

**MINUTES OF A MEETING OF BROCKENHURST PARISH COUNCIL  
PERSONNEL AND RESOURCES COMMITTEE HELD  
ON TUESDAY 6<sup>th</sup> JULY 2021 AT BROCKENHURST VILLAGE HALL**

<b>Present:</b>	Mr M Harris	Chairman
	Mrs R Bowles	Mr.M Croker
	Mr R Horne	Mr P Wales
	Mrs H Lawrence	Parish Clerk
	Mrs M Pattison	Outgoing Parish Clerk & RFO
	Mrs M Beckett	RFO

**21/16 Apologies for absence** Cllr J Korbey

**21/17 Declarations of Interest/Requests for Dispensation:**

Cllr Bowles declared an interest in the grant application for Greener Brockenhurst.

**21/18 Minutes of Meeting held 2<sup>nd</sup> March 2021**

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

**21/19 Matters Arising not already on Agenda:**

i) Office opening to the public

Cllr Wales confirmed the hours that the clerk will be opening the office to the public. Tuesday 2-4pm and Wednesday 11-1pm. Opening date to be confirmed. The clerk would be working in the office on both days and would be working from home on a Monday and Thursday. Cover would be required for the 24<sup>th</sup>, 25<sup>th</sup>, 31<sup>st</sup> August and 1<sup>st</sup> September to be discussed with all councillors.

ii) Communications – Office window

Cllr Wales advised that plans for the digital screen are ongoing. The future plans for the front office space to be used by local organisations were discussed and it was agreed to continue with the original plan. A system would need to be set up in the future to control any bookings.

iii) Update from Cllr Wales

Cllr Wales updated the committee that Cllr M Harris has expressed an interest in standing for the Parish Council chairman from May 2022. Cllr A Bartlett has expressed an interest in becoming the vice chairman of the A&I committee, subject to approval at the next A&I meeting. He would take over responsibility for the war memorial, play area and allotments.

## **21/20 Grant Applications:**

- i) New Forest Citizens Advice Bureau - completed application form has not been received.
- ii) Compass Counselling – Further clarification is required before a decision can be made.
- iii) Greener Brockenhurst – A grant of £500 is to be recommended.
- iv) New Forest Victim Support – A grant of £100 is to be recommended.

### **ACTION: Clerk to contact Compass Counselling**

## **21/21 Budget comparison and bank balances**

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

## **21/22 Insurance policy renewal due 1st August and to consider including cyber insurance cover**

The renewal quotes and the cyber insurance quote were circulated. Concern was expressed about the alternative company that the broker has offered and the level of cover included. The current insurers are not offering a three-year long-term agreement. The cyber insurance policy offered is not suitable for the parish council's needs.

It is recommended that £2500 is authorised to allow the clerk to obtain insurance cover by the deadline of 31<sup>st</sup> July, including cyber insurance, if a suitable policy can be found. The decision is delegated to the Clerk in conjunction with Cllr. M. Croker.

### **ACTION: Clerk to obtain additional quotes and liaise with Cllr M Croker**

## **21/23 Review of Investment Strategy**

Cllr Wales gave an update of the current situation and recommended some amendments, which will be incorporated. It was noted that Cambridge BS has strong capital liquidity above Regulatory limits. It was unanimously agreed that investments were safe and there are no concerns.

### **ACTION: Cllr P Wales & RFO to update Investment Strategy document**

## **21/24 Village Centre Strategy – initial responses to questionnaire**

To date 15 online, 3 email and 27 delivered responses have been received.

The survey may be extended to include the school and college students in September. Cllr Bowles is dealing with this.

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.

#### **21/25 Confirm employment of clerk following end of probationary period & review**

The Chairman of Council confirmed that he has conducted a review of Mrs. Lawrence's probationary period and he recommends that she be appointed permanently as Parish Clerk. This was unanimously agreed and will be recommended. Some training opportunities have been identified, such as GDPR and Charities.

#### **21/26 Confirmation of clerk's employment contract**

Some amendments are to be recommended on the contract of employment relating to items such as password control. Cllr. M. Croker will review and make suggestions.

An increase in annual leave to five weeks per year after five years' service is to be recommended. This will become standard for all employees.

Both of these items were unanimously supported.

**ACTION: Cllr M Croker to review**

#### **21/27 Local Government Pension Scheme**

Consideration was given to future enrolment of staff into the LGPS due to the potential size of the exit charge when we have no active members in it. No charge will be triggered whilst the suspension notice is valid, which is until 31.12.2023. It is to be recommended that specialist financial and pension advice be obtained in the interim.

**ACTION: RFO/P&R committee to seek advice**

#### **21/28 Confirmation of RFO job title and contract**

It is to be recommended that Mrs. Beckett, having been confirmed as RFO at the June PC meeting, be given the title of RFO and Assistant Parish Clerk.

The purchase of a laptop to a maximum of £1000 is to be recommended.

**ACTION: CLERK**

#### **21/29 Review of working arrangements at cemetery**

i) Ray Rideout June review

The current arrangements are working well, with the additional hours from the PCC's employee. The mowing contractor has recently weeded the War Memorial borders and it is to be recommended that they should do so twice a year so that our employee can maintain them, as he does not have enough hours to clear them once they are overgrown.

ii) PCC working hours review

We currently use a PCC employee for ten hours per week.

A & I in August will consider these issues.

**21/30 Approval of draft sickness absence policy, inc. sick pay**

The Sickness Absence policy is recommended for adoption but some amendments are suggested. It will be reviewed once these have been considered.

**ACTION: Cllr M Croker to review policy**

**21/31 Salary reviews for 2021/22 including Christmas Bonus**

It is to be recommended that Mrs. Lawrence should increase by two SCPs to 23 from 1st July 2021; and that Mrs. Beckett should increase to SCP 17, also from 1st July 2021, with a review after three months. It was noted that the current year's salary scales have not yet been published but will be backdated to April 1st when they are received.

Mr. R. Rideout's salary will be reviewed in September, once the cemetery working practices have been discussed at the A & I meeting in August.

In view of the above increases, Christmas bonuses will no longer be paid.

**ACTION: RFO**

**21/32 Any Other Items** None

**21/33 Date of next meeting – 2<sup>nd</sup> November 2021 7.00 pm unless required sooner.**

The meeting closed at 8.50 pm.