

Minutes of Trowse with Newton Parish Council – Personnel and Communications Committee meeting held on 11th January 2024 at 6.30pm, in The Manor Rooms, Trowse.

Present

Cllrs Barnes (Chair), Greenizan, Bowers (via Teams), 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 14th December 2023 were **AGREED AND SIGNED**.

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 – Newsletter distribution. The task of allocating streets to volunteers for newsletter delivery was undertaken. There is still a couple of areas that need clarifying using the church list. **Clerk to contact Rev Braby to ask about the distribution list. Clerk to type up PC distribution list so everyone is aware.**

075 (007) STAFFING AND MANAGEMENT ISSUES

7.1 – Following a communication by a resident to the Clerk regarding the installation of the Beryl Bike stand, a discussion took place about the response. **Clerk to circulate to response to all councillors for their reference.**

076 (008) POLICY, RISK ASSESSMENT AND TIMELINES

8.1 – The Clerk took those present through the Risk Assessment she has done for the volunteers who will deliver the newsletter. It was thought prudent to circulate this to all the volunteers for their information.

The Committee approved the purchase of some reflective armbands for the volunteers to use when making deliveries, and the purchase of an incident/accident book. **Clerk to action.**

077 (009) DATE OF NEXT MEETING

Thursday 15th February 2024 at 6.30pm

Meeting closed at 7.06pm.

Sign:

Date: