewtonparishcouncil.gov.uk

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

Item Number: 2026-27/022

RISK ASSESSMENTS

Councillors are asked to note the contents of the Risk Assessment documents as attached.

Completing these assessments was a requirement of the recently adopted Financial Regulations.

Toft Newton Parish Council

Risk Assessment Document

Assessment No: 03/2026/001

Location: Newton Park, adjacent to Toft Newton Village Hall Job Role: Parish Council Clerk

Risk Assessor (Name): Michael Lewis Date: 16/03/3036

Signature: *Michael Lewis* Telephone: 07581146213

Work Activity for assessment: Use of playground equipment, football pitch and facilities by children, young people and adults.

Notes/additional information:

Review Date: By:

RISK ASSESSMENT GUIDE

The assessment of risk is based on the probability of an event occurring that constitutes a risk to an individual, the environment or to Toft Newton Parish Council.

THE RISK EXPOSURE IS BASED UPON TWO FACTORS – SEVERITY (sev) AND LIKELIHOOD (like).

SEVERITY (sev)

- major severity = death (e.g. multiple or single, including fatal disease) = 5
- high severity = severe permanent injury (e.g. paralysis, loss of limbs, blindness, chronic diseases) = 4
- medium severity = permanent injury (e.g. partial disablement, loss of digits, deafness, sight impairment) = 3
- moderate severity = temporary injury (e.g. fractures, non-fatal acute diseases, back injuries, deep cuts) = 2
- low severity = minor injury (e.g. minor cuts and bruises, irritation to eyes, skin, respiration) = 1

LIKELIHOOD (like)

- high frequency = common occurrence (e.g. daily or every time task carried out) = 5
- high/medium frequency = regular occurrence (e.g. weekly-monthly) = 4
- medium frequency = frequent occurrence (e.g. quarterly-yearly) = 3
- low frequency = possible occurrence (e.g. yearly or longer) = 2
- very low frequency = unlikely occurrence (e.g. possible but random, if ever) = 1

RISK SCORE

The risk score is **SEVERITY x LIKELIHOOD**

e.g. a possible regular occurrence of permanent injury would be **high/medium frequency x medium severity**
i.e. **4 x 3 = 12**


- A high risk score will fall between **12 and 25** inclusive. Enter as **H**
- A medium risk score will fall between **5 and 10** inclusive. Enter as **M**
- A low risk score will fall between **1 and 4** inclusive. Enter as **L**

	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
SEVERITY	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
			LIKELIHOOD			

