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

Held at The Manor Rooms, The Street, Trowse on: **Tuesday 19th January 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 with amendment

1. **PUBLIC FORUM.** 
   1. No public questions
2. **STAFFING**
   1. Timesheets and annual leave discussed, to be moved on agenda in future to Chair’s section outside of public meeting
   2. **Project Clerk SH** given remit to progress project looking at ownership and associated agreements and liabilities in place for usage of Bowling Green
   3. **Cllr PG** declared an interest in Manor Rooms. **Project Clerk SH** given remit to progress project in relation to Manor Rooms renovation and use of part of building by Parish Council as office facility. Project should consider current arrangements, proposed building works and associated permissions, relevant updated fire and safety considerations, position of Parish Council as tenants and design and contraction of building works
   4. **Project Clerk SH** given remit to progress project looking at Trowse Common, research in relation to ownership, liability, ability to develop and hire
3. **COMMUNICATIONS**
   1. **Cllr HB** requested submissions for next issue of Villager magazine
   2. **Clerk TL** to produce article calling for volunteers in the village
   3. **CLLR JS** to produce website content regarding latest changes in the village
4. **DATE AND TIME OF NEXT MEETING AND ANY ITEMS.**
   1. Next meeting to take place on Tuesday 9th February at 6pm via zoom

**ACTIONS:**

* **Chair HB** to arrange contract detail meeting with **Project Officer SH**
* **Clerk TL** to produce article calling for volunteers in the village
* **CLLR JS** to produce website content regarding latest changes in the village