

**Minutes of the Staffing Committee Meeting of Milton Parish Council held on
Monday 24 November 2025 at 7:30pm in the Bowls Pavilion**

Present: H Smith (HMS) (Chair), P Ellwood (PE), D Owen (DO),

In attendance: S Corder (SC) (Clerk)

1. To accept and approve apologies for absence.

A Bradnam (Councillor business).

2. Approval of minutes of the Staffing Committee meeting held on Monday 19 May 2025

HMS Proposed to accept the minutes – DO Seconded **ALL AGREED**

3. Declarations of interest and dispensation

To receive declarations of interest from councillors for items on agenda; None.

To receive written requests for dispensations for disclosable pecuniary interests (if any); None.

To grant any requests for dispensation as appropriate; None.

HMS Proposed to go into Confidential session – DO Seconded **ALL AGREED** (Meeting closed 7:43pm)

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 4-7.

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

4. To Review, Clerk, Deputy Clerk and Responsible Finance officer Job Description

The above job descriptions were reviewed with minor amendments as required. **To go to full Council for approval.**

5. To Review Clerk's Contract of Employment

As the Clerk's contract has not been reviewed since 2019 it was **AGREED** to ask our HR Solicitor to look over all of the staff contracts for any updates required.

Clerk to produce a separate Sickness Policy and to remove the sickness section from the contracts and referring to Sickness Policy in all contracts.

6. To REVIEW Staff Pay Scales

Clerk, Deputy Clerk and Community Care Warden.

It was **AGREED** to leave the Deputy Clerk and Community Care Warden on the same scale point as the NALC updated pay scales came in effect from April.

HMS proposed an increase in the Clerk's pay of one scale point, in recognition of her 10 years' service to this Council and successfully taking on the RFO role. **ALL AGREED. To go to Finance Committee as a recommendation then to full Council for decision.**

7. To Consider Staffing Figures for 2026/27 Budget

A detailed budget summary report for staff salaries was circulated. It was **AGREED** to add 3% to all staff salaries for the 2026/27 budget figures plus the cost of the increase in the Clerk's salary. Also, an extra increase to the Community Care Warden budget figure as this year's budget figure was recognised as too low. **Budget figures to go to the Finance meeting in January.**

(Meeting opened 8:53pm) DO left at 8:53pm

8. To REVIEW Staffing Policies

The Health & Safety, Internet & Email Acceptable Use, Recruitment, Lone Working and Risk Assessment Policies were reviewed and updated. **To go to full Council for approval.**

9. Date of next meeting

Monday 18 May 2026 – 7:30pm

Meeting closed 8:57pm Signed Date

DRAFT