



Brockenhurst Parish Council

70B Brookley Road
Brockenhurst
SO42 7RA

03 June 2026

To: All Members of the Personnel Committee

YOU ARE HEREBY SUMMONED TO ATTEND a meeting of the **PERSONNEL COMMITTEE** to be held on **TUESDAY 1 SEPTEMBER 2026** in the Brockenhurst Village Hall, Highwood Road, Brockenhurst SO42 7RY at **7.00pm** for the purpose of transacting the business set out in the agenda below.

All members of the public are welcome to attend.

Gale Pettifer

Gale Pettifer
Parish Clerk

Please contact the Parish Office (01590 622829) if you need further information on this agenda.

Members of Personnel Committee

Councillor R Wolstenholme (Chair)
Councillor R Bowles
Councillor J Doughty
Councillor M Harris OBE
Councillor P Hollins
Councillor R Horne
Councillor J Korbey
Councillor C Sturgess



Brockenhurst Parish Council

70 Brookley Road, Brockenhurst SO42 7RA

PERSONNEL COMMITTEE MEETING

A G E N D A

**1 September 2026 at
7.00pm**

**To be held at
Brockenhurst Village Hall
Highwood Road
Brockenhurst SO42 7RY**

1. Public participation time

An opportunity for members of the public to raise issues of concern or interest, make a statement, present a petition, or be part of a deputation. Public participation time will be limited to 10 minutes, with no individual speaker exceeding a maximum of three minutes each. (LGA1972 s100).

2. Apologies

To receive, and consider for acceptance, apologies for absence. (LGA1972 s85)

3. Declarations of interest/Requests for dispensation

To declare any interest relating to the business of the meeting and receive any dispensation requests from the Clerk. (*Localism Act 2011 s29-34*).

Brockenhurst Parish Councillors' [Register of Interests](#).

4. Confirmation of minutes of previous extraordinary meeting held on 09 June 2026 [\[LINK\]](#)

To confirm, as a correct record, the minutes of the previous meeting (LGA1972 sch12).

5. Recruitment of Assistant Clerk

To consider:

- a) Job Description and Personal Specification [\[LINK\]](#)
- b) timetable for recruitment and recruitment budget [\[LINK\]](#)
- c) interview panel

To resolve to recommend recruitment of Assistant Clerk to Full Council.

6. Policies for Review

To review the following policies and consider recommending to Full Council for adoption:

- a) Volunteer Policy [\[LINK\]](#)

7. Any other items the Chair or members deem urgent

For the Chair or members to report, provide information, or to add items for the agenda at the next meeting. (To include items raised by members of the public.) *Councils cannot lawfully decide items of business which are not specified in the summons/agenda (LGA1972 sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119).*

8. Date of next meeting

To note the date of the next meeting, which is scheduled for **Tuesday 1 December 2026 at 6.00pm** and held at Brockenhurst Village Hall, Highwood Road, Brockenhurst SO42 7RY.

9. Confidential session

At the conclusion of this part of the Agenda, the Chairman will move the following resolution: *That under Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, the press and public be excluded from the meeting as publicity would be prejudicial to the public interest because of the nature of the business to be transacted.*

a) Salary Budget 2027-28

To discuss salary budget with recommendations to Policy, Resources, & Finance Committee meeting on 6 October 2026.

b) Staff Contracts

To discuss National Association of Local Councils (NALC) and the Society of Local Council Clerks (SLCC) updated contract templates.