

**MINUTES OF A MEETING OF BROCKENHURST PARISH COUNCIL
PERSONNEL AND RESOURCES COMMITTEE HELD
ON TUESDAY 2nd MARCH 2021 via ZOOM**

Present:

Mr. M. Harris	Chairman
Mrs. R. Bowles	Mr. M. Croker
Mr. J. Korbey	Mr. R. Horne
Mr. P. Wales	
Mrs. M. Pattison	Parish Clerk
Mrs. M. Beckett	Planning & Communications Officer

In attendance: Mrs. H. Lawrence

21/01 Apologies for absence None.

21/02 Declarations of Interest/Requests for Dispensation None.

21/03 Minutes of Meeting held 3rd November 2020

The minutes were signed as a correct record.

21/04 Matters Arising not already on Agenda

- i) Covid guidelines - Home working should continue until there is a change in the guidance from government.
- ii) Communications - The Interim Communications Policy is to be extended so that the office window display screen can be installed and used with additional expenditure of £500 to be recommended for security purposes.
- iii) Newsletter - The newsletter has been suspended for a year now but it is recommended that it should be resumed in April.

21/05 Grant Aid:

- i) New Forest Disability Information Service - a grant of £100 is to be recommended.
- ii) Brockenhurst WI - a grant of £250 is to be recommended, towards the expenses of the Food Rescue Kitchen. The funding will come from the Covid grant from NFDC.

21/06 Budget comparison

The Budget comparison was considered and no items of concern were raised.

We have received an email regarding potential changes to the Public Sector Deposit Fund should interest rates become negative. It is to be recommended that we cancel the closure of the Nationwide 95-day notice account and withdraw half of the balance from the PSDF to mitigate risk.

21/07 Financial Risk Assessment Report from Internal Auditor

The Internal Auditor has provided the Financial Risk Assessment and has not raised any issues of concern. He has recommended that Cyber insurance be considered again and the Clerk will enquire the cost. Also, that the Financial Regulations be updated to reflect the split between the Clerk/RFO, and a review of the LGPS, which is on the agenda. The Clerk was thanked for being responsible for a clear and clean audit report.

21/08 Outsourcing of Payroll system

A provider, Autela Services, has been sourced at a cost of £20.85 per month to run the payroll service including HMRC and NEST pension returns. It is to be recommended that, subject to a reference or testimonial, this service should be used from April 2021.

21/09 Village Centre Strategy

The WP would like to put a survey in the next newsletter to gauge opinion on improvements to the village to make it more welcoming. It will be made clear that there is no funding available at present for any initiatives but when there is we will be able to make progress. This would tie in with the aims of the Climate Action Group and the LCWIPS, and it will be recommended that the survey should go in the forthcoming newsletter.

21/10 Review of Cemetery/Churchyard fees

An increase of 2% is to be recommended. The A & I Committee in conjunction with the cemetery WP will look at the longer term strategy.

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.

21/11 Local Government Pension Scheme

We currently have no active members in the LGPS run by Hampshire Pension Fund, which potentially creates a liability for a significant exit charge. It is to be recommended that we request a suspension of the charge until 31st March 2022, which will give the opportunity to consider enrolling the new Clerk in the scheme.

21/12 Recruitment of RFO

Mrs Beckett has expressed an interest in the role of RFO and CiLCA qualification. She is already a qualified accountant and auditor, working in a similar role. It is to be recommended that an internal recruitment process should be undertaken. Due to geographical distance, online banking will need to be set up, having been delayed by the pandemic preventing councillors accessing the office to authorise the payments. This will entail an amendment of the Financial Regulations and Internal Control system to allow councillors to authorise from home, which is to be recommended.

21/13 Salary reviews for forthcoming year

An interim increase of just over 9% is to be recommended for the Groundsman as he has taken on greater responsibility. A review is to be carried out in June.

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.

21/14 Any Other Items

It was noted that the cones have been removed between The Rise and Brookley Road and parking has immediately resumed there. The Chief Highways Officer has been invited to speak at our next PC meeting. Councillors were encouraged to send photos of the problem to County Councillor Keith Mans every day to highlight the danger.

The Chairman of Council noted that he is willing to continue in that position for the forthcoming year but a new Chairman will be needed after that. He encouraged councillors to give some thought to planning the succession.

21/15 Date of next meeting - 6th July 2021 7.00 pm unless required sooner.

The meeting closed at 9.00 pm.