

**Minutes of Okehampton Town Council Personnel Sub-Committee Committee Meeting
held on Thursday 10th January 2019 at 10am in the Committee Room,
Town Hall, Okehampton**

Members Present: Councillor Mrs J Yelland (Chairman)
Councillor Mrs J Carpenter (Mayor)
Councillor Mrs C Marsh (Chairman, Parks)
Councillor D Weekes (Chairman, Property)

In Attendance: Mrs E James (Town Clerk)

P15 Declarations of Interest – None

P16 Apologies for Absence – Cllr Leech

P17 Minutes – The draft minutes of the Personnel Sub-Committee meeting held on 24th September 2018 were received, signed and **APPROVED** on the proposition of Cllr Carpenter, seconded by Cllr Yelland.

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 Yelland, seconded by Cllr Weekes.

P18 Horticultural Apprenticeship – The briefing note and documentation provided by the Clerk was considered. It was confirmed that the documents had been produced in consultation with the park-keeper.

On the proposition of Cllr Weekes, seconded by Cllr Carpenter it was **RESOLVED** to recommend the following to the P&R Committee:

- The hourly wage to be that of a person under the age of 18 rather than the apprenticeship wage, being £4.35 p/hour as of April 2019, unless a higher wage is legally required to be paid
- That the Council will pay for bus travel to the College the cost of which is currently £160 p/annum
- The draft job description with an amendment to one item
- The draft advertisement
- That the vacancy be advertised as soon as it has been ratified by full Council at the end of January with a view to interviewing and appointing an apprentice in April, to commence as soon as they are able
- That the interview panel consist of the Clerk, Park-Keeper and Chair of Parks Committee

Action

Clerk

P19 Staffing Matters – The Clerk updated the Committee with regards an ongoing matter of which they were already aware and the course of action required.

Clerk

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

The meeting was closed at 10.40am

**Cllr Yelland
Chairman**