

MINUTES OF TROWSE WITH NEWTON PARISH COUNCIL

Personnel and Communications Committee meeting held on 13th October 2025 at 6.15pm, in The Manor Rooms, Trowse.

Present

Cllrs H Bowers (chair for this meeting), J Gorman, D. Price and Kate Leggett (clerk)

021 (001) APOLOGIES

Cllr P Greenizan. Received and accepted.

022 (002) DECLARATIONS OF INTEREST AND DISPENSATIONS

None

023 (003) MINUTES OF THE PREVIOUS MEETING

Minutes of the meeting held on the 8th September 2025 were **AGREED AND SIGNED**.

024 (004) MATTERS ARISING

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

025 (005) PUBLIC FORUM

None for this meeting

026 (006) COMMUNICATIONS

Update from clerk regarding Newsletters and any Parish Council communications.

- a) Newsletter articles:
 - New bus stop – thank Cllr Thomson for his lead on this.
 - Christmas event in the Manor Rooms.
 - Any ideas circulate to the Clerk
- b) Feedback from MUGA article. The Clerk updated members on the feedback she had received following the article in the newsletter. All feedback received was positive, with people stating that they would use the space if it were available. It was agreed to move this forward with the Open Spaces committee.

027 (007) POLICY, RISK ASSESSMENTS AND TIMELINES.

7.1 – Update from Cllr Bowers regarding the Sickness Absence policy. This is ongoing.

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. Cllr Bowers took members through the budget preparation spreadsheet. This will be finalised with the Finance committee before signing off at full council. The Clerk mentioned that she and the groundsman would require some additional training, and this should be included for the budget for next year. **Clerk to investigate training costs.**

028 (008) STAFFING AND MANAGEMENT ISSUES

To discuss any staffing or management issues.

- a) Update on the Clerk's CiLCA qualification. The Clerk confirmed that she has now completed the course and passed.
- b) Staff appraisals. Cllr Bowers stated that the Clerk's midyear appraisal had now been undertaken and as she has successfully completed her CiLCA qualification, there is a scale point rise in salary. **Cllr Bowers proposed this increase. All in favour.**

029 (009) DATE OF NEXT MEETING

Monday 10th November 2025 @ 6.30pm.

Sign:

Date:

Meeting closed at 6.40pm

Decisions	Actions
Sickness absence Policy	Clerk/Cllr Bowers
Training cost investigation.	Clerk

Sign:

Date: