

**Minutes of Okehampton Town Council Personnel Sub-Committee Committee Meeting
held on Friday 18th October 2019 at 10am in the Committee Room,
Town Hall, Okehampton**

Committee Members Present: Councillor B Tolley (Chairman Policy & Resources)
Councillor Mrs J Yelland (Mayor)
Councillor A Leech (Chairman, Planning)

In Attendance: Mrs E James (Town Clerk)

	Action
391 <u>Declarations of Interest</u> – None	
392 <u>Apologies for Absence</u> – Cllr's Marsh and Vachon	
393 <u>Minutes</u> – The minutes of the Personnel Sub-Committee meeting held on 23 rd May 2019 were APPROVED on the proposition of Cllr Yelland, seconded by Cllr Leech, with the following addition at the beginning of the minutes ' <i>On the proposition of Cllr Marsh, seconded by Cllr Leech, it was resolved to appoint Cllr Tolley as Chairman of the Personnel Sub-Committee</i> '	

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 Yelland.

	Action
394 <u>Forward Planning</u> – A document tabled by the Clerk was considered and amendments suggested for further consideration at a later date.	Clerk
395 <u>Staffing Matters</u> –	
395.1 The Clerk reported on an incident that had occurred the previous day in the Town Hall and raised concerns regarding staff safety. A solution was reached and the Sub-Committee noted that until this could be implemented by the Clerk, the office would be closed to the public when necessary.	Clerk
395.2 The Clerk reported upon related incidents that had occurred in Simmons Park on Friday 11 th and Monday 14 th October to which the police had been called. <i>(Mrs James, Town Clerk, left the meeting)</i>	
395.3 The Chairman reported to the Personnel Sub-Committee that a Grievance had been made by a member of staff, progress to date and that he was seeking professional advice as to how best to proceed. A decision ensued.	

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

The meeting was closed at 10.56am

**Cllr Tolley
Chairman**