Ref.	Work Activity / Equipment Assessed	Significant Hazards	RISK (adverse effects)	Persons at Risk	Base Risk Assessment				Existing Control Measures	Risk Assessment with Existing Control Measures				Action (by whom)	Target Date (by when)
					sev	likelihood	score	H/M/L		sev	likelihood	score	H/M/L		
Use of Playground equipment as detailed below:															
Asset no.															
21	Use of the 2no. swings.	Jumping or falling from the swings. Being hit by the swing or by a child as the swing is being used.	Bumps, grazes and other superficial injuries, plus occasional sprains, strains and fractures resulting from jumps, falls and impact injuries.	Children (0-18 years) and adults pushing the swings.	2	2	4	L	1. Wet-pour rubber safety surface that complies to both BS EN 1177 & 4790. 2. Weekly inspections carried out by our Playground Warden who is trained in Routine Inspections of Children's Playgrounds and is included in the Register of Play Inspectors Internation (until May 2028). 3. Annual safety inspections.	2	2	4	L	1. Continue to monitor swings and safety surfacing on a weekly basis. 2. Continue with annual safety inspections by an approved contractor.	Ongoing.
22	Use of the 2no. baby swings.	Falling from the swings or falling on the safety surfacing. Being hit by the swing or by a child as the swing is being used.	Bumps, grazes and other superficial injuries, plus occasional sprains, strains and fractures resulting from jumps, falls and impact injuries.	Children (0-18 years) and adults pushing the swings, but predominately children under five	2	2	4	L	1. Wet-pour rubber safety surface that complies to both BS EN 1177 & 4790. 2. Weekly inspections carried out by our Playground Warden who is trained in Routine Inspections of Children's Playgrounds and is included in the Register of Play Inspectors Internation (until May 2028). 3. Annual safety inspections.	2	2	4	L	1. Continue to monitor swings and safety surfacing on a weekly basis. 2. Continue with annual safety inspections by an approved contractor.	Ongoing.
20	Multi-unit (includes 2no. ladders, monkey bars, slide, chains and logs to climb up, 2no. scramble chains and a fireman's pole).	Jumping or falling from the multi-unit. Gettings hands, feet or limbs trapped in the chains or other parts of the structure.	Bumps, grazes and other superficial injuries, plus occasional sprains, strains and fractures resulting from jumps, falls and impact injuries.	Children (0-18 years).	2	2	4	L	1. Wet-pour rubber safety surface that complies to both BS EN 1177 & 4790. 2. Weekly inspections carried out by our Playground Warden who is trained in Routine Inspections of Children's Playgrounds and is included in the Register of Play Inspectors Internation (until May 2028). 3. Annual safety inspections.	2	2	4	L	1. Continue to monitor the multi-unit and safety surfacing on a weekly basis. 2. Continue with annual safety inspections by an approved contractor.	Ongoing.
19	Cradle swing.	Jumping or falling from the swings. Gettings hands trapped in the netting base of the swing.	Bumps, grazes and other superficial injuries, plus occasional sprains, strains and fractures resulting from jumps, falls and impact injuries.	Children (0-18 years).	2	2	4	L	1. Play grade bark chippings installed as a safety surface, which complies to both BS EN 1177 & 4790. 2. Weekly inspections carried out by our Playground Warden who is trained in Routine Inspections of Children's Playgrounds and is included in the Register of Play Inspectors Internation (until May 2028). 3. Annual safety inspections.	2	2	4	L	1. Bark chippings need topping up at least annually. 2. Continue to monitor swings and safety surfacing on a weekly basis. 3. Continue with annual safety inspections by an approved contractor.	Ongoing.
16	Climbing web / spiders web climbing frame.	Jumping or falling from the climbing web. Gettings hands or limbs trapped in the rope structure.	Bumps, grazes and other superficial injuries, plus occasional sprains, strains and fractures resulting from jumps, falls and impact injuries.	Children (0-18 years).	2	3	6	M	1. Has a rubber grass matting safety surface, which complies to both BS EN 1177 & 4790. 2. Weekly inspections carried out by our Playground Warden who is trained in Routine Inspections of Children's Playgrounds and is included in the Register of Play Inspectors Internation (until May 2028). 3. Annual safety inspections.	2	3	6	M	1. Continue to monitor the climbing web and safety surfacing on a weekly basis. 2. Continue with annual safety inspections by an approved contractor.	Ongoing.

