

ST CLEER PARISH COUNCIL

Minutes of the HR Committee meeting of St Cleer Parish Council held on 08.10.25, at 7pm at The Sports Pavilion, Sports Field, St Cleer.

Minutes written by Clerk Katie-Marie Goodwright on 09.10.25

Agenda points are in black and minutes are in blue

Minute Reference	Item
H2025.10.08-01	Persons Present/Apologies To note persons, present and receive apologies for absence. Minutes: Present - Clerk Katie-Marie Goodwright CLRs Jon Prinn ▾ Lou Laybury ▾ Raymond Pearce ▾ Sue Harbord ▾ To note Cllr Prinn is on call with the ambulance
H2025.10.08-02	To ELECT a Vice-Chair of the Committee Minutes Cllr Pearce volunteered Cllr Jon Prinn ▾ proposed to elect Raymond Pearce as Vice Chair of the HR Committee Cllr Sue Harbord ▾ seconded Outcome: Carried ▾
H2025.10.08-03	Receive any Declarations of Interest from Members/Dispensations - Disclosable pecuniary interests - Non-registrable interests - Declarations of gifts - Applications for dispensations Minutes None declared
H2025.10.08-04	Allow up to 15 Minutes for members of the public to address the council. Minutes None present
H2025.10.08-05	TO REVIEW AND APPROVE previous HR committee meeting minutes from 02.07.25 Minutes No comments Cllr Sue Harbord ▾ proposed to accept the previous HR committee meeting minutes from 02.07.25 as accurate and correct Cllr Jon Prinn ▾ seconded Outcome: Carried ▾
H2025.10.08-06	*Proposal to restrict meeting and exclusion of the press and public for a closed session - 1960 Public Bodies (admission to Meetings) act s1 (2)* Minutes

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	Cllr Jon Prinn proposed to restrict meeting and exclusion of the press and public for a closed session - 1960 Public Bodies (admission to Meetings) act s1 (2)* due to discussing employee pay and performance Cllr Raymond Pearce seconded Outcome: Carried
H2025.10.08-07	To REVIEW clerk's additional 5 hours per week allowance, and make a recommendation to full council Minutes The Clerk has an allowance for an additional 5 hours per week, which are taken where the clerk has availability / there is a need for additional hours. This was previously 10 hours, lowered to 5 on Feb 25. The clerk said the additional 5 hours per week is working well, sometimes used, sometimes not. Cllr's discussed times when workload increases, and agreed additional hours are useful to have. Cllr Lou Laybury proposed to recommend to full council to allow the clerk an additional 5 hours per week where needed, to be authorised by the chair for the next 12 months Cllr Sue Harbord seconded Outcome: Carried
H2025.10.08-08	To REVIEW salaries Minutes As part of our Financial Regulations, salaries are reviewed once per year. Cllrs and Clerk happy with salary, no adjustment suggested.
H2025.10.08-09	To REVIEW Clerks to do list, and AGREE priorities, and RECOMMEND to full council Minutes: The clerk ran through her to-do list and explained how it's organised into priorities from urgent to low. Cllrs happy with how the clerk is organising and prioritising her to do list. It was noted that there was a lot on her list, Cllrs discussed at length the idea of the clerk having an assistant to support the Clerk - initial proposal for an assistant - 7 hours a week - Temp contract - 12 months - Clerk to add costs to the budget to propose to full council - Clerk to create a job advert to recommend to full council 19.47 Cllr Harbord left the room 19.48 Cllr Harbord reentered the room Cllr Lou Laybury proposed to report to full council that F&GP are happy with how the Clerk is organising and prioritising her to do list, and to recommend creating and assistant position Cllr Lou Laybury seconded Outcome: Carried
H2025.10.08-10	Date of next meeting: 14.01.26

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Meeting closed at: 19.49

To be ratified by HR committee on: 14.01.26

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