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

Held at The Manor Rooms, The Street, Trowse on: **Wednesday 8th July 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. Timesheets for staff approved
   2. **Cllrs** agreed that **CLERK TL** to take August as annual leave. **Kate Leggett**, neighbourhood administrator to provide reduced cover in clerks absence
   3. Staff appraisals considered and signed off by **Cllrs**
4. **COMMUNICATIONS**
   1. **Chair** advised that he had been in discussions with distributors of Villagermagazine with regards to future collaboration. An informal meeting is due to take place during august to discuss options
   2. **CLERK TL** to research new Notice board provision to include new board at school site
5. **DATE AND TIME OF NEXT MEETING AND ANY ITEMS.**

7.1 Next meeting to take place on Wednesday 9th July at 6pm via zoom