**MINUTES OF TROWSE WITH NEWTON PARISH COUNCIL PERSONNEL COMMITTEE MEETING**

Held at The Manor Rooms, The Street, Trowse on: **Wednesday 6th May 2020 at 6.00pm**

Present: Cllrs Heather Bowers (chair), Paul Greenizan, Janet Peart, James Smerdon

Clerk: Ted Leggett

1. **ATTENDANCE.** All present.
2. **DECLARATIONS OF INTEREST AND DISPENSATIONS**

2.1 No declarations made

1. **MINUTES OF PREVIOUS MEETING.** Confirmed by Cllrs
2. **PUBLIC FORUM.**
	1. No public questions
	2. Notice to be displayed that Parish Council is still operating, albeit in a virtual capacity
3. **STAFFING**
	1. To confirm that timesheets have been submitted and should be done so on a monthly basis at full council going forward. Confirmed that any **Cllrs** on Personnel Committee can approve timesheets in absence of chair
	2. To confirm that **CLERK TL** and **NEIGHBOURHOOD PLAN ADMINISTRATION STAFF** are due to have and end-of-year appraisal as soon as possible within reason given public health situation
4. **ANNUAL LEAVE**

6.1 **Cllrs** agreed unanimously that annual leave requests for more than one week should be covered either by existing staff, or by locum clerk if necessary

1. **CONTINUED EMPLOYMENT OF LOCUM CLERK**
	1. Employment of a locum clerk is to be reviewed on a monthly basis at full council meeting
2. **OTHER BUSINESS**
	1. Personnel Committee to be renamed Personnel & Communications Committee.
	2. **Clerk TL** to explore monthly publication of article within Villager magazine
3. **DATE AND TIME OF NEXT MEETING AND ANY ITEMS.**

9.1 Next meeting to take place on Wednesday 8th July at 6pm