

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

Held at The Manor Rooms, The Street, Trowse on: **Monday 7th March 2022 at 6.30pm**

Present: Cllrs Heather Bowers (chair), Paul Greenizan, Duncan Price, Janet Peart (via Zoom link)
Assistant Clerk: Kate Leggett

1. ATTENDANCE.

- 1.1 Cllrs Greenizan and Price were present to make the committee quorate. Cllr Peart appeared via Zoom.
- 1.2 Apologies from Cllr Long.

2. DECLARATIONS OF INTEREST AND DISPENSATIONS

- 2.1 Cllr Greenizan, items relating to the Manor Rooms.

3. MINUTES OF PREVIOUS MEETING.

- 3.1 Minutes of the meeting held on 17th January 2022 were reviewed, **AGREED AND SIGNED.**

4. MATTERS ARISING

Cllr Bowers suggested that there may need to be a review of sub committee members as some committees were not currently quorate due to Cllr resignations. This matter will be addressed once we have co-opted our new councillors at the next full council meeting.

5. PUBLIC FORUM

None in attendance and nothing received ahead of the meeting.

6. COMMUNICATIONS

6.1- KL gave an update to those present about the progress of the Parish newsletter. **It was AGREED that KL should carry on with this project and get a first edition printed for April.**

6.2- The updating of the website is on-going. KL to go through and identify any gaps.

7. STAFFING

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 items due to its confidential nature.

7.1 Nothing further to report currently. This needs to be progressed asap.

7.2 Clerk training. There has been no information from the Clerk about this but due to changes in the staffing there would no longer be the need for TL to undertake this training. KL to move this item to the next agenda.

RFO training- Cllr Bowers made all aware that she has a contact at another Parish Council that would be willing to take the clerk through any details pertaining to the RFO aspect of the clerking role. HB and KL to arrange this

Sign

H Bowers

Date 25/4/22

7.3 Holiday entitlement was going to change due to change to staffing. HB and KL to go through this.

7.4 It was formally announced that Mr E. Leggett had handed in his resignation. Advice had been sought from NALC regarding recruitment procedures for the role. **ALL AGREED TO RECRUIT INTERNALLY.**

Other staff members had been made aware of the role and Councillors **RESOLVED** to appoint Mrs. Kate Leggett. Mrs Leggett will begin at the beginning of April, following a suitable handover.

There followed a discussion about hours, and it was thought that KL and Council would see how things go before deciding on an assistant role.

This led to a discussion around office provision for the Clerk. Cllr Greenizan to approach Manor Rooms committee about this matter.

8. POLICY.

8.1 None for this meeting.

9. Date AND Time of Next Meeting

Monday 25th April 2022 @ 6.30pm in Manor Rooms

10. AOB

Cllr Greenizan asked about a corporate identity for the Parish Council. The design of a logo was discussed for letterheads etc. **KL to investigate this further.**

Meeting Closed at 7.15pm.

ACTIONS:

- **KL - To finalise and print first edition of Parish newsletter.**
- **KL – To investigate CiLCA training**
- **Cllr Greenizan – investigate office space at the Manor Rooms.**
- **KL – to investigate logo design.**

Sign

ABowers

Date 25/4/2022