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

Held at The Manor Rooms, The Street, Trowse on: **Tuesday 9th March 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. **Chair HB** to keep archive of villager articles and check on method
	3. **Chair HB** gave update on website traffic information, requested this be added to Full Council agenda under Chairs Updates
	4. **Cllr JS** gave update on Neighbourhood Plan, steering committee is working on a number of projects, concentrating on collated conservation information, with projects surrounding heritage and conservation.
	5. **Clerk TL** to introduce **NHPO KL** to **Crown Point Estate** to discuss potential heritage trail and other future projects
3. **STAFFING**
	1. Staff timesheets approved
	2. **STAFF** leave requirements discussed
	3. **CLLR PG** gave update on planned tree works, and progress of public consultation works in relation to NHP
4. **DATE AND TIME OF NEXT MEETING AND ANY ITEMS.**
	1. Next meeting to take place on Tuesday 13th April at 6pm via zoom

**ACTIONS:**

* **Chair HB** to arrange archiving of Villager articles
* **Clerk TL** to make introduction to Crown Point
* **CLLR JS** to produce website content regarding latest changes in the village