

MINUTES OF TROWSE WITH NEWTON PARISH COUNCIL

Personnel and Communications Committee meeting held on 8th September 2025 at 6.30pm, in The Manor Rooms, Trowse.

Present

Cllrs P. Greenizan (chair), A. Greenizan, D. Price and Kate Leggett (clerk)

021 (001) APOLOGIES

Cllr Bowers and Cllr Gorman.

022 (002) DECLARATIONS OF INTEREST AND DISPENSATIONS

None

023 (003) MINUTES OF THE PREVIOUS MEETING

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

024 (004) MATTERS ARISING

None for this meeting.

025 (005) PUBLIC FORUM

None for this meeting

026 (006) COMMUNICATIONS

7.1 Newsletter articles (space allowing)

- Summer event pics etc.
- Trees on the common – succession planning
- Confirmation of common ownership
- ideas about crazy golf
- Water butts at MR and bus shelter
- Overgrown paths- could become highways matter.

027 (007) POLICY, RISK ASSESSMENTS AND TIMELINES.

7.1 – For information only, the Clerk is in the process of updating the cemetery and allotment risk assessments.

028 (008) STAFFING AND MANAGEMENT ISSUES

8.1 To discuss any staffing or management issues.

a) Staff appraisals. The Clerk took members through the appraisal of the Groundsman, and this was agreed and approved. It was agreed to hold a review of his working hours, and this is to be placed on the next agenda.

029 (009) DATE OF NEXT MEETING

Monday 13th October 2025 @ 6.30pm.

Meeting closed at 7.05pm.

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

Sign:

Date: