

NOTICE OF TROWSE WITH NEWTON PARISH COUNCIL MANOR ROOMS COMMITTEE MEETING AGENDA

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 11th August 2026 at 19.30pm**

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) (02.07.2026)

1. APOLOGIES FOR ABSENCE

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 14th July 2026

4. PUBLIC FORUM

To receive comments from members of the public, restricted to 2 minutes per person, on matters elsewhere in the agenda. Item should not exceed 10 minutes.

5. MATTERS ARISING

Decisions	Actions
Anglian Water (9/6/26 - 6b)	Clerk (ongoing)
Asset List (MRMC integration)	Clerk (ongoing from previous meetings)
Key safe policy/process (7.2 a)	Clerk (ongoing)
Building emergency poster (7.2 a)	MC (ongoing?)
NOTES 'room' on HallBooking (7.2 a)	MC (ongoing?)
MR site security	Clerk (ongoing)
Phone SIM reallocation	MC (ongoing?)
New Phone	Clerk (actioned)

6. BUILDING MATTERS (up to 30 minutes) To discuss and agree actions as required:

- 6.1. Building Team update on ongoing structural repairs
- 6.2. Upper floor access
- 6.3. Garden toilets/outbuilding/water issues.
- 6.4. Refurbishment of floors/walls.

7. OPERATIONAL/PREMISES UPDATE (up to 45 minutes) To discuss and agree as required.

- 7.1. Booking Update, including calendar (Clerk)
- 7.2. AV equipment update (MC)
- 7.3. Book swap (JG)
- 7.4. Toddler Group charging – see item 7.2(d) from mins 9/6/26
- 7.5. Car parking (carried forward from mons 9/6/26)
- 7.6. Transfer of sum up account to MRMC, e-mail and phone number
- 7.7. Social café update

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

- 8.1 Budget vs actual
- 8.2 Predicted Income for the month (Clerk)
- 8.3 Creditors (over 15 days)
- 8.4 Purchases (including assets)

9. Events

- 9.1 Discussion regarding future events, and planning

10. Date of next meeting

Tuesday 8th September – 19:30 (Manor Rooms)