



Woodstock Town Council

The Town Hall, Woodstock, Oxford, OX20 1SL

Telephone: 01993 811216

Website: www.woodstock-tc.gov

Town Clerk: Marzia Sellitti

Minutes of the meeting of the Staffing Committee held in The Town Hall, Woodstock on Monday 31st 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 10th 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.

The meeting concluded at 6.10pm.

Chairperson..... Date