

MINUTES OF TROWSE WITH NEWTON PARISH COUNCIL

MANOR ROOMS COMMITTEE MEETING

Held at The Manor Rooms, The Street, Trowse on: Tuesday 10th March 2026 at 7.30pm

Present: Cllrs Gorman, Bowers, Cartner, Haynes, Mrs Marion Caitlin, Ms Antonia Coonan, Mrs Leesa Barrell, Mr Chris Bowers, and Kate Leggett (Clerk)

013 (001) APOLOGIES FOR ABSENCE

Received from Mr Barrell – accepted and approved.

014 (002) DECLARATIONS OF INTEREST AND DISPENSATIONS

None for this meeting.

015 (003) PREVIOUS MINUTES

Minutes of the meeting held on 10th February 2026 had previously been circulated to committee members. These were approved and signed.

016 (004) COMMITTEE TERMS OF REFERENCE

The amendments requested at the previous meeting had been actioned. Resolved to approve the Terms of Reference for this committee.

017 (005) PUBLIC FORUM

None for this meeting.

018 (006) MATTERS ARISING

Decisions	Actions
Amendments to Terms of Reference.	Clerk (actioned)
Garden Hire Agreement	Clerk (actioned)
Environmental Policy	Clerk (actioned)
Utility Transfer	Clerk (ongoing)

Delegated authority was given to the Clerk to continue the utilities change over.

019 (007) BUILDING MATTERS

Chris Bowers took members through his and the other members of the building team role.

- a) Required building works. Mr Bowers took members through what discussions had taken place with the buildings team. It was the team's suggestion that Tyrells be given the contract for the required repairs.
Resolved to make recommendation to Full Council that the quote be accepted. Clerk to action.

The building team will liaise with Tyrells about job specifics and possible start dates, and it was thought that whilst the scaffolding was in place it could be utilised to get the new flooring in the loft section.

Mr Bowers also informed the committee that a new lock had been installed on the front door which is compliant with BS for fire safety. Keys are to be issued, and details retained on who has been issued with one. **Ms Coonan is to update the key holder list.**

- b) Water/drainage. Mr Bowers informed members that MetroRod are coming to do the required drainage work on the 13th March. This bill has been covered by the outgoing MRMCMC.
c) Shed re-site. This is to be moved to the next agenda.

020 (008) OPERATIONAL/PREMISES UPDATE

Sign:

Date:

8.1

a) Current and future bookings. Ms Coonan took members through the upcoming bookings and events that are in the diary. This included the ongoing monthly rentals and the ad hoc bookings that had been added since the last meeting.

b) Booking/Cancelation/Charges and Invoicing. There was an in-depth discussion about costs for village residents and not for profit organisations and the possible rates for hall/garden hire. A general discussion took place about what the criteria for a resident's rate would look like.

Charges are generally reviewed annually, and it was agreed to place this topic on the agenda for the next meeting.

8.2

a) Manor Rooms website. Cllr Bowers stated that the Manor Rooms website should reflect the current reality and therefore the charity number and reference to MRMC should be removed. Mrs Caitlin said that she would undertake this. **She would also redo the former MRMC notices for around the building.**

b) Policy reviews.

i) Garden Hire agreement. The Clerk had circulated a draft document ahead of the meeting. It was resolved to make amendments to the draft document. Clerk to action.

ii) Environmental and Sustainability Policy. It was resolved to recommend adoption of this policy to Full Council.

c) Villager/Newsletter articles. Clerk was asked to find out delivery dates for the villager, so coordination of deliveries could be achieved. It was thought that there should be a regular article about what's on at the MR. Cllr Cartner suggested a short survey via a QR code, to ask residents what they'd like to see on offer. Something should also be included about volunteering opportunities.

021 (011) EVENTS

11.1

a) Discuss and agree actions pertaining to planned events.

i) Easter event booked for 31st March. Volunteers still needed.

ii) Mrs Barrell and Ms Coonan will liaise to diary future events.

iii) Community events could include lectures from local professionals, some of which have already expressed an interest.

It was also thought that an Open Day, explain all the changes that have taken place and the planned renovations and improvements. This could be an informal drop-in day with a café and the crazy golf.

022 (012) DATE OF NEXT MEETING

Tuesday 14th April 2026 @ 7.30pm in the Manor Rooms.

Meeting closed at 9.32pm.

Decisions	Actions
Recommendation to Full Council re building works	Clerk
Garden Hire agreement amendments	Clerk
Utility Transfer	Clerk
Key Holder list update	Ms Coonan
Change to internal signage	Mrs Caitlin

Sign:

Date: