

NOTICE OF TROWSE WITH NEWTON PARISH COUNCIL

PERSONNEL & COMMUNICATIONS COMMITTEE MEETING

You are hereby summoned to attend the Trowse with Newton Parish Council Personnel & Communications Meeting at The Manor Rooms, The Street, Trowse on:

Monday 14th July 2025 at 6.30pm

Members of the press and public are invited to attend and should submit any questions or intentions to attend to **trowsepc@outlook.com**

Kate Leggett (08.07.2025)

Parish Clerk

AGENDA

1. ATTENDANCE

To note those present and consider apologies for absence. To confirm a minimum of three councillors needed to attend each meeting to be quorate.

2. DECLARATIONS OF INTEREST AND DISPENSATIONS

To consider any dispensations previously submitted.

You have a Disclosable Pecuniary Interest in a matter to be discussed if it relates to something on your Register of Interests Form. You must declare the interest and leave the room whilst the matter is under discussion.

You have a Personal Interest in a matter to be discussed if it affects:

- Your wellbeing or financial position.
- That of your family or close friends.
- That of a club or society in which you have a management role.

In these instances, members must declare a PERSONAL interest but can speak and vote on the matter. Whenever you declare an interest, you must say why the interest arises so that it may be included in the minutes.

3. MINUTES OF PREVIOUS MEETING

Minutes of the meeting held on 9th June 2025 to be agreed and signed.

4. MATTERS ARISING

Any matters arising from the previous minutes not already on the agenda.

Decisions	Actions
Newsletter	Clerk (actioned)
Sickness absence Policy	Clerk/Cllr Bowers (ongoing)

5. PUBLIC FORUM

5.1 To receive comments from members of the public, restricted to 2 minutes per person, on matters elsewhere in the agenda. Item to last no more than 10 minutes.

6. COMMUNICATIONS

6Update from clerk regarding Newsletters and any Parish Council communications.

- a) Newsletter articles for the next edition. (Would like to get an edition out before the summer event)

7. POLICY, RISK ASSESSMENT & TIMELINES

7.1 – Risk assessment for summer event. Clerk to present this for approval/amendments.

8. STAFFING AND MANAGING ISSUES.

- a) Change to requested leave dates for the Clerk.
b) Staff appraisals. To discuss and agree any actions.

9. DATE AND TIME OF NEXT MEETING

Monday 8th September 2025 @ 6.30pm