

**MINUTES OF A MEETING OF BROCKENHURST PARISH COUNCIL
PERSONNEL AND RESOURCES COMMITTEE HELD
ON TUESDAY 5th JULY 2022 AT BROCKENHURST VILLAGE HALL**

Present:	Cllr M Harris	(Outgoing Chairman)
	Cllr M Croker	
	Cllr J Korbey	
	Cllr P Wales	(Incoming Chairman)
	Mrs T Pritchard	RFO & Assistant Clerk

22/15 Election of Chairman:

Cllr Wales was unanimously elected as Chairman.

22/16 Apologies for Absence:

Cllr R Horne and Cllr R Bowles

22/17 Declarations of Interest/Requests for Dispensation:

Cllr Harris declared an interest in the grant application for Brockenhurst Village Trust.

22/18 Minutes of Meeting held 1st March 2022:

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

22/19 Future Plans for the Village Directory and Parish Council Newsletter:

Cllr Wales reported on the joint publication of the Jubilee newsletter and this was not considered to be a viable option for regular future newsletters.

A discussion was held on the Village Directory, it was decided to approach Cllr Pearse with a view to this being incorporated into the Council's communication strategy.

22/20 Review of Allotment Fees including Update on Mains Water Supply:

The recommendation of no increase in fees was made following the previous meeting.

A mains water supply at the allotments was not considered to be immediately required, but prudent to provide for the future with regards to predicted weather patterns.

It was decided to refer this matter to the Amenities & Infrastructure Committee.

Action: TP to ascertain cost of water supply installation.

22/21 Financial Comparison and Bank Balances:

Following a review of the Financial Comparison and bank balances, it was agreed to allocate a separate heading to the legal fees relating to land purchase and reanalyse the cost of the replacement office door to "New Office Costs".

It was noted that administration salaries are higher than budgeted pro rata primarily due to overtime relating to a busy period including the Jubilee event.

22/22 Financial Risk Assessment from Internal Auditor:

It was reported that all of the recommendations made by the Internal Auditor within the document have been or are in the process of being implemented.

22/23 Financial Regulations and Financial Internal Control Policy:

These are currently being reviewed and updated as necessary.

22/24 Grant Applications:

A discussion was held on the application of specific or general legal powers to the grant making process and a decision was made to clarify with the Internal Auditor.

a. Brockenhurst Parochial Church Council

A grant of £5,000 is to be recommended.

b. Shining Lights Performing Arts Academy

The applicant does not fit within the criteria, therefore no grant recommended.

c. Brockenhurst Village Hall Indoor Bowls Club

A grant of £500 is to be recommended.

d. The Brockenhurst Village Trust

A grant of £200 is to be recommended.

e. The Royal British Legion Brockenhurst Branch

A grant of £500 is to be recommended, however concerns were raised regarding the utilisation of any future grants awarded.

Action: TP to contact Internal Auditor

22/25 Insurance Claim and Replacement of Cemetery Tools and Equipment:

An insurance claim has been instigated following the break in at the cemetery and is ongoing. Steps are being taken to secure the container prior to replacement items being purchased.

Offer of assistance from the War Graves Commission has been gratefully accepted.

22/26 Review of Asset Register with Insurance Policy Valuations and Policy Renewal:

To be reviewed as part of the insurance claim procedure.

22/27 Review of Payroll Outsourcing and Consideration of New Quotes:

After consideration of three payroll agencies, it is to be recommended that J Humphrey Associates Ltd be appointed to operate the payroll of the Council.

22/28 Appointment of Internal Auditor:

A recommendation to re-appoint Paul Reynolds of Fair Account is to be made.

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.

22/29 Local Government Pension Scheme:

Following advice received from Anthony Collins Solicitors LLP, it was decided to obtain a current valuation of the pension scheme deficit.

22/30 Any Other Items:

None.

22/31 Date of next meeting:

Tuesday 1st November 2022 7.00 pm unless required sooner.

The meeting closed at 8.10pm.