

MILTON PARISH COUNCIL

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10th November 2011

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

A meeting of the Staffing Committee will be held on

Tuesday 15 November 2011 at 7.30pm

in the Parish Council Office

AGENDA

- 1 Apologies for absence
- 2 To approve the minutes of the meeting held on 18 October 2011 (page 2)
- 3 Clerk's successor (S3/10-11)
update – adverts to be sent out immediately
interview process – panel of interviewers, method of assessment and presentation
- 4 Community Care – advertising process for relief warden (S4/10-11) (PC10/11-11 also refers)
- 5 Date of next meeting tba

Jim Daniels

Jim Daniels
Clerk

Minutes of the Staffing Committee Meeting of Milton Parish Council held on 18 October 2011 at 7.45pm in the Parish Council Office

Present: IF May (chair) JE Coston RT Summerfield
In attendance HM Smith I Tyes
The Clerk

- 1 **Apologies for absence** - TA Drummond.
- 2 **Minutes** – the minutes of the meeting held on 12 September 2011 were approved and signed as a true record.
- 3 **Clerk’s successor**
 - Update** – papers all prepared – advert modified.
 - Interview process** – panel of interviewers to be chairman of Council, chairman of Staffing and one other. Questions to be drawn up from the job description
 - Method of assessment** - minute taking and EXCEL exercise. *Action: Clerk and JEC*
 - Presentation using projector** eg “how will Localism agenda affect Parish Councils?”
These to be discussed in more detail at the next meeting 15 November.
- 4 **Recommendation from Community Care Committee**
Proposal at 8pm Public Bodies (Admission to Meetings) Act 1960] to exclude members of the public to this item owing to the confidential nature of the business

The meeting opened at 8.04pm

- 5 **Date of next meeting** - November 15 at 7.30pm.

The meeting ended at 8.05pm.

Signed..... Date.....