

**MINUTES OF A MEETING OF BROCKENHURST PARISH COUNCIL
PERSONNEL AND RESOURCES COMMITTEE HELD
ON TUESDAY 5th MARCH 2024 AT BROCKENHURST VILLAGE HALL**

Present: Cllr P Wales Chairman
Cllr R Wolstenholme Cllr R Horne
Cllr M Harris (from 7.20pm)
Mrs T Pritchard RFO & Assistant Clerk
1 member of the public

24/01 Apologies for Absence: Cllr J Korbey and Cllr R Bowles

24/02 Declarations of Interest/Requests for Dispensation: None

24/03 Minutes of Meeting held 7th November 2023:

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

24/04 Review of Allotment Fees

It was agreed to recommend that allotment fees are increased by 4.9% from 1 April 2025. This being in line with the current policy of increasing fees annually in line with the RPI.

24/05 Financial Comparison and Bank Accounts

a. Financial Comparison

Noted.

b. Bank Balances

Noted.

c. Bank Transfers

Noted.

24/06 Grant Application - Brockenhurst Parochial Church Council

A grant of £1,107.70 as requested is to be recommended.

24/07 Commemorative Plaque Scheme

Thanks were given to David Bennett for gifting the Council a copy of his book "Brockenhurst's Brave, Brazen, Brilliant and Bold".

Following a discussion, the points below were agreed:

- a. To seek informal advice from New Forest National Park Authority regarding whether planning permission is required for the plaques.
- b. Obtain relevant feedback from Friends of Brockenhurst after their upcoming meeting.
- c. To recommend the Council earmarks £1,000 for the scheme for 2024/25 from reserves, subject to the results of the above two points.

24/08 Chairman's Allowance 2024/25

It was agreed to recommend continuation of the scheme, with a budget of £500.

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

24/09 Salary Reviews for the Forthcoming Year and Contracts

The following recommendations to be made:

- a. Groundsmen's contract to include the option to carry forward unused holiday entitlement to the next holiday year, limited to one week at the discretion of the Clerk.
- b. R Rideout to be permitted to carry forward 5 days of holiday entitlement to 2024/25.
- c. Increase in groundsmen's hourly pay rate of £1.02 from 1 April 2024.
- d. Increase in L Chambers contracted hours to 20 per week from 1 April 2024.
- e. The points considered at the Personnel and Resources committee meeting of 13 September 2023, (ref. 23/31), clarifying the rate of holiday pay, the process of pay reviews and the procedure for reporting absence due to sickness.

24/10 Short- and Medium-Term Staffing Arrangements

The following recommendations to be made:

- a. The Clerk's upcoming period of annual leave to be covered internally by the Assistant Clerk, with support from Councillors as required.
- b. Exceptional holiday requests to be considered by the Personnel and Resources committee with immediate effect, noting the Clerk's holidays in place.
- c. Further information to be sought regarding the apprenticeship scheme which the Council has been approached to assist with, in particular, funding and the existence of any similar scheme for grounds staff.

24/11 Any Other Items

None

24/12 Date of Next Meeting

Tuesday 2nd July 2024 at 7pm unless required sooner.

The meeting closed at 9pm.