



Okehampton Town Council

Town Hall
Fore Street
Okehampton
Devon
EX20 1AA

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townclerk@okehampton.gov.uk

Emma James
Town Clerk

16th November 2020

Dear Councillor

You are summoned to attend a remote meeting of the Personnel Sub-Committee to be held on Monday 23rd November, 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 Goffey (Chairman, Property)
Cllr Marsh (Chairman, Parks)

Cllr Yelland (Mayor)
Cllr Leech (Chairman, Planning)

Join Zoom Meeting

<https://us02web.zoom.us/j/81422395929>

Meeting ID: 814 2239 5929
Passcode: 094051

Dial by your location
0203 051 2874 United Kingdom
0203 481 5237 United Kingdom
0203 481 5240 United Kingdom

Meeting ID: 814 2239 5929
Passcode: 094051

Yours faithfully

E James

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 14th September 2020

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. **Staffing Matters** – To consider a report from the Clerk and to resolve actions to be taken on the items in the report which include apprenticeship and work experience