



Okehampton Town Council

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**Minutes of a Okehampton Town Council Personnel Sub-Committee Meeting  
held on 26<sup>th</sup> May 2026 at 6pm in the Committee Room, Town Hall, Okehampton**

**Members Present:**

Cllr J Yelland (Chairman)

Cllr L Bird (Chairman, Property)

Cllr T Leech (Chairman, Planning)

Cllr B Tolley (Chairman, Parks)

**In Attendance:**

Mrs E James (Town Clerk)

**37. Committee Chairman and Vice-Chairman**

On the proposition of Cllr Tolley, seconded by Cllr Bird, it was **RESOLVED** to appoint Cllr Yelland as the Chairman for 2026/27.

**38. Apologies for Absence**

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

**39. Declarations of Interest**

None

**40. Minutes**

On the proposition of Cllr Tolley, seconded by Cllr Bird it was **RESOLVED** to approve the minutes of the meeting held on 30<sup>th</sup> March 2026 as a true record for signing by Cllr Yelland.

**PART 2 CONFIDENTIAL**

**41.** On the proposition of Cllr Bird, seconded Cllr Leech 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.

**42. Staffing Matters**

**42.1** The resignation of a member of staff, whose last official day was 3<sup>rd</sup> July 2026, was noted.

On the proposition of Cllr Tolley, seconded by Cllr Leech it was **RESOLVED** to commence the recruitment process and approve, in accordance with the report, the:

- a) job description
- b) salary scale
- c) 14 hrs p/week
- d) contract of employment
- e) recruitment panel

**42.2** An update in relation to the job evaluation was provided by the Clerk who advised the process would include a briefing by the LCC to the Personnel Sub-Committee Chairman.

On the proposition of Cllr Leech, seconded Cllr Tolley, it was **RESOLVED** to exit Part 2 and ratify decisions made therein. The meeting was closed at 6.25pm

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Councillor Yelland, Chairman