

**MINUTES OF A MEETING OF BROCKENHURST PARISH COUNCIL
PERSONNEL AND RESOURCES COMMITTEE HELD
ON TUESDAY 2nd NOVEMBER 2021 AT BROCKENHURST VILLAGE HALL**

Present:

Mr. M. Harris	Chairman
Mr. M. Croker	Mr. R. Horne
Mr. J. Korbey	
Mrs. M. Pattison	Outgoing RFO
Mrs T. Pritchard	Incoming RFO

21/34 Apologies for absence Mrs. R. Bowles Mr. P. Wales

21/35 Declarations of Interest/Requests for Dispensation: None.

21/36 Minutes of Meeting held 6th July 2021

The minutes were proposed, seconded and signed as a correct record.

21/37 Matters Arising not already on Agenda:

The RFO had intended to go to the recent Pension Fund Employers' meeting but was unable to due to illness. The issue will be discussed again at the next P & R meeting.

21/38 Grant Applications:

- i) New Forest Citizens Advice Bureau - A grant of £500 is to be recommended.
- ii) Compass Counselling - Following receipt of further information, a grant of £480 is to be recommended.
- iii) Wessex Cancer Trust - A donation of £100 is to be recommended in recognition of the work carried out by Phil Dinn on renovating the Watersplash noticeboard.

21/39 Christmas lights installation cost estimate

The installation cost will be £4,000 this year, in line with previous years.

21/40 Budget and Precept Requirement for 2022/23

The draft budget was discussed and some amendments made. The intention is that the precept should remain at £42.49 per Band D dwelling and this will be adjusted if necessary once the tax base figures are available. Some funding will need to be drawn from the reserves to maintain the precept figure.

21/41 Appointment of Internal Auditor

It is to be recommended that Paul Reynolds of Fair Account should continue to be our Internal Auditor although he is likely to retire within a year or two.

21/42 Approval of draft sickness absence policy, inc. sick pay

The minor amendments to the policy were approved and adoption is to be recommended.

21/43 Request for bus shelter

A request has been received for bus shelters around the village. The request is to be discussed by A & I in due course and a decision made once the level of demand and appropriate locations has been established. Funds could be drawn from reserves and so no provision was made in the budget. **Action: A & I.**

Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that the Public and Press be excluded from the meeting due to the confidential nature of the business to be discussed.

21/44 Review of working arrangements at cemetery

It is to be recommended that we pay the PCC for Luke's hours as a single lump sum grant for convenience. An estimated sum will be paid, to be balanced up at the year-end.

It has not been possible to conduct the review anticipated for September so an interim increase of 9.5% is to be recommended for the groundsman, backdated to 1st July, in recognition of the increased responsibility and supervisory role.

21/45 Appointment of Assistant Clerk

Mrs. Pritchard, having been appointed to be the RFO, is willing to take on the role of Assistant Clerk in addition. It is to be recommended that her employment in the role is approved and that the same rate of remuneration will apply for this role as for the RFO.

21/46 Any Other Items

Mr. Korbey is willing to be an online signatory and this will be arranged when the mandate is next updated. **Action: Clerk.**

21/47 Date of next meeting - Tuesday 1st March 2022 7.00 pm unless required sooner.

The meeting closed at 8.15 pm.