



Woodstock Town Council

The Town Hall, Woodstock, Oxford, OX20 1SL

Telephone: 01993 811216

Website: www.woodstock-tc.gov

Locum Town Clerk: Samantha Shippen

Minutes of the meeting of the Staffing Committee held in The Town Hall, Woodstock on Wednesday 13th April 2022 at 3.00pm.

Present:

Councillors Faulkner (Chairperson), Lamb and Spencer-Churchill.

In attendance:

S Shippen – Locum Town Clerk

SC/224/1 Apologies for Absence

Apologies for absence were received from Councillor Kate Bailey and Ulli Parkinson.

SC/224/2 Declarations of Interest

No declarations were made.

SC/224/3 Public Speaking and Question Time

No members of the public were present.

SC/224/4 Minutes of previous meeting

RESOLVED that the minutes of the Staffing Committee held 30th March 2022 be **APPROVED** as a correct record and signed by the Chairperson.

SC/224/5 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/224/6 Recruitment of Town Clerk

The Locum Town Clerk presented a summary of recruitment and advised that the shortlisted applicant did not attend for interview.

She further updated on the new Locum Town Clerk contract with LGRC.

It was **RESOLVED** that

1. The Locum Town Clerk be requested to work from the office, which will incur travel and subsistence charges; this will be reviewed by the Staffing Committee at the end of May 2022;
2. Recruitment be re-started after the end of May 2022.

The meeting concluded at 4.50pm.

Chairperson..... Date