

**MINUTES OF A MEETING OF BROCKENHURST PARISH COUNCIL  
PERSONNEL AND RESOURCES COMMITTEE HELD  
ON TUESDAY 2<sup>ND</sup> JULY 2024 AT BROCKENHURST VILLAGE HALL**

**Present:**

Cllr P Wales	Chairman
Cllr R Wolstenholme	Cllr R Horne
Cllr J Korbey	Cllr R Bowles
Mrs T Pritchard	RFO & Assistant Clerk

**24/13 Election of Chairman**

Cllr Wales was unanimously re-elected as Chairman.

**24/14 Apologies for Absence:** Cllr M Harris

**24/15 Declarations of Interest/Requests for Dispensation:**

Cllr Wales declared an interest in item 24/18 and did not take part in the vote.

**24/16 Minutes of Meeting held 5<sup>th</sup> March 2024:**

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

**24/17 Financial Comparison and Bank Accounts**

**a. Financial Comparison**

Noted. It was suggested that some costs be split and re-allocated to present a more accurate financial position.

**b. Bank Balances**

Noted.

**c. Bank Transfers**

Noted.

*Action: RFO to investigate cost re-allocation*

**24/18 Grant Application - Brockenhurst CE Primary & Pre-School**

It was noted that the precise use of grant funds was not included on the application form. A grant of £4,500 as requested is to be recommended subject to confirmation that the funding is to be used towards payment of the school crossing patrol agreement with Hampshire County Council.

*Action: RFO to obtain written confirmation from the school*

**24/19 Commemorative Plaque Scheme**

A number of considerations regarding the scheme were discussed and agreed and a summary of the recommendations is to be compiled for the next full council meeting.

*Action: Cllr Horne to prepare a summary of the agreed points for recommendation*

**24/20 Terms of Reference and Policies**

**a. Personnel & Resources Committee Terms of Reference**

Several amendments were agreed to be recommended.

**b. Financial Regulations**

It was agreed to consider this document at the next Personnel and Resources Committee meeting in November.

**c. Disciplinary Procedure**

Draft policy agreed to be recommended with one minor change.

**d. Grievance Procedure**

Draft policy agreed to be recommended with one additional point.

**e. Complaints Procedure**

Several amendments to the draft policy were agreed to be recommended.

**f. Councillors Training**

Concerns were raised that councillors had not been taking full advantage of the training opportunities provided. It was agreed that the committee would identify the training requirements for both councillors and employees in time for the budget setting in November.

*Action: Chairman to discuss training gaps with Clerk*

**g. Sickness Absence Policy**

It was agreed to recommend clarifying the wording in the current policy to ensure new employees are entitled to the relevant contractual sick pay if on sick leave before completing four months of service.

**h. Health and Safety Policy**

Draft policy agreed to be recommended with no changes.

**24/21 Insurance Policy Renewal 1 August 2024**

It was agreed that three insurance quotations should be obtained in time to be considered at the full council meeting on 16 July 2024.

*Action: Clerk/RFO to obtain quotations*

**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**

**24/22 Staffing Arrangements**

**a. Permanent Contract for Groundsman**

It was agreed that no probation period would be necessary due to the previous satisfactory employment under a temporary contract and that the notice period should be one month.

**b. Apprenticeship Scheme**

Further information is outstanding.

**24/23 Any Other Items**

None

**24/24 Date of Next Meeting**

Tuesday 5 November 2024 at 7pm unless required sooner.

The meeting closed at 8.40pm.