

MINUTES OF TROWSE WITH NEWTON PARISH COUNCIL

Personnel and Communications Committee meeting held on 8th June 2026 at 6.30pm, in The Manor Rooms, Trowse.

Present

Cllrs P Greenizan (chair), J Gorman, Cllr D Price, and Kate Leggett (clerk)

001 (001) ELECTION OF CHAIRPERSON

Cllr Price nominated Cllr Greenizan. Cllr Greenizan accepted the nomination. All in favour. Cllr Greenizan takes the chair.

002 (002) APOLOGIES

Cllr Bowers: received and approved.

003 (003) DECLARATIONS OF INTEREST AND DISPENSATIONS

None

004 (004) MINUTES OF THE PREVIOUS MEETING

Minutes of the meeting held on the 11th May 2026 were **AGREED AND SIGNED**.

005 (005) MATTERS ARISING

There were no matters arising from the previous meeting.

006 (006) PUBLIC FORUM

None for this meeting

007 (007) COMMUNICATIONS

Update from clerk regarding Newsletters and any Parish Council communications.

7.1 Update on Teams

Cllr Gorman has been assisting the remaining councillors to get into their Teams emails. The Clerk has added the new MR Committee members emails onto Teams, and they will be given access to the Manor Rooms folder.

7.2 Newsletter article suggestions

- "Did you know" section.
- Summer event
- Charolais close walkway
- Volunteering in general.

008 (008) POLICY, RISK ASSESSMENTS AND TIMELINES.

8.1 – To review and agree the following policies.

- P&C Terms of Reference. Agreed with amendments.
- Bullying and Harassment policy. Approved.

009 (009) FINANCE

9.1 – The budget versus actual for the year to date was reviewed.

010 (010) STAFFING AND MANAGEMENT ISSUES

None for this meeting.

009 (009) DATE OF NEXT MEETING

Monday 13th July 2026 @ 6.30pm.

Meeting closed at 7.03pm

Sign:

Date:

Decisions	Actions
Update committee TOR	Clerk.

Sign:

Date: