

To: Members of the Brockenhurst Parish Council
You are hereby summoned to attend a MEETING
of the Personnel and Resources Committee of the PARISH COUNCIL to be
held via the internet at www.Zoom.us (Meeting ID 291 257 1258) on TUESDAY
3rd NOVEMBER 2020 at 7.00 PM

Please notify the Clerk for all access details if you intend to join this meeting as a member of public, a password is required



Parish Clerk
27th October 2020

AGENDA

1. Apologies for absence
2. Declarations of Interest/Requests for Dispensation
3. Minutes of Meeting held 7th July 2020
4. Matters Arising not already on Agenda
5. Grant applications:
 - i) Brockenhurst Pre-School
 - ii) Bulbs for village centre
6. Covid -19 guidelines review.
 - i) All services Risk Assessment
 - ii) Health & Safety & Policy
7. Communications Policy
8. Newsletter
9. Production of Directory for 2021-22
10. Capital purchase of Mini tractor for Groundsman and IT equipment for Councillors including laptop for planning Chairman
11. Budget comparison
12. Precept Requirement for 2021/2022, including review of reserves after office move
13. Review of Financial Regulations and Internal Control policy
14. Review of Cemetery/Churchyard fees
15. Appointment of Internal Auditor 2021-22

16. Report of the External Auditor, PKFLittlejohn
17. Changes of Signatories to bank accounts
18. Any Other Items
19. Date of next meeting – 2nd March 2021 7.00 pm Via Zoom Videoconference

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. Clerk's resignation - Working Party