



NEWPORT & CARISBROOKE COMMUNITY COUNCIL



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Committee Members: Cllrs V. Lowthion (Chair) J. Ballington (Vice-Chair)
A. Garratt, M. Smith

You are hereby summoned to attend a MEETING of NEWPORT & CARISBROOKE COMMUNITY COUNCIL HUMAN RESOURCES COMMITTEE to be held on THURSDAY 18TH DECEMBER 2025 to commence at 4:30PM. This meeting will be held at 64 High Street, Newport for the transaction of the business set out in the agenda below.

RHBlezzard

Acting Clerk and Proper Officer

Friday 12th December 2025

Email: bob.blezzard@newportwight-cc.gov.uk Tel: 01983 559119

Please note the meeting will be audio recorded (except any part of the meeting from which the press and public are excluded) and will be available on the Community Council's website for six months.

PUBLIC QUESTION TIME

Prior to the council meeting commencing there will be an opportunity of up to 15 minutes for members of the public to make comments and to ask questions of the Finance Committee.

AGENDA

1. Apologies
 - To receive and approve apologies for absence.
2. Declarations of pecuniary and non-pecuniary interest
 - To receive members' declarations of pecuniary and non-pecuniary interest.
 - To receive and consider any written requests for dispensation.
3. Terms of Reference and Membership
 - To note the terms of reference and membership of the committee approved by full council on 10th November 2025 and to consider recommending any amendments. (Paper A).

4. Exclusion of the Public and Press
 - To move the following motion: “That due to the confidential nature of the business about to be transacted it is in the public interest that the public and press be temporarily excluded and they are instructed to withdraw. (Public Bodies Admission to Meetings Act 1960 s1(2) and SO 63).
5. Appointment of Staff: Clerk and Proper Officer
 - To agree the arrangements for the recruitment of a permanent Clerk and Proper Officer including a review of the salary scale and contractual arrangements. (Paper B- Confidential)
6. Data Breach Investigation
 - To receive a report into the recent data breach and to agree any necessary investigation. (Paper C – Confidential).
7. Evening and Weekend Working
 - To consider the Acting Clerk and Proper Officer’s confidential report. (Paper D – Confidential)
8. Clerk and Proper Officer’s Report
 - To receive a report from the Clerk and Proper Officer on any other relevant HR issues.