

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

Present

Cllrs Barnes (Chair), Long, Bowers, P. Greenizan and Kate Leggett (clerk)

031 (001) APOLOGIES

None

033 (002) DECLARATIONS OF INTEREST AND DISPENSATIONS

None

034 (003) MINUTES OF THE PREVIOUS MEETING

Minutes of the meeting held on the 15th June 2023 were **AGREED AND SIGNED.**

035 (004) MATTERS ARISING

None for this meeting

036 (005) PUBLIC FORUM

None for this meeting

037 (006) COMMUNICATIONS

6.1 – The Clerk gave an update on articles for the next edition of the Newsletter. These will include the recent vandalism of the play equipment, the new goal nets, the gazebos from the school, Trowse Historical Society's inaugural event and the Christmas light switch on.

In the past it had been thought to put Councillor bios in the newsletter, but it was decided that the best place for these to be was the website.

038 (007) STAFFING AND MANAGEMENT ISSUES

7.1 – The new council Groundsman has now been in position for over a month and things are going well. He has completed a lot of work on the cemetery and next months task list will be set by the Open Spaces committee.

Members were informed that the council now has a Screwfix trade account so approved purchases can be made by both the Clerk and the Groundsman.

The Groundsman has also been set up on the payroll with all the relevant documents and information.

039 (008) POLICY, RISK ASSESSMENT AND TIMELINES

8.1 – The Clerk and Cllr Bowers took those present through the Budget V Actual spreadsheet and a general discussion was had about provisions for next years budget. Following the review of spends it is thought that this committee are on target for this period of the financial year and another review will be undertaken at the 6-month period (October) where more in depth budget requirements will be discussed and agreed for the coming financial year, ahead of Full Council budget setting in December.

040 (009) DATE AND TIME OF NEXT MEETING.

Thursday 14th September 2023 at 6.30pm in the Manor Rooms.

Meeting closed at 7.02pm

Sign:

Date:

Decisions	Actions
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DRAFT

Sign:

Date: