

# Minutes of Trowse with Newton Parish Council – Personnel and Communications Committee meeting held on 14<sup>th</sup> December at 6.30pm, in The Manor Rooms, Trowse.

Present

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

## **069 (001) APOLOGIES**

None

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

None

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

Minutes of the meeting held on the 16<sup>th</sup> November 2023 were **AGREED AND SIGNED with amendment to the date of the next meeting.**

## **072 (004) MATTERS ARISING**

Following on from the salary assessment tool which had been provided to the Clerk, Cllr Bowers has spoken to Norfolk ALC and she reported that they are in the process of producing a more definitive assessment tool. For budget purposes the revised amounts will remain the same.

## **073 (005) PUBLIC FORUM**

None for this meeting

## **074 (006) COMMUNICATIONS**

6.1 – The Clerk gave an update on the distribution of the Newsletter. Several volunteers have come forward to do their streets and it is thought that between the council and residents we should be able to make sure that all houses get delivered to. **Clerk to email the church to ask for their delivery list so we can make a plan and assign areas to volunteers.**

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

7.1 – The clerk took members through the recent Risk Assessments that she had done for the Groundsman's role. This included Lone Working, working at heights, grass cutting and strimming and tree works. Other will be completed in the coming weeks. Cllr Long made the suggestion that the groundsman should have access to a first aid kit. All agreed. **Clerk to action.**

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

8.1 – Cllr Bowers and the Clerk to members through the revised budget following a review and a discussion took place. **Proposed budget of £55,228.00 by Cllr Barnes, seconded Cllr Greenizan. All in favour.** This will be presented to the Finance Committee before ratification at Full Council.

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

## **077 (009) DATE OF NEXT MEETING**

Thursday 11<sup>th</sup> January 2024 at 6.30pm

Cllr Bowers gave her apologies in advance.

Meeting closed at 7.05pm.

Sign:

Date: