**Minutes of Trowse with Newton Parish Council – Personnel and Communications Committee meeting held on 25th April 2022 at 6.30pm, in The Manor Rooms, Trowse.**

Present

Cllrs Bowers (Chair), Long, Barnes, Peart and Kate Leggett (clerk)

**001 (001) APOLOGIES**

None received for this meeting.

**002 (002) DECLARATIONS OF INTEREST AND DISPENSATIONS**

Any items pertaining to The Manor Rooms or allotments.

**003 (003) MINUTES OF THE PREVIOUS MEETING**

Minutes of the meeting held on the 7th March 2022 were **AGREED AND SIGNED.**

**004 (004) MATTERS ARRISING**

4.1 Cllr Bowers suggested that the parish magazine May edition be focused on the Jubilee celebrations.

**005 (005) PUBLIC FORUM**

None for this meeting

**006 (006) COMMUNICATIONS**

6.1 – Update from KL regarding the Parish Newsletter. Continue support the Church with the villager magazine and supply an article. Villager magazine is now to be produced quarterly. Council to review this situation in 12 months. **KL to send Cllr Barnes a draft of the Parish Newsletter for help with formatting.**

6.2 – KL gave update on the website. Things are being added where possible and more content is being put on.

**007 (007) STAFF**

**The chairman may RESOLVE that in accordance with the Public Bodies (admission to meetings) Act 1960, that the public and the press be excluded during consideration of the following item due to its confidential nature.**

7.1 – Cllr Bowers took those present through a discussion she had with Norfolk ALC regarding the implementation of Microsoft Teams. Cost is going to be £530 per year. **This will be brought to Full Council for a vote.**

7.2 - KL took those present through the handover process. KL informed Cllrs that there had been a small issue with SCRIBE accounting but that she and Cllr Bowers were going to undertake an internal audit to make sure everything is satisfactory before closing the Year End accounts.

7.3 – KL reported that she has not had the chance to investigate the CiLCA training as yet but would make time for this once she has settled into the clerk role. The finance officer from Hellesdon Parish Council has offered his services to aid KL in her RFO role.

**008 (008) POLICY, RISK ASSESMENT AND TIMELINES**

None for this meeting.

**009 (009) ANY OTHER BUSINESS**

9.1 – KL showed those present some possible ideas for a corporate logo.

9.2 – Meeting has been set for the 9th May to discuss office space in the Manor Rooms for the clerk.

Cllr Bowers mentioned that the ongoing issues with Santander need to be resolved. **Letter to be sent to Santander asking exactly what is needed from us before we seek advice from the Financial Ombudsmen.**

Cllr Peart stated that we needed other signatories for the Unity Account.

**010 (010) DATE AND TIME OF NEXT MEETING.**

Monday 16th May 2022 at 6.30pm in the Manor Rooms.

Meeting closed at 7.03pm.