

MINUTES OF TROWSE WITH NEWTON PARISH COUNCIL

Personnel and Communications Committee meeting held on 9th December 2024 at 6.30pm, in The Manor Rooms, Trowse.

Present

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

054 (001) APOLOGIES

None received from Cllr Price

055 (002) DECLARATIONS OF INTEREST AND DISPENSATIONS

None

056 (003) MINUTES OF THE PREVIOUS MEETING

Minutes of the meeting held on the 11th November 2024 were **AGREED AND SIGNED.**

057 (004) MATTERS ARISING

None for this meeting.

058 (005) PUBLIC FORUM

None for this meeting

059 (006) COMMUNICATIONS

6.1 Newsletter articles (space allowing)

- Budget special. Information on how the budget/precept is set.
- Photos of the Christmas light switch on
- Information regarding dogs on the Common
- Bus gate issues
- Post Christmas recycling/Old toy donations.

060 (007) POLICY, RISK ASSESSMENTS AND TIMELINES

7.1 – Committee Terms of Reference. Members went through the committee Terms of Reference and made amendments. **Clerk to action changes ahead of sign off at the January meeting.**

061 (008) STAFFING AND MANAGEMENT ISSUES

8.1 To discuss any staffing or management issues.

a) Update from Cllr Bowers re Clerk's job evaluation. Cllr Bowers took those present through the process of the evaluation and informed members that she was just waiting to hear back from Nalc with regards to a date for an online meeting.

The clerk informed the committee of the days she was going to be taking annual leave over the Christmas period.

062 (009) DATE OF NEXT MEETING

Monday 13th December @ 6.30pm.

Meeting closed at 6.50pm.

Decisions	Actions
Update of Terms of Reference	Clerk

Sign:

Date: