

Minutes of Trowse with Newton Parish Council – Personnel and Communications Committee meeting held on 13th April 2023 at 6.30pm, in The Manor Rooms, Trowse.

Present

Cllrs Long (chair for this meeting) P. Greenizan, Barnes, Kate Leggett (clerk)

001 (01) APOLOGIES

Cllr Bowers appeared via video link

02 (02) DECLARATIONS OF INTEREST AND DISPENSATIONS

None

003 (03) MINUTES OF THE PREVIOUS MEETING

Minutes of the meeting held on the 16th March 2023 were **AGREED AND SIGNED.**

004 (04) MATTERS ARISING

None for this meeting

005 (05) PUBLIC FORUM

None for this meeting

006 (06) COMMUNICATIONS

6.1 – The clerk updated member about the correspondence being sent to residents about the parking scheme consultation. This is now with the printers and will be delivered along with the usual newsletter distribution next week.

6.2 – Cllr Greenizan reported some on-going issues with Teams on his devices. Cllr Bowers will arrange help with this on her return.

007 (07) STAFFING AND MANAGEMENT ISSUES

7.1 – The Clerk informed members that the office was now up and running in terms of technology and furniture. There is still a lot of clearing that needs to be done but it is now a suitable space for any election day requirements.

008 (08) POLICY, RISK ASSESSMENT AND TIMELINES

8.1 – Sickness absence Policy still needs to be re-worded. **Clerk and Cllr Bowers to action.**

009 (009) ANY OTHER BUSINESS

Cllr Greenizan informed members, not on the Manor Rooms Committee, of discussions that had recently been had at their MRMC meeting. It is hoped that closer ties can be forged with the PC going forward to enable the best use of the facilities that the Manor Rooms has on offer. Now the PC have a permanent base in the building it seems logical to make a partnership of the two organisations.

Cllr Bowers suggested finding out some more information from other parishes about how they go about dealing with village halls etc and their roles in management of such buildings.

Cllr Barnes stated that it is all about protecting the longevity of the Manor Rooms in Trowse, also stating that the parking scheme may have an impact on the hirer-ability of the hall.

Cllr Bowers reiterated the desire for the PC to form positive relationships with other organisations in the village.

Sign:

Date:

010 (010) DATE AND TIME OF NEXT MEETING.

Thursday 11th May 2023 at 6.30pm in the Manor Rooms. Apologies were given in advance by Cllr Bowers.

Meeting closed at 7.00pm

Decisions	Actions
Update clerks' contract from April 2023	Cllr Bowers/Clerk
Sickness absence policy	Clerk and Cllr Bowers
Teams	Cllr Bowers

Sign:

Date: