

**Minutes of Okehampton Town Council Personnel Sub-Committee Committee Meeting
held on Monday 15th April 2019 at 6pm 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)
Councillor A Leech (Chairman, Planning)

In Attendance: Mrs E James (Town Clerk)

P24 **Declarations of Interest** – None

P25 **Apologies for Absence** – None

P26 **Minutes** – The minutes of the Personnel Sub-Committee meeting held on 4th February 2019 were received, and **APPROVED** on the proposition of Cllr Yelland, seconded by Cllr Carpenter.

(Cllr Marsh arrived)

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 Carpenter, seconded by Cllr Weekes.

P27 **Apprenticeship Contract** – On the proposition of Cllr Marsh, seconded by Cllr Weekes it was **RESOLVED** to recommend the draft employment contract agreement for the Horticultural and Landscape Apprentice to the Policy & Resources Committee for approval.

Action

Clerk

P28 **Review of Job Description** – On the proposition of Cllr Weekes, seconded by Cllr Carpenter it was **RESOLVED** to recommend the amended job description of a member of staff following recent appraisal/development reviews to the Policy & Resources Committee for approval.

Clerk

P29 **Parks Staffing** – The Clerk reported that she had recently met with Cllr Marsh and the Park-keeper to discuss Parks staffing requirements and filling of the Gardener vacancy.

On the proposition of Cllr Marsh, seconded by Cllr Weekes it was **RESOLVED** to recommend to the Policy & Resources Committee that the position be advertised for a permanent part-time Groundsman to work 4 days per week in the summer months and 3 days per week over the winter, along with the proposed salary scale, job description and person specification.

Clerk

(Cllr Leech arrived)

P30 **Staffing Matters** – On the proposition of Cllr Yelland, seconded by Cllr Marsh it was **RESOLVED** to recommend to the Policy & Resources Committee that a contractor/s be approached with a view to assisting with a job role as would be required in the coming weeks/months.

The Clerk reported on a further matter which was noted and would be considered in due course.

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 6.30pm

Cllr Yelland
Chairman

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