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

Held at The Manor Rooms, The Street, Trowse on: **Tuesday 9th February at 6.00pm**

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

Clerk: Ted Leggett

1. **ATTENDANCE.**

1.1 **All Cllrs present**

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. **COMMUNICATIONS**
   1. No February edition of Villager Magazine, with a revised February/March edition to be produced
   2. Member of public working on content to submit
   3. **Chair HB** to keep archive of villager articles and check on method
   4. **Chair HB** gave update on website traffic information, requested this be added to Full Council agenda under Chairs Updates
   5. **Cllr JS** gave update on Neighbourhood Plan, with collected data being processed to inform project ideas
3. **STAFFING**
   1. Staff timesheets approved
   2. **Project Officer SH** gave update on work being carried out to ascertain Trowse Common ownership and powers, and on progress of Manor Rooms refurbishment project. Quotes for Professional fees were discussed - £1200+Vat for Building Survey, £800+VAT for solicitor
   3. **CLLR PG** gave update heritage research project, has identified Heritage Assets and Listed Buildings
   4. **CLLR HB** confirmed monthly staff 1-2-1s taking place
4. **DATE AND TIME OF NEXT MEETING AND ANY ITEMS.**
   1. Next meeting to take place on Tuesday 9th March at 6pm via zoom

**ACTIONS:**

* **Chair HB** to arrange archiving of Villager articles
* **Clerk TL** to produce article calling for volunteers in the village
* **CLLR JS** to produce website content regarding latest changes in the village