**Minutes of Trowse with Newton Parish Council – Personnel and Communications Committee meeting held on 13th October 2022 at 6.30pm, in The Manor Rooms, Trowse.**

Present

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

**021 (01) APOLOGIES**

None

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

None

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

Minutes of the meeting held on the 26th September 2022 were **AGREED AND SIGNED.**

**024 (04) MATTERS ARRISING**

None for this meeting

**025 (05) PUBLIC FORUM**

None for this meeting

**026 (06) COMMUNICATIONS**

6.1 – Cllr Bowers gave a brief update about our newsletter. The layout seems to be working and we are getting some positive feedback.

6.2 – Clerk took those present through updates to the website. This is a work in progress and policies will be added as/when they are approved.

6.3 – Cllr Bowers gave an update on progress of Teams. The clerk is now fully set up and able to utilise Teams. Need to arrange getting other councillors set up.

**027 (07) BUDGET AND FORECASTING**

7.1 – Cllr Bowers took those present through the budget forecasting for 23-23 using the current figures and a 10% uplift for items that fall under the Personnel and Comms banner.

**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.**

**028 (08) STAFFING AND MANAGEMENT**

8.1 – Clerk is on annual leave from the 22nd October. Cllr Bowers to monitor emails.

**029 (09) ANY OTHER BUSINESS**

Cllr Barnes asked that a copy of all sub-committee minutes be available to all councillors. **It was agreed that a decisions and actions log be added to each set of minutes. Clerk to action.**

**0300 (10) DATE AND TIME OF NEXT MEETING.**

Thursday 17th November 2022 at 6.30pm in the Manor Rooms.

**Meeting closed at 6.57pm**

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| **Decisions** | **Actions** |
| Get all councillors set up on Teams | Chairman and Clerk to organise. |
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