



CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

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Office Hours: Mon – Fri 9am – 1pm

Minutes of a STAFFING SUB-COMMITTEE held on the 15th May 2025 at 10am in the Council Chamber, Chipping Norton Town Hall

Present: Cllrs Sandra Coleman (Vice-Chair), Ian Finney, Jo Graves, Mike Cahill

Also Present: Katherine Jang, Town Clerk & CEO

7. Apologies for absence.

Apologies were received from Cllr Whitmill and Akers.

8. Declaration of interests.

None received.

9. Minutes

RESOLVED: That the Chair signs and approves the Minutes of the Sub-Committee meeting held on 10th April 2025.

10. Confidential Session

RESOLVED: To move into a Confidential Session to discuss Separate Business, pursuant to s.1(2) of the Public Bodies (Admission to Meetings) Act 1960.

11. Policies

Members considered a draft Redundancy Policy and agreed to send the draft to Full Council for approval.

RESOLVED: That the draft Redundancy Policy is sent to Full Council for approval.

12. Staffing matters

a. Members receives an update following the recruitment for the RFO & Deputy Clerk role and Assets & Operations Officer role.

Cllr Coleman proposed that the Admin and Customer Services Assistant should continue on full-time hours to support admin pressures until the end of June 2025 and would award an additional SCP scale point when returning to part-time hours to reflect the additional responsibilities taken on including the memorials administration and allotments management. Seconded by Cllr Finney, all in favour, motion carried.

RESOLVED: That the Admin and Customer Services Assistant would return to the original part-time hours as stated within the contractual agreement as of the 1st July 2025. And that when returning to part-time hours she would be awarded an additional SCP scale point to reflect the additional responsibilities taken on.

13. Date of next meeting – TBC

The Chair closed the meeting at 10:52am

DRAFT