**Minutes of Trowse with Newton Parish Council – Personnel and Communications Committee meeting held on 26th September 2022 at 6.30pm, in The Manor Rooms, Trowse.**

Present

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

**011 (01) APOLOGIES**

None

**012 (02) DECLARATIONS OF INTEREST AND DISPENSATIONS**

None

**013 (03) MINUTES OF THE PREVIOUS MEETING**

Minutes of the meeting held on the 21st July 2022 were **AGREED AND SIGNED.**

**014 (04) MATTERS ARRISING**

None for this meeting

**015 (05) PUBLIC FORUM**

None for this meeting

**016 (06) COMMUNICATIONS**

6.1 – Cllr Bowers gave a brief update about our newsletter and the Villager magazine. As the villager has moved to a quarterly publication there will be less PC content, but our monthly newsletter will keep people informed.

6.2 – Clerk took those present through updates to the website. All the AGAR and finance documents have been added and when policies get updated/approved they will also be available for the public to view.

6.3 – Cllr Bowers gave an update on progress of Teams. It seems it has been a little problematic for some. Cllr Bowers to arrange for outside help in setting this up for councillors.

**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.**

**017 (07) STAFFING AND MANAGEMENT**

Cllr Bowers made those present aware that whilst the clerk is on annual leave, she has been monitoring emails.

**018 (08) POLICIES, RISK ASSESSMENTS AND TIMELINES**

8.1 – Social Media Policy: **RESOLVED to recommend to Full Council for approval and adoption.**

8.2 – Lone Working Policy: Reviewed and **RESOLVED to recommend to Full Council for approval and adoption.**

8.3 – ICT Acceptable Usage Policy: **RESOLVED to recommend to Full Council for approval and adoption.**

8.4 – Security Incident Reporting Policy: **RESOLVED to recommend to Full Council for approval and adoption.**

**019 (08) ANY OTHER BUSINESS**

None for this meeting.

**020 (09) DATE AND TIME OF NEXT MEETING.**

Thursday 13th October 2022 at 6.30pm in the Manor Rooms.

**Meeting closed at 7.07pm.**