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

Held at The Manor Rooms, The Street, Trowse on: **Monday 13th December at 6.00pm**

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

Clerk: Ted Leggett

1. **ATTENDANCE.**

1.1 **Cllr Janet Peart** gave her apologies and this was accepted

1. **DECLARATIONS OF INTEREST AND DISPENSATIONS**

2.1 **No declarations made**

1. **MINUTES OF PREVIOUS MEETING.** 
   1. No previous minutes
2. **PUBLIC FORUM.** 
   1. No public questions
3. **COMMUNICATIONS**
   1. **Item deferred**
   2. **Item deferred**
   3. **Item deferred**
   4. **Item deferred**
   5. **Cllrs JS** provided an update with relation to the Neighbourhood Plan; the draft plan is currently with consultants and the final draft should be produced shortly; a village-wide consultation will follow; a village referendum will follow in March/April time
4. **STAFFING**
   1. **Cllrs**  unanimously agreed to the appointment of **Kate Leggett** as assistant clerk, with personal terms to be agreed.
   2. **A-C KL** to be tasked with; full management of Personnel & Communications committee; maintenance of website; articles for Villager magazine; any necessary bespoke communications; mutual cover of annual leave between **Clerk and A-C**
   3. **Cllrs** unanimously agreed to the formation of a Planning working group
5. **POLICY.**
   1. **Cllrs** unanimously approved Training & Development Policy 2021

**ACTIONS:**

* **Cllrs RL & HB and KL** to meet to discuss website amendments and MS Outlook options