14	Rotator swing.	Falling from the swings or falling on the safety surfacing. Being hit by the swing or by a child as the swing is being used.	Bumps, grazes and other superficial injuries, plus occasional sprains, strains and fractures resulting from jumps, falls and impact injuries.	Children (0-18 years).	2	2	4	L	1. Play grade bark chippings installed as a safety surface, which complies to both BS EN 1177 & 4790. 2. Weekly inspections carried out by our Playground Warden who is trained in Routine Inspections of Children's Playgrounds and is included in the Register of Play Inspectors Internation (until May 2028). 3. Annual safety inspections.	2	2	4	L	1. Bark chippings need topping up at least annually. 2. Continue to monitor swings and safety surfacing on a weekly basis. 3. Continue with annual safety inspections by an approved contractor.	Ongoing.
13	Contour slide.	Falling from the bottom of the slide. Possible friction / heat injuries from using the slide.	Bumps, grazes and other superficial injuries, including friction related burns and grazes, occasional sprains, strains and fractures resulting from jumps, falls and impact injuries.	Children (0-18 years).	2	2	4	L	1. Play grade bark chippings installed as a safety surface, which complies to both BS EN 1177 & 4790. 2. Weekly inspections carried out by our Playground Warden who is trained in Routine Inspections of Children's Playgrounds and is included in the Register of Play Inspectors Internation (until May 2028). 3. Annual safety inspections.	2	2	4	L	1. Bark chippings need topping up at least annually. 2. Continue to monitor swings and safety surfacing on a weekly basis. 3. Continue with annual safety inspections by an approved contractor.	Ongoing.
15	Zip line.	Falling from the seat either while embarking or disembarking or while in motion. Being hit by the seat of the Zip line or by a child as the swing is being used.	Bumps, grazes and other superficial injuries, plus occasional sprains, strains and fractures resulting from jumps, falls and impact injuries.	Children (0-18 years).	2	2	4	L	1. Has a rubber grass matting safety surface, which complies to both BS EN 1177 & 4790. 2. Weekly inspections carried out by our Playground Warden who is trained in Routine Inspections of Children's Playgrounds and is included in the Register of Play Inspectors Internation (until May 2028). 3. Annual safety inspections.	2	2	4	L	1. Continue to monitor the Zip line, including its tension, safe operation and safety surfacing on a weekly basis. 2. Continue with annual safety inspections by an approved contractor.	Ongoing.
23	Shelter	Falling from the seat or roof if climbed upon. Bumping into the metal structure.	Bumps, grazes and other superficial injuries, plus occasional sprains, strains and fractures resulting from jumps, falls and impact injuries.	Children (0-18 years) and adults.	3	2	6	M	1. Weekly inspections carried out by our Playground Warden who is trained in Routine Inspections of Children's Playgrounds and is included in the Register of Play Inspectors Internation (until May 2028). 2. Annual safety inspections.	3	2	6	M	1. Continue to monitor the condition of the shelter on a weekly basis. 2. Continue with annual safety inspections by an approved contractor.	Ongoing.
17	Low ropes / balance course / trim trail.	Jumping or falling from the various parts of the Low ropes / balance course / trim trail.	Bumps, grazes and other superficial injuries, plus occasional sprains, strains and fractures resulting from jumps, falls and impact injuries.	Children (0-18 years).	2	2	4	L	1. Because the fall height is below 1.5 meters a safety surface is not required, a grass surface is more than sufficient. 2. Weekly inspections carried out by our Playground Warden who is trained in Routine Inspections of Children's Playgrounds and is included in the Register of Play Inspectors Internation (until May 2028). 3. Annual safety inspections.	2	2	4	L	1. Continue to monitor the Low ropes / balance course / trim trail on a weekly basis. 2. Continue with annual safety inspections by an approved contractor. 3. Quotes are being sought for modernisation / replacement of this piece of equipment (March 2026).	Ongoing.
10 & 18	Wooden picnic benches with attached tables.	Jumping or falling from the benches or tables. Bumps and grazes from getting in to or out of the benches. Splinters.	Bumps, grazes and other superficial injuries, plus splinters or minor impact injuries.	Children (0-18 years) and adults.	1	2	2	L	1. Weekly inspections carried out by our Playground Warden who is trained in Routine Inspections of Children's Playgrounds and is included in the Register of Play Inspectors Internation (until May 2028). 2. Annual safety inspections.	1	2	2	L	1. Continue to monitor the Zip line, including its tension, safe operation and safety surfacing on a weekly basis. 2. Continue with annual safety inspections by an approved contractor.	Ongoing.
7 & 8	Use of the football goal posts as part of hiring / using the football pitch.	Bumps from colliding with the goal posts. Hands of limbs getting caught in the nets or falling and impact injuries from contact collisions.	Bumps, grazes and other superficial injuries, plus occasional sprains, strains and fractures resulting from jumps, falls and impact injuries.	Children (0-18 years) and adults.	3	2	6	M	1. Inspections of the goals and pitch are carried out prior to each use.	3	2	6	L	1. Continue to monitor the goals and the pitch. 2. Due to the Football Foundation grant obtained in the 2025-26 financial year, the pitch is due for a major upgrade.	Ongoing.


TOFT NEWTON PARISH COUNCIL – Manual Handling Risk Assessment

Area / Activities / Task / Operation	Moving and Handling Loads and Objects in Offices (including Home Offices)	Carried out by	ML	Date:	April 2026	Sheet 1 of 4
Hazards	Who might be harmed	Existing Controls (Or proposed controls in the case of a new activity)	*Risk rating with existing or proposed controls	Are risks adequately controlled Yes/No	If No, what further actions are required to reduce the risks	
<p>Occasional lifting and carrying of boxes, files, stationery and small equipment within an office environment.</p> <p>Possible risks of:</p> <ul style="list-style-type: none"> • Musculoskeletal injuries • Injuries to feet from falling objects. • Cuts and bruises. • Falls related injuries. • Fatigue. 	<p>Employees</p> <p>Councillors</p> <p>Volunteers</p>	<p><i>Always refer to manufacturers' guidance and good practice principles.</i></p> <p>Employees should inform the Proper Officer or Chair of the Council of any health conditions or disabilities that may affect their ability to move and handle objects.</p> <p>The Proper Officer or Chair of the Council to carry out individual risk assessments if issues are reported, and if necessary, tasks will be revised or restricted until further advice has been sought from an Occupational Health Specialist has been obtained.</p> <p>Employees should use good practice techniques such as:</p> <ul style="list-style-type: none"> • Using a trolley to move large or multiple loads. • Breaking down the load into smaller loads. • Get assistance with doors. • Adopt a team lift for heavier objects. • Consider if PPE is required. <p>Employees to report hazards or if accidents or incidents occur.</p>	 <p>Likelihood: 3 Severity: 2 Risks: 3 x 2 = 6 Low</p>	Yes		

