

# MINUTES OF TROWSE WITH NEWTON PARISH COUNCIL

## Personnel and Communications Committee meeting held on 13<sup>th</sup> April 2026 at 6.30pm, in The Manor Rooms, Trowse.

### Present

Cllrs P Greenizan (chair), H Bowers, J Gorman, and Kate Leggett (clerk)

### 001 (001) APOLOGIES

None for this meeting.

### 002 (002) DECLARATIONS OF INTEREST AND DISPENSATIONS

None

### 003 (003) MINUTES OF THE PREVIOUS MEETING

Minutes of the meeting held on the 13<sup>th</sup> April 2026 were **AGREED AND SIGNED**.

### 004 (004) MATTERS ARISING

There were no matters arising from the previous meeting.

### 005 (005) PUBLIC FORUM

None for this meeting

### 006 (006) COMMUNICATIONS

Update from clerk regarding Newsletters and any Parish Council communications.

- a) Update on Teams/WhatsApp

Cllr Gorman took members through what has been done on WhatsApp, with the adding of Parish Council Communities, allowing for separate groups to be set up. This is purely an information-based mode of communication. Cllr Gorman will also set aside a time when those not able to access Teams can be shown how it can be set up.

The Clerk recommended that the new volunteer members of the MR Committee should have bespoke email addresses that can be linked to Teams and then they could also have access to the MR Teams folder. **This was agreed and Clerk is to contact our Team host and ask about the cost of additional emails.**

### 007 (007) POLICY, RISK ASSESSMENTS AND TIMELINES.

None for this meeting.

### 008 (008) STAFFING AND MANAGEMENT ISSUES

8.1 – Staff appraisals. It was agreed that the Clerk would undertake the Groundsman's appraisal and Cllr Bowers and Cllr Gorman would hold the Clerk's appraisal.

### 009 (009) DATE OF NEXT MEETING

Monday 8<sup>th</sup> June 2026 @ 6.30pm.

**Meeting closed at 7.04pm**

| Decisions          | Actions |
|--------------------|---------|
| Extra Teams emails | Clerk.  |

Sign:

Date: