**Minutes of Trowse with Newton Parish Council – Personnel and Communications Committee meeting held on 16th May 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 25th April 2022 were **AGREED AND SIGNED.**

**004 (004) MATTERS ARRISING**

None for this meeting

**005 (005) PUBLIC FORUM**

None for this meeting

**006 (006) COMMUNICATIONS**

6.1 – Update from clerk regarding the Parish Newsletter. This was now with the printer and will collected tomorrow for delivery to the distributor.

6.2 – KL has been updating the website where possible and has changed the look of the home page. Work still to be done and this is on-going.

6.3 – Carry forward to next meeting.

**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 –Clerk and Chair had attended a training session with RFO from Hellesdon Parish Council**.** This had highlighted the urgency to send financial documents over to internal auditor.

7.2 – Chair took those present through the recent office space restructure. Still some paperwork to go through but next step would be office furniture. The clerk now has a key to the new office.

7.3 – Clerk made a request for leave for July 2022 and July 2023.

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

None for this meeting.

**009 (009) ANY OTHER BUSINESS**

None for this meeting.

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

Thursday 16th June 2022 at 6.30pm in the Manor Rooms.

Meeting closed at 7.01pm.