Print Name:	Michael Lewis	Signature:		Date:	23-04-2026
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	Likelihood of Occurrence x Severity of Harm = RRS	*Risk Rating Score (RRS)				
Likelihood of Occurrence	1 Rare, 2 Unlikely, 3 Moderate, 4 Likely, 5 Almost certain	Very Low	Low	Medium	High	Very High
Severity of injury	1 Minor, 2 Moderate, 3 Significant, 4 Major, 5 Catastrophic	1-5	5-10	10-15	15-20	20-25


TOFT NEWTON PARISH COUNCIL – Manual Handling Risk Assessment

Area / Activities / Task / Operation	Moving Work Equipment & Loads Between Sites (Mobile Workforce)	Carried out by	ML	Date:	April 2026	Sheet 2 of 4
Hazards	Who might be harmed	Existing Controls (Or proposed controls in the case of a new activity)	*Risk rating with existing or proposed controls	Are risks adequately controlled Yes/No	If No, what further actions are required to reduce the risks	
<p>Occasional lifting and carrying of boxes, files, stationery and small equipment between sites and work locations.</p> <p>Moving and handling small items of work equipment, e.g.: laptops, other IT equipment and bags, etc.</p> <p>Possible risks of:</p> <ul style="list-style-type: none"> • Musculoskeletal injuries • Injuries to feet from falling objects. • Cuts and bruises. • Falls related injuries. • Fatigue. 	<p>Employees</p> <p>Councillors</p> <p>Volunteers</p>	<p>Controls as for Moving and Handling Loads and Objects in Offices (including Home Offices), see page 1.</p>	 <p>Likelihood: 3</p> <p>Severity: 2</p> <p>Risks: 3 x 2 = 6</p> <p>Low</p>	<p>Mostly yes</p>	<p>Toft Newton Parish Council should consider purchasing a foldable trolley for the Proper Officer to use when moving files and equipment between sites.</p>	

Print Name:	Michael Lewis	Signature:		Date:	23-04-2026
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	Likelihood of Occurrence x Severity of Harm = RRS	*Risk Rating Score (RRS)				
Likelihood of Occurrence	1 Rare, 2 Unlikely, 3 Moderate, 4 Likely, 5 Almost certain	Very Low	Low	Medium	High	Very High
Severity of injury	1 Minor, 2 Moderate, 3 Significant, 4 Major, 5 Catastrophic	1-5	5-10	10-15	15-20	20-25


TOFT NEWTON PARISH COUNCIL – Manual Handling Risk Assessment

Area / Activities / Task / Operation	Pushing and pulling loads, with associated lifting.		Carried out by	Michael Lewis	Date:	April 2026	Sheet 3 of 4
Hazards	Who might be harmed	Existing Controls (Or proposed controls in the case of a new activity)	*Risk rating with existing or proposed controls	Are risks adequately controlled Yes/No	If No, what further actions are required to reduce the risks		
Occasional lifting and carrying loads to be moved using a wheelbarrow or trolley. Pushing and pulling of a wheelbarrow, sack barrow, trolley or flat bed. Moving wheeled bins. Possible risks of: <ul style="list-style-type: none"> • Musculoskeletal injuries • Injuries to feet from falling objects. • Contact injuries. • Cuts and bruises. • Falls related injuries. • Fatigue. 	Employees Councillors Volunteers	Controls as for Moving and Handling Loads and Objects in Offices (including Home Offices), see page 1. Manual Handling training to be arranged for all employees who undertake Manual Handling as part of their job role. Employees are to follow good pushing / pulling techniques. It is important to: <ul style="list-style-type: none"> • Check that all trolleys to be used are in good working order. • Check the weight of each object to be moved prior to moving. • Ensure the load is not hot, sharp, damaged, etc., and take appropriate action if it is. • Get assistance with doors. • Check to environment / weather. • Break the task down into smaller tasks. • Wear appropriate footwear, use PPE if needed. Employees to report hazards or if accidents or incidents occur.	 Likelihood: 3 Severity: 2 Risks: 3 x 2 = 6 Low	Yes	Lincolnshire Association of Local Councils (LALC) offer a Manual Handling eLearning training course in conjunction with nimble, at a cost of £25.00 each.		

