

# MINUTES OF TROWSE WITH NEWTON PARISH COUNCIL

## MANOR ROOMS COMMITTEE MEETING

Held at The Manor Rooms, The Street, Trowse on: Tuesday 11<sup>th</sup> August 2026 at 7.30pm.

**Present:** Cllrs Gorman (JG), Bowers (HB), and Haynes MH), Marion Catlin (MC), Chris Bowers (CB) and Kate Leggett (Clerk)

### 028 (001) APOLOGIES FOR ABSENCE

Received from Lee Barrell (LB), Peter Schindler (PS) and Cllr Cartner (CC).

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

None for this meeting.

### 030 (003) PREVIOUS MINUTES

Minutes of the meeting held on 14<sup>th</sup> July 2026 had previously been circulated to committee members. These were approved and signed.

### 031 (004) PUBLIC FORUM

None for this meeting.

### 032 (005) MATTERS ARISING

| Decisions                          | Actions          |
|------------------------------------|------------------|
| Anglian Water (9.06.26 – 6b)       | Clerk (ongoing)  |
| Asset List (MRMC integration)      | Clerk (ongoing)  |
| Key safe policy and process (7.2a) | Clerk (actioned) |
| Building emergency poster (7.2a)   | Clerk (actioned) |
| NOTES “room” on HallBooking        | MC (actioned)    |
| MR Site security                   | Clerk (ongoing)  |
| Phone Sim reallocation             | MC (ongoing)     |
| New Phone                          | Clerk (actioned) |

### 033 (006) BUILDING MATTERS

6.1 - JB read a report sent by LB regarding the ongoing building works to the gable end, barge boards and windows. CB expanded on this report with details of what had been found during the renovations and any additional work that may be required going forward. There are some consequential changes due to dry rot being discovered and linseed oil paint being used on the barge boards.

It was thought that it would be a good idea to review the original survey and check off jobs that have been done.

It was mentioned that some of the building work had disrupted one of the pilates classes. This matter has been resolved, and the hirer will not be charged for that session.

6.2 – Upper floor access. The Clerk had been emailed the instructions from the buildings team to seek pre-application planning advice for the creation of the staircase and upper floor. **Clerk to action.**

6.3 – Garden toilets/outbuildings/water issues. It was recommended buy CB that the toilet issue be parked for now, as what we have is working. Clerk was tasked with contacting Anglian Water again to see what options there were for the bowling green supply and moving the stopcock from the Manor House driveway.

6.4 – Refurbishment of floors and walls. This is an ongoing project but LB recommends doing he floors before the walls are done.

### 034 (007) OPERATIONAL/PREMISES UPDATE

7.1 – Booking Update. There are currently 33 bookings for this month. That is slightly down on last month but due to the toddler group and karate not operating during the school holidays. We ave secured an additional weekly term time booking for a baby group.

Sign:

Date:

7.2 – AV equipment update. MC stated that there is still a delay with the screen delivery. The installation of the equipment is scheduled for the end of September, but this may have to be moved. The hearing loop is a separate entity, but is being installed at the same time as the AV.

7.3 – Book swap. JG has passed measurements and drawings to the building team for review. **JG will chase.**

7.4 – Toddler group charging. This item can be removed from the agenda and no further action is being taken.

7.5 – Car parking. Discussion took place around the lack of parking for the Manor Rooms. **Resolved for PC Chair and Clerk to contact the church.**

7.6 – Transfer of SumUp account to PC email and phone. Discussion took place around the ongoing issues of reports from SumUp not being accessible by the PC. This includes the access to the Lebara mobile account. **MC to action.**

7.7 – Social Café update. Much discussion took place and it was resolved to create a survey for both café attendees and the wider community to gauge reactions to the café. After the summer, we have a term time booking on a Friday morning, so the café will move hours to operate in the afternoon. It was thought that there needed to be a core of 3 volunteers (two minimum) to operate each week. There will be a debrief of the summer café following the last café in August.

### 035 (008) FINANCE

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

8.2 – The Clerk ask how this item was going to work as the software does not allow exported figures for the month ahead. HB stated that more importantly the committee needed to be aware of those that were in arrears for their hires.

8.3 – Creditors. The Clerk gave information on those still owing payments from June. Emails have been sent to those still owing money.

8.4 – Purchases. HB stated that another outside table and 2 chairs have been sourced and CB is in the process of repainting them.

### 036 (009) EVENTS

9.1 Community events going forward will include:

- Halloween craft event for children on 30<sup>th</sup> October, 3pm – 5.30pm
- Christmas Light Switch on event on 4<sup>th</sup> December, 5pm – 8pm
- Children's Christmas Crafts on 11<sup>th</sup> December, 3pm – 5.30pm.

MC mentioned that she knew some performance poets who would be happy to perform at the MR. Dates to be arranged.

### 037 (010) DATE OF NEXT MEETING

Tuesday 8<sup>th</sup> September 2026 @ 7.30pm in the Manor Rooms.

**Meeting closed at 9.42pm.**

| Decisions                       | Actions  |
|---------------------------------|----------|
| Pre-application planning advice | Clerk    |
| Anglian Water                   | Clerk    |
| Site security                   | JG       |
| Building emergency poster       | MC       |
| SumUp and phone contract        | MC       |
| Contact church                  | Clerk/HB |
| Bookshelves                     | JG/CB    |

Sign:

Date: