



Brockenhurst Parish Council

**Minutes of a Meeting of the Personnel and Resources Committee
held on Tuesday 2 September 2025 at 7pm, in Brockenhurst Village Hall**

Members Present: Cllr R Wolstenholme (Chair), Cllr J Korbey, Cllr M Harris OBE, Cllr R Horne, Cllr R Bowles, Cllr M Croker

Officers Present: Dr Gale Pettifer (Clerk), Mrs M Marler-Roe (RFO)

Public Participation: One member of the public was present and did not wish to make a presentment.

P&R.25/28 Apologies for Absence

Apologies were received and accepted from Cllr P Hollins due to ill health.

P&R.25/29 Declarations of Interest

There were no Declarations of Interest.

P&R.25/30 Confirmation of minutes of previous meeting

It was **RESOLVED** that the minutes of the previous meeting, held on 1 July 2025 be **APPROVED** and were signed by the Chair. Cllr Bowles requested an amendment to correct the spelling of her surname.

P&R.25/31 Report from the Responsible Finance Officer

Cllr Wolstenholme opened this item by advising members that the final bill had been received from HCC for the Brookley Road Scheme in the sum of £34,513.19. **ACTION:** The Statement, with a full breakdown of the cost, will be forwarded to members for their consideration, in advance of the Full Council meeting to be held on Tuesday 16 September 2025.

25/31.1 Thanks were expressed from the recent recipients of Grants

- Friends of Brockenhurst Train Station
- Brockenhurst Primary School
- Brockenhurst Primary School PTA

25/31.2 The existing mobile phone contract with BT has been cancelled, as it was a personal contract and the mobile phone was not being used. BT Direct Debit will be decreased by £8.59 to £64.97 accordingly. A new Business mobile and landline to be arranged in due course – **ACTION: Clerk to investigate options.**

25/31.3 An additional laptop will be required as the current RFO's laptop is not compatible with Windows 11 and will stop being updated in October 2025. **ACTION:** RFO to source new laptop.

25/31.4 The bank mandates have been updated to reflect current signatories, with the exception of adding the Clerk to The Cambridge Building Society, which is in progress.

25/31.5 The Nationwide Building Society Account is subject to a Money Laundering review, and an email chain will be commenced shortly to complete the required information. Funds cannot be moved until the review has been completed.

25/31.6 It was noted that the second Precept payment is due at the end of September, and consideration ought to be given to as to where best to place it to maximise interest until required. Following the recent base rate reduction, interest rates are currently as follows:

- Unity Deposit 2.25%
- Cambridge 1.90%
- Nationwide 95 Day Notice 3.40%
- CCLA yield 4.07%

It was **RESOLVED** that the Chair, Clerk & RFO review accounts and make internal transfers to optimise interest rates.

P&R.25/32 Payments List

Councillors considered the list of payments for approval (Report 09/5.1).

It was **RESOLVED** that the payments to creditors in the sum of £4,906.97 be approved.

P&R.25/33 Financial Budget Comparison

It was noted that the Comparison of Q1 Income & Expenditure against budget is largely as expected, with 74.15% of the Expenditure Budget remaining for the final three quarters of the Financial year (Report 09/5.2).

P&R.25/34 Financial Reconciliation

Statements of Reconciliation were produced and signed by the RFO and Chair for each account (Report 09/5.3).

It was noted that an Interest payment of £17.01 had been added to the Cambridge deposit account in January 2025 which was not previously recorded. **ACTION:** This will be brought to the attention of the Internal Auditor at the next audit.

P&R.25/35 Scribe Accounting System

Members considered a new accounting package to replace the current system, which expires next year. Scribe is cloud-based software that helps Town and Parish Councils manage their financial accounts, facilities, allotments, and cemeteries (Report 09/06). The fees were:

Accounting	£549 initial	£64 per month
Cemeteries	£249 initial	£29 per month
Allotments	£262 initial	£33 per month
Total:	£1,060	£126 per month

It was **RESOLVED** to recommend to Full Council that Scribe be adopted as the new accounting software, with the additional purchase of the modules for allotments and cemeteries.