Print Name:	Michael Lewis	Signature:		Date:	23-04-2026
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	Likelihood of Occurrence x Severity of Harm = RRS	*Risk Rating Score (RRS)				
Likelihood of Occurrence	1 Rare, 2 Unlikely, 3 Moderate, 4 Likely, 5 Almost certain	Very Low	Low	Medium	High	Very High
Severity of injury	1 Minor, 2 Moderate, 3 Significant, 4 Major, 5 Catastrophic	1-5	5-10	10-15	15-20	20-25

TOFT NEWTON PARISH COUNCIL – Manual Handling Risk Assessment

Area / Activities / Task / Operation	Using tools for weeding, spreading rock salt (grit), play bark, soil, sand or pea gravel, etc, plus the use of hand tools.	Carried out by	ML	Date:	April 2026	Sheet 4 of 4
Hazards	Who might be harmed	Existing Controls (Or proposed controls in the case of a new activity)	*Risk rating with existing or proposed controls	Are risks adequately controlled Yes/No	If No, what further actions are required to reduce the risks	
<p>Use of various gardening tools for the purposes of weeding the play area, the patio, the footpath and car park around the Village Hall, also for the use of spreading rock salt, play bark, soil, sand or pea gravel.</p> <p>Use of various hand tools for maintenance of the play equipment.</p> <p>Possible risks of:</p> <ul style="list-style-type: none"> • Musculoskeletal injuries • Injuries to feet from falling objects. • Contact injuries. • Cuts and bruises. • Falls related injuries. • Fatigue. 	<p>Employees</p> <p>Councillors</p> <p>Volunteers</p>	<p>Controls as for Moving and Handling Loads and Objects in Offices (including Home Offices), see page 1, and Pushing and pulling loads, with associated lifting, see page 3.</p> <p>Employees to report hazards or if accidents or incidents occur.</p>	 <p>Likelihood: 3</p> <p>Severity: 2</p> <p>Risks: 3 x 2 = 6</p> <p>Low</p>	Yes		

Print Name:	Michael Lewis	Signature:		Date:	23-04-2026
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	Likelihood of Occurrence x Severity of Harm = RRS	*Risk Rating Score (RRS)				
Likelihood of Occurrence	1 Rare, 2 Unlikely, 3 Moderate, 4 Likely, 5 Almost certain	Very Low	Low	Medium	High	Very High
Severity of injury	1 Minor, 2 Moderate, 3 Significant, 4 Major, 5 Catastrophic	1-5	5-10	10-15	15-20	20-25

COSHH Assessment Form

Completed by:	Michael Lewis	Date:	22/04/2026
Product Name:	One Line Marking Paint		
Manufacturer / Supplier:	One Stop Group Limited T/A One Stop Sourcing and Solutions		

SUBSTANCE DETAILS

Location of use:	Playing field, football field, car park		
Persons at risk:	Employees / Volunteers <input checked="" type="checkbox"/>	Members of the public <input checked="" type="checkbox"/>	
Hazardous Substance(s) involved:	Acetone		

Classification (select all applicable categories)

	<input type="checkbox"/>	Very toxic		<input type="checkbox"/>	Sensitising		<input type="checkbox"/>	Gas under pressure
	<input checked="" type="checkbox"/>	Harmful		<input checked="" type="checkbox"/>	Flammable		<input type="checkbox"/>	Danger to the Environment
	<input type="checkbox"/>	Corrosive		<input type="checkbox"/>	Explosive		<input type="checkbox"/>	Oxidising

Hazard Phrases:

- Extremely flammable aerosol. Pressurised container. May burst if heated.
- Causes serious eye irritation.
- May cause drowsiness or dizziness.

