



Okehampton Town Council

Town Hall
Fore Street
Okehampton
Devon
EX20 1AA

01837 53179
townclerk@okehampton.gov.uk

Emma James
Town Clerk

18th June 2018

Dear Councillor

You are summoned to attend an extraordinary meeting of the Policy and Resources Committee to be held on **Monday 25th June 2018 at 6.00pm** 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 –

2.1 Assistant Clerk’s Vacancy – Progress update

2.2 Caretaker’s Vacancy – Progress update

2.3 Parks Vacancy – Consideration of commencement of recruitment process to fill the vacancy, including the job description and any other documentation or associated requirements

2.4 To note and action as necessary any other issues relating to staffing