

**MINUTES OF A MEETING OF BROCKENHURST PARISH COUNCIL
PERSONNEL AND RESOURCES COMMITTEE HELD
ON TUESDAY 17th DECEMBER 2024 AT BROCKENHURST VILLAGE HALL**

Present: Cllr R Wolstenholme Chairman
Cllr J Korbey Cllr M Harris
Cllr R Horne Cllr R Bowles
Cllr P Hollins
Mrs T Pritchard RFO & Assistant Clerk
3 members of the public

Cllr J Wingham and Cllr A Bartlett were in attendance. As non-committee members, they did not take part in any voting.

24/40 Election of Chairman: Cllr Wolstenholme was proposed by Cllr Harris and seconded by Cllr Bowles and unanimously elected as Chairman. Election of Vice Chairman is to be considered at the next Personnel and Resources Committee meeting.

24/41 Apologies for Absence: None

24/42 Declarations of Interest/Requests for Dispensation: None

24/43 Minutes of Meeting held 5th November 2024:

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

24/44 Consideration of Budget and Precept Requirements for 2025/26

The draft budget agreed at the Personnel and Resources Committee meeting on 5 November 2024 was reconsidered, following confirmation from Hampshire County Council that the Brookley Road Scheme had been agreed and £20,000 would be required to be paid by Brockenhurst Parish Council in 2025/26. (£50,000 being payable in the current year 2024/25)

A number of options were considered to budget for the additional £20,000, affecting the precept requirement and/or the delivery of the village gateway signs project. Following a majority vote of 4:2, a recommendation will be made to full council to delay partial delivery of the gateway signs and utilise £15,000 of this budget, with £2,500 to be removed from the grounds maintenance budget and a Band D precept increase of 9% funding the balance and also generate a small increase to general reserves.

It was noted that an application had been submitted for £20,000 of Community Infrastructure Levy funding for the gateway signs project, and if granted, the project would proceed in full.

The recommendation will be for a precept requirement of £151,992 for 2025/26.

24/45 Financial Administrative and Signatory Requirements

Following the resignations of Pete Wales (PW), former Chairman of the Council and Tiffany Pritchard (TP), Responsible Finance Officer, the following recommendations were agreed:

Unity Trust Bank – to remove PW as signatory with no replacement. To remove TP as admin and signatory and replace with Heather Lawrence (HL), Parish Clerk.

CCLA – to remove PW as signatory and replace with Cllr R Wolstenholme (RW). To remove TP as correspondent and signatory and replace with HL.

Nationwide Building Society – to remove PW as business official and signatory, no signatory replacement, TP to check with Nationwide if a replacement business official is required. To remove TP as main contact and replace with HL.

Cambridge Building Society – to remove PW as signatory and replace with RW. To remove TP as signatory and replace with HL.

Hampshire Pensions – to remove PW as employer/councillor and replace with Cllr R Horne (RH). To remove TP as employer/RFO and replace with new RFO when appointed.

Barclaycard – to remove PW as authorised official and replace with RH. To cancel TP's card, remove TP as company representative and replace with HL.

Bank reconciliation checks as required by the financial regulations to be undertaken by Cllr P Hollins.

24/46 Grant Applications

A grant application from Friends of Brockenhurst Station was agreed to be recommended in the full sum requested of £600.

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

24/47 Recruitment of RFO and Planning Clerk

Following a consideration of two temporary RFO/Planning Clerks, one being a self-employed locum and one available for temporary employment, it was agreed to recommend appointing Mina Beckett on a temporary employment contract until a permanent replacement is employed.

It was agreed that an opportunity has arisen to consider the staffing requirements as a whole and for the recruitment to be considered on a wider basis at the next full council meeting.

24/48 Any Other Items

None

24/49 Date of Next Meeting

Tuesday 4 March 2025 at 7pm unless required sooner.

The meeting closed at 6.35pm.