**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), P. Greenizan, Long and Kate Leggett (clerk)

**042 (01****) APOLOGIES**

Cllr Barnes

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

None

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

Minutes of the meeting held on the 17th November 2022 were **AGREED AND SIGNED.**

**045 (04) MATTERS ARRISING**

None for this meeting

**046 (05) PUBLIC FORUM**

None for this meeting

**047 (06) COMMUNICATIONS**

6.1 – The clerk gave a brief update regarding the Parish newsletter. Articles for the coming month will include election information and village history project.

6.2 – Clerk took those present through updates to the website. The 2023 meeting dates have been added and information on the current Regulation 14 consultation for the Neighbourhood Plan.

6.3 – Implementation of Teams is ongoing.

**048 (07) STAFFING AND MANAGEMENT ISSUES**

7.1 – Nothing for this meeting

7.2 – Office facilities. Some of the Manor Rooms equipment has now been moved out of the office so progress can be made in the coming weeks to move the clerk in.

**049 (08) POLICY, RISK ASSESSMENT AND TIMELINES**

8.1 – Sickness absence Policy to be reworded and present to members at the next meeting for approval.

**050 (009) ANY OTHER BUSINESS**

None for this meeting.

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

Thursday 16th February 2023 at 6.30pm in the Manor Rooms.

**Meeting closed at 6.58pm**

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| **Decisions** | **Actions** |
| Get all councillors set up on Teams | Cllr Bowers/Clerk to organise. |
| Office facilities | Clerk/Cllr Bowers |
| Sickness absence policy | Clerk and Cllr Bowers |