



Woodstock Town Council
The Town Hall, Woodstock, Oxford, OX20 1SL
Telephone: 01993 811216
Website: www.woodstock-tc.gov
Locum Town Clerk: Karen Crowhurst

Minutes of the meeting of the Staffing Committee held in The Town Hall, Woodstock on Thursday 9th June 2022 at 5.30pm.

Present:

Councillors Faulkner, Cllr Lamb, Cllr Manby-Brown and Cllr Spencer-Churchill.

Also, in attendance: Karen Crowhurst, Town Clerk, and Cllrs Grant, Cllr Parnes, and Cllr U Parkinson.

SC/2291. Election of Chairman

A nomination was received for Cllr Faulkner to be elected as Chairman, this was seconded, therefore, Cllr Faulkner was duly elected as Chairman to Woodstock Town Council's Staffing Committee.

SC/2292. Apologies for absence

No apologies for absence were received as all were in attendance.

SC/2293. Declarations of Members interests

There were no declarations of Members interests.

SC/2294. Public Speaking and Question Time

This period of time designated for public speaking in accordance with standing order 3(f) shall not exceed 3 minutes each with a total allocated time of 15 minutes.

There were no questions or comments as no Members of the public were in attendance. At this stage of the meeting, Non Committee Members were asked if they would like to use this opportunity to speak. No Members made any comments or statements. None were received.

SC/2294a. Minutes of previous meeting

To consider the minutes of the previous meeting held on 30th March 2022.

Due to other minutes needing to be considered it was agreed to accept the minutes of the meeting held in April to be adopted at the next Staffing Committee meeting.

SC/2295. Exclusion of Press and Public

To **resolve** the exclusion of press and public in accordance with the Press and Public (Admission to Meetings) Act 1960 as the matters to be discussed relate to staff. – To **resolve** to exclude



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It was **resolved** to exclude any press and members of the public.

The composition of the Staffing Committee was raised, and disappointment was expressed. The Clerk advised that in order to go forward there is an item on the next Council meeting to extend Membership of the Staffing Committee.

SC/2296. To consider responses to questions presented to Committee from Cllr Ann Grant

Members considered the questions raised by Cllr Grant and agreed after taking the questions into account, it was agreed for the Clerk, and the Chairman of the Staffing Committee to meet with Cllr Grant and go through the questions with the aim of addressing questions and queries raised.

SC/22977. Staffing Matters

- a) Town Clerk vacancy – To decide timeframe and process for appointing the Town Clerk

After some discussion and taking into account comments made by non-Committee Members it was agreed to carry on with the Locum Clerk and launch the application process in September.

During this item Cllr Manby-Brown expressed his concern that the meeting had become uncomfortable due to comments raised by one Non Committee Member. Cllr Manby-Brown requested his concern be included in these minutes.

The Locum Clerk advised that order needed to be restored in order for the meeting to continue and the purpose of the meeting was for the Staffing Committee to transact the business on the agenda.

- b) Appointment of Responsible Finance Officer - To consider various options presented and agree a timeframe, process, hours, and salary for appointing an RFO

Members considered the options presented to them in the confidential report and agreed to appoint Rachel Johnson as the Responsible Finance Officer on spinal column 33 for 8 hours per week. In the interim to meet the requirement of Section 151 of the Local Government Act 1972 to appoint Karen Crowhurst as RFO to Woodstock Town Council until the commencement of employment of Rachel Johnson

- c) To consider the appointment of a Deputy Caretaker

This item was not discussed as the Council already has a Deputy Caretaker.



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- d) To ratify the appointment of the cleaner

The Town Clerk apologised for the title of this item as it should read Assistant Caretaker. It was agreed to welcome Rachel Peters to the staffing team. The Clerk advised that this post is based on a zero-hour contract and will be meeting with the Assistant Caretaker to consider the role going forward.

- e) Grievances-To consider the confidential staffing report and decide any actions arising from the report

Members agreed to note the grievance which is ongoing and also agreed to accept the advice of the Solicitor regarding a Subject Access request.

There being no further business, the meeting closed at 6.25pm