



Okehampton Town Council

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Emma James  
Town Clerk

19<sup>th</sup> July 2022

You are summoned to attend a meeting of the Personnel Sub-Committee to be held on **Monday 25<sup>th</sup> July 2022 at 6pm in the Committee Room, Town Hall, Okehampton.**

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 Yelland (Chairman, P&R)  
Cllr Wood (Chairman, Property)  
Cllr Button (Chairman, Parks)

Cllr Tolley (Mayor)  
Cllr Jessop (Chairman, Planning)

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. **Election of Chairman** – To elect a Chairman for the Sub-Committee from the Committee members noting that it cannot be the Mayor.
2. **Apologies for Absence** - To receive apologies for absence from those Members unable to attend.
3. **Minutes** - to approve minutes of the meeting held on 9<sup>th</sup> December 2021

### 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.’**

#### 4. **Small Projects Officer**

- 4.1 To consider and resolve to approve documentation including the specification, contract and salary for an additional member of staff on a temporary part-time basis of 1 day per week for six months for small project work was considered.
- 4.2 To consider and agree the employment panel