

**MINUTES OF A MEETING OF BROCKENHURST PARISH COUNCIL
PERSONNEL AND RESOURCES COMMITTEE HELD
ON TUESDAY 6th MARCH 2018 AT THE VILLAGE HALL**

Present:

Mr. J. Wingham	Chairman
Mr. J. Korbey	Mr. H. Oram
Mr. R. Horne	Mr. P. Wales
Mrs. M. Pattison	Parish Clerk

18/16 Apologies for absence: Mrs. M. Holding

18/17 Declarations of Interest/Requests for Dispensation - None.

18/18 Minutes of Meeting held on 8th January. The Minutes were signed as a correct record.

18/19 Matters Arising not already on Agenda

i) **Website.** There have been some problems with the fonts not showing correctly on the website but we believe that these are now sorted out. Councillors are asked to test the website on their own computers and report back to the Clerk. **Action: Councillors**

18/20 Budget comparison

The budget comparison shows that some items are below expenditure for various reasons but there are no concerns over them.

18/21 New office update

The Chairman of the PC gave a report of the latest situation regarding the new office. The sewer report has shown that there are difficulties with building on the proposed site at the end of the village hall. There is the potential to move the playground to the open site below the MUGA and put the new office on the playground site. This needs to be clarified before further progress can be made on the office.

18/22 General Data Protection Regulation - May 2018

The Clerk and two councillors attended a seminar run by HALC this morning. The consensus is that the Clerk can be the Data Protection Officer provided that a Data Control Committee is set up to direct the requirements. The Chairman of the PC and Cllrs. Croker and Horne are willing to form the Committee. An independent IT audit is to be recommended to provide assurance regarding the security of the computer system, both for data protection and for online banking. **Action: Clerk.**

18/23 Draft policies for consideration

The draft policies are a work in progress. **Action: Clerk.**

18/24 Grant application

Royal British Legion have applied for a grant towards the costs of the annual Remembrance Services, particularly in this significant anniversary year. A grant of £600 is to be recommended.

Action: Clerk.

A Remembrance initiative called "Silent Soldiers" involves placing a silhouette of a soldier to mark the anniversary of the end of WWI. These cost £250 and the purchase of one to be placed in the War Memorial garden is to be recommended. **Action: Clerk.**

Following a request from the MUGA group, it was agreed to pay the balance of the £3500 allocated in November to the Village Hall as a cheque, the amount is £627.96.

18/25 New Deposit Account for Reserves

A new deposit account is needed as the Cambridge and County Bank one we had identified in November has been withdrawn. Nationwide have a suitable Business Account and we will open a 95-day Notice one currently paying 0.7% interest. **Action: Clerk.**

18/26 Review of Churchyard Fees

An increase of 5% is to be recommended. **Action: Clerk.**

18/27 Governance Review in preparation for Annual Return

i) Review of Risk Assessments. A Risk Assessment schedule has been produced to make checking easier and clearer.

ii) Financial Risk Assessment. Due to loss of electricity caused by last week's snow, the Internal Auditor has not been able to send the FRA but it will be here in time for approval at the next PC meeting.

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.

18/28 Salary increases from April 2018

An increase of 2.3% is to be recommended for the Administration Assistant, the Groundsman and the Assistant Groundsman.

An increase of 2% is to be recommended for the Parish Clerk, which will be increased in line with the SLCC recommendation once that is known. A review will be undertaken once the responsibility relating to GDPR has become clearer.

18/29 Any Other Business - None.

18/30 Date of next meeting - 3rd July 2018 7.00pm. The meeting closed at 9.05 pm.