

**Minutes of Okehampton Town Council extraordinary Policy and Resources Committee  
Meeting held on Wednesday 25<sup>th</sup> July 2018 at 3pm in the Council Chamber,  
Town Hall, Okehampton**

**Committee Members Present:** Councillor Mrs J Yelland (Chairman)  
Councillor T Cummings  
Councillor Mrs C Marsh (Chairman, Parks)  
Councillor Mrs J Goffey  
Councillor B Tolley  
Councillor P Vachon

**Other Members Present:** Councillor Miss C Holt

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

**222     Declarations of Interest – None**

**223     Apologies for Absence – Cllr Cushing**

**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 Marsh, seconded by Cllr Cummings.

**224     Staffing Matters –**

**224.1     Senior Caretaker Vacancy –** It was reported that interviews had taken place, the interview panel having consisted of Cllrs Marsh and Goffey, and the Clerk. A briefing paper was presented by the Clerk outlining the recommendations of the panel.

On the proposition of Cllr Marsh, seconded by Cllr Goffey, it was **RESOLVED** to appoint Mr J Dean as Senior Caretaker, commencing on 30<sup>th</sup> July at the salary scale recommended in the paper.

Clerk

The appointment opened a further vacancy for an Assistant Caretaker, and on the proposition of Cllr Marsh, seconded Cllr Goffey, it was **RESOLVED** to proceed as recommended in the briefing paper.

Clerk

**224.2     Assistant Clerk Vacancy -** Mrs Ellis had accepted the position and would be starting on 30<sup>th</sup> July. Omega training had been booked for Mrs Ellis and the Clerk to take place on 3<sup>rd</sup> August.

**224.3     Contracts –** A draft employment contract was tabled and considered. On the proposition of Cllr Cummings, seconded by Cllr Goffey, it was **RESOLVED** to use the contract as the standard for all vacancies arising.

**225     Urgent Items –** The Clerk reported that shortlisting for the Park-Keeper vacancy had been undertaken and interviews were scheduled for the following week. SW Councils had been consulted, the Committee noted the advice provided.

On the proposition of Cllr Cummings, seconded Cllr Goffey, it was **RESOLVED** to exit and ratify decisions made in Part Two.  
The meeting was closed at 3.20pm

**Cllr Yelland  
Chairman**