

ST CLEER PARISH COUNCIL

Minutes of the (EXO) HR meeting of the Parish Council held on Wednesday 12th March 2025, at 6pm at The Sports Pavilion, Sports Field, St Cleer.

Minutes drafted by Clerk Katie-Marie Goodwright 17.03.25

Agenda points are in black and minutes are in [blue](#)

Reference	Item
XO2025.03.12-1	<p>Persons Present/Apologies</p> <p>To note persons, present and receive apologies for absence.</p> <p>Minutes:</p> <p>Present - Clerk Katie-Marie Goodwright, Cllr's Prinn, Harbord, Laybury, Piper</p> <p>Apologies - Cllr Smith</p>
XO2025.03.12-2	<p>Receive any Declarations of Interest from Members/Dispensations</p> <ul style="list-style-type: none"> - Disclosable pecuniary interests - Non-registrable interests - Declarations of gifts - Applications for dispensations <p>Minutes:</p> <p>None declared</p>
XO2025.03.12-3	<p>Cllr Prinn Proposal to restrict meeting and exclusion of the press and public for a closed session - 1960 Public Bodies (admission to Meetings) act s1 (2). Seconded by Cllr Piper</p> <p>CARRIED</p>
XO2025.03.12-4a	<p>Approve an action plan for the Clerk in the lead up to her 1 year appraisal in June</p> <p>Minutes:</p> <ul style="list-style-type: none"> - Clerk's first 6 month action plan was completed and probation passed for 1st 6 months - Members discussed CILA enrollment for 26/27 <p>Cllr Prinn proposed the below action plan for the Clerk</p> <ul style="list-style-type: none"> - Targets for June 2026 onwards: <ul style="list-style-type: none"> - Continue to clear black log with focus on policies and procedures, H&S, and general council practice - Start to develop a St Cleer Plan / Business Plan <p>Seconded by Cllr Piper</p> <p>CARRIED</p>
XO2025.03.12-4b	<p>Cllr Prinn proposed to delegate authority for THE Chair and Vice Chair of the council to carry out Clerk's appraisal in June 2025, at a date to be arranged with the clerk</p> <p>Seconded by Cllr Piper.</p> <p>CARRIED</p>

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Reference	Item
XO2025.03. 12-5	Review and accept previous HR committee meeting minutes <u>Minutes:</u> <u>Cllr Prinn proposed to accept the previous HR minutes. Seconded by Cllr Laybury</u> <u>CARRIED</u>
XO2025.03. 12-6	Date of next meeting: 25.06.25

Meeting closed - 18.31

To be ratified by HR committee on: 25.06.25

Signed by:

Signed:

Date signed:

Note for minutes viewed from our website from - only draft minutes are uploaded to the website from 17.03.25. Where drafted minutes require changes upon ratification, a modified document will be uploaded to the website with changes highlighted