

**Minutes of Okehampton Town Council Policy and Resources Committee Meeting  
held on Monday 23<sup>rd</sup> September 2024 at 7.05pm in the Council Chamber,  
Town Hall, Okehampton**

**Committee Members Present:** Councillor J Yelland (Chairman)  
Councillor R Colman (Chairman, Property)  
Councillor T Leech (Chairman, Planning)  
Councillor B Tolley (Chairman, Parks)  
Councillor L Bird  
Councillor F Hart  
Councillor C Marsh

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

**Action**

- 307** **Apologies for Absence** – Apologies tendered by Cllr Fisher (personal) and Cllr Weekes (illness) were approved on the proposition of Cllr Tolley, seconded Cllr Colman.
- 308** **Declarations of Interest** - None
- 309** **Public Participation** – None
- 310** **Members’ Questions** – None
- 311** **Policies and Documents** - On the proposition of Cllr Colman, seconded Cllr Leech, it was **RESOLVED** to recommend the following policies to Full Council
- a) Co-Option Policy
  - b) Discretions Policy
  - c) Equality and Diversity Policy
  - d) Flexible Retirement
  - e) Recruitment
- 312** **Finances - 2025/26 Budget** – Cllrs Marsh and Tolley declared personal interests in the allotments being Trustees of Okehampton United Charity.
- V2 of the 2025/26 draft budget was considered. On the proposition of Cllr Yelland, seconded Cllr Leech, it was **RESOLVED** that the contribution towards allotments be removed from the Grants Budget and separately budgeted, the amount to be budgeted to be further considered.
- On the proposition of Cllr Leech, seconded Cllr Tolley (2 abstentions), it was **RESOLVED** that the Grant Budget for 2025/26 remain at £29,000.
- 313** **On the proposition of Cllr Bird, 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.**
- 314** **Staffing Matters** - Recruitment and other roles following the resignation of the Assistant Clerk were considered.
- On the proposition of Cllr Marsh, seconded Cllr Hart, it was **RESOLVED** to approve recommendations from the Personnel Sub-Committee as follows:
- Items a) and b) of the Personnel Sub-Committee report in relation to both the remit of the role and pay scale.

Clerk

Clerk

- Job descriptions
- Person specification

On the proposition of Cllr Colman, seconded Cllr Bird, it was **RESOLVED** that the recruitment panel consist of the Clerk, Policy & Resources Committee Chairman and Cllr Marsh.

Cllr Marsh requested an item be added to a future Full Council Agenda – Consideration of a Council Peer Review.

On the proposition of Cllr Marsh, seconded Cllr Colman, it was **RESOLVED** to exit Part 2 and ratify decisions made therein. The meeting was closed at 7.35pm.

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**Cllr Yelland, Chairman**