

# OTTERY ST MARY TOWN COUNCIL

Council Offices, The Old Convent, 8 Broad Street,  
Ottery St Mary. Devon. EX11 1BZ  
Tel: 01404 812252



E-mail: [enquiries@otterystmary-tc.gov.uk](mailto:enquiries@otterystmary-tc.gov.uk)

Web Site:- [www.otterystmary-tc.gov.uk](http://www.otterystmary-tc.gov.uk)

**THIS MEETING IS OPEN TO THE PUBLIC AND PRESS**  
**who are welcome to attend as observers**  
**20 seats only, are available to the public on a first-come, first-served basis**

19<sup>th</sup> February 2020

**To: Members of the Human Resources Management Committee of Ottery St Mary Town Council**

A Meeting of the Human Resources Management Committee of Ottery St Mary Town Council will be held in the Council Chamber, The Old Convent, 8 Broad Street, Ottery St Mary on **MONDAY 24<sup>th</sup> FEBRUARY 2020 at 9.15am** to consider the matters detailed on the Agenda below

Yours faithfully

*C J McIntyre*

**Christine McIntyre**  
**Chief Executive Officer**

**Recording of Meetings etc** - This meeting is being audio recorded by the Council and the recording will subsequently be available for public listening on request. Under the Openness of Local Government Bodies Regulations 2014, any members of the public are allowed to take photographs, film and audio record the proceedings and report on all public meetings (including on social media). If you are recording the meeting, you are asked to act in a reasonable manner and not disrupt the conduct of meetings for example by using intrusive lighting, flash photography or asking people to repeat statements for the benefit of the recording. You may not make an oral commentary during the meeting. The Mayor has the power to control public recording and/or reporting so it does not disrupt the meeting.

**Mobile Phones, Pagers and Similar Devices** – All persons attending this meeting are required to turn off Mobile Phones, Pagers and Similar Devices. The Mayor may approve an exception to this request in special circumstances

## A G E N D A

- 1 . To receive apologies for absence
2. To receive Declarations of interest for items on the Agenda and receipt of requests for new Disclosable Pecuniary Interests (DPIs) dispensations for items on the Agenda
3. Under the Public Bodies (Admission to Meetings) Act 1960 as amended by s.100 LGA 1972, the public (including the press) are excluded from items 4 and 5, due to the confidential nature of the contents
4. To approve and sign the Minutes of the Human Resources Management Committee Meeting of 31<sup>st</sup> October 2019

5. To consider the requirement for an additional member of staff and to make recommendations accordingly
6. To consider the requirement for additional office accommodation and to make recommendations accordingly
7. An update on the Volunteer Co-ordinator role
8. Councillors Questions