

MILTON PARISH COUNCIL

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14th December 2011

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

A meeting of the Staffing Committee will be held on

Monday 19 December 2011 at 7.30pm

in the Parish Council Office (after Planning)

AGENDA

- 1 Apologies for absence**
- 2 To approve the minutes of the meeting held on 15 November 2011 (page 2)**
- 3 Clerk to the Council (S3/11-11)**
Shortlist of candidates (to be circulated 16th December)
Interview dates/arrangements (pages 3-4)
- 4 Date of next meeting tba**

Jim Daniels

Jim Daniels
Clerk

Minutes of the Staffing Committee Meeting of Milton Parish Council held on 15 November 2011 at 7.30pm in the Parish Council Office

Present: IF May (chair) JE Coston TA Drummond RT Summerfield
The Clerk

- 1 **Apologies for absence** – none.
- 2 **Minutes** – the minutes of the meeting held on 18 October 2011 were approved and signed as a true record.

AGREED Public Bodies (Admission to Meetings) Act 1960] to exclude members of the public to items 3 and 4 owing to the confidential nature of the business

- 3 **Clerk's successor**
AGREED advert, shortlisting and interview process.
- 4 **Community Care – advertising process for relief warden**
AGREED to advertise in January Village View. *Action: IFM and the clerk*
Community Care Committee to review.
- 5 **Date of next meeting** – 19 December 7.30pm.

The meeting ended at 8.28pm.

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