



Broomfield Parish Council

Dear Councillors

You are summoned to attend the **Finance and Personnel Committee Meeting** of Broomfield Parish Council to be held on **Wednesday 22nd July 2026 at 2.00pm** at Broomfield Village Hall for the transaction of business as set out below. Press and public are warmly invited to attend. Meeting packs for this agenda are available on the website www.broomfield-pc.gov.uk

Abi Wood, Clerk to the Council

Agenda

- FIN26/016 **To elect a chair for this committee**
- FIN26/017 **To receive and approve apologies for absence**
- FIN26/018 **To receive Councillors declarations of interests and dispensation requests**
- FIN26/019 **To approve the minutes of the Finance and Personnel Committee Meeting held on the 15th April 2026**
- FIN26/020 **Public Participation session**
The session will last for 15 minutes, and the time will be distributed between those wishing to speak.
- FIN26/021 **Financial matters**
a) To undertake a review of the current IT provision
b) To review budget spend for the year 2026-2027
c) To review the Unity Bank current arrangements
- FIN26/022 **Personnel matters**
a) To confirm the line management of the clerk
b) To receive any other staffing updates
- FIN26/023 **Items for inclusion in the next agenda**
- FIN26/024 **Chair to close the meeting**
The next Finance and Personnel Committee meeting is to be confirmed.



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Broomfield Parish Council

**Minutes of the Finance and Personnel meeting of Broomfield Parish Council
held in Broomfield Village Hall
on Wednesday 15th April 2026 at 2.00pm**

Members in attendance M Bleet, G Garfield, S Perera-Morris, A Faulds

Members not in attendance none

Others in attendance none

Prior to the start of the meeting, Cllr Bleet was nominated as Chair for this meeting.

FIN26/009 **To receive apologies for absence**
None were received.

FIN26/010 **To receive Councillors declarations of interests and dispensations requests**
None were presented.

FIN26/011 **To approve the minutes of the Committee Meeting held on 25th March 2026**
The minutes were approved and signed by Cllr Bleet as a correct record.
Proposed: Cllr Faulds
Seconded: Cllr Perera-Morris
All Agreed.

FIN26/012 **Public Participation session**
No members of the public present.

FIN26/013 **To confirm the appointment of the Parish Clerk after the six-month probationary period**
The decision was made to end the probationary period of the Parish Clerk and confirm her role.
The Committee agreed that the Parish Clerk was well-organised, efficient, up to date with all legal matters and had a firm grip on finance. The salary point of the Parish Clerk will be increased commensurate with her contract.
Proposed: Cllr Garfield
Seconded: Cllr Perera-Morris
All Agreed.

FIN26/014 **Items for inclusion in the next agenda**
Nothing requested

FIN26/015 **Chair to close the meeting**
Cllr Bleet closed the meeting at 6.19pm
The next Parish Council meeting is to be agreed.

Annual Budget - By Centre (Actual YTD Month 4)

Note: Approved budget 2026-27 Broomfield Parish Council

		<u>2025-26</u>		<u>2026-27</u>				<u>2027-28</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
100	<u>Operations</u>									
4000	Salaries	35,000	30,547	122,750	26,535	0	0	0	0	0
4020	Employer's NI	4,500	3,440	14,600	3,101	0	0	0	0	0
4030	Employer's Pension	0	5,357	29,750	6,315	0	0	0	0	0
4050	Staff Training	1,590	532	1,700	339	0	0	0	0	0
4060	Councillor Training	2,120	1,676	2,500	466	0	0	0	0	0
4065	Councillor Expenses	3,000	1,206	3,000	1,009	0	0	0	0	0
4066	Chairman's Allowance	150	560	150	0	0	0	0	0	0
4900	Miscellaneous Expenditure	0	0	0	-3,753	0	0	0	0	0
	Overhead Expenditure	46,360	43,318	174,450	34,011	0	0	0	0	0
	Movement to/(from) Gen Reserve	(46,360)	(43,318)	(174,450)	(34,011)	0		0		
110	<u>General Administration</u>									
1076	Precept	228,478	228,478	237,067	118,534	0	0	0	0	0
1090	Interest Received	11,000	12,685	11,000	2,551	0	0	0	0	0
1115	BVHC salary repayment	550	4,766	600	0	0	0	0	0	0
1140	CIL Income	0	3,550	0	0	0	0	0	0	0
1150	Staff Recharges BVH Charity	170	250	170	0	0	0	0	0	0
1600	BT Income for delivery	960	1,200	960	0	0	0	0	0	0
1900	Miscellaneous Income	0	955	0	23	0	0	0	0	0
	Total Income	241,158	251,883	249,797	121,107	0	0	0	0	0
4030	Employer's Pension	0	66	0	0	0	0	0	0	0
4075	Bank charges	235	192	250	42	0	0	0	0	0

