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

You are hereby summoned to attend the Trowse with Newton Parish Council Personnel & Communications Meeting at The Manor Rooms, The Street, Trowse on:

**Thursday 17th November 2022 at 6.30pm**

Members of the press and public are invited to attend and should submit any questions or intentions to attend to **trowsepc@outlook.com**

Kate Leggett

Kate Leggett
Parish Clerk

# AGENDA

1. **ATTENDANCE**

To note those present and consider apologies for absence. To confirm a minimum of three councillors needed to attend each meeting to be quorate. Committee members are Councillors Heather Bowers (Chair), Rebecca Long.

1. **DECLARATIONS OF INTEREST AND DISPENSATIONS**
	1. To consider any dispensations previously submitted.

You have a Disclosable Pecuniary Interest in a matter to be discussed if it relates to something on your Register of Interests Form. You must declare the interest and leave the room whilst the matter is under discussion.

You have a Personal Interest in a matter to be discussed if it affects:

* Your wellbeing or financial position.
* That of your family or close friends.
* That of a club or society in which you have a management role.

In these instances, members must declare a PERSONAL interest, but can speak and vote on the matter. Whenever you declare an interest, you must say why the interest arises so that it may be included in the minutes.

1. **MINUTES OF PREVIOUS MEETING**

Minutes of the meeting held on 13th October 2022 to be agreed and signed.

1. **MATTERS ARRISING**

4.1 Any matters arising from the previous minutes not already on the agenda.

1. **PUBLIC FORUM**

5.1 To receive comments from members of the public, restricted to 2 minutes per person, on matters elsewhere in the agenda. Item to last no more than 10 minutes.

1. **COMMUNICATIONS**

6.1 Update from Clerk regarding village Newsletter

6.2 Update from Clerk regarding social media

6.3 Update on Microsoft Teams

**7. BUDGET AND FORECASTING**

* 1. – Budget 23-24. Ensuring that all details are correct before passing to Finance committee for ratification.
1. **STAFFING AND MANAGING ISSUES.**
	1. Staffing and management issues
	2. Office facilities
2. **POLICY, RISK ASSESSMENT & TIMELINES**
	1. P and C Terms of Reference
	2. Disciplinary policy
3. **AOB**
4. **DATE AND TIME OF NEXT MEETING**

Thursday 15th December 2022 @ 6.30pm