



# 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 24 November 2025 at 7:30pm.

Clerk's signature: *Sarah Coker*

Date of issue: 18 November 2025

## AGENDA

1. **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.

2. **To APPROVE the Minutes of the meeting held on Monday 19 May 2025 (Page 1)**
3. **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.
4. **To Review Clerk, Deputy Clerk and Responsible Finance Officer Job Descriptions (Pages 2-5)**
5. **To Review Clerk's Contract of Employment (Tabled)**
6. **To REVIEW Staff Pay Scales (Tabled)**
  - Clerk, Deputy Clerk and Community Care Warden
7. **To Consider Staffing Figures for 2026/27 Budget (Tabled)**
8. **To REVIEW Staffing Policies (Pages 6-13)**
  - Health & Safety, Internet & Email Acceptable Use, Recruitment, Lone Worker and Risk Assessment
9. **Date of next meetings**
  - Monday 18 May 2026 – 7:30pm

Clerk's Office