



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 7th November 2022 at 6.30pm.

Present: Cllr Bailey, Cllr Manby-Brown. Cllr Lamb, and Cllr Spencer-Churchill.

Also, in attendance: Karen Crowhurst; Locum Town Clerk, and Cllr Parnes.

Members of the public attended: 5

Minutes

7/22/1. Election of Chairman

Nominations were received for Cllr Bailey to be Chairman of the Staffing Committee. Cllr Bailey accepted the nominations. A vote was taken by a show of hands, all were in favour. Therefore, it was **resolved** for Cllr Bailey to be duly elected.

7/22/2. Apologies for absence

Apologies were received from Cllr U Parkinson.

7/22/3. Declarations of Members interests

No declarations of interests were received.

7/22/4. 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.

7/22/5. Minutes of previous meeting

To consider the minutes of the previous meeting held on 9th June 2022.

It was **resolved** to accept the minutes of the meeting held on 9th June 2022 as a true and accurate record of the meeting.

Cllr Spencer-Churchill reminded Members that the minutes of the meeting held on 13th April 2022 have not yet been approved. The Locum Clerk agreed to include them on the next Staffing Committee Meeting Agenda.

7/22/6. Exclusion of Press and Public



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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.

Cllr Spencer-Churchill proposed the exclusion of press and members of the public. Cllr Lamb seconded the proposal. It was then **resolved** for the Members of the public to be excluded.

The Chair had to close the meeting at 6.37pm.

No other business on the agenda was transacted.

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

8. Staffing Matters

- a) Town Clerk vacancy – To receive an update and agree any actions
- b) Other Staffing Matters
- c) Grievance
- d) To note the confidential report and agree any actions arising from the report.

All of the above are included in a confidential report sent to all Staffing Committee Members prior to the meeting.