

NOTICE OF TROWSE WITH NEWTON **PARISH COUNCIL**

MANOR ROOMS COMMITTEE MEETING

You are hereby summoned to attend the Trowse with Newton Parish Council Manor Rooms Committee Meeting at
The Manor Rooms, The Street, Trowse on: **Tuesday 12th May 2026 at 7.30pm**

Members of the press and public are invited to attend and should submit any questions or intentions to attend to
clerk@trowse-pc.co.uk

Kate Leggett (Parish Clerk) (05.05.2026)

AGENDA

1. APOLOGIES FOR ABSENCE

- a. To receive and approve any absences.

2. 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.

3. PREVIOUS MINUTES

To confirm the minutes of the meeting held on 14th April 2026

4. PUBLIC FORUM

4.1 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.

5. MATTERS ARISING

Decisions	Actions
Contact Tyrells	Clerk (actioned)
Garden Hire agreement amendments	Clerk (actioned)
Meeting with Garden neighbours	Clerk (actioned)
Food Hygiene	Clerk (actioned)
Tablet purchase	Clerk (actioned)
Asset List	Miss Coonan

6. BUILDING MATTERS (up to 30 minutes) To discuss and agree actions as required:

- a. Structural repairs and upper floor access.
- b. Garden toilets/outbuilding.
- c. Refurbishment of floors/walls.
- d. Outbuilding water supply.

7. OPERATIONAL/PREMISES UPDATE (up to 45 minutes) To discuss and agree as required.

7.1 – Premises update.

- a. Bookings and use of building update.
- b. Specific event hire

7.2 – Operational information and updates.

- a. Garden works and the planned wedding.
- b. Purchase and location of the AV equipment.
- c. Medication blister packs.

- d. Food Hygiene certification. Clerk to present options to committee members.
- e. Tablet purchase/use. Clerk to present options to committee members.
- f. Bespoke email addresses for the purpose of the business and in compliance with GDPR

8. FINANCE (up to 30 minutes) To discuss and agree as required.

8.1 – Invoicing policy and process.

8.2 – Purchasing and how purchases are made including small maintenance budget.

8.3 – Events budgets.

8.4 – Budget v Actuals. To discuss and review the Budget V Actual spends to date for this committee.

8.5 – PPL/PRS licence.

8.6 – Petty cash balance and uses of.

9. EVENTS (up to 10 minutes) To discuss and agree as required.

9.1 - Café.

10. DATE OF NEXT MEETING

Tuesday 9th June 2026 – 7.30pm in the Manor Rooms.