

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 13th October 2025 at 6.15pm

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 (07.10.2025)

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 8th September 2025 to be agreed and signed.

4. MATTERS ARISING

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

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

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

Update from clerk regarding Newsletters and any Parish Council communications.

- a) Newsletter articles for the next edition.
- b) Feedback from residents re the MUGA

7. POLICY, RISK ASSESSMENT & TIMELINES

7.1 – Update from Cllr Bowers regarding the Sickness Absence policy

7.2 - Budget preparation. To review the year-to-date budget report for this committee and discuss the budget for the 26/27 financial year.

8. STAFFING AND MANAGING ISSUES.

- a) Clerks update on CiLCA
- b) Staff appraisals. Cllr Bowers to present the Clerk's appraisal/revised job description. To discuss and agree any actions.

9. DATE AND TIME OF NEXT MEETING

Trowse with Newton Parish Council, The Manor Rooms, The Street, Trowse, NR14 8ST

Clerk: Mrs Kate Leggett. Telephone: 07899798853. Email: trowsepc@outlook.com

Monday 10th November 2025 @ 6.30pm