

**Minutes of Okehampton Town Council Personnel Sub-Committee Committee Meeting  
held on Friday 18<sup>th</sup> 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)

**391** **Declarations of Interest** – None

**392** **Apologies for Absence** – Cllr's Marsh and Vachon

**393** **Minutes** – The minutes of the Personnel Sub-Committee meeting held on 23<sup>rd</sup> May 2019 were **APPROVED** on the proposition of Cllr Yelland, seconded by Cllr Leech, with the following addition at the beginning of the minutes '*On the proposition of Cllr Marsh, seconded by Cllr Leech, it was resolved to appoint Cllr Tolley as Chairman of the Personnel Sub-Committee*'

**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 Leech, seconded by Cllr Yelland.

**394** **Forward Planning** – A document tabled by the Clerk was considered and amendments suggested for further consideration at a later date.

**Action**

Clerk

**395** **Staffing Matters** –

**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<sup>th</sup> and Monday 14<sup>th</sup> October to which the police had been called.

*(Mrs James, Town Clerk, left the meeting)*

**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

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**Cllr Tolley**  
**Chairman**