



CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341

Email: townclerk@chippingnorton-tc.gov.uk

Office Hours: Mon – Fri 9am – 1pm

Minutes of a Staffing Sub-Committee meeting held on the 19th December 2025, at 2pm in the Council Chamber, Chipping Norton Town Hall

PRESENT: Cllrs Steve Akers (Chair), Sandra Coleman, Ian Finney, Jo Graves, Mike Cahill

ALSO PRESENT: Louise Warren, Responsible Finance Officer & Deputy Clerk

0 members of the public were present

1. Apologies for absence.

None received

2. Declaration of interests.

None received

3. Minutes

RESOLVED: That the Chair signs and approves the Minutes of the Sub-Committee meeting held on 3rd December 2025 as an accurate record of the meeting.

Full minutes of the 3rd December meeting to be circulated by email due to error in providing the full set to Councillors prior to the meeting. Cllr. Cahill asked for the minutes to be amended to reflect that he was missed off the invitation list therefore was absent from the meeting on the 3rd.

4. Confidential Session

RESOLVED: That the Committee resolves to move into a Confidential Session to discuss Separate Business, pursuant to s.1(2) of the Public Bodies (Admission to Meetings) Act 1960. No members of the public were present during the discussion of Item 5.

5. Staffing matters

Members received a confidential written report from the designated disciplinary investigator. Discussion and questions followed. Cllr Cahill proposed the Council moved to a formal disciplinary hearing. Cllr Graves seconded. All in favour.

6. Date of next meeting –

The Chair closed the meeting at 15:40.

DRAFT