

# Minutes of Trowse with Newton Parish Council – Personnel and Communications Committee meeting held on 16<sup>th</sup> November at 6.30pm, in The Manor Rooms, Trowse.

Present

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

## **059 (001) APOLOGIES**

None

## **060 (002) DECLARATIONS OF INTEREST AND DISPENSATIONS**

None

## **061 (003) MINUTES OF THE PREVIOUS MEETING**

Minutes of the meeting held on the 12<sup>th</sup> October 2023 were **AGREED AND SIGNED** with amendment to the date of the next meeting.

## **062 (004) MATTERS ARISING**

None for this meeting

## **063 (005) PUBLIC FORUM**

None for this meeting

## **064 (006) COMMUNICATIONS**

6.1 – The Clerk gave an update regarding the distribution of the newsletter. Due to not being able to find a replacement distributor we will be seeking to take this task in house from the new year. Discussions will be held with the church to see if one in three editions could be sent out with the Villager magazine, but an alternative will need to be sought for the remaining deliveries. It was thought that Councillors might be able to deliver to some areas and a map for deliveries will be requested from the church. **This item is to be put on the next agenda for clarification.**

## **065 (007) STAFFING AND MANAGEMENT ISSUES**

7.1 – none for this meeting.

## **066 (008) POLICY, RISK ASSESSMENT AND TIMELINES**

8.1 – Cllr Bowers and the Clerk to members through the revised budget following the changes to the grass cutting for the new financial year. Cllr Bowers explained that the groundsman equipment ear marked reserves that had been set up under the Open Spaces committee would be transferred this committee for management. Further budget discussions were moved under the line due to their confidential nature.

## **067 (009) DATE AND TIME OF NEXT MEETING.**

Thursday 14<sup>th</sup> December 2023 at 6.30pm in the Manor Rooms.

## **068 (010) STAFFING**

**CHAIRMAN'S 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. Much discussion took place. The Clerk and Cllr Bowers took members through the document. It was agreed that Cllrs Barnes and Bowers will seek information from an HR professional in order to be better able to understand the document and its processes.

Sign:

Date:

Budget considerations will need to be amended to include any proposed changes to the pay scale spinal point. **The revised budget, following clarification/advice from HR professional will be placed on the next agenda.**

**Meeting closed at 7.15pm.**

Sign:

Date: