

**Minutes of the Staffing Committee Meeting of Milton Parish Council held on
Monday 18 May 2026 at 7:30pm in the Bowls Pavilion**

Present: A Bradnam (AB) (Chair) H Smith (HMS) P Ellwood (PE) (Ex-officio), D Owen (DO),

In attendance: S Corder (SC) (Clerk)

1. To accept and approve apologies for absence.

None- full committee in attendance.

2. Approval of minutes of the Staffing Committee meeting held on Monday 24 November 2025

HMS Proposed to accept the minutes – DO Seconded **AGREED (AB abstained).**

Notes of the informal Confidential session on Monday 24 November 2025 would be circulated to those involved and stored confidentially.

(PE left 7:35pm)

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.

4. Staff Appraisals

Staff appraisals had been undertaken with the following staff on 2 March 2026 and 8 April 2026.

Clerk – Appraisal carried out by PE and HMS.

Deputy Clerk – Appraisal carried out by PE and Clerk:

Community Care Warden – Appraisal carried out by HMS and Clerk.

Village Maintenance Person – Appraisal carried out by PE and Clerk.

Outcomes were discussed and recorded.

Outcomes of recommendations:

Clerk sourced further Excel training to be provided by Sutherland IT as and when required.

Clerk to send all staff contracts to the HR Solicitor for review and updates, to reflect new provisions relating to 'day one rights' which might relate to any new employees and the new sickness leave provisions.

5. Date of next meeting

Monday 16 November 2026 – 7:30pm (Date error on the agenda stated Monday 17 November 2026)

Meeting closed 8:18pm Signed Date