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

You are hereby summoned to attend the Trowse with Newton Parish Council Personnel & Communications Meeting via a virtual meeting on: **Tuesday 13th October at 6pm**

Members of the press and public are invited to attend and should submit any questions or intentions to attend to trowsepc@outlook.com

Ted Leggett

Ted Leggett  
Parish Clerk

# AGENDA

1. **ATTENDANCE**

To note those present and consider apologies for absence. To confirm a minimum of three councillors needed to attend each meeting to be quorate. Committee members are Councillors Heather Bowers (Chair), Paul Greenizan, Janet Peart, James Smerdon.

1. **DECLARATIONS OF INTEREST AND DISPENSATIONS**
   1. To consider any dispensations previously submitted.

You have a Disclosable Pecuniary Interest in a matter to be discussed if it relates to something on your Register of Interests Form. You must declare the interest and leave the room whilst the matter is under discussion.

You have a Personal Interest in a matter to be discussed if it affects:

* Your wellbeing or financial position.
* That of your family or close friends.
* That of a club or society in which you have a management role.

In these instances, members must declare a PERSONAL interest, but can speak and vote on the matter. Whenever you declare an interest you must say why the interest arises so that it may be included in the minutes.

1. **MINUTES OF PREVIOUS MEETING**
2. **PUBLIC FORUM**
   1. To receive comments from members of the public, restricted to 2 minutes per person, on matters elsewhere in the agenda. Item to last no more than 10 minutes.
3. **STAFF**

5.1 To sign off staff timesheets and annual leave applications – Any issues arising.

5.2 To discuss any further **ANNUAL LEAVE** requirements for clerk or neighbourhood plan officer

5.3 To discuss offer of work experience by a trainee locum clerk

5.4 To confirm dates of interim appraisals for all staff

1. **COMMUNICATIONS**
   1. Parish Council involvement and support with ‘The Villager’ magazine. Discussion about ensuring content is available and timelines for submission
   2. Discussion regarding content for website
2. **DATE AND TIME OF NEXT MEETING AND ANY ITEMS.**