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

Held at The Manor Rooms, The Street, Trowse on: **Tuesday 8th December 2020 at 6.00pm**

Present: Cllrs Heather Bowers (chair), Paul Greenizan, Janet Peart, James Smerdon

Clerk: Ted Leggett

1. **ATTENDANCE.**

1.1 **Cllr JP** gave apologies

1. **DECLARATIONS OF INTEREST AND DISPENSATIONS**

2.1 **Cllr PG** declared interest in relation to items pertaining to Manor Rooms

1. **MINUTES OF PREVIOUS MEETING.**

3.1 Minutes approved

1. **PUBLIC FORUM.**
	1. No public questions
2. **STAFFING**
	1. **Chair HB** approved timesheets of **Clerk TL,** awaiting timesheet from **NHP Officer KL**
	2. **Cllrs** agreed arrangements for Christmas Leave cover
	3. **CLLR JS & HB** to arrange contract details with **Project Officer SH,** including any office equipment requirements
	4. Legal research in relation to the Manor Rooms to be deferred until **Project Officer SH** commences employment
	5. **Clerk TL** to arrange regular catch up sessions with **Project Officer SH & NHP Assistant KL**
3. **COMMUNICATIONS**
	1. **Cllr HB** to publish dates for submission and publication of items in Villager magazine
	2. **CLLR JS** gave update on **NHP** communications progress
4. **DATE AND TIME OF NEXT MEETING AND ANY ITEMS.**
	1. Next meeting to take place on Tuesday 12th January at 6pm via zoom

**ACTIONS:**

**Chair HB:**

* Arrange contract detail meeting with **Project Officer SH**