



CHIPPING NORTON TOWN COUNCIL

TOWN HALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NA

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Office Hours: Mon /Weds/Fri, 9am-5pm

Minutes of a Staffing Sub-Committee meeting held on the 28th May 2026 at 10:30am in the Council Chamber, Chipping Norton Town Hall

PRESENT: Cllrs Steve Akers (Chair), Sandra Coleman, Jo Graves, Tom Festa (Via Microsoft TEAMS)

ALSO PRESENT: Katherine Jang, Town Clerk & CEO

0 members of the public were present

1. Election of Chair 2026-27

Cllr Coleman nominated Cllr Akers, seconded by Cllr Graves. No other nominations were received. All in favour, motion carried.

RESOLVED: That Cllr Akers is appointed as Chair of the Staffing Sub-Committee for FY 26/27.

2. Election of Vice-Chair 2026-27

Cllr Akers nominated Cllr Coleman, seconded by Cllr Festa. No other nominations were received. All in favour, motion carried.

RESOLVED: That Cllr Coleman is appointed as Vice Chair of the Staffing Sub-Committee for FY 26/27.

3. Apologies for absence.

None received

4. Declaration of interests.

None received

5. Minutes

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

6. 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.

7. Staffing matters

- a. Members discussed the resignation of the Council's Events and Marketing Officer, effective 18th June 2026. Members discussed business continuity measures and agreed to offer the current Admin and Customer Service Assistant the opportunity to move from a temporary fixed-term contract to a full-time permanent contract.

Members agreed that the title for the new role would be: Admin, Lettings and Events Officer. The SCP range 7-12 for the permanent role would remain the same as the Admin and Customer Services Assistant role.

Members discussed marketing requirements for the Town Council and discussed options to either employ a member of staff in-house or temporarily outsource this work using professional support. The Town Clerk suggested that if an in-house member of staff were to be appointed that this would be on a fixed-term contract in the first instance. It was agreed that the Town Clerk explore both options and would consult with an external marketing firm to determine requirements. A report would be brought to the next

Staffing meeting with recommendations.

- b. Members discussed a confidential report regarding a disciplinary matter. It was agreed that the Town Clerk would be authorised to hold a meeting with the Town Council's external HR Advisors and the member of staff and to proceed accordingly with the HR Advisor's advice.

8. Date of next meeting – TBC

The Chair closed the meeting at 12:30pm

DRAFT