

**Minutes of Okehampton Town Council extraordinary Policy and Resources Committee  
Meeting held on Thursday 12<sup>th</sup> July 2018 at 3pm in the Council Chamber,  
Town Hall, Okehampton**

**Committee Members Present:** Councillor Mrs J Yelland (Chairman)  
Councillor T Leech (Chairman, Planning)  
Councillor Miss C Holt (Vice-Chairman, Parks)  
Councillor Mrs J Goffey  
Councillor Mrs V Cushing  
Councillor P Vachon  
Councillor B Tolley

**Other Members Present:** None

**In Attendance:** Mrs E James (Town Clerk)

**187     Declarations of Interest** – None

**188     Apologies for Absence** – Cllrs Carpenter, Weekes, Marsh and Parkins

**Action**

**PART TWO ITEMS**

It was **RESOLVED** that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting for the following item as it involves the likely disclosure of sensitive and confidential information. Proposed by Cllr Leech, seconded by Cllr Goffey.

**189     Staffing Matters** –

**189.1     Assistant Clerk Vacancy** – It was reported that interviews had taken place over two days, the interview panel having consisted of Cllrs Yelland and Leech, and the Clerk.

On the proposition of Cllr Tolley, seconded by Cllr Goffey, it was **RESOLVED** to appoint Ms Caroline Ellis, subject to receipt of satisfactory references and a pre-employment questionnaire. The position was also subject to successful completion of a 6-month probationary period. It was noted by the Committee that various training including Omega software would be required to be arranged as soon as possible.

**189.2** The Clerk reported upon a health issue relating to a member of staff and which was noted by the Committee.

**Action**

On the proposition of Cllr Leech, seconded Cllr Holt, it was **RESOLVED** to exit and ratify decisions made in Part Two.

The meeting was closed at 3.15pm

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**Cllr Yelland  
Chairman**