

ST CLEER PARISH COUNCIL

PUBLIC DRAFT Minutes of the (EXO) HR Committee meeting of St Cleer Parish Council held on 28.02.26, at 7pm at The Sports Pavilion, Sports Field, St Cleer.

Minutes written by Clerk Katie-Marie Goodwright on 20.02.2026

Agenda points are in black, public minutes are in blue

Minute ref	Item
XOHR2026. 01.18 -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 ▾ Sue Harbord ▾ Suzanne Horsfield ▾ Absent: Cllr Laybury Apologies received: Cllr Pearce - Cllr Horsfield attending in place of Cllr Pearce as substitute</p>
XOHR2026. 01.18 -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: None received</p>
XOHR2026. 01.18 -3	<p>Allow up to 15 Minutes for members of the public to address the council.</p> <p>Minutes: Non present</p>
XOHR2026. 01.18 -4	<p>*Proposal to restrict meeting and exclusion of the press and public for a closed session - 1960 Public Bodies (admission to Meetings) act s1 (2)*</p> <p>Minutes:</p> <p>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)* to discuss job applications and terms of employment</p> <p>Cllr Suzanne Horsfield ▾ seconded</p> <p>Outcome: Carried ▾</p>
XOHR2026. 01.18 -5	<p>TO REVIEW AND APPROVE previous HR committee meeting minutes from 12.11.25 and 14.01.26</p> <p>Minutes</p> <p>Cllr Jon Prinn ▾ proposed to accept the minutes of the last two HR meetings held on 12.11.25 and 14.01.26 as accurate and correct</p>

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	<p>Cllr Sue Harbord ▾ seconded Outcome: Carried ▾</p>
XOHR2026. 01.18 -6	<p>To REVIEW applications for the temp Clerk / RFO role and AGREE candidates for interview Minutes:</p> <ul style="list-style-type: none"> - Confirmed interview process from previous meeting - Councillors reviewed all 3 applications - Shortlisted 2 applicants for interview - Agreed Monday 2nd March morning for interview <p>Cllr Jon Prinn ▾ proposed to invite 2 candidates for interview on Monday 2nd March Cllr Suzanne Horsfield ▾ seconded Outcome: Carried ▾</p>
XOHR2026. 01.18 -7	<p>TO REVIEW and APPROVE draft temp Clerk / RFO contract from South West Councils Minutes: Clerk ran through contract with South West Councils to create the draft. Councillors discussed key points - no amendments needed</p> <p>Cllr Jon Prinn ▾ proposed to accept drafted contract for the Temp Clerk / RFO Cllr Sue Harbord ▾ seconded Outcome: Carried ▾</p>
XOHR2026. 01.18 -8	Date of next meeting: 4th March 2026

Meeting closed at: 19.45

To be ratified by HR committee on: 04.03.2026

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