

## ST CLEER PARISH COUNCIL

Minutes of the HR Committee meeting of St Cleer Parish Council held on 14.01.2026, at 7pm at The Sports Pavilion, Sports Field, St Cleer.

Minutes written by Clerk Katie-Marie Goodwright on 15.01.2026

Agenda points are in black and minutes are in blue

Minute ref	Item
HR2026.0 1.14.-1	<p>Persons Present/Apologies To note persons, present and receive apologies for absence.</p> <p>Minutes: Present - Clerk Katie-Marie Goodwright Cllrs Jon Prinn ▾ Sue Harbord ▾ Raymond Pearce ▾ Apologies - Cllr Laybury</p>
HR2026.0 1.14.-2	<p>Receive any Declarations of Interest from Members/Dispensations</p> <ul style="list-style-type: none"> <li>- Disclosable pecuniary interests</li> <li>- Non-registerable interests</li> <li>- Declarations of gifts</li> <li>- Applications for dispensations</li> </ul> <p>Minutes: None received</p>
HR2026.0 1.14.-3	<p>Allow up to 15 Minutes for members of the public to address the council.</p> <p>Minutes: None present</p>
HR2026.0 1.14.-4	<p><b>TO DISCUSS</b> Joining South West Councils and <b>RECOMMEND</b> to full council - £525 per year &amp; £150 joining fee</p> <p>Minutes</p> <ul style="list-style-type: none"> <li>- If organisations join after 1<sup>st</sup> July, they ask that they join until 31<sup>st</sup> March of the following financial year, ie. to 31<sup>st</sup> March 2027, which would mean £700 + vat for 16 months (if you were to join now/Dec 2025). Invoices for following years are sent out automatically each April.</li> <li>- This has been on the councils Risk Assessment to join for the past year</li> <li>- Intended to be used to assist with and manage maternity leave, and employing temp clerk / RFO</li> </ul> <p>Cllr Raymond Pearce ▾ proposed recommend to full council to join South West councils Cllr Sue Harbord ▾ seconded Outcome: Carried ▾</p>
HR2026.0 1.14.-5	<p>Date of next meeting: 15.04.25</p> <p>Minutes: An Extraordinary meeting will be held 18.02.2026</p>
HR2026.0 1.14.-6	<p>*Proposal to restrict meeting and exclusion of the press and public for a closed session - 1960 Public Bodies (admission to Meetings) act s1 (2)*</p> <p>Minutes:</p>

## ST CLEER PARISH COUNCIL

	<p><b>Cllr Jon Prinn</b> proposed to restrict meeting and exclusion of the press and public for a closed session - 1960 Public Bodies (admission to Meetings) act s1 (2)* to discuss employee maternity cover and recruitment</p> <p><b>Cllr Raymond Pearce</b> seconded</p> <p><b>Outcome: Carried</b></p>
HR2026.0 1.14.-7	<p><b>TO RECEIVE</b> Pregnancy RA for the Clerk</p> <p>Minutes:</p> <p>RA received by Chair and Vice chair</p>
HR2026.0 1.14.-8	<p><b>TO DISCUSS and AGREE</b> Maternity plans for the clerk</p> <p>Minutes</p> <ul style="list-style-type: none"> <li>- Plan to start maternity leave 4th May</li> <li>- Hopefully have a 6 weeks hand over with temp Clerk / RFO - they will hopefully start mid march</li> <li>- Clerk plans to take full 12 months leave</li> <li>- Clerk may look to book some holiday on return so she can come back doing 10-15 hours a week for a few weeks to ease back in</li> <li>- SW council (if FC agree membership) can take care of ensuring correct pay, holiday, return to work procedure etc are in place - they can help with policies too</li> <li>-</li> </ul> <p><b>Cllr Jon Prinn</b> proposed the above as the maternity plan and note to full council</p> <p><b>Cllr Raymond Pearce</b> seconded</p> <p><b>Outcome: Carried</b></p>
HR2026.0 1.14.-9	<p><b>TO DISCUSS and AGREE</b> job advert for temporary Clerk / RFO, and any other associated actions for the recruitment of the role</p> <p>Minutes:</p> <ul style="list-style-type: none"> <li>- <u>Timeline</u> <ul style="list-style-type: none"> <li>- Advertisement dates - ASAP - for 4 weeks 15th Jan - 14th Feb</li> <li>- EXO HR meeting 18th Feb - agree interviewee's</li> <li>- Interviews to be carried out W/C 23rd Feb / 2nd March if needed</li> <li>- Have another EXO HR meeting 4th or 11th March ( depending on interview dates) to make a decision. Clerk to appoint as long as references come back ok</li> <li>- Start date - ASAP from 16th March - note if candidate needs to give 4 weeks notice from 12th March, wont be able to start until 13th April approx = 3 week hand over ( would prefer 6 due to end of year + audit + training!)</li> </ul> </li> <li>- <u>Advertisement</u> <ul style="list-style-type: none"> <li>- Councillors agreed advert docs x 4 - application form, job description, privacy statement, safeguarding statement - councillors reviewed</li> <li>- To advertise on Facebook, CALC, Indeed, posters</li> <li>- Clerk can agree associated costs for advertising that Clerk deems appropriate</li> </ul> </li> <li>- <u>Training</u> <ul style="list-style-type: none"> <li>- Clerk to provide - they should already have other quals needed</li> </ul> </li> </ul>

# ST CLEER PARISH COUNCIL

- Hours and flexibility
  - 20-30 agreed ( 20 standard with 10 additional flexible)
  - 14 month contact - Clerk will return after 12, but will take some holiday to ease in on less hours, so extra 2 months for full hand over / support
  - Flexible across the week as suits them. Mostly remote with need to attend council meeting and meet with contractors / stakeholders where needed - assisted by a councillor if needed
- Contract
  - Will get help from South West Councils if FC agree to take membership- to review at 18th Feb EXO HR meeting
- Reviewing of application process
  - Applications to go to Clerk. Clerk to recommend applicants for interview to the HR committee ( all applications can be made available to HR committee if required)
- Interview panel
  - 2 people from HR Committee and Clerk - Cllr Harbord and Cllr Prinn - Cllr Pearce to attend if Cllr Harbord or Cllr Prinn can't attend - avoid Thursdays
- Interview questions
  - Agreed Core questions
  - additional questions to be asked to each applicant based on their application
- Provision of equipment
  - Council to provide equipment - this can be used for assistant to clerk in the future

**Cllr Jon Prinn** proposed to agree the above actions for the recruitment of the temporary

**Clerk / RFO**

**Cllr Raymond Pearce** seconded

**Outcome: Carried**

Meeting closed at: 19:44

To be ratified by HR committee on: 18.02.2025

Signed by:

Signed:

Date signed:

*Note for minutes viewed from our website from - only draft minutes are uploaded to the website from 12.03.25.*

*Where drafted minutes require changes upon ratification, a modified document will be uploaded to the website with changes highlighted*