



*Okehampton Town Council*

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Emma James  
Town Clerk

28<sup>th</sup> August 2020

Dear Councillor

You are summoned to attend a remote meeting of the Personnel Sub-Committee to be held on Monday 14<sup>th</sup> September, at 6.15pm

Committee Membership consists of the following, other Members may attend but are unable to vote and are required to leave the meeting for confidential staffing related items of business:

Cllr Tolley (Chairman)	Cllr Yelland (Mayor)
Cllr Goffey (Chairman, Property)	Cllr Leech (Chairman, Planning)
Cllr Marsh (Chairman, Parks)	

### **Join Zoom Meeting**

<https://us02web.zoom.us/j/83889373987>

Meeting ID: 838 8937 3987

Passcode: 763267

### **By Phone**

0203 481 5240 United Kingdom

0203 901 7895 United Kingdom

0131 460 1196 United Kingdom

Meeting ID: 838 8937 3987

Passcode: 763267

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 18<sup>th</sup> October 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. **Training Request** – To consider a report, previously circulated and resolve to make a recommendation to the Policy & Resources Committee
4. **Staffing Matters** – To note that an item raised at the last meeting, 18<sup>th</sup> October 2019, was still outstanding and to resolve action to be taken