Continued on next page

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		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4080	PC Office Rent	10,900	10,560	11,000	2,640	0	0	0	0	0
4081	PC Meeting hall hire	300	413	360	43	0	0	0	0	0
4085	Telecommunications	840	814	900	41	0	0	0	0	0
4090	Postage	30	0	30	0	0	0	0	0	0
4095	Photocopier	750	499	750	148	0	0	0	0	0
4098	CCTV maintenance	1,650	982	1,650	1,005	0	0	0	0	0
4100	Stationery/Office Equipment	700	566	700	117	0	0	0	0	0
4110	Subscriptions	3,600	3,782	3,900	4,504	0	0	0	0	0
4115	Audit	400	520	550	440	0	0	0	0	0
4120	Professional Fees	2,000	4,869	2,500	51	0	0	0	0	0
4121	HR support	2,000	962	2,500	1,347	0	0	0	0	0
4125	Payroll Charge	860	1,155	960	195	0	0	0	0	0
4130	Insurance	5,150	4,501	5,350	3,459	0	0	0	0	0
4140	Computer Equipment & Maint.	3,600	3,872	4,000	894	0	0	0	0	0
4200	Grants	4,000	20,284	5,000	8,962	0	0	0	0	0
4205	BT Vouchers	0	912	0	0	0	0	0	0	0
4490	Broomfield Times	950	0	950	0	0	0	0	0	0
4510	Website	950	1,156	950	500	0	0	0	0	0
4900	Miscellaneous Expenditure	400	5,757	1,000	4,097	0	0	0	0	0
Overhead Expenditure		39,315	61,861	43,300	28,484	0	0	0	0	0
110 Net Income over Expenditure		201,843	190,023	206,497	92,623	0	0	0	0	0
6000	plus Transfer from EMR	0	19,617	0	7,995	0	0	0	0	0
6001	less Transfer to EMR	0	92	0	0	0	0	0	0	0

Continued on next page

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		<u>2025-26</u>		<u>2026-27</u>				<u>2027-28</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve		<u>201,843</u>	<u>209,548</u>	<u>206,497</u>	<u>100,618</u>	<u>0</u>		<u>0</u>		
210	<u>Land & Property</u>									
1200	Hire of Angel Meadow	1,700	1,500	1,550	150	0	0	0	0	0
1210	Broomfield Cottage Rent	800	800	850	0	0	0	0	0	0
1220	Wayleaves	5	9	5	0	0	0	0	0	0
	Total Income	<u>2,505</u>	<u>2,309</u>	<u>2,405</u>	<u>150</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
4235	Van replacement	4,000	0	0	0	0	0	0	0	0
4240	Van running cost	1,070	945	1,120	412	0	0	0	0	0
4245	Van insurance	450	308	495	280	0	0	0	0	0
4250	Grass Cutting Contract	4,590	4,773	4,850	1,005	0	0	0	0	0
4255	Tree Maintenance	3,000	3,362	3,300	1,776	0	0	0	0	0
4260	New & Replacement Machinery	3,515	3,694	3,600	23	0	0	0	0	0
4265	Machinery Maintenance	600	0	600	0	0	0	0	0	0
4275	Equipment Hire	220	0	300	0	0	0	0	0	0
4280	Village Maintenance	1,000	1,046	1,000	89	0	0	0	0	0
4406	New Play Equipment	0	9,484	0	0	0	0	0	0	0
4900	Miscellaneous Expenditure	1,000	366	1,000	0	0	0	0	0	0
	Overhead Expenditure	<u>19,445</u>	<u>23,978</u>	<u>16,265</u>	<u>3,585</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	210 Net Income over Expenditure	<u>-16,940</u>	<u>-21,669</u>	<u>-13,860</u>	<u>-3,435</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
6000	plus Transfer from EMR	0	9,494	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(16,940)</u>	<u>(12,175)</u>	<u>(13,860)</u>	<u>(3,435)</u>	<u>0</u>		<u>0</u>		

