Acting Town Clerk: Katherine Jang

4th April 2025 **CHIPPING NORTON TOWN COUNCIL**

# THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341

Email: [townclerk@chippingnorton-tc.gov.uk](mailto:townclerk@chippingnorton-tc.gov.uk)

Office Hours: Mon – Fri 9am – 1pm

TO:

VENUE:DATE: TIME:

# SUMMONS TO ATTEND A MEETING OF STAFFING SUB-COMMITTEE

All Members of the Staffing Sub-Committee

The Council Chamber, Chipping Norton Town Hall

10th April 2025

11:30am

Katherine Jang

Acting Town Clerk

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Description automatically generated with medium confidence

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)](mailto:(townclerk@chippingnorton-tc.gov.uk)%20) prior to the meeting.

1. **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.

# Minutes

# To approve the Minutes of the Sub-Committee meeting held on 13th March 2025.

# 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.

# Staffing matters

# To review and consider the draft recruitment packs for the Deputy Clerk and RFO role and Assets and Operations officer and consider next steps.

# To receive the staffing budget underspends and Staffing Contingency EMR for 2025-2026.

1. **Date of next meeting** – TBC