

MINUTES OF TROWSE WITH NEWTON PARISH COUNCIL

MANOR ROOMS COMMITTEE MEETING

Held at The Manor Rooms, The Street, Trowse on: Tuesday 12th May 2026 at 7.30pm

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

032 (001) APOLOGIES FOR ABSENCE

Received from Cllr Cartner.

033 (002) DECLARATIONS OF INTEREST AND DISPENSATIONS

None for this meeting.

034 (003) PREVIOUS MINUTES

Minutes of the meeting held on 14th April 2026 had previously been circulated to committee members. These were approved and signed.

035 (004) PUBLIC FORUM

None for this meeting.

036 (005) 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 (ongoing)

037 (006) BUILDING MATTERS

Chris Bowers took members through the ongoing actions of the buildings team.

a) Structural repairs and upper floor access.

- Tyrell has been in touch with start dates (July). Clerk to contact Tyrells for a formal contract to be put in place.
- The scaffolding will go up in one go and permission has been given by the builder for the building team to undertake some repainting of the barge boards.
- Tyrells will apply for all the required permits for the building works.
- Work is currently underway to sort out the external water supply.
- Plans have been drawn up for a staircase to the upper floor, above the office/store room.
- Building control (South Norfolk) have been contacted regarding the requirement for Building Control/Regulations, as it is an internal change. This is regarded as "medium size works". It is required there is a fee of approx. £145. **This expenditure was proposed by Cllr Haynes, seconded by Leesa Barrell. All in favour.**

b) Garden toilets/outbuilding

- Work is ongoing to restore the water supply to the pavilion and outside standpipe. It was hoped to get them in order ahead of the July wedding reception. **Clerk to contact Anglian Water again.**
- New water butt has been installed to the pavilion, at which time it was noted that the guttering needs repair).
- New outside tables have been renovated and painted.
- The gifted summer house has been refurbished and will be relocated shortly.
- Retrospective agreement for sundry expenditure included:
 - o Shed relocation £50
 - o Water butt £50
 - o Paint for furniture £50

Sign:

Date:

c) Refurbishment of floors and walls

- Sanding and recoating the floor was suggested. The buildings team will look into hiring equipment for this.

d) Outbuilding water supply – Covered as part of section a (4th bullet).

038 (007) OPERATIONAL/PREMISES UPDATE

At this point in the meeting it was resolved to discuss item 7.2b first. All agreed.

7.2

b) Mrs Caitlin presented details of the quotes and specifications for the proposed audio-visual equipment purchase by MRMC. A discussion ensued about the functionality; projector type, hearing loop, video conferencing, equipment location, cabinets, wiring etc. Cllr Gorman thanked Mrs Caitlin for all her work on this. Cllr Bowers assed that it was important to identify what is needed then consider how to meet the costs, if greater than the MRMC funds available. **Resolved to add this to the next agenda.**

7.1

a) Booking update. Miss Coonan gave an update on any new bookings.

b) Specific event hire. A discussion took place about planned wedding reception. Miss Coonan is in contact with the hirers who will obtain Risk Assessments and Method Statements from the marquee company.

7.2

a) Garden works and the planned wedding. Cllr Bowers share the outcome of discussions with the building's neighbours, outlining their concerns. A discussion took place about how we could mitigate any disturbance to the neighbours. **It was resolved that the Clerk seek costs for a fence to be installed along the internal boundary.**

c) Medication blister packs. Mrs Barrell gave information about the recycling possibilities for these packs. **Clerk to make further investigations.**

d) Food Hygiene. The clerk let members know of an online course for food hygiene at a cost of £26 per person. Mrs Barrell, Cllr Bowers and Miss Coonan offered to take this online course. **Clerk to send out links.**

e) Tablet for café use. The Clerk told members that a tablet, purchased for clerking the Neighbourhood Plan, was available for the café SumUp device. **Clerk to pass the device to Miss Coonan to sort out the menus.**

f) Bespoke email addresses. Cllr Gorman and the Clerk explained the need for the PC to be compliant with GDPR regulations meaning that all council business should be on bespoke email addresses for the council. As the volunteer committee members do not currently have bespoke email addresses the Clerk is going to make investigations with our Teams provider to add 4 additional emails to our Teams system. This would enable access for all members of the committee to the Manor Rooms folder, in Teams.

039 (008) FINANCE

8.1 Invoicing policy and process. A document was circulated for discussion to help develop a policy and supporting process. Currently hirers are invoiced retrospectively. It was felt that one off hires should pay in advance but timing/how to treat cancellations needs consideration. Criteria for separate hire of the garden was also discussed. Based on the systems in place, the process starts with a booking (using the online system) and ends with reconciling payments to invoices (produced by the booking systems and cc'd to the Responsible Finance Officer). Cllr Bowers had started to map the process and questions arose about how and why various information sources were being used. This resulted in a discussion that could not be concluded within the time available. It was resolved therefore, to move on with the agenda and carry this item forward.

Cllr Haynes made his apologies and left the meeting.

8.2 – Purchases. In month budgets for small maintenance items and sundries were set as follows:

- Small maintenance budget, including items such as screws, paint, brushes etc. £100
- One off purchases (arising following committee discussions, such as outside furniture) £100
- Emergency funds £100

The clerk will ensure that stock levels are monitored and stock replenished timeously.

8.3 - Events Budget – An events budget of £100 was set for the purchase of items such as refreshments and cakes.

Sign:

Date:

8.4 – This item was moved to the next agenda.

8.5 – PPL/PRS Licences. The Clerk had previously circulated the cost of an annual PPL/PRS licence to members. It was resolved that as it was considered to be very expensive, one of licences would be sought, for now. **The Clerk will make further investigations.**

8.6 – This item was moved to the next agenda.

040 (009) EVENTS

9.1 This item was moved to the next agenda.

031 (009) DATE OF NEXT MEETING

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

Meeting closed at 10.20pm.

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

Sign:

Date: