



Westbourne

Parish Council

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Members of Westbourne Parish Council's HR Committee are hereby summoned to attend a meeting on Wednesday 4 March 2026 at 7pm at The Meeting Place, North Street, Westbourne.

Clare Kennett, 26 February 2026
Clerk to the Parish Council

Agenda

03/26/11. Apologies for absence: To receive, and approve if appropriate, apologies for absence and the reasons given.

03/26/12. Declarations of interest in the items on the agenda:

- a. Members are reminded to declare any interest in any item on the agenda at this time, or at any time during the meeting, in accordance with the Council's Code of Conduct.
- b. To receive, and approve if appropriate, requests for dispensations from members on matters in which they have an interest and wish to vote.

03/26/13. Confidential business: To resolve to exclude the public and press, in the view that publicity would prejudice the public interest by reason of the confidential nature of the business or arising out of the business about to be transacted – Public Bodies (Admission to Meetings) Act 1960.

03/26/14. Minutes of the meeting held on 1 October 2025: To approve the circulated minutes as a correct record.

03/26/15. To consider the draft administrative assistant job description, person specification and job advert.

03/26/16. Personal and Professional Development Review (PPDR): To carry out the PPDR for 2025/26.

03/26/17. Clerk's contract: To note the update to the Clerk's address.

03/26/18. Announcements and items for the next agenda: To note items, submitted prior to the start of the meeting, brought forward by permission of the Chair.

03/26/19. Date of next meeting: To agree the date of the next meeting.