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

Held at The Manor Rooms, The Street, Trowse on: **Wednesday 9th September 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.**

3.1 Adjustment of previous minutes (minutes to be submitted electronically)

1. **PUBLIC FORUM.**
	1. No public questions
2. **STAFFING**
	1. **Chair HB** to liaise with **Neighbourhood Plan Officer**
	2. **Cllrs** agreed that **CLERK TL** to take annual leave on agreed date. **Kate Leggett**, neighbourhood administrator to provide reduced cover in clerks absence, and minute meetings if necessary
	3. Annual statutory pay-rise and backdated payment noted by **Cllrs**
	4. Interim appraisals due to take place 6 monthly and so now due within next month
3. **COMMUNICATIONS**
	1. **Chair** advised that Council have been in discussions with distributors of Villagermagazine with regards to future collaboration. **Cllrs** voted unanimously, without prejudice, to make a one-off payment of £500 to restore the future viability of Villager magazine
	2. Ongoing support for Villager magazine to be discussed at **Full Council**
	3. **Chair HB** requested that actions logs be added to communications alongside minutes
4. **DATE AND TIME OF NEXT MEETING AND ANY ITEMS.**
	1. Next meeting to take place on Tuesday 13th October at 6pm via zoom

**Agreed Actions:**

**CHAIR HB –** Liaise with Neighbourhood Plan Officer

Arrange interim 6 monthly appraisals

**CLERK TL –** Arrange payment of £500 to Villager Magazine