

ST CLEER PARISH COUNCIL

Minutes of the HR Committee meeting of St Cleer Parish Council held on 02.07.25, at 7pm at The Sports Pavilion, Sports Field, St Cleer.

Minutes written by Clerk Katie-Marie Goodwright on 03.07.25

Agenda points are in black and minutes are in blue

Ref	Item
H2025.07.02-1	<p>Persons Present/Apologies To note persons, present and receive apologies for absence.</p> <p>Minutes: Present - Clerk Katie-Marie Goodwright Cllrs Jon Prinn Raymond Pearce Lou Laybury Apologies received - Cllr Harbord</p>
H2025.07.02-2	<p>Elections - a - To elect a Chair of the Committee - b - To elect a Vice-Chair of the Committee</p> <p>Minutes: This was not on the agenda but needed as first HR meeting of the year</p> <p>Cllr Raymond Pearce proposed to elect Cllr Prin as Chair of the HR committee Cllr Jon Prinn seconded Outcome: Carried</p> <p>ROLL election of vice chair</p>
H2025.07.02-3	<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: None</p>
H2025.07.02-4	<p>Allow up to 15 Minutes for members of the public to address the council.</p> <p>Minutes: None</p>
H2025.07.02-5	<p>TO REVIEW AND APPROVE previous HR committee public and confidential meeting minutes from January 2025</p> <p>Minutes: Cllr Jon Prinn proposed to accept the public and confidential HR minutes from January 2025 Cllr Raymond Pearce seconded Outcome: Carried</p>

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H2025.07.02-6	<p>TO CONDUCT Clerk's 1 year appraisal</p> <p>Minutes: Agenda Item should have read 'to accept clerks 1 year appraisal' Appraisal conducted by Cllr Prinn with the Clerk before the meeting.</p> <p>Chair ran over personal and professional objectives discussed in the appraisal for committee to agree:</p> <p><u>Professional development</u></p> <ol style="list-style-type: none"> 1 - Get all policies up to date and combine as many as possible so we have fewer individual policies to keep on top of - within 12 months 2 - Improve on next years internal audit for achieve all green outcomes - within 12 months 3 - At least 1 completed project (subject to council approval) - within 12 months 4 - Create well attended community engagement groups with varying demographics of the parish population, to get regular responses and feedback on a regular basis - within 12 months 5 - Start a Parish business plan for the next 3, 5, and 10 years - within 12 months <p><u>Personal development</u></p> <ol style="list-style-type: none"> 1 - Undertake as much training as possible and attend beneficial events - ongoing for 12 months <p><u>Health and Wellbeing</u></p> <p>Mindful that council is the employer and Katie is the employee of the council, so all councillors are to be aware of their interactions to ensure her job satisfaction, and that her primary responsibility is that council operates within the law.</p> <p>Cllr Jon Prinn proposes the above as the clerks personal and professional objectives for next 12 months</p> <p>Cllr Raymond Pearce seconded</p> <p>Outcome: Carried</p>
H2025.07.02-7	<p>TO REVIEW Clerks targets for June 2026 onwards:</p> <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>Minutes: As above</p> <p>Cllr Jon Prinn proposes the above as the clerks targets for next 12 months</p> <p>Cllr Raymond Pearce seconded</p> <p>Outcome: Carried</p>
H2025.07.02-8	<p>Date of next meeting: 08.10.25</p>

Meeting closed at: 19.46

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To be ratified by HR committee on: 08.10.25

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*

DRAFT