

## ST CLEER PARISH COUNCIL

DRAFT Minutes of the (EXO) HR Committee meeting of St Cleer Parish Council held on 04.03.26 2026, at 7pm at The Sports Pavilion, Sports Field, St Cleer.

Minutes written by Clerk Katie-Marie Goodwright on 09.03.26

Agenda points are in black and minutes are in blue

Minute Ref	Item
2026.03.04-1	<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 received - Cllr Laybury</p> <p>All councillors were invited to attend but no additional councillors attended</p>
2026.03.04-2	<p>Receive any Declarations of Interest from Members/Dispensations</p> <ul style="list-style-type: none"> <li>- Disclosable pecuniary interests</li> <li>- Non-registrable interests</li> <li>- Declarations of gifts</li> <li>- Applications for dispensations</li> </ul> <p>Minutes: None disclosed</p>
2026.03.04-3	<p>Allow up to 15 Minutes for members of the public to address the council.</p> <p>Minutes: None present</p>
2026.03.04-4	<p><b>TO REVIEW AND APPROVE</b> previous HR committee meeting minutes from 18.02.25</p> <p>Minutes: Cllr Jon Prinn ▾ proposed to accept the public and confidential minutes of the last HR meeting held on 18.02.26 as accurate and correct Cllr Sue Harbord ▾ seconded Outcome: Carried ▾</p>
2026.03.04-5	<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 Cllr Jon Prinn ▾ proposed Proposal 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 engagement of employee and employee holidays allowance Cllr Raymond Pearce ▾ seconded Outcome: Carried ▾</p>
2026.03.04-6	<p><b>TO AGREE</b> Candidate to offer the temp Clerk / RFO role to, and any other associated actions</p> <p>Minute: - 3 applications total received, 2 shortlisted and interviewed in person</p>

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	<ul style="list-style-type: none"> <li>- Discussed interviews with both applicants - major factors discussed is that applicant 1 would be remote and applicant 2 would be in person. Cllrs discussed at length:</li> <li>- Cllrs discussed thoughts on employing both applicants - applicant 1 as Temp Clerk / RFO - 20 hours per week ( responsible for everything on job description + oversee assistant), and applicant 2 as Temp Assistant Clerk - 10 hours per week</li> <li>- Cllrs discussed salary budgeted for 26/27 - Clerk at 25 hours per week, assistant at 7 hours per week = 32 total, so should be within budget</li> </ul> <p><b>Cllr Jon Prinn</b> proposed to offer job of Temp Clerk / RFO to candidate 1 at 20 hours per week, and Temp Assistant Clerk to candidate 2 at 10 - hours per week</p> <p><b>Cllr Raymond Pearce</b> seconded</p> <p><b>Outcome:</b> Carried</p>
2026.03.04-7	<p><b>TO REVIEW</b> Clerk Holiday allowance from 24/25, and consider action for additional 11.92 hours that were not used</p> <p>Minutes</p> <p>The Clerk's extra hours worked outside of contracted 20 hours a week were not considered in holiday allowance by mistake. Since signing up with SW councils this has come to light, and it has been calculated that 11.92 hours are owed from 24/25.</p> <p><b>Cllr Raymond Pearce</b> proposed to pay Clerk for unused holiday allowance from 24 / 25 - 11.92 hours</p> <p><b>Cllr Sue Harbord</b> seconded</p> <p><b>Outcome:</b> Carried</p>
2026.03.04-8	Date of next meeting: 15.04.2025

Meeting closed at: 20:08

To be ratified by HR committee on: 15.04.26

Signed by:

Signed:

Date signed: