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

Held at The Manor Rooms, The Street, Trowse on: **Tuesday 11th May at 6.00pm**

Present: Cllrs Heather Bowers (chair), Rebecca Long, Janet Peart, James Smerdon

Clerk: Ted Leggett

1. **ATTENDANCE.**

1.1 **All Cllrs present**

1. **DECLARATIONS OF INTEREST AND DISPENSATIONS**

2.1 **No declarations made**

1. **MINUTES OF PREVIOUS MEETING.**
	1. Minutes approved.
	2. Further discussions were had; Article from Norfolk Police regarding burglaries to be published; CCTV request to go on skills and assets register
2. **PUBLIC FORUM.**
	1. No public questions
3. **COMMUNICATIONS**
	1. **Cllrs** discussed methods of communication and engagement with parishioners via social media and written format. Suggested that a facebook poll be carried out with regards to preferred methods of communication, and to be shared on Trowse Village News page (this has a wider reach)
	2. **Cllrs** agreed that methods of communication should be a fixed agenda item in future
	3. **Cllrs** agreed that each **Cllr** should be requested to submit one article for Villager each year, with article submitted to this Committee for approval
	4. **Neighbourhood Plan Steering Groups** being formed to discuss; Parking; Heritage; Green Spaces; Open Spaces. Public consultation on discussion matters to take place
4. **STAFFING**
	1. Staff timesheets approved
	2. **STAFF** leave requirements discussed and approved
	3. **Project Clerk** to move to zero hours contract, with project work to be delegated on an ad hoc basis
5. **DATE AND TIME OF NEXT MEETING AND ANY ITEMS.**
	1. Next meeting to take place on Tuesday 8th June at 6pm via zoom
6. **PLANNING FOR IN PERSON MEETINGS IN RELATION TO CURRENT COVID LEGISLATION**

8.1 **Cllrs** discussed current legislation and resolved to cancel May Full Parish Council Meetings due to inherent difficulties in relation to in-person meetings and broadcast of said meetings

**ACTIONS:**

* **Chair HB** to continue providing web content of Villager articles
* **Clerk TL** to liaise with **Cllr R Long** regarding social media and communications poll
* **CLLR JS** to forward on article from Norfolk Police