

**Minutes of Okehampton Town Council Personnel Sub-Committee  
held on Monday 16<sup>th</sup> September at 6pm in the Committee Room, Town Hall,  
Okehampton**

**Committee Members Present:** Councillor J Yelland (Chairman)  
Councillor R Colman (Chairman, Property)  
Councillor A Fisher (Mayor)  
Councillor T Leech (Chairman, Planning)

**In Attendance:** Mrs E James (Town Clerk)

	<b>Action</b>
277 <b><u>Appointment of Chairman</u></b> - On the proposition of Cllr Colman, seconded Cllr Fisher it was <b>RESOLVED</b> to appoint Cllr Yelland as Committee Chairman.	
278 <b><u>Apologies for Absence</u></b> – On the proposition of Cllr Colman, seconded Cllr Fisher it was <b>RESOLVED</b> to approve apologies tendered by Cllr Tolley (personal).	
279 <b><u>Declaration of Interests</u></b> – None	
280 <b><u>Minutes</u></b> – On the proposition of Cllr Colman, seconded Cllr Leech it was <b>RESOLVED</b> to approve the minutes of the Personnel Sub-Committee meeting held on 2 <sup>nd</sup> September 2024, with an amendment to Min Ref 232.2 adding the Chair or Vice-Chair of the Property Committee to the recruitment panel. To be signed by Cllr Yelland.	
281 <b>On the proposition of Cllr Leech, seconded Cllr Colman 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.</b>	
282 <b><u>Staffing Matters</u></b>	
282.1 <b><u>Flexible Working</u></b> – On the proposition of Cllr Fisher, seconded Cllr Colman it was <b>RESOLVED</b> to recommend to the Policy & Resources Committee that a request from a member of the Parks team to reduce their working hours as set out in the report be approved. The change to take effect from 1 <sup>st</sup> March 2025.	Clerk
282.2 <b><u>Parks Staffing</u></b> – On the proposition of Cllr Colman, seconded Cllr Fisher it was <b>RESOLVED</b> to recommend to the Policy & Resources Committee that a) and b) as set out in the report were approved.	Clerk
282.3 <b><u>Resignation</u></b> – The resignation of the Assistant Clerk was noted, her last working day being 8 <sup>th</sup> November 2024.	
On the proposition of Cllr Leech, seconded Cllr Colman, it was <b>RESOLVED</b> to recommend in principle to the Policy & Resources Committee that a) and b) as set out in the report were approved. The existing Assistant Clerk be asked to undertake some essential financial, payroll work and undertake a handover following her last official day.	Clerk

**282.4 Facilities Officer** – Item paused whilst recruitment following resignation of the Assistant Clerk was progressed.

On the proposition of Cllr Leech, seconded Cllr Colman, it was **RESOLVED** to exit Part 2 and ratify decisions made therein. The meeting was closed at 6.40pm.

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**Chairman**

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