



**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 10<sup>th</sup> January 2022 at 4.30 pm.**

**Present:**

Councillors Faulkner (Chairman), Bailey, Lamb, U Parkinson.

**In attendance:**

S Shippen – Locum Town Clerk

**SC/122/1 Apologies for Absence**

No Apologies for absence were received.

**SC/122/2 Declarations of Interest**

No declarations were made.

**SC/122/3 Public Speaking and Question Time**

No members of the public were present.

**SC/122/4 Minutes of previous meeting**

**RESOLVED** that the minutes of the Staffing Committee held 11<sup>th</sup> November 2021 be **APPROVED** as a correct record and signed by the Chairman.

**SC/122/5 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.

*4.35pm Councillor Jo Lamb entered the meeting.*

**SC/122/6 Staffing Matters**

**SC/122/6.1 Town Clerk**

The Committee considered the confidential report. It was **RECOMMENDED** that Council be advised of the views of the Committee.

**SC/122/6.2 Town Clerk**

The Committee **NOTED** the confidential report.

**SC/122/6.3 Locum Town Clerk**

The Committee considered a proposal from LGRC to provide Locum Clerk services once the existing Locum Clerk finishes. It was **RECOMMENDED** that the proposal be **APPROVED** and Council notified accordingly.

RF

**SC/122/6.4 Gift for Former Staff member**

The Committee considered a request from a resident forwarded by Councillor Ann Grant. It was **RESOLVED** that this was not a matter for the Staffing Committee or the Council to organise and that Councillor Grant be advised.

**SC/122/6.5 Subject Access Request**

The Committee **NOTED** the receipt of and response to a SAR.

**SC/122/6.6 ACAS Early Conciliation**

The Committee **NOTED** the rejection of the previous offer and considered the counter claim. It was **RECOMMENDED** that Council be advised of the views of the Committee

**SC/122/6.7 RFO**

The Committee **NOTED** the acceptance of extension of contract by the RFO to 30/6/22.

*The meeting concluded at 6.32pm.*

Chairman .....



Date .....

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