

Toft Newton Parish Council

E-mail: clerk@toftnewtonparishcouncil.gov.uk

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

SUMMONS

Dear Councillor,

Personnel Committee 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. The Personnel Committee will meet immediately after the conclusion of business at the May Parish Council meeting.

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

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Guidance for Members of the Public Present at Parish Council Meetings

In accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960, as amended by section 100a of the Local Government Act 1972, schedule 12a, members of the public and press may attend and participate public meetings of Toft Newton Parish Council.

The Openness of Local Government Bodies Regulations 2014 permits the audio and visual recordings and photography of Parish Council public meetings, by members of the public and / or the media in accordance with the Council's protocol on Recording of Public Meetings.

1. This notice will be attached to the agenda of each public meeting held by Toft Newton Parish Council and will be included on our website <https://toft-newton.parish.lincolnshire.gov.uk/>.
2. The regulations allow any member of the public or media to use Social Media platforms, such as X, blogs, Facebook, Instagram or similar services to report the meeting.
3. Toft Newton Parish Council do not routinely record our meetings, however, arrangements can be made if so required.
 - a) If meetings are recorded, the recording will be made available to any resident of the Toft Newton parish, member of the public or the media, by prior arrangement with the Proper Officer.
 - b) In accordance with current data protection protocols, all recordings will only be retained for as long as is necessary. It would be our intention to delete the recording following the subsequent meeting.
4. At the start of each meeting the Chair or the Proper Officer will ask if anyone intends to digitally record, photograph or broadcast the meeting, so that members of the public are aware of any digital recording.
5. Although there is a statutory right to photograph and record meetings, the proceedings of the meeting must not be disrupted by the use of media tools, and any such recordings must not inhibit the involvement of other members of the public.
6. The Chair has the absolute discretion to terminate or suspend any recording activities if, in their opinion, continuing to do so would prejudice proceedings at the meeting. The circumstances in which termination or suspension might occur will include:
 - a) A public disturbance or suspension of the meeting.
 - b) The meeting agreeing to formally exclude members of the public and press from the meeting due to the confidential nature of the business to be discussed.
7. The recording and reporting of Parish Council meetings is subject to the laws in force at the time, and it is the responsibility of those undertaking the recording and reporting to ensure compliance. This will include, but is not limited to, the Human Rights Act, the Data Protection Act and the laws of libel and defamation.

8. Toft Newton Parish Council is not liable for the actions of any person making a recording of a public meeting which identifies a member of the public, nor the publication of that recording.

Protocol for the Recording of Public Meetings:

Toft Newton Parish Council supports the principle of transparency and permits the audio and visual recording of meetings open to the public, subject to the following protocol:

1. The intention to record the meeting must be declared, and members of the public present, must be asked to give consent to being recorded.
2. Where members of the public declare an objection to being recorded, the recording must be paused when the objectors speak.
3. Confidential items of business must not be recorded.

This guidance and protocol will be reviewed annually.

Date: 3rd of March 2026

Review due: Annual Parish Council Meeting - May 2027

Version number: v.001

Agenda: Personnel Committee Meeting

Members expected:

To be determined at the Annual Parish Council meeting held on the same day.

Officers expected:

Proper Officer

Former Proper Officer

Part A – Public Meeting

| Agenda Item Number | Specifics from Agenda and summary of discussions | Responsible Member / Officer |
|---------------------------|---|---|
| 2026-27/029 | Attendance <ul style="list-style-type: none">Record of Parish Councillors present.Record of TNPC Officers present.Anonymised record of any members of the public present. | Proper Officer |
| 2026-27/030 | 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 |
| 2026-27/031 | 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 |
| 2026-27/032 | Election of Chairperson of the Personnel Committee <ul style="list-style-type: none">Elect a Chairperson.Chairperson to sign the Declaration Acceptance of Office form. | Proper Officer |
| 2026-27/033 | Terms of Reference and Annual Work Plan <p>Councillors are asked:</p> <ul style="list-style-type: none">To agree to the Terms of Reference for the said committee.To note the contents of the Annual Work Plan of the Parish Council. | (Retired) Proper Officer |

Resolution:

That Councillors adopt the Terms of Reference for the Personnel Committee.

- 2026-27/034 Exclusion Of The Public and Press** **Chair**
- 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.

Part B – Confidential Section

| Agenda Item Number | Specifics from Agenda and summary of discussions | Responsible Member / Officer |
|---------------------------|---|-------------------------------------|
|---------------------------|---|-------------------------------------|

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| 2026-27/035 | Approval of Personnel Policies | Councillors |
|--------------------|---------------------------------------|--------------------|

- Councillors are asked to approve the following mandatory policies:
 - Pay Policy
 - Employees and Volunteers Expenses Policy
 - Homeworking Policy
 - Flexible Working Policy
 - Equality and Diversity
 - Emergency Dependents Leave
 - Carers Leave Policy
 - Compassionate Leave Policy
 - Annual Leave Policy
 - Annual Leave (Payment) Policy
 - Data Protection for HR Policy
 - Disciplinary Policy
 - Grievance Policy
 - Dignity at Work Policy
 - Antbullying Policy
 - Sexual and General Harassment Policy
 - Appraisal Procedure and Appraisal Form

Resolution:

To approve the policies as detailed above.

- *Once approved these policies will be reviewed in May 2027.*

| | | |
|--------------------|-----------------|--|
| 2026-27/036 | Pensions | (Retired) Responsible Financial Officer |
|--------------------|-----------------|--|

- Councillors are asked to give consideration to the report attached on providing pensions for Toft Newton Parish Council employees.

Proposed resolution:

That Councillors agree to enroll staff into a pension scheme from the beginning of the 2026-27 tax year.

Toft Newton Parish Council

Item Number: 2026-27/033
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, either following the completion of business of the May Parish Council Meeting or 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 September or October, either as a separate meeting or following the completion of business of the September Parish Council Meeting, 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 and other Councillors, non-confidential meeting minutes will be uploaded to the Toft Newton Parish Council website 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.

Toft Newton Parish Council

Item Number: 2026-27/035
Policies

Councillors are asked to resolve to accept the following policies:

- Pay Policy
- Employees and Volunteers Expenses Policy
- Homeworking Policy
- Flexible Working Policy
- Equality and Diversity
- Emergency Dependents Leave
- Carers Leave Policy
- Compassionate Leave Policy
- Annual Leave Policy
- Annual Leave (Payment) Policy
- Data Protection for HR Policy
- Disciplinary Policy
- Grievance Policy
- Dignity at Work Policy
- Antibullying Policy
- Sexual and General Harassment Policy
- Appraisal Procedure and Appraisal Form