

**Minutes of Okehampton Town Council Personnel Sub-Committee Committee Meeting  
held on Monday 25<sup>th</sup> July 2022 at 6pm in the Committee Room, Town Hall,  
Okehampton**

**Committee Members Present:** Councillor A Wood (Chairman, Property)  
Councillor B Tolley (Mayor)  
Councillor P Jessop (Chairman, Planning)

**In Attendance:** Mrs E James (Town Clerk)

- 162** **Election of Chairman** – On the proposition of Cllr Tolley, seconded Cllr Wood it was **RESOLVED** to appoint Cllr Jessop as Chairman.
- 163** **Apologies for Absence** – The Clerk reported that Cllr Button had resigned from the Council.
- 164** **Minutes** – The minutes of the Personnel Sub-Committee meeting held on 9<sup>th</sup> December 2021 were **APPROVED** on the proposition of Cllr Wood, seconded by Cllr Tolley, 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 Tolley, seconded by Cllr Wood.

- 165** **Small Projects Officer** - On the proposition of Cllr Tolley, seconded Cllr Wood it was **RESOLVED**:
- To approve the draft job description and person specification for the employment of a temporary part-time basis of 1 day per week for six months for small project work incorporating agreed amendments.
  - That the vacancy be advertised internally initially and that the Clerk approve the appointment if only one expression of interest was received or if job share was requested. In any other situation the employment panel to consist of the Mayor, Chair of Policy & Resources, and the Clerk.

**Action**

Clerk

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

The meeting was closed at 6.30pm.

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**Cllr  
Chairman**