

Minutes of Trowse with Newton Parish Council – Personnel and Communications Committee meeting held on 14th March 2024 at 6.30pm, in The Manor Rooms, Trowse.

Present

Cllrs Greenizan, Bowers, Owen, Price and Kate Leggett (clerk)

087 (001) APOLOGIES

Cllr Barnes and Cllr Long. In the chair's absence, Cllr Bowers took the chair for this meeting.

088 (002) DECLARATIONS OF INTEREST AND DISPENSATIONS

None

089 (003) MINUTES OF THE PREVIOUS MEETING

Minutes of the meeting held on the 15th February were **AGREED AND SIGNED.**

090 (004) MATTERS ARISING

None for this meeting.

091 (005) PUBLIC FORUM

None for this meeting

092 (006) COMMUNICATIONS

6.1 – Newsletter distribution. Cllr Bowers updated members on the system in place for making sure the volunteers get the correct amount of newsletter to deliver and their delivery routes. As Cllr Bowers is away for the next delivery, the Clerk will make sure that all volunteers have the correct information and delivery packs. It was asked if the newsletters can be pre-folded to assist with delivery. Clerk to make investigations with the printers.

6.2 Newsletter articles.

- Biodiversity Cemetery works
- Replanting of trees on the MG site
- Village sign
- Flooding on Common
- Flint barn reopening
- Trowse 10k date.

093 (007) STAFFING AND MANAGEMENT ISSUES

7.1 – The Clerk informed the committee that there may need to be a review of the hours that the Groundsman is working, taking into account that he will also be grass cutting in the summer months. It was decided that the Open Spaces Committee should prioritise his workload. This process will be:

- Tasks set by Open Spaces with priority given.
- Clerk to discuss with groundsman this task list.
- Groundsman to advise on task time length.
- Clerk to prioritise tasks according to instruction from Open Spaces Committee.

This will continue to be monitored to make sure that the groundsman is given enough time to complete tasks effectively.

Sign:

Date:

094 (008) POLICY, RISK ASSESSMENT AND TIMELINES

None for this meeting.

095 (009) DATE OF NEXT MEETING

Thursday 18th April 2024 at 6.30pm. Cllr Long gave her apologies in advance of this meeting.

Meeting closed at 7.10pm.

Sign:

Date: