



# CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

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Office Hours: Mon – Fri 9am – 1pm

Town Clerk: Katherine Jang  
28<sup>th</sup> November 2025

## **SUMMONS TO ATTEND A MEETING OF STAFFING SUB-COMMITTEE**

TO: All Members of the Staffing Sub-Committee

VENUE: The Council Chamber, Chipping Norton Town Hall

DATE: 3<sup>rd</sup> December 2025

TIME: 11:00am

Katherine Jang  
Town Clerk

A handwritten signature in black ink that reads 'K Jang'.

### Recording of Meetings

Under the Openness of Local Government Bodies Regulations 2014 the council's public meetings may be recorded, which includes filming, audio-recording as well as photography.

### A G E N D A

#### **1. Apologies for absence.**

To consider apologies and reasons for absence.

Committee members who are unable to attend the meeting should notify the Town Clerk ([townclerk@chippingnorton-tc.gov.uk](mailto:townclerk@chippingnorton-tc.gov.uk)) prior to the meeting.

#### **2. Declaration of interests.**

Members are reminded to declare any disclosable pecuniary interests in any of the items under consideration at this meeting in accordance with the Town Council's code of conduct.

#### **3. Minutes**

To approve the Minutes of the Sub-Committee meeting held on 5<sup>th</sup> November 2025.

#### **4. Confidential Session**

To resolve to move into a Confidential Session to discuss Separate Business, pursuant to s.1(2) of the Public Bodies (Admission to Meetings) Act 1960. The public and press should leave the meeting during the consideration of item 5.

#### **5. Staffing matters**

To receive a confidential report on staffing matters.

#### **6. Date of next meeting – TBC**

