

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 11th January 2024 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 14th December 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. The clerk has received a distribution list from the Church. To decide and allocate distribution areas to volunteers.

7. STAFFING AND MANAGING ISSUES.

7.1 To discuss any staffing and management issues

8. POLICY, RISK ASSESSMENT & TIMELINES

8.1 – Risk assessment for Newsletter delivery.

9. DATE AND TIME OF NEXT MEETING

Thursday 15th February 2023 @ 6.30pm