

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 9th June 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) (02.06.2026)

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 12th May 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
Anglian Water (6b)	Clerk (ongoing)
Fencing investigations (7.2a)	Clerk (actioned)
Blister packs (7.2c)	Clerk (actioned)
Food Hygiene links (7.2d)	Clerk (actioned)
Tablet to be passed to Miss Coonan (7.2e)	Clerk (ongoing)
Emails and access to Teams (7.2f)	Clerk (actioned)
PPL/PRS (8.5)	Clerk (ongoing)
Asset List (carried forward from previous meeting)	Miss Coonan (ongoing)

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/water issues.
- c. Refurbishment of floors/walls.

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.

7.2 – Operational information and updates.

- a. Garden works and the planned wedding, including a fencing/boundary update.

- b. Purchase and location of the AV equipment.
- c. Book swap.
- d. Proposal to waive the hire fee for toddler group.
- e. Marketing for Friends of Trowse School.
- f. Proposed raffle prize donation.
- g. "Friends of MR" – consultation/survey
- h. Carparking.

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

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

8.2 – Petty cash balance and uses of.

8.3 – Public liability insurance cover.

8.4 – Invoicing policy and process (including cancellation process).

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

9.1 – Repair Café.

10. DATE OF NEXT MEETING

Tuesday 14th July 2026 – 7.30pm in the Manor Rooms.