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

Held at The Manor Rooms, The Street, Trowse on: **Tuesday 6th July 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 with minor correction to meeting location
2. **PUBLIC FORUM.**
	1. No public questions
3. **COMMUNICATIONS**
	1. **Cllrs** discussed a new menu page on PC website for ‘things to do’. **Clerk TL** to contact all relevant local businesses for permission and information
	2. **Cllr RL** agreed to forward any question outcomes from Trowse Village News page as ‘overheard in Trowse’
	3. **Chair HB** requested that calendar for Village news submissions be added to Full Council agenda
	4. **Chair HB** gave update on internal communications webinar. **Clerk TL** to explore use of .gov.uk email and domain options. Building communications to be discussed at August Cllr get together
	5. **Cllr JS** gave an update on **Neighbourhood Plan Steering Groups**. Communications are progressing well. Recent meeting discussed ‘what the village looks like’. NHP specialists should be in a position to begin collating information by end of July
	6. **Clerk TL** to explore costs of printing a two-page colour flyer
	7. **Clerk TL** gave update on Facebook survey. Only 7 responses were received, with the majority preferring to engage via Facebook and/or Villager
4. **STAFFING**
	1. **STAFF** timesheets discussed and agreed
	2. Project work on Trowse Common on hold until Unilever archive reopened
	3. **Cllrs** agreed that, other than agendas and minutes, **ALL Cllrs** should either print any relevant documents or use means with which to view them electronically for all meetings going forwards.
	4. **Cllrs** will be requested to attend an August meeting to discuss Policies, Standing Orders, Internal Audit and Communications. Suggested date of 12th/13th August to be confirmed at Full Council Meeting
5. **DATE AND TIME OF NEXT MEETING AND ANY ITEMS.**
	1. Next meeting to take place on Tuesday 7th September at 6pm

**ACTIONS:**

* **Cllr RL** to monitor Trowse Village News page
* **Clerk TL** to contact all relevant local businesses to discuss ‘things to do’; explore use of .gov.uk; explore costs of printing