

**Minutes of Okehampton Town Council Personnel Sub-Committee Committee Meeting
held on Thursday 9th December 2021 at 2pm**

Committee Members Present: Councillor A Wood (Chairman, Property)
Councillor S Sanger (Chairman Policy & Resources)
Councillor B Tolley (Mayor)
Councillor M Ireland (Chairman, Planning)

In Attendance: Mrs E James (Town Clerk)

551 **Election of Chairman** – On the proposition of Cllr Ireland, seconded Cllr Sanger it was **RESOLVED** to appoint Cllr Wood as Chairman of the Committee.

552 **Apologies for Absence** – On the proposition of Cllr Ireland, seconded Cllr Wood, it was **RESOLVED** to approve apologies received from Cllr Travers who was at work.

553 **Minutes** – The minutes of the Personnel Sub-Committee meeting held on 23rd November 2020 were **APPROVED** on the proposition of Cllr Tolley, seconded by Cllr Sanger, and signed by the Chairman.

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 Ireland, seconded by Cllr Wood.

554 **Staffing Matters** –

554.1 Consideration was given to various ways of potentially reducing the Clerk's workload and on the proposition of Cllr Tolley, seconded Cllr Ireland it was **RESOLVED** that further consideration would be given to them at a future meeting once further information had been gathered.

554.2 The Clerk provided an update regarding an accident that had occurred to a member of staff whilst at work.

554.3 It was agreed by the Committee to support the request of a member of staff to undertake the CiLCA qualification at the approximate cost of £710, for approval by the Policy & Resources Committee.

Action

Clerk

Clerk

On the proposition of Cllr Tolley, seconded Cllr Sanger, it was **RESOLVED** to exit Part 2 and ratify decisions made therein.

The meeting was closed at 3pm.

Cllr Wood
Chairman