

MILTON PARISH COUNCIL

Parish Council Office
Coles Road
Milton
Cambridge
CB24 6BL



Clerk to the Council Jim Daniels
Tel: 01223 861447
Fax: 0871 433 9275
Email: clerk@miltonvillage.org.uk
Web: www.miltonvillage.org.uk

4 April 2011

**To Staffing Committee
For information to all members of the Parish Council**

**A meeting of the Staffing Committee will be held
on Monday 11 April 2011 at 7.30pm in the Parish council Office**

AGENDA

- 1 Apologies for absence**
- 2 To approve the minutes of the meeting held on 17 January 2011 (page 2)**
- 3 Policy on accepting gifts and ‘conflict of interest’ (CC4/03-11) – from Age UK:**
“We allow staff to accept only small tokens of appreciation such as flowers or chocolates. These must be recorded in our gift book. Small monetary gifts from any one client must not exceed more than £10 in a year. Again, this would need logging in our gift book.
If any conflict of interest is highlighted, this is noted on a risk register.”
- 4 Procedure for recruiting the clerk’s successor (S3/01-11) (Notes attached)**
- 5 Staff appraisals (S4/01-11) (Notes attached)**
Proposal [Public Bodies (Admission to Meetings) Act 1960] to exclude members of the public to this item by reason of the confidential nature of the business
- 6 Any other business**
- 7 Date of next meeting**

Jim Daniels

Jim Daniels
Clerk