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 16 November 2026 at 7:30pm.

Clerk's signature: Sarah Cooker
Date of issue: 9 October 2026

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 18 May 2026 (Appendix 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 Updated Clerk/RFO, Community Care Warden and Village Maintenance Person Job Descriptions (Appendix 2)**

5. **To Review Staff Contracts of Employment (Tabled)**
   To review updates suggested to the Clerks, Deputy Clerk, Community Care and Village Maintenance Person Contract of Employment.

6. **Date of next meetings**
   Monday 24 May 2027 – 7:30pm

Clerk's Office

Appendix 1

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 ……