

**MINUTES OF A MEETING OF BROCKENHURST PARISH COUNCIL
PERSONNEL AND RESOURCES COMMITTEE HELD
ON WEDNESDAY 13th SEPTEMBER 2023 AT BROCKENHURST VILLAGE HALL**

| | | |
|-----------------|-----------------|-----------------------|
| Present: | Cllr R Horne | Chairman |
| | Cllr R Bowles | Cllr R Wolstenholme |
| | Cllr J Korbey | |
| | Mrs T Pritchard | RFO & Assistant Clerk |

Due to covid concerns, Cllr P Wales was in attendance via Zoom in an advisory capacity and it was noted he was therefore unable to vote.

23/27 Apologies for Absence: Cllr M Harris

23/28 Declarations of Interest/Requests for Dispensation: None

23/29 Minutes of Meeting held 4th July 2023:

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

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.

23/30 Recruitment:

Terms and conditions for a grounds staff contract were agreed.

The following is to be proposed regarding recruitment of Assistant Clerk:

Advertisement to be published in New Milton Advertiser 22 September with a closing date of either 6 October or 13 October.

Interviews to be conducted 19 October and panel to consist of Cllrs Wales, Horne and Bowles. Reserve interview date to be 25 October.

Start date to be arranged, subject to candidate's availability.

A budget of £1,000 to be proposed for IT equipment for the new position.

23/31 Review of Staff Contracts:

Amendments to office staff contracts were approved in respect of clarifying the rate of holiday pay, the process of pay reviews and the procedure for reporting absence due to sickness.

23/32 Community Speedwatch:

It was resolved to propose £4,000 plus VAT is spent from reserves to purchase safety equipment, signs and software for use in the community Speedwatch project.

The requirement for a regular co-ordinator was noted.

23/33 Any Other Items:

None

23/34 Date of next meeting:

Tuesday 7th November 2023 at 7pm unless required sooner.

The meeting closed at 8pm.