MINUTES OF TROWSE WITH NEWTON PARISH COUNCIL

MANOR ROOMS COMMITTEE MEETING

Held at The Manor Rooms, The Street, Trowse on: Tuesday 9th June 2026 at 7.30pm.

Present: Cllrs Gorman (JG), Bowers (HB), Haynes (MH) and Cartner (CC), Ms Antonia Coonan (AC), Mrs Marion Catlin (MC), Mrs Leesa Barrell (Mrs LB), Mr Chris Bowers (CB), and Kate Leggett (Clerk)

001 (001) APOLOGIES FOR ABSENCE

Received from Lee Barrell. CC was running late.

002 (002) DECLARATIONS OF INTEREST AND DISPENSATIONS

None for this meeting.

003 (003) PREVIOUS MINUTES

Minutes of the meeting held on 12th May 2026 had previously been circulated to committee members. These were approved and signed.

004 (004) PUBLIC FORUM

None for this meeting.

005 (005) 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)

AC passed the Clerk a copy of the asset list.

006 (006) BUILDING MATTERS

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

a) **Structural repairs and upper floor access.**

- Tyrells will supply us with a contract for work.
- CB gave information about the planned staircase. The buildings team will talk to building control at SNDC and do some exploratory work to ascertain what the current flooring structure consists of on the upper level. MC requested a copy of the plans, and she will do a walkaround with CB to see how the proposed layout will work.

CC arrived at the meeting.

At this point JG made a statement about wanting to keep this meeting to 2 hours max. It would be proposed that individuals take tasks away and resent findings at the next meeting.

b) **Outbuilding water supply** – It was thought that we would no longer be able to get the water reinstated to the outbuilding before the wedding. Anglian Water have been contacted to move the metre onto the Manor Rooms property, but this is going to take some time. Ideally water is needed to the rear of the building as that is where all the services are located. MH proposed that LB continues with delegated responsibility for this action, seconded by CC, all in favour.
Tyrells will need to bring water bouser for the repair works. CB to contact.

Sign: Date:

c) **Refurbishment of floors/walls.** This was moved to the next agenda.

007 (007) OPERATIONAL/PREMISES UPDATE

7.1

a) Booking update. AC gave an update on any new bookings, which included the booking for the PCC election in July.

7.2

a - Garden works and the planned wedding. AC asked if the flower bed in the courtyard could be planted up ahead of the wedding. This was agreed.

The fencing material has arrived and work on this can begin when the groundsman returns from annual leave.

b - Purchase and location of AV equipment. JG and MC took members through their site discussions and the proposed location of the equipment and cabinet. MC had produced some visuals to aid with this. It was thought that a cupboard could be placed around the cabinet to aid with storage in the future. The specification of the equipment had been decided. **MC proposed that the addition of the hearing loop (at a cost of £950 + VAT), and any required additional power needs be met by the PC this was seconded by MH, all in favour. Clerk to add to Full Council agenda for approval.**

MC put forward a proposal for a film club. This is to be placed on the next agenda.

c - Book Swap. JG took members through ideas for a book swap in the village which could operate out of the Manor Rooms. MC suggested using the fireplace in the lobby to maximise the space there. CB suggested he could build some shelving if necessary. JG to measure the space and make suggestions for shelving.

d – Toddler group proposal. AC presented her proposal for waiving the hire fee for the toddler group, and a discussion took place about the logistics and funding. HB commented that it could potentially come under our policy for not-for-profit organisations. It was thought that once that policy had been considered then the answer to the toddler group would come from that. It was unclear about how the group run their finances etc. AC to speak to the group organisers.

e – Marketing for Friends of Trowse School. AC asked if she could circulate information about the Manor Rooms at FOTS events. This was thought to be a good idea, as principally birthday parties are booked by parents. MC and AC to liaise with regards to flyers. Clerk to investigate cost with PC printers for 200 x A6 double sided flyers. MC to also investigate costs with printers she regularly uses.

f – Raffle prize donation. AC proposed a raffle prize of a £45 birthday party package, for the up coming FOTS event. BC seconded the motion. **All in favour.**

g – Friends of MR. This item will be move to the next agenda.

MH left the meeting with apologies.

h – Carparking. This will be move to another agenda.

008 (008) FINANCE

8.1 Budget V Actuals. Members reviewed the Budget versus Actual spend/income for the year to date.

8.2 – Petty Cash. The clerk gave those present information on what can be used for petty cash. This included small item purchases for the café or cleaning stock, and float for events.

8.3 – Public Liability Cover. The Clerk explained that following investigations with the insurance company it was not thought that bouncy castles would be permitted as part of a hire. **The Clerk will make more investigations with the insurers to see if it there is a difference if a 3rd party are providing the equipment.**

8.4 – Invoicing policy and process. Ahead of the meeting HB and AC circulated documents for discussion. Hb explained that she can map a process using the document provided by AC. HB will bring this to the next meeting.

009 (009) EVENTS

9.1 Repair Café. JG took those present through discussions with the Repair Café, and although they cannot run a café in the MR, they may be able to one-off pop-up cafes at some point n the future. This may include at the Summer Vibes event.

HB stated that she was going to be running a summer café on Fridays over the coming weeks to see how this was received by residents.

010 (010) DATE OF NEXT MEETING

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

Meeting closed at 9.40pm.

Decisions	Actions
Anglian Water (6b)	Mrs LB
AV equipment cost to Full Council (7.2b)	Clerk
Printing costs (7.2e)	Clerk/MC
Insurance investigations (8.3)	Clerk

Sign: Date: