

MINUTES OF TROWSE WITH NEWTON PARISH COUNCIL

Personnel and Communications Committee meeting held on 9th June 2025 at 6.30pm, in The Manor Rooms, Trowse.

Present

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

001 (001) ELECTION OF CHAIRPERSON FOR THE COMING YEAR

Cllr Haynes nominated Cllr Greenizan. This was seconded by Cllr Gorman. All in favour, Cllr Greenizan accepted the nomination and took the chair.

002 (002) APOLOGIES

Cllr Bowers.

003 (003) DECLARATIONS OF INTEREST AND DISPENSATIONS

None

004 (004) MINUTES OF THE PREVIOUS MEETING

Minutes of the meeting held on the 12th May 2025 were **AGREED AND SIGNED**.

005 (005) MATTERS ARISING

The most recent newsletter has been sent out to the distribution volunteers and was making it's way out to residents.

Sickness absence policy is ongoing.

006 (006) PUBLIC FORUM

None for this meeting

007 (007) COMMUNICATIONS

7.1 Newsletter articles (space allowing)

- Manor Rooms survey for events.
- Summer event
- Biodiversity Corner. It was hoped that we would have some information on the bat survey
- Telephone box refurb and library
- New woodland walkway on Norfolk Homes development

008 (008) POLICY, RISK ASSESSMENTS AND TIMELINES.

7.1 – The Clerk stated that she is currently reviewing the Council's risk assessment to ensure they are up to date. Cllr Greenizan mentioned that for gatherings of over 200 an action regarding terrorist threats must also be included.

009 (009) 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.

010 (010) DATE OF NEXT MEETING

Monday 14th July 2025 @ 6.30pm.

Meeting closed at 7.10pm.

To consider a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of item 11 in view of the confidential and personal nature of the business to be transacted.

011 (011) The Clerk gave information to the Committee about a possible vexatious complainer. The situation is to be monitored.

Sign:

Date:

Decisions	Actions
Sickness absence Policy	Clerk/Cllr Bowers

Sign:

Date: