

ST CLEER PARISH COUNCIL

TO MEMBERS OF THE COUNCIL:

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

Dear Members,

I hereby give you notice that an XO HR committee Council Meeting of St Cleer Parish Council will be held on **Wednesday 12th November 2025 at 7pm in the Pavilion, Sports Field, St Cleer.**

All members of the 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

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 To note persons, present and receive apologies for absence.
2.	Receive any Declarations of Interest from Members/Dispensations - Disclosable pecuniary interests - Non-registrable interests - Declarations of gifts - Applications for dispensations
3.	Allow up to 15 Minutes for members of the public to address the council.
4.	TO REVIEW AND APPROVE previous HR committee meeting minutes 08.10.25
5.	TO DISCUSS and APPROVE admin assistant role particulars, recruitment process, and associated costs and actions
6.	Date of next meeting: 14.01.26

Meeting called by: Chair Cllr Jon Prinn

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

Date: 05.11.25

clerk@stcleerparishcouncil.gov.uk