



*Okehampton Town Council*

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Emma James  
Town Clerk

12<sup>th</sup> June 2018

Dear Councillor

You are summoned to attend an extraordinary meeting of the Policy and Resources Committee to be held on **Monday 18<sup>th</sup> June 2018 at 3.00pm** in the Council Chamber, Town Hall, Okehampton.

Yours faithfully

Emma James  
Town Clerk

### **AGENDA**

**Declarations of Interest – Members are reminded that they should declare any relevant interest in the items to be considered.**

**Urgent items - items for information only can be brought to the attention of the Committee at the discretion of the Chairman at the end of the meeting.  
No decision can be taken on items not detailed on the published agenda.**

1. **Apologies for Absence** - To receive apologies from those Members unable to attend

### **PART TWO**

Items which may be taken in the absence of the press and public.

The Committee is recommended to pass the following resolution:-

‘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 items as they involve the likely disclosure of sensitive and confidential information.’

2. **Staffing Matters** – Commencement of recruitment process to fill caretaker vacancy, consideration of job description and any other documentation or associated requirements