

# **NOTICE OF TROWSE WITH NEWTON PARISH COUNCIL**

## **PERSONNEL & COMMUNICATIONS COMMITTEE MEETING**

You are hereby summoned to attend the Trowse with Newton Parish Council Personnel & Communications Meeting at The Manor Rooms, The Street, Trowse on:

**Thursday 16<sup>th</sup> November 2023 at 6.30pm**

Members of the press and public are invited to attend and should submit any questions or intentions to attend to **trowsepc@outlook.com**

Kate Leggett

Parish Clerk

### **AGENDA**

#### **1. ATTENDANCE**

To note those present and consider apologies for absence. To confirm a minimum of three councillors needed to attend each meeting to be quorate.

#### **2. DECLARATIONS OF INTEREST AND DISPENSATIONS**

2.1 To consider any dispensations previously submitted.

You have a Disclosable Pecuniary Interest in a matter to be discussed if it relates to something on your Register of Interests Form. You must declare the interest and leave the room whilst the matter is under discussion.

You have a Personal Interest in a matter to be discussed if it affects:

- Your wellbeing or financial position.
- That of your family or close friends.
- That of a club or society in which you have a management role.

In these instances, members must declare a PERSONAL interest, but can speak and vote on the matter. Whenever you declare an interest, you must say why the interest arises so that it may be included in the minutes.

#### **3. MINUTES OF PREVIOUS MEETING**

Minutes of the meeting held on 12<sup>th</sup> October 2023 to be agreed and signed.

#### **4. MATTERS ARISING**

4.1 Any matters arising from the previous minutes not already on the agenda.

#### **5. PUBLIC FORUM**

5.1 To receive comments from members of the public, restricted to 2 minutes per person, on matters elsewhere in the agenda. Item to last no more than 10 minutes.

#### **6. COMMUNICATIONS**

6.1 Update from clerk regarding Newsletters and any Parish Council communications.

- a) Newsletter distribution. To discuss and agree any actions pertaining to the distribution of the newsletter.

#### **7. STAFFING AND MANAGING ISSUES.**

7.1 To discuss any staffing and management issues

#### **8. POLICY, RISK ASSESSMENT & TIMELINES**

8.1 – Budget discussion. To approve the amended committee budgetary provision following discussions with Open Spaces committee regarding staffing hours and workload. To agree and recommend to the Finance Committee.

#### **9. DATE AND TIME OF NEXT MEETING**

Thursday 14<sup>th</sup> December 2023 @ 6.30pm

#### **10 STAFFING**

**CHAIRMANS UPDATE. The Chairman may RESOLVE that in accordance with the Public Bodies (admission to Meetings) Act 1960 that the public and press be excluded during consideration of any items due to their confidential nature.**

a) To discuss staffing following assessment document circulation by NALC.