



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

Town Clerk: Katherine Jang
3 December 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: 19th December 2025

TIME: 2pm

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) 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 3rd December 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

