

MINUTES OF TROWSE WITH NEWTON PARISH COUNCIL

Personnel and Communications Committee meeting held on 12th May 2025 at 6.30pm, in The Manor Rooms, Trowse.

Present

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

084 (001) APOLOGIES

None received.

085 (002) DECLARATIONS OF INTEREST AND DISPENSATIONS

None

086 (003) MINUTES OF THE PREVIOUS MEETING

Minutes of the meeting held on the 14th April 2025 were **AGREED AND SIGNED**.

087 (004) MATTERS ARISING

None for this meeting.

088 (005) PUBLIC FORUM

None for this meeting

089 (006) COMMUNICATIONS

7.1 Newsletter articles (space allowing)

- More Devolution and LGR information. Ask Cllr Thomson if he has any more information.
- Summer Event
- Common Railing work – with photos
- Biodiversity Corner – Grass cutting and Bat survey
- Toad Patrol
- Litter picking group

090 (007) POLICY, RISK ASSESSMENTS AND TIMELINES.

7.1 – To discuss and review staff sickness policy. There was a proposed delegation to the Clerk and Cllr Bowers for this activity. Proposed by Cllr Price, seconded by Cllr Greenizan. All in favour.

091 (008) STAFFING AND MANAGEMENT ISSUES

8.1 To discuss any staffing or management issues.

a) The Clerk gave an update on her progress with the CiLCA qualification.

It was also noted that it is coming up to Staff appraisal time of year. The Clerk will undertake that of the groundsman and Cllrs Bowers and Greenizan will undertake the Clerk's.

The Clerks holiday requests have also been approved.

092 (009) DATE OF NEXT MEETING

Monday 9th June 2025 @ 6.30pm.

Meeting closed at 7.08pm.

Decisions	Actions
Newsletter	Clerk
Sickness absence Policy	Clerk/Cllr Bowers

Sign:

Date: