

# ST CLEER PARISH COUNCIL

TO MEMBERS OF THE COUNCIL:

Cllrs. Prinn, Horsfield, Harbord, Pearce, Sargeant, Laybury, Gymer and Ayres

Dear Members,

I hereby give you notice that a XO HR committee Council Meeting of St Cleer Parish Council will be held on Wednesday 4th March **2026 at 7pm in the Pavilion, Sports Field, St Cleer.**

All members of the HR committee are hereby summoned to attend for the purpose of considering and resolving upon the business about to be transacted at the meeting as set out hereunder.

Yours Sincerely,

Katie-Marie Goodwright – Clerk / RFO

The press and public are invited to attend the meeting. Members of the public wishing to put a question to the Council can do so, 24 hours prior to the start of the meeting in writing to the Clerk - [clerk@stcleerparishcouncil.gov.uk](mailto:clerk@stcleerparishcouncil.gov.uk)

Meetings are held in public and could be filmed or recorded by broadcasters, the media or members of the public.

| Reference | Item                                                                                                                                                                                                                                                           |
|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.        | Persons Present/Apologies<br>To note persons, present and receive apologies for absence.                                                                                                                                                                       |
| 2.        | Receive any Declarations of Interest from Members/Dispensations <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> |
| 3.        | Allow up to 15 Minutes for members of the public to address the council.                                                                                                                                                                                       |
| 4.        | <b>TO REVIEW AND APPROVE</b> previous HR committee meeting minutes from 18.02.25                                                                                                                                                                               |
| 5.        | <b>*Proposal to restrict meeting and exclusion of the press and public for a closed session - 1960 Public Bodies (admission to Meetings) act s1 (2)*</b>                                                                                                       |
| 6.        | <b>TO AGREE</b> Candidate to offer the temp Clerk / RFO role to, and any other associated actions                                                                                                                                                              |
| 7.        | <b>TO REVIEW</b> Clerk Holiday allowance from 24/25, and consider action for additional 11.92 hours that were not used                                                                                                                                         |
| 8.        | Date of next meeting: 15.04.2026                                                                                                                                                                                                                               |

Meeting called by: Chair Cllr Jon Prinn

Agenda Signed by: Katie-Marie Goodwright – Clerk / RFO

Date: 25.02.2026

[clerk@stcleerparishcouncil.gov.uk](mailto:clerk@stcleerparishcouncil.gov.uk)