Continued on next page

Annual Budget - By Centre (Actual YTD Month 4)

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		<u>2025-26</u>		<u>2026-27</u>				<u>2027-28</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>220</u>	<u>Street Scene</u>									
4300	Seats and benches	0	23	0	0	0	0	0	0	0
4320	Telephone booth	60	0	60	0	0	0	0	0	0
4480	Environmental Enhancement	2,000	1,856	2,000	0	0	0	0	0	0
	Overhead Expenditure	2,060	1,879	2,060	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(2,060)	(1,879)	(2,060)	0	0		0		
<u>230</u>	<u>Allotments</u>									
1350	Allotment Water Rates	350	218	400	180	0	0	0	0	0
	Total Income	350	218	400	180	0	0	0	0	0
4295	Standpipe Maintenance	100	0	150	0	0	0	0	0	0
4358	Allotments water bill	350	600	400	0	0	0	0	0	0
	Overhead Expenditure	450	600	550	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(100)	(382)	(150)	180	0		0		
<u>240</u>	<u>Sites</u>									
4400	Angel Meadow	500	50	500	203	0	0	0	0	0
4402	New Trees	250	0	250	0	0	0	0	0	0
4405	Play Area Maintenance	0	6	0	18	0	0	0	0	0
4410	Centenary Wood	0	3,680	0	0	0	0	0	0	0
4415	Parsonage Green	30	0	50	0	0	0	0	0	0
4900	Miscellaneous Expenditure	0	203	0	-203	0	0	0	0	0

Continued on next page

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		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure		780	3,939	800	18	0	0	0	0	0
6000	plus Transfer from EMR	0	3,680	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve		(780)	(259)	(800)	(18)	0		0		
250	<u>Barn</u>									
1205	Cott. Gardeners utility share	85	156	100	59	0	0	0	0	0
1206	Men's Shed Utilities share	85	35	100	29	0	0	0	0	0
Total Income		170	191	200	88	0	0	0	0	0
4440	Electricity	0	11	100	26	0	0	0	0	0
4500	Barn Maintenance	150	36	200	0	0	0	0	0	0
4505	Utilities	250	0	300	0	0	0	0	0	0
Overhead Expenditure		400	46	600	26	0	0	0	0	0
Movement to/(from) Gen Reserve		(230)	145	(400)	62	0		0		
260	<u>Village events</u>									
1500	Senior's Lunch	0	0	0	0	0	0	565	0	0
Total Income		0	0	0	0	0	0	565	0	0
4000	Salaries	38,508	31,708	0	0	0	0	0	0	0
4020	Employer's NI	4,265	2,786	0	0	0	0	0	0	0
4030	Employer's Pension	9,545	4,328	0	0	0	0	0	0	0
4575	History & Heritage	200	0	200	0	0	0	0	0	0
Overhead Expenditure		52,518	38,822	200	0	0	0	0	0	0

Continued on next page

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		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve		<u>(52,518)</u>	<u>(38,822)</u>	<u>(200)</u>	<u>0</u>	<u>0</u>		<u>565</u>		
300	<u>Planning</u>									
4000	Salaries	12,850	11,401	0	0	0	0	0	0	0
4020	Employer's NI	1,180	1,284	0	0	0	0	0	0	0
4030	Employer's Pension	3,190	1,997	0	0	0	0	0	0	0
4122	Consultant fees	5,000	0	0	0	0	0	0	0	0
4195	Land Registry searches	70	42	70	0	0	0	0	0	0
4700	Neighbourhood Plan	0	-340	0	0	0	0	0	0	0
	Overhead Expenditure	<u>22,290</u>	<u>14,384</u>	<u>70</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Movement to/(from) Gen Reserve	<u>(22,290)</u>	<u>(14,384)</u>	<u>(70)</u>	<u>0</u>	<u>0</u>		<u>0</u>		
500	<u>Health and Well Being</u>									
1905	Events income	200	0	0	0	0	0	0	0	0
	Total Income	<u>200</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
4000	Salaries	30,560	33,591	0	0	0	0	0	0	0
4020	Employer's NI	3,840	3,761	0	0	0	0	0	0	0
4030	Employer's Pension	7,600	5,839	0	0	0	0	0	0	0
4082	PC hall hire - Health and Well	9,000	7,330	9,500	1,958	0	0	0	0	0
4211	Young peoples activities	5,000	3,012	5,000	346	0	0	0	0	0
4355	Allotment Maintenance	500	32	500	0	0	0	0	0	0
4407	New Play Equipment	2,000	0	0	0	0	0	0	0	0
4408	Play Area Maintenance	2,000	2,527	3,000	50	0	0	0	0	0

