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

Held at The Manor Rooms, The Street, Trowse on: **Tuesday 13th October 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, and minute meetings if necessary
   3. Discussion took place regarding offers and requests for work experience. Any future requests should be directed to **CHAIR HB**
   4. Informal interim appraisal with **Clerk TL.** Outcomes of appraisal discussed
   5. Significant outcome of appraisal was the need for more suitable modern office space. 3 Cllrs voted in favour of exploring an upgrade of existing office facilities with The Manor Rooms (1 Cllr recused themselves from voting)
3. **COMMUNICATIONS**
   1. Discussion took place regarding Villager magazine distribution. **CHAIR HB** to ascertain submission and publication dates
   2. Noticeboards to be used as a poster area for Neighbourhood Plan and Villager
4. **DATE AND TIME OF NEXT MEETING AND ANY ITEMS.**
   1. Next meeting to take place on Wednesday 10th November at 6pm via zoom

**ACTIONS:**

**Chair HB:**

* To verify submission and publication dates of Villager Magazine
* To research and bring to committee information regarding website traffic
* To amend Trowse Parish Council to remove extra wording

**Cllr JS:**

* To confirm required annual leave requirements with Neighbourhood Plan Officer
* To write proposal for potential office refurbishment plan
* To discuss Villager distribution network and any required support from Parish Council