



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 **Tuesday 1st October at 2:30pm**

The following members were present:

Cllr Steve Akers (Chair)

Cllr Mike Cahill

Cllr Sandra Coleman

Cllr Ian Finney

Cllr Natasha Whitmill

Cllr Jo Graves

Also in attendance:

Luci Ashbourne, Town Clerk and CEO

SSC9	<p>Opening comments. The Chair and members thanked the Town Clerk and CEO for her dedication, professionalism, empathy and vision while she has been in post with the Council. Members wished the Town Clerk all the best in her new role.</p>
SSC10	<p>Apologies for absence. No apologies were received.</p>
SSC11	<p>Declarations of interest There were no declarations.</p>
SSC12	<p>Minutes RESOLVED: That the minutes of the meeting held on 13th August 2024 are approved as a correct record and signed by the Chair.</p>
SSC13	<p>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.</p>
SSC14	<p>Staffing matters Members received a confidential report regarding a transition plan following the Town Clerk's resignation. It was proposed that the Deputy Town Clerk would take on the role of Acting Town Clerk and CEO on SCP 37 and that the Admin and Customer Service Assistant work full time hours based in the Guildhall to take on administration tasks to support the Acting Town Clerk. This arrangement should start on Monday 4th November in order that there are two weeks training time before the Town Clerk leaves on 15th November 2025. It was also proposed that professional locum support should be identified on a 1 day a week basis in order to ensure the Acting Clerk and CEO has robust support in place. Cllr Cahill proposed that the above proposal be approved, Cllr Akers seconded. All in favour, motion carried. RESOLVED: That the Deputy Clerk and Estates Manager be Acting Clerk from 4th November 2025 with a temporary salary uplift to SCP 37 £45,441 commensurate with the duties required, and that the Admin and Customer Service Assistant take on temporary full-time hours based in the Guildhall to provide support for this arrangement. The Town Clerk noted that the Town Hall need to take on agency staff to help run the bar at a</p>

	<p>number of very busy commercial events.</p> <p>Cllr Finney proposed that this is approved, Cllr Cahill seconded. All in favour, motion carried.</p> <p>RESOLVED: That the Council use Berry Recruitment agency for temporary events staff where required.</p>
SSC15	<p>Date of next meeting. To be confirmed.</p>

The meeting closed at 15:35

Signed as an accurate record

Chair.....

Date.....

DRAFT