



*Okehampton Town Council*

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Emma James  
Town Clerk

3<sup>rd</sup> October 2019

Dear Councillor

You are summoned to attend a meeting of the Personnel Sub-Committee to be held on **Friday 18<sup>th</sup> October at 10am in the Committee Room**, Town Hall, Fore Street, Okehampton.

Yours faithfully

Emma James  
Town Clerk

### **AGENDA**

**Declarations of Interest - Members are reminded that they should declare any relevant interest regarding items on the agenda.**

**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 for absence from those Members unable to attend.
2. **Minutes** - to approve minutes of the meeting held on 23<sup>rd</sup> May 2019

### **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.'

3. **Forward Planning** – To consider a report and documentation provided by the Clerk
4. **Staffing Matters** – To consider any other staffing matters as required