



# CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

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Office Hours: Mon – Fri 9am – 1pm

Minutes of the **Staffing Sub-Committee** held in Chipping Norton Town Hall on **Thursday 22<sup>nd</sup> December 2022 at 1pm**

The following members were present:

Cllr Steve Akers (Chair)

Cllr Sandra Coleman

Cllr Jo Graves

Also in attendance:

Luci Ashbourne, Town Clerk

## **SSC15. Apologies for absence.**

Apologies were received from Cllrs Natasha Whitmill and David Heyes.

## **SSC16. Declarations of interest**

There were no declarations.

## **SSC17. Minutes**

**RESOLVED:** That the minutes of the meeting held on 20<sup>th</sup> October 2022 are approved as a correct record and signed by the Chair.

## **SSC18. Confidential Session**

**RESOLVED:** In view of the confidential nature of the business to be transacted, the press and public be excluded from the meeting in accordance with the provisions of s.1 of the Public Bodies (Admission to Meetings) Act 1960.

## **SSC19. Staffing matters**

Members discussed the Town Clerk's report regarding recruitment of the new RFO and Estates Officer and agreed next steps.

**RESOLVED:** That until the permanent RFO and Estates Officer is in post:

- That The Deputy Clerk work full time hours from January 2023
- That the Council employ Alison Packer on a freelance basis from 9<sup>th</sup> January 2023. Alison will work a maximum of 16 hours per week at a rate of £25 per hour.
- That the vacancy is re-published in January.

## **SSC20. Date of next meeting.**

Date and time of the next meeting will be set when needed.

Signed as an accurate record

Chair.....

Date.....