Physical form: (select applicable category)

Gas Vapour Aerosol Fume Dust Liquid Solid

Route of Exposure: (select all applicable categories)

Inhalation Skin contact Eye contact Ingestion/swallowed

What is the substance used for:	Line painting on the field or car park.
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How is the substance used:	Sprayed.
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Frequency and duration of each use:	Use in short sprays	Amount used at each application:	Varies
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Workplace Exposure Limits (WELs):

<p>Long-term exposure level (8hrTWA):</p> <ul style="list-style-type: none"> As per the official data sheet – see page 4 section 8. 	<p>Short-term exposure level (15 mins):</p> <ul style="list-style-type: none"> As per the official data sheet – see page 4 section 8.
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CONTROL MEASURES

Could a less hazardous substance be used to do the same job? (<i>Contact supplier if unsure</i>)		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
What controls are required for this substance, other than Personal Protective Equipment (PPE)?			
None			
Precautionary Statements / Safety Phrases:			
Use with caution.			
Is health surveillance or monitoring required? (<i>If yes, state type</i>) Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
Personal Protective Equipment (<i>State type and standard required</i>)			
 Dust mask		 Visor	
 Respirator		 Goggles	Safety glasses with side shields (EN 166).
 Gloves	The glove material has to be impermeable and resistant to the product.	 Overalls	
 Footwear		 Other	
OTHER ARRANGEMENTS			
<u>First Aid Measures</u>			
Eye contact	Rinse immediately with plenty of water, also rinse under the eyelids for at least 15 minutes. Get medical attention.		
Ingestion	Call 999 immediately. May cause nausea and discomfort.		
Inhalation	Move patient to fresh air, if symptoms persist consult a doctor.		
Skin contact	Immediately wash with water and soap, rinse thoroughly. If skin irritation persists consult a doctor.		
<u>Storage</u>			
Avoid contamination with other products. Ensure the container is stored closed. Protect from heat and direct sunlight. Protect from humidity and water.			
<u>Disposal of Substances & Contaminated Containers</u> (<i>select applicable category</i>)			










Hazardous Waste <input type="checkbox"/>	General Waste <input checked="" type="checkbox"/>	Return to Supplier <input type="checkbox"/>
Other <input checked="" type="checkbox"/>		
(If Other Please State):		
Aerosol cans can be recycled via the blue waste bins and will be collected by West Lindsey District Council on their regular collection days.		
<u>Emergency Considerations:</u>		
Fire:	Extinguish the fire using a CO2 or Dry powder extinguisher. Use sand or soil.	
Spillage:		
RISK RATING FOLLOWING CONTROL MEASURES		
High <input type="checkbox"/>	Medium <input type="checkbox"/>	Low <input checked="" type="checkbox"/>
Annual Review	3 year review	5 year review

The Manufacturers' Safety Data Sheet contains further information and is therefore stored with the original copy of this assessment in the policies folder, under the COSHH Assessments tab.

COSHH Assessment Form

A copy of the current safety data sheet will be required to complete this form. These can be obtained from the supplier or manufacturer.

Completed by:	Michael Lewis	Date:	22/04/2026
Product Name:	Plasti-Kote Gloss Super Spray Paint (Royal Blue)		
Manufacturer / Supplier:	European Aerosols B.V.		

SUBSTANCE DETAILS			
Location of use:	The Shelter		
Persons at risk:	Employees / Volunteers <input checked="" type="checkbox"/>	Members of the public <input checked="" type="checkbox"/>	
Hazardous Substance(s) involved:	<ul style="list-style-type: none"> • Acetone • Propane • Hydrocarbons C9-C11, n-alkanes, cyclics, <2% aromatics • Butane • Isobutane • Titanium Dioxide • Strontium 11 2-ethylhexanoate 		
Classification (select all applicable categories)			
	<input type="checkbox"/> Very toxic		<input type="checkbox"/> Sensitising
	<input type="checkbox"/> Gas under pressure		<input checked="" type="checkbox"/> Harmful
	<input checked="" type="checkbox"/> Flammable		<input type="checkbox"/> Danger to the Environment
	<input type="checkbox"/> Corrosive		<input type="checkbox"/> Explosive
	<input type="checkbox"/> Oxidising	Hazard Phrases:	
<ul style="list-style-type: none"> • Extremely flammable aerosol. Pressurised container. May burst if heated. • Causes serious eye irritation. • May cause drowsiness or dizziness. 			
Physical form: (select applicable category)			
Gas <input type="checkbox"/>	Vapour <input type="checkbox"/>	Aerosol <input checked="" type="checkbox"/>	Fume <input type="checkbox"/>
Dust <input type="checkbox"/>	Liquid <input type="checkbox"/>	Solid <input type="checkbox"/>	
Route of Exposure: (select all applicable categories)			
Inhalation <input checked="" type="checkbox"/>	Skin contact <input checked="" type="checkbox"/>	Eye contact <input checked="" type="checkbox"/>	Ingestion/swallowed <input checked="" type="checkbox"/>
What is the substance used for:	Spray painting over graffiti		
How is the substance used:	Sprayed.		
Frequency and duration of each use:	Use in short sprays	Amount used at each application:	Varies
Workplace Exposure Limits (WELs):			

