



Brockenhurst Parish Council

70 Brookley Road, Brockenhurst SO42 7RA

PERSONNEL & RESOURCES COMMITTEE MEETING

A G E N D A

2 September 2025 at
7.00pm

To be held at
Brockenhurst Village Hall
Highwood Road
Brockenhurst SO42 7RY

AGENDA

1. Public participation time

An opportunity for members of the public to raise issues of concern or interest, make a statement, present a petition, or be part of a deputation. Public participation time will be limited to 10 minutes, with no individual speaker exceeding a maximum of three minutes each. (LGA1972 s100).

2. Apologies

To receive, and consider for acceptance, apologies for absence. (LGA1972 s85)

3. Declarations of interest/Requests for dispensation

To declare any interest relating to the business of the meeting and receive any dispensation requests from the Clerk. (Localism Act 2011 s29-34)

4. Confirmation of minutes of previous meeting held on 1 July 2025

To confirm, as a correct record, the [minutes of the previous meeting](#) of the Committee (LGA1972 sch12).

5. Report from the Responsible Financial Officer

To receive report from Responsible Financial Officer.

5.1 - Payments List: To receive the list of outstanding creditors and balances due for payment including reports of any outstanding payments made, note any queries, and approve payments. (LGA1972 150). [\[LINK\]](#)

5.2 – Financial Budget Comparison – Q1: To receive a report comparing expenditure and budget for Quartile 1. [\[LINK\]](#)

5.3 – Financial Reconciliation: To receive a reconciliation of finances up to July 2025. [\[LINK\]](#)

6. Scribe Accounting System

To recommend to Full Council appointing Scribe accounting system for Parish Council accounts, allotments, and cemetery administration. [\[LINK\]](#)

7. Composition of committee and Terms of Reference

To recommend to Full Council the creation of a [Personnel Committee](#) and a [Policy, Resources, and Finance Committee](#); and to review and recommend terms of reference for each committee.

8. **Calendar of Meetings in 2026**

To agree calendar of [meetings in 2026](#).

9. **Policies for review**

To review or consider the following policies:

9.1 - [Council IT Policy](#) (Assertion 10 compliant)

10. **Conference Equipment for Council Meetings**

To discuss the purchase of conference equipment to:

10.1 - [provide sound system](#)

10.2 - [enable interactive meetings](#)

11. **Report from Clerk & Proper Officer - verbal**

Reports provided within this item are to be received, they provide information requested at previous meetings, updates on decisions already taken by the Council, and actions taken under the Scheme of Delegation (where not previously reported) that need to be resolved.

12. **Any other items the Chair deems urgent**

For report, information, or for the agenda at the next meeting. Councils cannot lawfully decide items of business which are not specified in the summons/agenda (LGA1972 sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119).

13. **Date of next meeting**

To note the date of the next meeting, which is scheduled for **Tuesday 4 November 2025** at **7.00 pm** and held at Brockenhurst Village Hall, Highwood Road, Brockenhurst SO42 7RY.

14. **Confidential session**

Resolved: *That under Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, the press and public be excluded from the meeting as publicity would be prejudicial to the public interest because of the nature of the business to be transacted.*

- To correct an error in Clerk's contract
- To recommend to Full Council end of probation period for Morna Marler Roe, Responsible Financial Officer
- To discuss applying [SLCC pay rates](#) for the Groundsmen
- To discuss disposal of assets