

Minutes of Okehampton Town Council extraordinary Policy and Resources Committee Meeting held on Wednesday 25th 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 30th July at the salary scale recommended in the paper.

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.

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

Action

Clerk

Clerk

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