**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 25th April 2022 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

Kate Leggett

Kate Leggett  
Parish Clerk

# AGENDA

1. **ATTENDANCE**

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

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**
2. **MATTERS ARRISING**

4.1 Any matters arising from the previous 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**

5.1 - Update from Clerk regarding village Newsletter

5.2 – Update from Clerk regarding website development.

1. **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.**

7.1- To discuss progress of and implementation of MS Teams and package led by Cllr Long/Cllr Bowers.

7.2 – Update from KL re handover from previous clerk

7.3 – Clerk training.

1. **POLICY, RISK ASSESSMENT & TIMELINES**
   1. Any necessary policy discussions
2. **AOB**
   1. Logo update
   2. Office space at the Manor Rooms
3. **DATE AND TIME OF NEXT MEETING**

Monday 16th May 2022 @ 6.30pm