

Minutes



Westbourne

Parish Council

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Minutes of Westbourne Parish Council's HR Committee which took place on Wednesday 4 March 2026 at 7pm at The Meeting Place, North Street, Westbourne.

Present: Cllr Roy Briscoe, Cllr Jane Gould and Cllr Nigel Ricketts.

In attendance: Clare Kennett, Clerk to the Parish Council

Meeting chaired by Cllr Gould. No members of the public or press were present.

03/26/11. Apologies for absence: There were no apologies.

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

- a. There were no declarations of interest.
- b. There were no requests for a dispensation.

03/26/13. Confidential business: Members **RESOLVED** 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: Members **AGREED** to **APPROVE** the minutes as a correct record which were signed by the Chairman.

03/26/15. To consider the draft administrative assistant job description, person specification and job advert: Members considered the documents prepared by the Clerk. It was **AGREED** to **RECOMMEND** to Full Council that recruitment takes place as soon as possible.

03/26/16. Personal and Professional Development Review (PPDR): Members and the Clerk discussed her PPDR for 2026/27. It was **AGREED** to use a new template for next time.

03/26/17. Clerk's contract: Members **NOTED** the update to the Clerk's address.

03/26/18. Announcements and items for the next agenda: There were no additional items.

03/26/19. Date of next meeting: It was **AGREED** to arrange a meeting as required.