Long-term exposure level (8hrTWA): <ul style="list-style-type: none"> As per the official data sheet – see page 4 section 8. 	Short-term exposure level (15 mins): <ul style="list-style-type: none"> As per the official data sheet – see page 4 section 8.
--	--

CONTROL MEASURES

Could a less hazardous substance be used to do the same job? (<i>Contact supplier if unsure</i>)	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
--	---

What controls are required for this substance, other than Personal Protective Equipment (PPE)?










None

Precautionary Statements / Safety Phrases:

Use with caution.

Is health surveillance or monitoring required? (<i>If yes, state type</i>)	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
--	---

Personal Protective Equipment (*State type and standard required*)

	Dust mask		Visor
	Respirator	In case of brief exposure use a respiratory filter device.	
	Goggles	Safety glasses with side shields (EN 166).	
	Gloves	The glove material has to be impermeable and resistant to the product.	
	Footwear		

OTHER ARRANGEMENTS

First Aid Measures

Eye contact	Rinse immediately with plenty of water, also rinse under the eyelids for at least 15 minutes. Get medical attention.
Ingestion	Call 999 immediately. May cause nausea and discomfort.
Inhalation	Move patient to fresh air, if symptoms persist consult a doctor.
Skin contact	This product should not irritate the skin.

Storage

Avoid contamination with other products.
 Ensure the container is stored closed.

Protect from heat and direct sunlight. Protect from humidity and water.		
<u>Disposal of Substances & Contaminated Containers</u> <i>(select applicable category)</i>		
Hazardous Waste <input type="checkbox"/> General Waste <input checked="" type="checkbox"/> Return to Supplier <input type="checkbox"/> Other <input checked="" type="checkbox"/>		
(If Other Please State): Aerosol cans can be recycled via the blue waste bins and will be collected by West Lindsey District Council on their regular collection days.		
<u>Emergency Considerations:</u>		
Fire:	Extinguish the fire using a CO2 or Dry powder exteinguisher. Use sand or soil.	
Spillage:		
RISK RATING FOLLOWING CONTROL MEASURES		
High <input type="checkbox"/>	Medium <input type="checkbox"/>	Low <input checked="" type="checkbox"/>
Annual Review	3 year review	5 year review

The Manufacturers' Safety Data Sheet contains further information and is therefore stored with the original copy of this assessment in the policies folder, under the COSHH Assessments tab.

Toft Newton Parish Council

E-mail: clerk@toftnewtonparishcouncil.gov.uk

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

Item Number: 2026-27/024

Asset of Community Value, Land off Alexandra Road, Colloquially Known As The Big Wood

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.

Toft Newton Parish Council

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

Item Number: 2026-27/025 Playground / Football Field Update

Verbal Update to be given at the meeting.

Toft Newton Parish Council – Football Foundation Grant – Financial Update

Projected Maximum Expenditure	Year 1 Budget 2025-26	Year 1 Actual Spend	Year 2 Budget 2026-27	Year 2 Revised Budget*	Year 3 Budget 2027-28
Top dressing renovation	£1,600.00	£0.00	£1,600.00	£2450.00	£1,600.00
Mowing	£0.00	£0.00	£0.00	£0.00	£0.00
Line marking	£0.00	£0.00	£0.00	£0.00	£0.00
Decompaction	£2,000.00	£0.00	£2,000.00	£860.00	£2,000.00
Goal mouth repairs	£20.00	£0.00	£40.00	£52.00	£40.00
Surface grooming (fortnightly) – not included in grant	£0.00	£0.00	£0.00	£0.00	£0.00
Deep slitting (quarterly) – not included in grant	£0.00	£0.00	£0.00	£150.00	£0.00
Overseeding (as required – in season)	£1,400.00	£0.00	£1,400.00	£1,430.00	£1,400.00
Scarification	£350.00	£0.00	£350.00	£410.00	£350.00
Application of fertilizer	£650.00	£0.00	£650.00	£280.00	£650.00
Application of selective herbicide	£350.00	£0.00	£350.00	£260.00	£350.00
Total	£6,370.00	£0.00	£6,390.00	£5,892.00	£6,390.00

