

MINUTES OF TROWSE WITH NEWTON PARISH COUNCIL

Personnel and Communications Committee meeting held on 8th December 2025 at 6.15pm, in The Manor Rooms, Trowse.

Present

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

021 (001) APOLOGIES

None for this meeting.

022 (002) DECLARATIONS OF INTEREST AND DISPENSATIONS

None

023 (003) MINUTES OF THE PREVIOUS MEETING

Minutes of the meeting held on the 13th October 2025 were **AGREED AND SIGNED**.

024 (004) MATTERS ARISING

Decisions	Actions
Sickness absence Policy	Clerk/Cllr Bowers (actioned)
Training costs	Clerk (actioned)

The Clerk informed the Committee of the training costs investigation and how much should be allocated in next year budget.

025 (005) PUBLIC FORUM

None for this meeting

026 (006) COMMUNICATIONS

Update from clerk regarding Newsletters and any Parish Council communications.

a) Newsletter articles:

- Muga meeting info
- Budget information
- Orchard planting
- Christmas Switch on event
- Traffic forum date

b) Traffic Forum. The date for the village traffic forum was set for 27th January. Clerk to see if traffic information can be obtained from the Whitlingham Lane SAM camera ahead of this meeting.

027 (007) POLICY, RISK ASSESSMENTS AND TIMELINES.

7.1 – The new sickness absence policy was shared by Cllr Bowers. This document included a new process for recording staff absence and return to work information. **The policy was agreed and adopted by all present.**

7.2 - Budget preparation. Cllr Bowers took members through the itemised Personnel and Communications budget. It was agreed to up the training budget given the cost investigation and it was thought that a refresher for councillors would be a good option, as we have a number of new members. **The final committee budget of £52,862 was agreed and this will be sent to the Finance Committee for review ahead of being recommended to Full Council.**

028 (008) STAFFING AND MANAGEMENT ISSUES

None for this meeting.

029 (009) DATE OF NEXT MEETING

Monday 12th January 2026 @ 6.30pm.

Meeting closed at 7.10pm

Sign:

Date:

Sign:

Date: