

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

Present

Cllrs Bowers, Long, Barnes, Kate Leggett (clerk)

011 (01) APOLOGIES

None

012 (02) DECLARATIONS OF INTEREST AND DISPENSATIONS

None

013 (03) MINUTES OF THE PREVIOUS MEETING

Minutes of the meeting held on the 13th April 2023 were **AGREED AND SIGNED.**

014 (04) MATTERS ARISING

None for this meeting

015 (05) PUBLIC FORUM

None for this meeting

016 (06) COMMUNICATIONS

6.1 – A discussion took place around the Facebook village group and the issues on the May Gurney site. **It was resolved to ask resident if she wanted to join the ENR working group that has been set up by the council. Clerk to contact her.**

Following the approval of the Grounds person role it was **resolved to produce a job description and advertise this position in the next newsletter. Clerk to action.**

With regards to the next edition of the newsletter Cllr Bowers was keen to ensure something about scamming is included. **Clerk to speak to Cllr Thomson about this.**

017 (007) STAFFING AND MANAGEMENT ISSUES

7.1 – To discuss any staffing or management issues.

a) Cllr Bowers took those present through the recent staff appraisals. She and the Clerk will look to produce a development plan for the coming year.

b) Clerk left the room so as to facilitate a discussion between the councillors.

Clerk returned to the room. **Resolved to advance the clerk one point up the pay scale.**

c) Grounds persons role. To action a job description the list of tasks that has been produced will need to be given more details. It was thought that there may be a seasonal variation in the workload but the consensus was that 20hrs per month would be realistic.

018 (08) POLICY, RISK ASSESSMENT AND TIMELINES

8.1 – Training policy, agreed and signed. This is to include a development plan for staff.

019 (009) ANY OTHER BUSINESS

More discussion took place about the May Gurney site and it was **resolved to ask the Property company if they would consider holding an evening consultation to allow for residents who work not being able to attend the day time consultation. Clerk to action.**

020 (010) DATE AND TIME OF NEXT MEETING.

Sign:

Date:

Thursday 15th June 2023 at 6.30pm in the Manor Rooms.

Meeting closed at 7.10pm

Decisions	Actions
Development plan for staff	Cllr Bowers/Clerk
Sickness absence policy	Clerk and Cllr Bowers
Teams	Cllr Bowers
Contact SPS to see about daytime consultation	Clerk

Sign:

Date: