

Minutes of Trowse with Newton Parish Council – Personnel and Communications Committee meeting held on 18th April 2024 at 6.30pm, in The Manor Rooms, Trowse.

Present

Cllrs Greenizan, Bowers, Long and Kate Leggett (clerk)

001 (001) APOLOGIES

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

002 (002) DECLARATIONS OF INTEREST AND DISPENSATIONS

None

003 (003) MINUTES OF THE PREVIOUS MEETING

Minutes of the meeting held on the 14th March 2024 were **AGREED AND SIGNED.**

Due to being unable to complete the staff appraisals in time for the meeting it was resolved to move item 9 of this agenda to next month. All agreed.

004 (004) MATTERS ARISING

None for this meeting.

005 (005) PUBLIC FORUM

None for this meeting

006 (006) COMMUNICATIONS

6.1 – Newsletter distribution. We are heading into our 3rd delivery of the newsletter and there are still some tweaks to be done to make sure that the whole village is covered. It was thought that producing a map to aid distributors would be helpful.

6.2 Newsletter articles (space allowing)

- Biodiversity works, both ongoing and future
- Village litter pick
- Sport day event
- New development occupation
- Beryl Bike stats
- Speedwatch stats
- Thanks to Diane for the Village sign plot.
- Our meeting with Crown Point.
- Carrow works site not approved
- Camera on the MG site.

007 (007) POLICY, RISK ASSESSMENTS AND TIMELINES

None for this meeting.

008 (008) DATE OF NEXT MEETING

Thursday 16th May 2024 @ 6.30pm.

009 (009) STAFFING AND MANAGEMENT ISSUES

9.1 To discuss any staffing or management issues.

- a) Staff appraisals. Even though most of this agenda item was moved to the next meeting, some discussion took place about the groundsman's role and moving him onto a pay scale going forward. This will be formally ratified at the next meeting.

Meeting closed at 7.00pm.

Sign:

Date: