



**Woodstock Town Council**  
The Town Hall, Woodstock, Oxford, OX20 1SL  
Telephone: 01993 811216  
Website: [www.woodstock-tc.gov](http://www.woodstock-tc.gov)  
Town Clerk: Marzia Sellitti

**Minutes of the meeting of the Staffing Committee held in The Town Hall, Woodstock on Monday 31<sup>st</sup> January 2022 at 4.30 pm.**

**Present:**

Councillors Faulkner (Chairman), Bailey, Lamb, U Parkinson and Spencer-Churchill.

**In attendance:**

S Shippen – Locum Town Clerk

- SC/222/1 Apologies for Absence**  
All Committee members were present.
- SC/222/2 Declarations of Interest**  
No declarations were made.
- SC/222/3 Public Speaking and Question Time**  
No members of the public were present.
- SC/222/4 Minutes of previous meeting**  
**RESOLVED** that the word “to” be removed and the words “a resident forwarded by” be added after the word “from” in minute SC/122/6.6 and the amended minutes of the Staffing Committee held 10<sup>th</sup> January 2022 be **APPROVED** as a correct record to signed by the Chairperson at a later date.
- SC/222/5 Exclusion of Press & Public**  
It was **RESOLVED** that the press and public be excluded from the meeting in accordance with the Press & Public (Admissions to Meetings) Act 1960 as the matters to be discussed relate to staff matters.
- SC/222/6 Staffing Matters**
- SC/222/6.1 Town Clerk**  
The Committee **NOTED** the confidential verbal update given by the Locum Town Clerk.
- SC/222/6.2 Town Clerk Recruitment**  
The Committee reviewed the report and associated recruitment documents. It was **RECOMMENDED** that the advised amendments be made and the application pack and recruitment process be reported to Council for approval.
- SC/222/6.3 Replacement of Caretaker**  
The Committee considered the report. It was **RECOMMENDED** that the Locum Town Clerk continue with cover from the Assistant Caretaker and a further review be undertaken once a new Town Clerk is recruited.

RF



*The meeting concluded at 6.10pm.*

Chairperson..... ROOGER ..... Date 30.3.22 .....