Continued on next page

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		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4505	Utilities	240	215	250	61	0	0	0	0	0
4571	Village Events	1,000	270	1,000	442	0	0	0	0	0
Overhead Expenditure		61,740	56,577	19,250	2,857	0	0	0	0	0
Movement to/(from) Gen Reserve		(61,540)	(56,577)	(19,250)	(2,857)	0		0		
Total Budget Income		244,383	254,602	252,802	121,525	0	0	565	0	0
Expenditure		245,358	245,405	257,545	68,981	0	0	0	0	0
Net Income over Expenditure		-975	9,197	-4,743	52,544	0	0	565	0	0
plus Transfer from EMR		0	32,791	0	7,995	0	0	0	0	0
less Transfer to EMR		0	92	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve		(975)	41,895	(4,743)	60,539	0		565		

A local council may, for example, delegate to staff responsibility for the organisation of a local fête,²¹ or the running of a football and cricket pitch facility, or management of a community centre.²² In doing so, it would allocate a budget for them to work with, any such expenditure incurred being subject to proper practices and control by the standing orders and/or financial regulations of the council. A local council may also delegate to staff responsibility for the performance of administrative matters, such as compliance with its obligations under data protection and freedom of information legislation, or the granting of dispensations²³ to councillors. A local council may only delegate responsibilities to staff member(s) by formal resolution at a councillor meeting.

Extensive delegation arrangements with staff are commonplace in other types of local authorities. For example, the staff of Principal Councils have delegated responsibility for dealing with planning applications, street trading, road maintenance, traffic regulation, provision of housing services and social care, staff recruitment and management, contractual matters, and resolving legal disputes. Unless a local council is small, has few staff, or its work is undertaken by committees and sub-committees, staff delegations can be expedient.

Staff management

A local council is no different from any other employer as a recruiter and an employer. Employment law and equality law apply as for any employer. **Chapter 1** confirms that there are additional statutory responsibilities conferred on public bodies, including local councils, by the Equality Act 2010. A council should ensure that its structures, policies and practices enable staff development (via appraisals, promotions, training and other support) and accommodate the handling of staff grievances and disciplinary matters. They must also safeguard against bullying, harassment and discrimination, ensure the health and safety of staff, and protect the unnecessary disclosure of or use of information about individual staff members.

In most workplaces, day-to-day line management is traditionally undertaken by one person. However, in local councils, a single councillor cannot manage staff. A councillor has no statutory authority to make decisions. Therefore, a local council will usually formally delegate some recruitment and staff management functions to staff, for example to the proper officer or the responsible financial officer. Job descriptions for staff should confirm any responsibilities they have, for example, recruitment and supervision of other staff, managing their development and training needs, recording and monitoring their absences, and handling grievance and disciplinary matters.

Staffing committees

Even if a local council has delegated some recruitment and staff management responsibilities to staff, it is not recommended for decisions about staff management to be made by the whole council. It is recommended that responsibility for staff management rests with a committee of the council – for example, a staffing committee. Unless a local council decides otherwise, such a committee may delegate its

responsibilities to a sub-committee (a committee of the committee).²⁴ The local council must decide on the number of councillors and their terms of office for a staffing committee,²⁵ ensuring it has sufficient numbers so that it can appoint sub-committees.

