

NOTICE OF TROWSE WITH NEWTON **PARISH COUNCIL**

MANOR ROOMS 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: **Tuesday 10th February 2026 at 7.30pm**

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 (Parish Clerk) (03.02.2026)

AGENDA

1. ELECTION OF COMMITTEE CHAIR

2. CO-OPTION OF VOLUNTEER COMMITTEE MEMBERS

3. APOLOGIES FOR ABSENCE

- a. To receive and approve any absences.

4. 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.

5. PREVIOUS MINUTES

To confirm the minutes of the meeting held on

6. COMMITTEE TERMS OF REFERENCE (up to 15 minutes)

- a. To discuss and agree the Committee Terms of Reference. Document previously circulated by the Clerk.

7. PUBLIC FORUM

7.1 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.

8. MATTERS ARISING

Decisions	Actions
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9. BUILDING MATTERS (up to 30 minutes)

- a. To discuss and agree any actions pertaining to the quote received for the required building works.
- b. Fireplace investigations – to discuss and agree any actions.
- c. Water/Drainage investigations – to discuss and agree any actions
- d. Shed re-site – to discuss and agree any actions.

10. FACILITIES/PREMISES UPDATE (up to 60 minutes)

10.1

- a. To receive an update on current and future bookings.
- b. To discuss and agree any necessary opening/closing arrangements.
- c. Fire alarm testing. To discuss and agree any actions.

10.2

- a. To discuss and agree any actions pertaining to the transfer of Utilities for the Manor Rooms.
- b. Policy reviews. To discuss and agree any actions pertaining to possible policy updates/changes.
- c. Fundraising/Marketing. Information re possible “Friends of the Manor Rooms” interest.
- d. Insurance – To receive information from the Clerk regarding the necessary insurances.
- e. Shared Drive access. To discuss and agree any actions pertaining to this item.
- f. Information from the Clerk regarding whole council training.

11. Events (up to 15 minutes)

11.1

- a. To discuss and agree any actions pertaining to planned Manor Rooms events.
 - i. Dates for events
 - ii. Management of planned events
 - iii. Ideas for additional events

12. Date of Next Meeting

Tuesday 10th March 2026 – 7.30PM in the Manor Rooms.