

Minutes of Trowse with Newton Parish Council – Personnel and Communications Committee meeting held on 12th October at 6.30pm, in The Manor Rooms, Trowse.

Present

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

050 (001) APOLOGIES

Cllr Barnes

051 (002) DECLARATIONS OF INTEREST AND DISPENSATIONS

None

052 (003) MINUTES OF THE PREVIOUS MEETING

Minutes of the meeting held on the 14th September 2023 were **AGREED AND SIGNED.**

053 (004) MATTERS ARISING

None for this meeting

054 (005) PUBLIC FORUM

None for this meeting

055 (006) COMMUNICATIONS

6.1 – The Clerk gave an update regarding the distribution of the newsletter. The current provider would not be continuing with delivery beyond next month. Options were discussed. **Clerk to approach young man who showed interest in the groundsman's role.**

056 (007) STAFFING AND MANAGEMENT ISSUES

7.1 – The groundsman is currently over his allotted hours due to a big job on the Block Hill allotment. It was agreed that this would be monitored going forward.

057 (008) POLICY, RISK ASSESSMENT AND TIMELINES

8.1 – Budget discussions and agreement. Cllr Bowers took members through the budget items for this committee. **A budget of £47,041 was proposed by Cllr Long, seconded by Cllr Greenizan. Approved, all in favour.** This is to be presented to the Finance committee before ratification at Full Council.

058 (009) DATE AND TIME OF NEXT MEETING.

Thursday 1st November 2023 at 6.30pm in the Manor Rooms.

Meeting closed at 6.46pm

Decisions	Actions
Newsletter distribution.	Clerk

Sign:

Date: