

**MINUTES OF A MEETING OF BROCKENHURST PARISH COUNCIL
PERSONNEL AND RESOURCES COMMITTEE HELD
ON TUESDAY 3rd NOVEMBER 2020 VIA ZOOM**

Present: Mr. M. Harris Chairman
Mr. J. Korbey Mr. R. Horne
Mr. P. Wales

Mrs. M. Pattison RFO
Mr. J. Bailey Parish Clerk

20/35 Apologies for absence Mrs R. Bowles

20/36 Declarations of Interest / Requests for Dispensation Taken in relevant items.

20/37 Minutes of Meeting held 7th July 2020

The minutes were signed as a correct record.

20/38 Matters Arising not already on Agenda. None.

20/39 Grant Applications: Non-pecuniary interest declared by M. Harris and P. Wales

- i) Brockenhurst Preschool - A grant of £1,000 towards the cost of a ramp is to be recommended
- ii) Bulbs for village centre - For information while plans are drawn up. Likely to come to P&R for grant in July 2021

20/40 Covid-19 - Guideline review

Risk Assessment schedule up to date but little reference to Staff, Councillors or Residents. It was proposed and unanimously accepted that staff should work from home during the current lockdown restrictions and meetings should not be face to face (they should be run via Zoom).

The Clerk to distribute a draft Health and Safety Policy, based on PCs of a similar size.

Action: Clerk

20/41 Communications Policy

Interim communication policy was recommended to be taken to the full Parish Council meeting in November for adoption, to initially allow the TV Screen to be used in the office space. Use will be restricted to opening times agreed in Planning Permission.

20/42 Newsletter

Clerk to investigate the cost of Royal Mail distributing newsletters with a view to re-starting distribution as soon as possible.

20/43 Production of Directory for 2021-22

Directory for 2020/21 to be suspended and monies held on account from advertisers to be returned to them. Position to be reviewed in 12 months.

It was confirmed that the Events committee voted to support a village-wide advertisement in the Lymington Times. (Item 5 on 7th July Events Minutes). It was recommended to offer support for up to £250 of the cost of the advert from the Events committee bank account.

20/44 Capital purchase of Mini tractor and IT equipment

It was proposed not to purchase a mini tractor for the Groundsman at this time. Planning Committee Chairman communication issues to be investigated, then recommendation to be made on action to resolve this. All Councillors to be polled for ease of access to remote meetings. **Action: Clerk**

20/45 Budget comparison

Some revision to the budget for the current year is needed due to items to be funded such as the replacement firebell post, the village sign and staff changes, along with the reduction in office provision cost.

20/46 Precept Requirement for 2021/2022, including review of reserves after office move

It is to be recommended that the Precept for 2021/22 be held at £42.49 per Band D dwelling, but noted that in the following year it is likely to have to be increased. Reserves will have been reduced and are unlikely to be at a level compatible with maintaining the precept at the current level.

20/47 Appointment of Internal Auditor 2021-22

It is to be recommended (was confirmed) that Paul Reynolds should continue as internal auditor for 2021/22.

20/48 Report of the External Auditor, PKFLittlejohn

It was confirmed that due to the Covid situation this report is delayed to the end of November 2020 so will be distributed to councillors when released.

20/49 Changes of Signatories to bank accounts

A signatory is required to replace Harry Oram. **Action: Clerk / RFO / Chairman to identify suitable signatories.**

It is to be recommended that notice should be given on the 95-day Notice account to access reserve funds.

20/50 Any Other Items - None

20/51 Date of next meeting - 2nd March 2021 7.00 pm via Zoom.

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.

20/52 Clerk's resignation - Following the Clerk's resignation, it is to be recommended that the RFO be appointed as Acting Clerk and be paid for all hours worked. An advert is to be prepared for the Parish Council to agree for the recruitment process **Action: Chairman**. It was resolved to recommend that the roles of Clerk and RFO should be split and to seek to recruit the Clerk first.