



Brockenhurst Parish Council

70B Brookley Road, Brockenhurst SO42 7RA

Minutes of a Meeting of the Policy, Resources & Finance Committee held on Tuesday 4 November 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.

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

Public Participation: There were no members of the public present.

PRF.25/44 Apologies for Absence

Apologies were received and accepted from Cllr Croker and Cllr Doughty.

PRF.25/45 Declarations of Interest

There were no Declarations of Interest.

PRF.25/46 Confirmation of minutes of previous meeting

It was **RESOLVED** that the minutes of the previous meeting, held on 2 September 2025 be **APPROVED** and were signed by the Chair.

PRF.25/47 Matters Arising

There were no matters arising.

PRF.25/48 Report from the Responsible Finance Officer

The RFO gave a summary of accounts with balances as at 30/9/2025.

£ 8,643.88 Unity Current
£103,093.99 Unity Deposit
£ 33,327.39 Nationwide 90 Day Notice
£ 32,728.99 Cambridge
£ 30,054.82 CCLA

£207,849.07 Total funds

The RFO report was **NOTED**.

Cllr Hollins questioned the reports provided by the new accounting system. The RFO explained that familiarisation with the system was increasing and that standardised reports would be made available to the Committee in future. Councillors were

reminded that they had read-only access to the Scribe Accounts system and could look at the accounts in real time.

PRF.25/49 Brockenhurst Gateway Signs

The Committee agreed to proceed with the project and to arrange meetings with Hampshire Highways (Report 11/07). **ACTION:** Clerk to organise meeting with Principal Engineer, HCC, and confirm costings.

There was a discussion about the design of the signs. It was agreed that the wording of the gateway signs should involve the Village Centre Strategy Working Group.

ACTION: Cllr Harris OBE, Cllr Bowles.

PRF.25/50 Staff Review

The Committee agreed in principle to conduct an independent staffing review.

ACTION: Clerk to present quotes to the next PR&F meeting.

PRF.25/51 Policies for review

The Committee reviewed:

25/51.1 It was **RESOLVED** to recommend to Full Council the adoption of Standing Orders (Report 11/9.1).

25/51.2 It was **RESOLVED** to recommend to Full Council the Community Grants Policy (Report 11/9.2).

25/51.3 It was **RESOLVED** to recommend to Full Council the Social Media Policy (Report 11/9.3) subject to the inclusion of a cautionary sentence or paragraph to make it clear that official council communications should be conducted through the Clerk.

25/51.4 It was **RESOLVED** to recommend to Full Council the Press & Legacy Media Policy (Report 11/9.4)

PRF.25/52 Budget & Precept 2026/27

The Chair and RFO presented draft figures to complete the current financial year 2025/26 and estimated costs for 2026/27. There was a full and varied discussion regarding a budget and precept for 2026/27.

ACTION: Clerk to confirm with A&I Committee the requirement in 2026/27 to repair/replace public benches.

ACTION: RFO to circulate draft budget and precept proposal to next Full Council.

PRF.25/53 Report from Clerk & Proper Officer

The Clerk reported that the conference equipment was due for delivery and would be tested at the next Full Council meeting. The Clerk also reported that the CCTV cameras had been installed in the centre of Brockenhurst.

PRF.25/54 Any other items the Chair or members deem urgent

There were no items to report.

PRF.25/55 Date of next meeting

To note the date of the next meeting, which is scheduled for Tuesday 9 December at 7.00 pm, in the Village Hall, Brockenhurst.

Meeting closed: 8.17pm

Signed: _____ Date: _____

DRAFT