



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 meeting held on the 3rd
December 2025, at 11am in the Council Chamber, Chipping
Norton Town Hall**

PRESENT: Cllrs Steve Akers (Chair), Sandra Coleman, Ian Finney, Jo Graves
0 members of the public were present

12. Apologies for absence.

None received

13. Declaration of interests.

None received

14. Minutes

RESOLVED: That the Chair signs and approves the Minutes of the Sub-Committee meeting held on 5th November 2025 as an accurate record of the meeting.

15. 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.

16. Staffing matters

Members received a verbal update from the Chair.

Members appointed Cllr Finney as the official investigator for all Disciplinary investigations moving forward. Members discussed appointing a secondary investigator from the pool of Councillors outside of the Staffing Sub-Committee, once a revised Disciplinary Policy has been agreed.

For the Clerk to bring a revised Disciplinary Policy to the next Finance & Resources Committee meeting.

17. Date of next meeting – 19th December 2025, 2pm, Council Chamber Chipping Norton Town Hall
The Chair closed the meeting at 12:09 pm.

DRAFT