

Minutes



Westbourne

Parish Council

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Minutes of Westbourne Parish Council's HR Committee which took place on Wednesday 1 October 2025 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 press or public were present.

10/25/01. Election of the Chairman: Nominations were received for Cllr Gould, who was proposed by Cllr Briscoe and seconded by Cllr Ricketts. Cllr Gould was **ELECTED** as **CHAIRMAN**.

10/25/02. Apologies for absence: There were no apologies.

10/25/03. Election of the Vice-Chairman: Nominations were received for Cllr Briscoe, who was proposed by Cllr Gould and seconded by Cllr Ricketts. Cllr Briscoe was **ELECTED** as **VICE-CHAIRMAN**.

10/25/04. Declarations of interest in the items on the agenda:

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

10/25/05. 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.

10/25/06. Minutes of the meeting held on 21 March 2024: Members **AGREED** to **APPROVE** the minutes as a correct record which were signed by the Chairman.

10/25/07. Personal and Professional Development Review (PPDR): Members carried out the Clerk's interim appraisal for 2025/26.

10/25/08. To consider ongoing staffing levels and hours and make a recommendation to Full Council: Members **AGREED** for the Clerk to contact Trevor Leggo, CEO of WSALC, to find out about recruiting an assistant clerk to support her with her workload to be discussed at a future meeting of the Committee.

10/25/09. Announcements and items for the next agenda: There were no announcements.

10/25/10. Date of next meeting: It was **AGREED** that the Clerk would arrange a meeting once she had more information for members to consider about the recruitment of an assistant.