



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 via TEAMS on **Thursday 15th February at 11am**

The following members were present:

Cllr Steve Akers (Chair)

Cllr Sandra Coleman

Cllr Jo Graves

Cllr Ian Finney

Cllr Mike Cahill

Also in attendance:

Luci Ashbourne, Town Clerk and CEO

SSC15	Apologies for absence. No apologies were received.
SSC16	Declarations of interest There were no declarations.
SSC17	Minutes RESOLVED: That the minutes of the meeting held on 5 th February 2024 are approved as a correct record and signed by the Chair at the next available opportunity.
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 a. Members received a confidential report regarding staffing matters. RESOLVED: That the report be noted and the next steps are agreed. b. Members received a report from The Town Clerk. Proposed by Cllr Akers, seconded by Cllr Coleman. All in favour, motion carried. RESOLVED: That the role of admin and customer service assistant (as recommended in the LGRC organisational report) be drawn up and a cost proposal prepared.
SSC20	Date of next meeting. Thursday 21st March 9:30am, The Council Chamber.

The meeting closed at 12:12pm.

Signed as an accurate record

Chair.....

Date.....