

**MINUTES OF A MEETING OF BROCKENHURST PARISH COUNCIL  
PERSONNEL AND RESOURCES COMMITTEE HELD  
ON TUESDAY 3RD MARCH 2020 AT THE VILLAGE HALL**

<b>Present:</b>	Mr. M. Harris	Chairman
	Mr. J. Korbey	Mr. R. Horne
	Mrs. M. Pattison	Parish Clerk
	Mr. J. Bailey	Deputy Clerk

**20/01 Apologies for absence** Mr. H. Oram      Mr. P. Wales

**20/02 Declarations of Interest/Requests for Dispensation**

None.

**20/03 Minutes of Meeting held 5th November 2020**

The minutes were signed as a correct record.

**20/04 Matters Arising not already on Agenda**

None.

**20/05 Grant Aid:**

- i) Holidays at Home - a grant of £250 is to be recommended.
- ii) Royal British Legion - a grant of £600 is to be recommended, to be paid in the new financial year.
- iii) Brockenhurst Pre-School - a grant of £1,000 is to be recommended, provided that their building project is confirmed.
- iv) Brockenhurst Friday Club - a grant of £500 is to be recommended. **Action: Clerk.**

**20/06 Budget comparison**

The Budget comparison was considered and although some items have exceeded the budgeted amounts, others are well below and on balance there are no items of concern.

**20/07 Financial Risk Assessment Report from Internal Auditor**

The Internal Auditor has provided the Financial Risk Assessment and has not highlighted any issues of concern.

**20/08 Review of Financial Regulations, Terms of Reference and Internal Control policy**

The draft Financial Regulations were discussed and amendments were made. The Terms of Reference and Internal Financial Control policy were discussed and updated. They will now be circulated to all councillors for consideration. A Password Manager system will be considered for additional online banking security.

### **20/09 Review of Cemetery/Churchyard fees**

An increase of 2% is to be recommended.

### **20/10 Tree work required in Churchyard and Allotments**

A quote has been received for the work to the four mature oaks in the churchyard and another one is expected shortly. A quote has also been received for the tree that recently came down at the allotments and a further one is sought.

### **20/11 Consideration of the need for Cyber Insurance**

Cyber insurance was not considered to be worthwhile and will not be proceeded with.

**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.**

### **20/12 Permanent appointment of Jim Bailey following completion of probationary period**

It is to be recommended that Jim Bailey should be employed on a permanent basis. It is also to be recommended that he be awarded two additional SCP scale points for successful completion of iLCA and the probationary period.

### **20/13 Salary reviews for forthcoming year**

An increase of just over 6% is to be recommended for the Groundsman, 1% for his assistant.

The SLCC national award will be implemented, backdated to April, for the Clerk, RFO and Planning and Communications Officer once it is published in July.

### **20/14 Any Other Items**

None.

### **20/15 Date of next meeting - 7th July 2020 7.00 pm unless required sooner.**

The meeting closed at 8.40 pm.