



Okehampton Town Council

Town Hall  
Fore Street  
Okehampton  
Devon  
EX20 1AA

01837 53179  
[www.okehampton.gov.uk](http://www.okehampton.gov.uk)

**Minutes of a Okehampton Town Council Personnel Sub-Committee Meeting  
held on 8<sup>th</sup> December 2025 at 6.15pm in the Committee Room, Town Hall, Okehampton**

**Members Present:**

Cllr J Yelland (Chairman)

Cllr T Leech (Chairman, Planning)

Cllr R Colman (Mayor)

Cllr B Tolley (Chairman, Parks)

**In Attendance:**

Mrs E James (Town Clerk)

**437. Apologies for Absence**

On the proposition of Cllr Colman seconded by Cllr Leech it was **RESOLVED** to approve apologies tendered by Cllr Bird (personal).

**438. Declarations of Interest**

None

**439. Minutes**

On the proposition of Cllr Colman and seconded by Cllr Tolley it was **RESOLVED** to approve the minutes of the meeting held on 30<sup>th</sup> June 2025 for signing by Cllr Yelland.

**PART 2 CONFIDENTIAL**

**440.** On the proposition of Cllr Leech, seconded Cllr Tolley 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 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.

**441. Staffing Matters**

An update in relation to staff absence was provided by the Clerk and the creation of an Events Assistant role on a zero hour contract in accordance with documentation provided was considered. On the proposition of Cllr Leech, seconded by Cllr Tolley it was **RESOLVED** to recommend the role to the Policy & Resources Committee at the NJC SCP2 rate of pay for up to 260 hrs p/annum, role to be reviewed in Autumn 2026 by the Personnel Sub-Committee. Some amendments to the Job Description and Person Specification were required and the Clerk to consult with other members of staff.

On the proposition of Cllr Tolley, seconded Cllr Colman, it was **RESOLVED** to exit Part 2 and ratify decisions made therein. The meeting was closed at 6.45pm.

---

Councillor Yelland, Chairman