25/35.1 It was **RESOLVED** to recommend to Full Council that a data entry assistant be appointed to conduct data-entry in the cemetery module, for an initial period of three months and that remuneration for this post be discussed as a confidential item.

ACTIONS: Clerk to check if it can be read on Apple devices. Clerk to check onboarding time and report to Full Council.

P&R.25/36 Composition of Committee and Terms of Reference

It was **RESOLVED** to recommend to Full Council that the Personnel & Resources Committee separate into two committees – Personnel Committee, and Policy, Resources & Finance Committee – in doing so members recognised the different skill sets required to manage each function (Report 09/07).

25/36.1 It was **RESOLVED** to retain the committee members of Personnel & Resources on both the Personnel Committee, and Policy, Resources & Finance Committee until the Annual Council Meeting in May 2026, when membership to all committees would be reviewed.

25/36.2 It was **RESOLVED** to recommend to Full Council that the Term of Reference for the Personnel Committee and the Terms of Reference for the Policy, Resources & Finance Committee be approved.

ACTION: Clerk to update Standing Orders for Full Council approval.

P&R.25/37 Calendar of Meetings in 2026

It was **RESOLVED** to approve the calendar of P&R Committee meetings for 2026 (Report 09/08).

ACTION: Personnel Committee meetings to be approved at next meeting, subject to Full Council approval of 25.34.1.

P&R.25/38 Policies for review

It was **RESOLVED** to recommend to Full Council that a Council IT Policy be approved (Report 09/09).

P&R.25/39 Conference Equipment for Council Meetings

To discuss purchase of conference equipment for Council meetings (Report 09/10):

25/39.1 Sound System

It was **RESOLVED** to recommend to Full Council that the JTS CS-1CUR conference unit be purchased at a cost of approximately £2,103.36 incl VAT

25/39.2 Interactive Meetings

It was **RESOLVED** to recommend to Full Council that the Owl Labs Meeting Owl be purchased at a cost of approximately £1046.93 incl VAT

P&R.25/40 Report from Clerk & Proper Officer

The Clerk reported that Digital & Data Compliance training had been booked for Clerk & RFO and a Cemetery Course training booked for Clerk

P&R.25/41 Any other items the Chair deems urgent

None.

P&R.25/42 Date of next meeting

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

Cllr Croker offered his apologies.

P&R.25/43 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.

25/43.1 To correct error in the Clerk's contract

It was **RESOLVED** to recommend to Full Council that the Clerk's annual holiday entitlement should be corrected from 101 hours to 165 hours.

25/43.2 To recommend to Full Council end of RFO's probation period

It was **RESOLVED** to recommend to Full Council that the probation period for the Responsible Financial Officer be ended.

25/41.3 To discuss applying SLCC pay rates for the Groundsmen

It was **RESOLVED** to recommend to Full Council that the Groundsmen's rate of pay be aligned with SLCC pay scales as follows:

- Assistant Groundsman, currently £13.62 per hour would move to SLCC SCP 7, £13.69 per hour.
- Groundsman, currently £14.64 per hour would move to SLCC SCP 12, £14.82 per hour

ACTION: Clerk to discuss changes in rates with Groundsmen.

ACTION: Clerk to review all current staff contracts, in line with NALC Model, and report to next meeting.

25/43.4 It was **RESOLVED** to recommend to Full Council that the temporary data entry assistant be remunerated at a SLCC SCP 9, for £14.13 on an initial three-month contract, to input cemetery and memorial records into new software system.

25/43.5 To discuss disposal of assets

It was **RESOLVED** to recommend to Full Council that the Chair of Personnel and Resources and the Clerk speak to the Assistant Clerk regarding the disposal of assets, and that an official note be placed on her file.

Meeting closed: 8:40pm

Signed: _____ Date: _____