



CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

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Minutes of the **Staffing Sub-Committee** held in Chipping Norton Town Hall on **Wednesday 8th May at 2pm**

The following members were present:

Cllr Steve Akers (Chair)

Cllr Jo Graves

Cllr Ian Finney

Also in attendance:

Luci Ashbourne, Town Clerk and CEO

SSC27	Apologies for absence. Apologies were received from Cllrs Whitmill and Coleman. Cllr Cahill confirmed he would be late.
SSC28	Declarations of interest There were no declarations.
SSC29	Minutes RESOLVED: That the minutes of the meeting held on 21 st March 2024 are approved as a correct record and signed by the Chair.
SSC30	Confidential Session RESOLVED: In view of the confidential nature of the business to be transacted, the press and public be excluded from the meeting in accordance with the provisions of s.1 of the Public Bodies (Admission to Meetings) Act 1960.
SSC31	Staffing matters Members received a confidential report regarding staffing matters regarding the Deputy Clerk and Estates Manager having gained the Certificate in Local Council Administration. Members noted congratulations to the officer for this achievement in their continuous professional development. Cllr Finney proposed a salary increase of two points from 26 to 28, widening the salary scale to 30 in that the officer can continue to progress over the next two years. Seconded by Cllr Akers. All in favour, motion carried. RESOLVED: That the Deputy Clerk and Estates Manager moved to salary point 28 (£36,648 per annum) in line with the contract agreement following the CiLCA qualification being achieved, and the top of the salary scale now sits at point 30.
SSC32	Date of next meeting. To be confirmed.

The meeting closed at 14:17pm.

Signed as an accurate record

Chair.....

Date.....