

**Minutes of Okehampton Town Council Policy and Resources Committee Meeting  
held on Monday 31<sup>st</sup> March 2025 at 6.30pm in the Council Chamber,  
Town Hall, Okehampton**

**Committee Members Present:** Councillor J Yelland (Chairman)  
Councillor A Fisher (Mayor)  
Councillor T Leech (Chairman, Planning)  
Councillor B Tolley (Chairman, Parks)  
Councillor L Bird  
Councillor F Hart  
Councillor C Marsh  
Councillor S Weekes

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

**Action**

683 **Apologies for Absence** – On the proposition of Cllr Leech seconded Cllr Tolley, it was **RESOLVED** to approve apologies tendered by Cllr Colman (health).

684 **Declarations of Interest** – None

685 **Public Participation** – None

686 **Members' Questions** – None

687 **On the proposition of Cllr Bird, seconded Cllr Weekes 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.**

688 **Staffing Matters**

688.1 **Groundsman and Facilities Officer Vacancies**

On the proposition of Cllr Weekes seconded Cllr Fisher, it was **RESOLVED** to offer the Groundsman vacancy, which had been advertised internally, to Mr Peek.

On the proposition of Cllr Fisher seconded Cllr Hart, it was **RESOLVED** not to appoint a Facilities Officer internally and to externally advertise the vacancy.

688.2 **HR Documentation** – The Clerk reported that Peninsula HR were reviewing council documentation, including policies, and creating a staff handbook.

On the proposition of Cllr Leech seconded Cllr Bird, it was **RESOLVED** to approve the updating of all staff contracts for approval by the Clerk, the Clerk's to be agreed by the Committee. The update was for the purpose of regularising contracts and updating them with amendments as required including hours of work, job titles, and legislation changes.

On the proposition of Cllr Yelland seconded Cllr Fisher, it was **RESOLVED** to consider amending the Park-Keepers job title in conjunction with a whole staff evaluation hoped to be undertaken within the 2025/26 Mayoral year.

On the proposition of Cllr Leech, seconded Cllr Weekes, it was **RESOLVED** to exit Part 2 and ratify decisions made therein. The meeting was closed at 6.50pm.

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**Cllr Yelland, Chairman**