**Minutes of Trowse with Newton Parish Council – Personnel and Communications Committee meeting held on 17th November 2022 at 6.30pm, in The Manor Rooms, Trowse.**

Present

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

**031 (01) APOLOGIES**

None

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

None

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

Minutes of the meeting held on the 13th October 2022 were **AGREED AND SIGNED.**

**034 (04) MATTERS ARRISING**

None for this meeting

**035 (05) PUBLIC FORUM**

None for this meeting

**036 (06) COMMUNICATIONS**

6.1 – The clerk gave a brief update regarding the Parish newsletter. Deliveries are being made promptly and extra copies are being made available in public places such as Rivergreen and the Pubs. The houses that are not covered by our distributor are also getting copies delivered by Cllr Bowers.

6.2 – Clerk took those present through updates to the website. The month editions of the newsletter will be added.

6.3 – Cllr Bowers gave an update on progress of Teams.

**037 (07) BUDGET AND FORECASTING**

7.1 – Cllr Bowers took those present through the remainder of the budget setting process and what we will be doing moving forward, in preparation of signing of the agreed full council budget at the December meeting.

**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.**

**038 (08) STAFFING AND MANAGEMENT**

8.1 – Nothing to report

8.2 – Office facilities. The clerk hopes to be in the office by the end of the year and permission was given to purchase a suitable printer.

**039 (009) POLICY, RISK ASSESMENT AND TIMELINES**

9.1 – P&C Terms of Reference. **Agreed and signed.**

9.2 – Disciplinary Policy – **Agreed and signed.**

**040 (010) ANY OTHER BUSINESS**

None for this meeting.

**041 (011) DATE AND TIME OF NEXT MEETING.**

Thursday 15th December 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. |
| Newsletter back editions on website | Clerk |
| Finalise budget | Clerk and Cllr Bowers |