



Okehampton Town Council

Town Hall
Fore Street
Okehampton
Devon
EX20 1AA

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townclerk@okehampton.gov.uk

Emma James
Town Clerk

10th March 2025

Dear Councillor

You are summoned to attend a meeting of the Policy & Resources Committee to be held on Monday 31st March 2025 at 6.30pm in the Council Chamber, 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 J Yelland (Chairman)
Cllr L Bird
Cllr F Hart
Cllr C Marsh
Cllr S Weekes

Cllr A Fisher (Mayor)
Cllr R Colman (Chairman, Property)
Cllr T Leech (Chairman, Planning)
Cllr B Tolley (Vice-Chairman)

Yours faithfully

E James

Emma James
Town Clerk

AGENDA

This meeting will be livestreamed through the Council's Facebook page. Persons attending will be captured on film except when seated in the public seating area, with the exclusion of the first row. Any speech may be picked up and broadcast.

A fire alarm drill is not planned. In the event that the alarm sounds, please make your way out of the building using either staircase to the meeting point in Red Lion Yard and await further instructions.

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.

Please ensure mobile phones are turn off or to silent.

Business to be Transacted

1. **Apologies for Absence** - To receive apologies from those Members unable to attend
2. **Declarations of Interest** – To receive disclosures of interests from Councillors on matters to be considered at the Meeting. The disclosure shall include the nature of the interest. If a Member becomes aware, during the course of the Meeting, of an interest that has not been disclosed they must do so immediately.

3. **Public Participation** – To receive questions or comments from members of the public. (Please note that decisions cannot be made on items not detailed on the agenda.)
4. **Members' Questions** - To receive questions from Members regarding the workings of the Committee.

PART TWO – CONFIDENTIAL ITEMS

5. **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 which are CONFIDENTIAL by virtue of relating to legal and/or commercial matters, staffing and/or the financial or business affairs of a person or persons other than the Council.'
6. **Staffing Matters**
 - 6.1 **Groundsman and Facilities Officer Vacancies** – To consider recommendations from the recruitment panels
 - 6.2 **HR Documentation** – To consider an update in relation to the updating of contracts, policies and the creation of a staff handbook and resolve to approve the renewal of all staff terms of employment/contracts to be agreed by the Clerk, the Clerk's to be approved by the Committee.