



Okehampton Town Council

Town Hall
Fore Street
Okehampton
Devon
EX20 1AA

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townclerk@okehampton.gov.uk

Emma James
Town Clerk

7th September 2026

Dear Councillor

You are summoned to attend a meeting of the Personnel Sub-Committee to be held on Monday 14th September 2026 at 7pm (or at the arising of a meeting of Full Council, whichever later) 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 Colman (Mayor)	Cllr Leech (Chairman, Planning)
Cllr Bird (Chairman, Property)	Cllr Yelland (Chairman, Policy & Resources)
Cllr Tolley (Chairman, Parks)	

Yours faithfully

E James

Emma James
Town Clerk

AGENDA

This meeting will be livestreamed through the Council's Facebook page. Persons attending may be captured on film when seated in the public seating area and 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.

Councillors are reminded that to avoid the risk of being seen as predetermined or biased, they should consider all debate prior to deciding on how to vote on items of business.

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 turned off or to silent.

Business to be Transacted

1. **Apologies for Absence** - To receive and approve 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. **Minutes** – To confirm and approve the minutes of the meeting held on 26th May 2026.

PART TWO – CONFIDENTIAL ITEMS

4. **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.’**
5. **Job Evaluation** – To consider the report from the Local Council Consultancy, associated documentation and make recommendations to the Policy & Resources Committee.