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

Held at The Manor Rooms, The Street, Trowse on: **Monday 13th September 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 the submission of articles for Villager magazine. **Cllrs** to produce a short article introducing themselves, their reasons for being a Cllr and what they are involved with . **Cllr JP** to offer first article
	2. **Cllrs** requested that **Clerk TL** produce a ‘day in the life’ article relating to the work a clerk does
	3. **Cllrs** discussed website management and required updates. **Clerk TL & Cllr RL** to meet to discuss potential changes including overheard in Trowse and things to do page
	4. **Cllrs** discussed potential use of Marketing executive
	5. **Cllrs** discussed the potential introduction of ‘surgeries’ with **Clerk TL &** a **Cllr** present. **Clerk Tl** to discuss with Manor Rooms booking team
	6. **Cllr JS** gave an update on **Neighbourhood Plan Steering Groups**. Planning and discussions are nearing an end, and next steps being discussed, with things moving forward at pace
	7. **Clerk TL** & **Cllr RL** to progress the shared usage of MS Outlook Package and bring to full council
4. **STAFFING**
	1. **STAFF** timesheets discussed and agreed
	2. No further leave request made
5. **DATE AND TIME OF NEXT MEETING AND ANY ITEMS.**
	1. Next meeting date tbc

**ACTIONS:**

* **Cllr RL & Clerk TL** to meet to discuss website amendments and MS Outlook options