The terms of reference for a staffing committee and its sub-committee (if appointed) must be clearly set out. The local council decides the terms of reference for the staffing committee, as it does for all other committees. The committee itself sets the terms of reference for its sub-committee. The terms of reference for a sub-committee cannot be broader in scope or unrelated to the terms of reference for the committee. The terms of reference for any committee or sub-committee of a council should be available to the public via the council's publication scheme. The standing orders of a local council may be used to confirm issues such as quorum, proceedings, and so on. of the staffing sub-committee as they do for other committees and sub-committees.²⁶

It is recommended that responsibility for the management of a council's most senior member of staff (the proper officer or clerk) is delegated to a staffing sub-committee. It will be necessary for the staffing sub-committee to appoint one of its councillors as the day-to-day contact to support, supervise and appraise the work of the proper officer or clerk, handle leave requests, absences from work, informal grievances and disciplinary matters etc. Any such sub-committee should be made up of three councillors. If an employee appeals a decision made by a staffing sub-committee about a grievance or disciplinary matter, then the appeal must be heard by another sub-committee of three councillors of the staffing committee who have not previously been involved in the grievance or disciplinary matter. There may be insufficient councillors on the staffing committee who have not previously been involved. If so, the sub-committee handling the appeal should be made up of three councillors who may include members of the staffing committee.

Therefore, a staffing committee is likely to benefit from the availability of substitute councillors. The number and term of office of substitute councillors is decided by the local council at the same time that it decides the number and terms of office of the ordinary councillors of a committee. **Chapter 6** explains the role of substitute councillors. **Chapter 7** sets out the statutory rules or standing orders for a meeting of any committee and sub-committee, not limited to a staffing committee or staffing sub-committee.

A meeting of the whole council, a staffing committee or staffing sub-committee will inevitably decide matters that relate to an individual staff member or are otherwise confidential between a member of staff and their employer. A meeting of the full council or a staffing committee may exclude the public when it is considering information about an individual staff member or confidential matters²⁷ and it is expected to do so. It is recommended that the standing orders of a local council confirm that the public has no advance notification or right to attend a meeting of a staffing sub-committee whose decisions under delegated responsibilities will always concern individual staff members and thus be confidential such that disclosure would breach the obligations of a local council under the UK GDPR and the Data Protection Act 2018.

Legal responsibility for the decisions and actions of the staffing committee (or sub-committee) remains with the local council as a whole.

The UK GDPR and the Data Protection Act 2018 impose obligations about the local council's use of information relating to individual staff members and candidates. **Chapter 4** explains a local council's statutory obligations under the UK GDPR and the Data Protection Act 2018. Any employment claims, etc will be against the local council itself as employer, not against the staffing committee.

The code of conduct and staff policies

The local council should have in place a grievance policy and a disciplinary policy for staff. Any grievances raised by a member of staff against another member of staff, or against the local council as their employer, should be dealt with under the grievance policy. However, there may be occasions when a member of staff wishes to raise a grievance against an individual councillor under the grievance procedure. Such grievances are subject to the limitations established in the court case below.

CASE LAW

R. (on the application of Harvey) v Ledbury Town Council 2018

The case of R. (on the application of Harvey) v Ledbury Town Council [2018] EWHC 1151 (Admin) established that a formal grievance process could not be run in tandem with, or as an alternative to, the code of conduct for councillors established by the Localism Act 2011.²⁸ The town council's decision to impose sanctions on a councillor after finding her guilty of bullying and harassment under its grievance procedure was therefore ultra vires as the formal process under the code, including the involvement of an Independent Person, should have been instigated instead.

Therefore, procedures for dealing with a grievance raised against an individual councillor by a member of staff should be run in accordance with the code of conduct procedures. This includes the right for the subject member to consult with the Independent Person and the involvement of the Independent Person in the process.

Staff liability

There may be circumstances, albeit rare, when legal proceedings may be issued against a member of staff (not the local council) because of certain acts or omissions or conduct arising from their employment or attributable to them as a member of the local council's staff. For example, a member of staff may be at risk of a defamation or negligence action, or they may face other legal action because they have failed to comply with provisions in the Equality Act 2010, the Data Protection Act 2018, the Health and Safety at Work etc. Act 1974, or the Bribery Act 2010.

A local council may arrange insurance cover to indemnify staff for liabilities arising from their work.²⁹ Insurance cover can indemnify staff when they are undertaking an activity with the approval of, or for the purposes of, the council. Insurance cover may also be arranged to indemnify a member of staff where their actions were outside their and the local council's powers, but the member of staff reasonably believed