

MINUTES OF TROWSE WITH NEWTON PARISH COUNCIL

Personnel and Communications Committee meeting held on 14th July 2025 at 6.30pm, in The Manor Rooms, Trowse.

Present

Cllrs P. Greenizan (chair), Gorman, Bowers and Kate Leggett (clerk)

012 (001) APOLOGIES

Cllr Price.

013 (002) DECLARATIONS OF INTEREST AND DISPENSATIONS

None

014 (003) MINUTES OF THE PREVIOUS MEETING

Minutes of the meeting held on the 9th June 2025 were **AGREED AND SIGNED**.

015 (004) MATTERS ARISING

Cllr Bowers gave an update with regards to the Sickness Absence Policy and took members through some proposed changes. This will be re-written and presented at the next meeting.

016 (005) PUBLIC FORUM

None for this meeting

017 (006) COMMUNICATIONS

7.1 Newsletter articles (space allowing)

- Summer event (front page spread)
- Biodiversity Corner. Information on the Bat survey
- Overgrown hedges on footpaths.
- New woodland walkway on Norfolk Homes development

018 (007) POLICY, RISK ASSESSMENTS AND TIMELINES.

7.1 – The Clerk took members through the risk assessment for the Summer Vibes event. This has been added to the shared documents drive on Teams should councillors wish to view it.

019 (008) STAFFING AND MANAGEMENT ISSUES

8.1 To discuss any staffing or management issues.

a) The Clerk requested a slight change to her requested annual leave date for September. This was agreed.

b) Staff appraisals. Cllr Bowers will do the Clerks appraisal, and the Clerk will do the Groundsman's. Dates to be arranged next week.

020 (009) DATE OF NEXT MEETING

Monday 8th September 2025 @ 6.30pm.

Meeting closed at 7.11pm.

Decisions	Actions
Sickness absence Policy	Clerk/Cllr Bowers
Appraisals	Clerk/Cllr Bowers

Sign:

Date: