



Okehampton Town Council

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Emma James  
Town Clerk

6<sup>th</sup> November 2023

You are summoned to attend a meeting of the Personnel Sub-Committee to be held on **Monday 13<sup>th</sup> November 2023 at 6.30pm 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 Colman (Chairman, Property)	Cllr Leech (Chairman, Planning)
Cllr Fisher (Mayor)	Cllr Yelland (Chairman, Policy & Resources)
Cllr Holt (Chairman, Parks)	

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 25<sup>th</sup> July 2022

### 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. **Staffing Matters** – To consider a request from a member of staff and other related matters