

**MINUTES OF A MEETING OF BROCKENHURST PARISH COUNCIL  
PERSONNEL AND RESOURCES COMMITTEE HELD  
ON TUESDAY 7<sup>th</sup> NOVEMBER 2023 AT BROCKENHURST VILLAGE HALL**

**Present:**

Cllr P Wales	Chairman
Cllr R Horne	Cllr M Harris
Cllr R Bowles	Cllr R Wolstenholme
Cllr J Korbey	
Mrs T Pritchard	RFO & Assistant Clerk

Cllr A Bartlett was in attendance to advise on the budget requirements of the Amenities and Infrastructure Committee but did not take part in any voting.

**23/35 Apologies for Absence:** None

**23/36 Declarations of Interest/Requests for Dispensation:** None

**23/37 Minutes of Meeting held 13<sup>th</sup> September 2023:**

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

**23/38 Review of Cemetery Fees and Costs**

It was agreed to recommend that cemetery fees are increased by 5% from 1 April 2024, being less than the current inflation rate.

A concern was raised regarding a general increase in coffin sizes, and it was decided to monitor this for a period.

**23/39 Financial Comparison and Bank Accounts**

**a. Financial Comparison**

Reviewed and no concerns raised.

**b. Bank Balances**

Noted.

**c. Bank Transfers**

Noted.

**23/40 Review of Regulations and Policies**

**a. Financial Regulations**

One adjustment to be recommended to the existing policy in section 6.4 from "Cheques....shall be countersigned by the Clerk" to "Cheques....shall be countersigned by the RFO".

It was noted that NALC's model Financial Regulations are currently being updated.

**b. Financial Internal Control Policy**

Approved with no adjustments to the existing policy.

**c. Investment Strategy**

Following the concerns raised previously regarding the relatively low interest rate being received on the Cambridge Building Society Account (23/21), it was reported that a suitable alternative was not found through enquiries on clerks' forums and the current rate on this account has risen to 2.9%.

Approved with no adjustments.

**d. Sickness Absence Policy**

One adjustment to be recommended to the existing policy, to add "For Employees" to the title of the policy for clarity.

**e. Training & Development Policy**

New policy recommended to be approved with a review period of 2 years.

It was noted that this committee will be required to review the training and development requirements of the Parish Council.

**f. Pension Discretions**

The discretions as per the existing document were reviewed and agreed. To recommend transferring the existing discretions to the current Hampshire Pension Service template.

**23/41 Grant Applications:**

**a. The Royal British Legion, Brockenhurst Branch**

A grant of £800 as requested is to be recommended.

**b. Oakhaven Hospice Trust**

A grant of £500 as requested is to be recommended.

**c. Brockenhurst Parochial Church Council**

A grant of £4,571.88 as requested is to be recommended.

**23/42 Budget and Precept 2024/25**

The draft budget and precept requirement was discussed. Projects were considered in terms of necessity and cost-effectiveness. Councillors suggested and discussed possible savings in expense items and several amendments were agreed. The adjusted budget and precept requirement is to be considered for approval.

**23/43 To consider Purchase of PA System**

It was decided that further information would be required before any recommendations could be made.

**23/44 Any Other Items**

None

**23/44 Date of next meeting:**

Tuesday 5<sup>th</sup> March 2024 at 7pm unless required sooner.

The meeting closed at 9.30pm.