

ST CLEER PARISH COUNCIL

Minutes of the (EXO) HR Committee meeting of St Cleer Parish Council held on 12.11.25, at 7pm at The Sports Pavilion, Sports Field, St Cleer.

Minutes written by Clerk Katie-Marie Goodwright on 13.11.2025

Agenda points are in black and minutes are in blue

Minute Ref	Item
HRX2025.11.12 -1	Persons Present/Apologies To note persons, present and receive apologies for absence. Minutes: Present - Clerk Katie-Marie Goodwright Cllrs Jon Prinn ▾ Raymond Pearce ▾ Sue Harbord ▾ Apologies received - Cllr Laybuy
HRX2025.11.12 -2	Receive any Declarations of Interest from Members/Dispensations - Disclosable pecuniary interests - Non-registrable interests - Declarations of gifts - Applications for dispensations Minutes: None declared
HRX2025.11.12 -3	Allow up to 15 Minutes for members of the public to address the council. Minutes: None present
HRX2025.11.12 -4	TO REVIEW AND APPROVE previous HR committee meeting minutes 08.10.25 Minutes: Cllr Raymond Pearce ▾ proposed to accept the minutes of the last HR meeting held on 08.10.25 as accurate and correct Cllr Sue Harbord ▾ seconded Outcome: Carried ▾
HRX2025.11.12 -5	TO DISCUSS and APPROVE admin assistant role particulars, recruitment process, and associated costs and actions Minutes - <u>Timeline</u> - Advertisement dates - 24th Nov - 5th Jan - At the HR meeting 14th Jan agree interviewee's - Interviews to be carried out W/C 19th Jan - Have another HR meeting 28th Jan (before FC meeting) to make a decision. Clerk to appoint as long as references come back ok.

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Minute Ref	Item
	- Start date - ASAP in Feb - <u>Advertisement</u> - Agree advert docs x 4 - application form, job description, privacy statement, safeguarding statement - councillors reviewed - How long to advertise for - 6 weeks - Where to advertise: Propose share on Facebook, CALC, Indeed, posters - Have agreed any associated costs for advertising that Clerk deems appropriate - <u>Training</u> - Clerk to provide - <u>Hours and flexibility</u> - 7 agreed - Flexible across the week as suits them and crosses over with Clerk. Remote, but sometimes in person with Katie - <u>Contract</u> - CALC advised to employ - Drafted - councillors reviewed - <u>Reviewing of application process</u> - Applications to go to Clerk. Clerk to recommend applicants for interview to the HR committee - <u>Interview date and panel</u> - 2 people from HR Committee and Clerk - w/c 19th Jan - <u>Interview questions</u> - Agreed Core questions - additional questions to be asked to each applicant based on their application - <u>Provision of equipment</u> - If employed need to provide laptop and software (budgeted £1000 for laptop) Cllr Raymond Pearce ▼ proposed to agree the above Cllr Jon Prinn ▼ seconded Outcome: Carried ▼
HRX2025.11.12 -6	Date of next meeting: 14.01.26

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Meeting closed at: 19:35

To be ratified by HR committee on: 14.01.25

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*