Football Goals Replacement	Year 1 Budget	Year 1 Actual Spend
Grant – paid to supplier	£1,440.00	£1,440.00
Parish Council Contribution	£537.30	£537.30
	£1,977.30	£1,977.30
VAT Reclaimed	£89.55	£89.55

* Budget revised due to having to find a new contractor.

Source of income	Year 1 2025-26	Year 2 2026-27	Year 3 2027-28	Year 4 2028-29
Football Foundation Grant	£2,667.00	£2,667.00	£1,833.33	
VAT Reclaimed	nil	£1,492.40	£2,036.00	£2,043.00
Toft Newton Parish Council	£3,703.00	£2,230.06	£2,520.67	
Total	£6,370.00	£6,390.00	£6,390.00	£2,043.00

The original prices submitted formed the basis of the Football Foundation grant funding application. These prices were produced following a site inspection carried out on the 25th of February 2025, by the Lincolnshire Football Association.

Toft Newton Parish Council

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

Item Number: 2026-27/026

Events and 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, 7th July 2026: Parish Council Meeting
- Tuesday, 8th September 2026: Parish Council Meeting
- Tuesday, 8th September 2026: Personnel Committee Meeting, immediately after the Parish Council Meeting
- Tuesday, 3rd November 2026: Parish Council Meeting
- Tuesday, 12th January 2027: Parish Council Meeting
- Tuesday, 2nd March 2027: Annual Parish Meeting
- Tuesday, 2nd March 2027: Parish Council Meeting starting at 7pm or shortly thereafter.

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

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	2 Mo	2 Mo
3 Sa School holidays	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	15 Su Mother's Day
16 Fr	16 Mo School holidays	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	4 Mo Early May Bank Holiday 19	4 Th
5 Su Easter Sunday School holidays End of 2025-26 Tax Year	5 Tu 6:30pm Annual PC Meeting 7:00pm PC Meeting & PC Cttee	5 Fr
6 Mo Easter Monday 15 Start of 2026-27 Tax Year	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	14 Su
15 We	15 Fr	15 Mo 25
16 Th Finance Meeting agenda published	16 Sa	16 Tu
17 Fr	17 Su 3pm RAF Faldingworth Memorial Event	17 We
18 Sa	18 Mo 21	18 Th
19 Su	19 Tu	19 Fr
20 Mo 17	20 We	20 Sa
21 Tu 6:30pm Finance & Personnel 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	24 We
25 Sa	25 Mo Spring Bank Holiday 22 School holidays	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	2 We
3 Fr	3 Mo School holidays	3 Th PC Meeting & Personnel Cttee agendas 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 & PC Cttee
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	24 Mo 35	24 Th
25 Sa School holidays	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	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 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
21 We	21 Sa	21 Mo School holidays 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 53
29 Th PC Meeting agenda published	29 Su	29 Tu
30 Fr	30 Mo 49	30 We
31 Sa		31 Th

Forward Planning

Toft Newton Parish Council Meetings 2027

Tuesday, 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, followed by Personnel Committee Meeting (tbc)

Tuesday, 6th July: Parish Council Meeting

Tuesday, 7th or 14th September (to be confirmed): Parish Council Meeting followed by 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 Mayoralties 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: ITEM 2026-27/028 PLAYGROUND EQUIPMENT QUOTES

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

	Option One	Option Two	Welfare facilities and security fencing.	Multi-Use Games Area (MUGA)
Supplier One	Metal Equipment £25,074.78	Wooden equipment £24,474.05	£2,125.00	£119,018.20
Supplier Two	Dome £25,756.80	Trail £21,348.00	Included in cost	No quote provided
Supplier Three				
As per TNPC Financial Regulations. Adopted on the 03/03/2006	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, Supplier Three has not sent their quotes through, but will aim to send them through ASAP.

Detailed quotes to be circulated to Parish Councillors separately.