

**MINUTES OF A MEETING OF BROCKENHURST PARISH COUNCIL  
PERSONNEL AND RESOURCES COMMITTEE HELD  
ON TUESDAY 5<sup>TH</sup> NOVEMBER 2024 AT BROCKENHURST VILLAGE HALL**

**Present:** Cllr R Horne Cllr R Wolstenholme  
Cllr J Korbey Cllr M Harris  
Mrs T Pritchard RFO & Assistant Clerk

Cllr A Bartlett was in attendance to advise on the budget requirements of the Amenities and Infrastructure Committee but did not take part in any voting.

In the absence of the Committee's Chair, Cllr R Horne was voted to act as Chair for this meeting.

**24/25 Apologies for Absence:** Cllr P Wales, Cllr R Bowles

**24/26 Declarations of Interest/Requests for Dispensation:** None

**24/27 Minutes of Meeting held 2<sup>nd</sup> July 2024:**

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

**24/28 Financial Comparison and Bank Accounts**

**a. Financial Comparison**

A discussion was held regarding staff costs. No questions were raised regarding the financial comparison, and the comparison was noted.

**b. Bank Balances**

Noted. The current users and access permissions for Unity Bank were reviewed and it was agreed to be recommended that no adjustments are necessary. The need to update the bank records regarding the RFO's email was noted.

**c. Bank Transfers**

Noted.

**d. Capital Expenditure**

The projects and their funding as listed were discussed briefly, to be considered as part of item 12, consideration of budget and precept requirements for 2025/26.

*Action: RFO to contact Unity Trust to update email*

**24/29 Community Infrastructure Levy**

Following a discussion, it was agreed to recommend applying for CIL funding for the village signs project. The closing date for bids of 13 December 2024 was noted.

**24/30 Grant Applications – Consideration of advance requests from Friends of Brockenhurst Station and St Barbe Museum and Art Gallery**

It was noted that grant application forms had not yet been received and any grant requests would be considered as and when received, within the constraints of the grants budget and policy.

**24/31 Commemorative Plaque Scheme**

It was reported that the panel was in the process of being assembled and was yet to have its first meeting. It was noted that HCC Cllr Mans had kindly offered the opportunity to apply for £500 of funding from his budget.

### **24/32 Review of Cemetery Fees and Costs**

A decision was made to recommend the increase of cemetery fees by 2% from 1 April 2025.

### **24/33 Policies**

#### **a. Financial Regulations**

This replacement policy, following the introduction by NALC of revised model regulations, was agreed to be recommended.

#### **b. Reserves Policy**

This new policy was approved to be recommended.

#### **c. Internal Financial Control Policy**

The existing policy was reviewed and agreed to be recommended with no changes.

#### **d. Grant Policy and Application Form**

These existing documents were reviewed and agreed to be recommended with no changes.

### **24/34 Review of Parish Council Payment Cards**

It was agreed that the current arrangements are satisfactory, being two credit cards in the name of the council held by the Clerk and RFO, with spending limits of £1,000 per card per month. To be recommended that the agreement with Barclaycard is continued and the new contract signed.

### **24/35 Training Opportunities**

#### **a. Councillor Induction/Refresher Training**

All were in favour of taking this training course and recommending this for approval.

#### **b. 2025 SLCC National Conference**

Further information was required from the Clerk before a decision can be recommended.

#### **c. Assistance with Sway Parish Council Apprentice Clerk Training**

It was agreed to recommend that assistance is given for this scheme. It was noted that arrangements could be made to minimise the impact on the Clerk's hours.

### **24/36 Consideration of Budget and Precept Requirements for 2025/26**

The first draft budget, containing all of the initial budget requests, was scrutinised and a number of downward adjustments made, to prepare an amended budget for recommendation to full council. It was noted that this draft budget is subject to decisions yet to be made by Hampshire County Council regarding the Brookley Road Scheme. In order to accommodate this, it would be recommended that an extra ordinary meeting of the full council is called in December to consider and confirm the budget and precept requirement.

**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**

## **24/37 Staffing Arrangements**

### **a. Mileage and Expenses**

It was confirmed that employees could claim mileage for travel in the performance of their duties in line with HMRC principles and to be recommended.

### **b. Job Titles**

It is to be recommended that the job title “Responsible Finance Officer and Assistant Clerk” is changed to “Responsible Finance Officer and Clerk to the Planning Committee” to reflect a change in their responsibilities following the recruitment of an Assistant Clerk in January 2024. All necessary administrative changes to be made.

### **c. National Pay Rate Review**

It was noted that, following the agreement of the national pay review, the recommended increases would be implemented from November 2024 and back-pay from April 2024 calculated and paid in November 2024, in accordance with the administrative employees’ contracts. Annual reviews for all employees to be considered in March 2025.

### **d. Holiday Entitlement**

Employees’ contractual entitlement to carry forward unused holiday and statutory entitlement in the event of absence due to sickness was discussed and considered to be sufficient, to be recommended.

## **24/38 Any Other Items**

None

## **24/39 Date of Next Meeting**

Tuesday 4 March 2025 at 7pm unless required sooner.  
The meeting closed at 9.15pm.