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

Held at The Manor Rooms, The Street, Trowse on: **Tuesday 10th November 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** approved timesheets of staff
   2. **Cllrs** agreed that **CLERK TL** to take annual leave on agreed date. **Kate Leggett**, neighbourhood administrator to provide reduced cover in clerks absence, with support from **CHAIR HB & CLLR JS**
   3. **CLLR PG** took item to Manor Rooms Committee to discuss. MRC requested that process be formalised by legal counsel, to include contractual obligations, tenancy agreement, renovation agreement and details of utilities
3. **COMMUNICATIONS**
   1. Discussion took place regarding Villager magazine distribution. **CHAIR HB** provided information regarding future submission and publication dates for Villager magazine (articles are required on the Friday before the last Wednesday of the month)
   2. Website info an ongoing agenda item
   3. **CLLR JS** confirmed that 95 completed survey responses have been received
4. **DATE AND TIME OF NEXT MEETING AND ANY ITEMS.**
   1. Next meeting to take place on Tuesday 8th December at 6pm via zoom

**ACTIONS:**

**Chair HB:**

* To research suitable legal representation and gain legal advice in relation to Manor Rooms project
* TO collate any responses and articles for Villager magazine and to submit for copy