



MILTON PARISH COUNCIL

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TO ALL MEMBERS OF THE PARISH COUNCIL STAFFING COMMITTEE

You are summoned to attend a meeting of Milton Parish Council Staffing Committee to be held in the Bowls Pavilion on Monday 21 October 2024 at 7:30pm.

Clerk's signature: *Sarah Coker*
Date of issue: 15 October 2024

AGENDA

1. Elect New Staffing Chairman

2. Apologies for absence: to receive and approve apologies for absence.

Motion to exclude public and press

It is hereby resolved in accordance with Section 1(2) of the Public Bodies (Admission to meeting) Act 1960 that publicity would be prejudicial to the public interest by reason of the sensitive nature of the business to be transacted at Agenda Items 3-5

The public and press will be temporarily excluded from the meeting at this point and any present are herewith to withdraw.

3. To APPROVE the Confidential Minutes of the meeting held on Monday 30 January 2023 (Appendix 1)

4. Declarations of interest and dispensations:

To receive declarations of interest from councillors on items on the agenda;

To receive written requests for dispensations for disclosable pecuniary interests (if any);

To grant any requests for dispensation as appropriate.

5. Staff Appraisals (Tabled)

Clerk – to discuss outcomes

Deputy Clerk – to discuss outcomes

Community Care Warden – to discuss outcomes

Village Maintenance Person – to discuss outcomes

6. To REVIEW Staffing Policies (Appendix 2)

Health and Safety, Employees Code of Conduct, Internet and Email acceptable use policy, Recruitment Policy, Training statement of intent, Terms of reference, Lone worker policy, Lone worker risk assessment, Equality and Diversity policy, Grievance policy, Disciplinary procedure, Dignity at work/bullying and harassment policy

7. To REVIEW Staff Pay Scales (Tabled)

Clerk, Deputy Clerk and Community Care Warden

8. Date of next meetings

Monday 19 May 2025

Clerk's Office