



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

To: Members of the Staffing Committee Cllrs: Faulkner, Bailey, Lamb, Manby -Brown, and Spencer-Churchill

You are summoned to attend a meeting of the Staffing Committee to be held in The Town Hall, Woodstock on Thursday 9th June 2022 at 5.30pm.

AGENDA

1. Election of Chairman

To receive and accept apologies for absence.

2. Apologies for absence

To receive declarations of interest in items on the agenda.

3. Declarations of Members interests

4. 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.

4. Minutes of previous meeting

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

5. 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

6. To consider responses to questions presented to Committee from Cllr Ann Grant

7. Staffing Matters

- a) Town Clerk vacancy – To decide timeframe and process for appointing the Town Clerk
- b) Appointment of Responsible Finance Officer - To consider various options presented and agree a timeframe, process, hours, and salary for appointing an RFO
- c) To consider the appointment of a Deputy Caretaker
- d) To ratify the appointment of the cleaner
- d) Grievances-To consider the confidential staffing report and decide any actions arising from the report

Signed: *K. A. Crowhurst*

Karen Crowhurst –Locum Town Clerk

Date:30th May 2022