**Minutes of Trowse with Newton Parish Council – Personnel and Communications Committee meeting held on 16th June 2022 at 6.30pm, in The Manor Rooms, Trowse.**

Present

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

**001 (001) APOLOGIES**

Cllr Barnes

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

Any items pertaining to The Manor Rooms.

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

Minutes of the meeting held on the 16th May 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 regarding the next edition of the newsletter. Next three editions are to have committee members from Open Spaces/P and Comms/Finance so residents can “get to know their council”. KL to ask distributor exactly where he delivers to ensure we get all the homes in Trowse.

6.2 – Website is a work in progress for now.

6.3 – Cllr Bowers gave an update on progress of Teams. This may be put on hold for a period of time.

6.4 – Very positive feedback from residents for the Jubilee event. If we were to do something similar again, an Events Working Group would be set up to manage the function.

**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 – KL gave those present an update on staff issues and on-going projects.

7.2 – KL has not yet made any headway with training but will be an on-going agenda point.

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

None for this meeting.

**009 (009) ANY OTHER BUSINESS**

Thanks are to be sent out for the jubilee event to those who made contributions for prizes/donations and time. Cllr Long to supply KL with a list.

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

Thursday 21st July 2022 at 6.30pm in the Manor Rooms.

Meeting closed at 7.10pm.