

Minutes of Trowse with Newton Parish Council – Personnel and Communications Committee meeting held on 16th May 2024 at 6.30pm, in The Manor Rooms, Trowse.

Present

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

010 (001) APOLOGIES

No apologies but as Mrs Barnes has resigned from the Council Cllr Long took the chair for this meeting.

011 (002) DECLARATIONS OF INTEREST AND DISPENSATIONS

None

012 (003) MINUTES OF THE PREVIOUS MEETING

Minutes of the meeting held on the 18th April 2024 were **AGREED AND SIGNED.**

013 (004) MATTERS ARISING

None for this meeting.

014 (005) PUBLIC FORUM

None for this meeting

Due to the confidential nature of Item 9 and there being no public in attendance it was resolved to move item 9 of the agenda up.

018 (009) STAFFING AND MANAGEMENT ISSUES

9.1 To discuss any staffing or management issues.

a) Staff appraisals. Following the completion of staff appraisals discussions were held regarding the scale point of one of the employees. It was resolved to place the employee on a NJC scale point 18, in line with good practice. This will be back dated to the new financial year. Cllr Bowers will make some further investigations with regards to job evaluation with NALC.

015 (006) COMMUNICATIONS

6.1 – Newsletter distribution. Cllr Bowers will distribute the latest edition to the delivery volunteers in the coming few days. The next delivery will be with the village. **Clerk to check on deadline with the Vicar.**

6.2 Newsletter articles (space allowing)

- Biodiversity works, both ongoing and future
- Sports Day event
- Beryl Bik stand repair and speedy response.
- Thank you to Nicky
- New pathway to the common gate
- Article from Paul re the Manor Rooms.

016 (007) POLICY, RISK ASSESSMENTS AND TIMELINES

None for this meeting.

017 (008) DATE OF NEXT MEETING

Thursday 13th June 2024 @ 6.30pm.

Meeting closed at 7.10pm.

Sign:

Date: