Minutes of the HR Committee Meeting meeting of the Parish Council held on Wednesday 13th March 2024 at 7pm in the Sports Pavilion, St Cleer.

| HR 13/3/24/1 | **Persons Present:**  Present: Cllrs. J. Prinn, R. Pearce, S. Harbord, B. Dupreez, K. Johnson.  Apologies: None  Absent: none |  |
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| HR 13/3/24/2 | **Receive Declarations of Interest from Members/Dispensations:** None. |  |
| HR 13/3/24/3 | **Agree interview process, questions and time scales**  Cllr Prinn, updated the committee on the applications and explained an idea to hold an informal 'coffee' meeting where all councillors can attend and meet the candidates.  Cllr Johnson highlighted that any change to the already agreed recruitment strategy had to be agreed at full council.  it was agreed to include this on full council meeting 27th March  An open discussion took place and Cllr Johnson suggested it be best to moved into closed session so we could discuss applications as this could better link to the rest of the agenda | Carried |
| HR 13/3/24/4 | **Motion to restrict meeting and exclusion of the press and public for a closed session - 1960 Public Bodies (admission to Meetings) act s1 (2)\***  Proposed by Cllr Prinn  Second by Cllr Johnson | Carried |
|  | **The following was agreed in closed Session** |  |
| HR 13/3/24/5 | **Agree interview Questions**  Proposed to use Appendix 13, sent by CALC as the questions for interview  proposed Cllr Prinn, Second Cllr Hardbord | Carried |
| HR 13/3/24/6 | **To Short list applications**  It was noted that the applications were received and sent out with shorter notice than desired, Cllr Prinn apologised to the Committee.  After detailed discussion  Proposal to invite all applications to first interview  Proposed Cllr Harbord  Second Cllr Pearce  Cllr Prinn to send out invites to interview | Carried |
| HR 13/3/24/6 | **Agree interview Panel**  **After discussion**  Cllrs Prinn, Pearce, Dupreez, with Cllr Harbord in reserve (if there were any issue on interview day)  Be appointed as the interview panel  proposed Cllr Harbord  Second Cllr Pearce | Carried |
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Signed: