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

You are hereby summoned to attend the Trowse with Newton Parish Council Personnel & Communications Meeting at The Manor Rooms, The Street, Trowse on:

**Monday 13th December at 6:30pm**

Members of the press and public are invited to attend and should submit any questions or intentions to attend to trowsepc@outlook.com

Ted Leggett

Ted Leggett
Parish Clerk

# AGENDA

1. **ATTENDANCE**

To note those present and consider apologies for absence. A minimum of three councillors need to attend each meeting, to be quorate. Committee members are Councillors Heather Bowers (Chair), Rebecca Long, Janet Peart, James Smerdon.

1. **DECLARATIONS OF INTEREST AND DISPENSATIONS**
	1. To consider any dispensations previously submitted.

You have a Disclosable Pecuniary Interest in a matter to be discussed if it relates to something on your Register of Interests Form. You must declare the interest and leave the room whilst the matter is under discussion.

You have a Personal Interest in a matter to be discussed if it affects:

* Your wellbeing or financial position.
* That of your family or close friends.
* That of a club or society in which you have a management role.

In these instances, members must declare a PERSONAL interest, but can speak and vote on the matter. Whenever you declare an interest you must say why the interest arises so that it may be included in the minutes.

1. **MINUTES OF PREVIOUS MEETING**

3.1 The meeting of 8th November was not quorate so there are no minutes

1. **PUBLIC FORUM**
	1. To receive comments from members of the public, restricted to 2 minutes per person, on matters elsewhere in the agenda. Item to last no more than 10 minutes.
2. **COMMUNICATIONS**
	1. Appointment of Assistant Clerk to support communications.
	2. Development of a communications strategy.
	3. Website – review content.
	4. Villager magazine - update
	5. Neighbourhood Plan progress
3. **STAFF. The Chairman may RESOLVE that in accordance with the Public Bodies (admission to Meetings) Act 1960 that the public and press be excluded during consideration of the following item due to its confidential nature.**
	1. Appointment of Assistant Clerk, the scope of her responsibilities and contracted hours (proposal is for Clerk duties for Personnel and Communication Sub Committee and to manage external communications).
	2. Staff management issues (timesheets, annual leave etc.)
	3. Formation of Planning working Party
4. **POLICY, RISK ASSESSMENT & TIMELINES**
	1. Review of Policy documents (training and development)
5. **DATE AND TIME OF NEXT MEETING**
6. **AOB**