Ottery St Mary Town Council

8 Broad Street, Ottery St Mary, Devon EX11 1BZ

PUBLIC NOTICE OF MEETING

Human Resources

Issued: Monday, 26 October 2026

Dear All,

Notice is hereby given of a public meeting of the **Human Resources** to be held at **10:00 AM** on **Friday, 30 October 2026** at **Ottery St. Mary Town Council**. Members of the public and press are welcome to attend in accordance with the Public Bodies (Admission to Meetings) Act 1960. This notice is given under paragraph 10(2) of Schedule 12 to the Local Government Act 1972.

Kerry Kennell

Clerk to Ottery St Mary Town Council

INFORMATION FOR MEMBERS OF THE PUBLIC/PRESS:

The law requires that public access is possible and not restricted, unless in the case of an agreed confidential session.

1. For members of the public/press that wish to speak at the meeting, under public participation, please raise your hand and wait for the Mayor to prompt you.
2. For those who have no visual access to the meeting, Members will state their name before speaking and voting.
3. The order of business may be changed by a decision of the Council and by resolution without notice.

Note: 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

1. Apologies for Absence

To receive and record apologies for absence. Members are reminded that the Council can only accept apologies where a valid reason is given. Local Government Act 1972, s.85(1)

2. Declarations of Interest

To receive any declarations of pecuniary or non-pecuniary interests from members in items on the agenda, and any requests for dispensations. Members are reminded of their obligations under the Localism Act 2011 s.29–34.

3. Exclusion of Public and Press

To RESOLVE that, under the Public Bodies (Admission to Meetings) Act 1960 s.1(2), the public and press be excluded from the remainder of the meeting by reason of the confidential nature of the business to be transacted.

4. Declarations of Interest

To receive any declarations of pecuniary or non-pecuniary interests from members in items on the agenda, and any requests for dispensations. Members are reminded of their obligations under the Localism Act 2011 s.29–34.

5. Confirmation of Minutes of 2nd October 2026 *(Exempt)*

To approve and sign the minutes of the previous meeting as a true and correct record. Local Government Act 1972 Schedule 12 para 41.

6. Correspondence Received *(Exempt)*

To note correspondence received and determine any items requiring a formal response.

7. To consider and make recommendations (as appropriate) regarding various staffing issues *(Exempt)*

8. Matters Raised by Members Not Otherwise on the Agenda

To receive brief updates or questions from members on matters not otherwise on the agenda. No decisions may be taken under this item. Members are reminded this is for information and signposting only; substantive matters should be referred to a future agenda.

9. Date and Time of Next Meeting

To confirm the date, time and venue of the next meeting of the Council.