

**MINUTES OF A MEETING OF BROCKENHURST PARISH COUNCIL
PERSONNEL AND RESOURCES COMMITTEE HELD
ON TUESDAY 1st MARCH 2022 AT BROCKENHURST VILLAGE HALL**

Present:	Cllr M Harris	Chairman
	Cllr M Croker	Cllr R Horne
	Cllr J Korbey	Cllr R Bowles
	Cllr P Wales	
	Mrs H Lawrence	Parish Clerk
	Mrs T Pritchard	RFO & Assistant Clerk

22/01 Apologies for Absence: None

22/02 Declarations of Interest/Requests for Dispensation: None

22/03 Minutes of Meeting held 2nd November 2021

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

22/04 Matters Arising not already on Agenda: None

22/05 Future Plans for the Village Directory and Parish Council Newsletter:

It is to be recommended that a Platinum Jubilee newsletter be produced in the current format. The possibility of creating three newsletters pa including elements of the Village Directory was discussed. **Action** – HL/TP/MH/PW to research costs and logistics.

22/06 Review of Cemetery Fees

The long-term strategy is to be reviewed alongside the cemetery working group. It is to be recommended that no increase in fees be implemented at present and a further review undertaken at the meeting in November 2022.

22/07 Review of Allotment Fees

The possibility of installing a mains water supply was discussed and it was decided to research this and discuss at the next meeting in July. It is to be recommended there be no increase in fees for the year commencing 1 April 2022. **Action** – HL/TP to research mains water supply installation.

22/08 Financial Comparison and Bank Balances

The financial budget comparison and bank balances were reviewed and it was noted that the grant payments made to the Brockenhurst Parochial Church Council should be reanalysed from “cemetery salaries” to “grants”.

A discussion was held regarding revising the budget to include a provision for village improvements and transferring reserves for that purpose. It was unanimously agreed to recommend the creation of a new budget heading “Village Improvements” and to transfer £50,000 from reserves to it.

22/09 To Agree the Procedure for Authorising Online Payments

A number of possible procedures were discussed and it was agreed that these would be considered with the Internal Auditor at the upcoming audit meeting.

22/10 Financial Risk Assessment from Internal Auditor (if available)

This will be available at the next meeting, following the upcoming audit.

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.

Mrs Lawrence and Mrs Pritchard left the meeting for the consideration of items 22/11 to 22/13.

22/11 Local Government Pension Scheme – Suspension Notice Valid Until 31.12.2023

It was agreed that independent legal advice should be sought. **Action** – HL/TP to research suitable pensions experts.

22/12 Salary Review for the Forthcoming Year

It is to be recommended that Mrs Lawrence should increase by two SCPs to 25 from 1st April 2022 and that Mrs Pritchard should increase to SCP 18, also from 1st April 2022.

22/13 Any Other Items

The following recommendations are to be made:

- i) The creation of a new budget heading “Chairman’s Allowance” with £500 provision.
- ii) The Chairman to be permitted to authorise the payment of extra hours worked by employees.

22/14 Date of next meeting - Tuesday 5th July 2022 7.00 pm unless required sooner.

The meeting closed at 8.30 pm.