

**Minutes of Okehampton Town Council extraordinary Policy and Resources Committee Meeting held on Monday 25<sup>th</sup> June 2018 at 6pm in the Council Chamber, Town Hall, Okehampton**

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

**Other Members Present:** Councillor Miss C Holt  
Councillor Dr M Ireland

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

126 **Declarations of Interest** – None

127 **Apologies for Absence** – None

**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 Cummings.

128 **Staffing Matters** –

128.1 Assistant Clerk Vacancy - The Clerk reported that the position had been advertised

128.2 Caretaker Vacancy - The Clerk reported that the position had been advertised

128.3 Park-keeper Vacancy – The Park-keeper had tendered his resignation and intention to retire in August. The proposed job description, pay scale, and associated documentation was considered. On the proposition of Cllr Marsh, seconded by Cllr Leech, it was **RESOLVED** that the vacancy be advertised at SCP28, rising to SCP29 on successful completion of the probationary period. Shortlisting and interview arrangements to be made by the Personnel Sub-Committee in conjunction with the Clerk.

128.4 There were no other issues to note or action.

**Action**

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

The meeting was closed at 6.25pm

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**Cllr Yelland  
Chairman**