

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 8th September 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) (02.09.2026)

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 August 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
Pre-application planning advice	Clerk (actioned)
Anglian Water	Clerk (ongoing)
Site security	JG (ongoing)
Building emergency poster	MC (ongoing)
SumUp and phone contract	MC (ongoing)
Contact church	Clerk/HB (actioned)
Bookshelves	JG/CB (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, update from team.
- 6.3. Payment of builders for ongoing works.

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. Available grants.
- 7.5. Review of General risk assessment and contractor's pack (circulated ahead of the meeting).
- 7.6. Key safe policy (circulated ahead of the meeting).
- 7.7. CAN membership.
- 7.8. Update re car park discussions.
- 7.9. Social café update.

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

- 8.1 Budget vs actual
- 8.2 Creditors (over 15 days)

8.3 Purchases (including assets)

i) Retrospective approval for Fire Alarm sounder purchase.

8.4 Asset list, insurance and change to MRMC registered address.

9. Events

9.1 Discussion regarding future events, and planning

i) Halloween craft event – 30th October.

ii) Christmas light switch on – 4th December.

iii) Christmas craft event – 11th December.

9.2 Request from hirer to borrow the PC gazebos for event in March 2027. Information from the Clerk.

10. Date of next meeting

Tuesday 13th October – 19:30 in the Manor Rooms.