

**Minutes of the Staffing Committee Meeting of Milton Parish Council held on 02 August 2011 at 7.30pm in the Parish Council Office**

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

- 1 **Election of Chairman** - IF May was elected chairman. He reminded committee that it was Council's Policy to consult with Smith May Solicitors on employment issues where necessary.
- 2 **Apologies for absence** – none.
- 3 **Minutes** – the minutes of the meeting held on 11 April 2011 were approved and signed as a true record.
- 4 **Policy on accepting gifts and 'conflict of interest'** (S3/04-11)  
Council added "Community Care" to the Policy (PC16/05-11) and advised that Committee should consider whether a similar policy needs to be applied to the other staff. It was **AGREED** that in conjunction with this Policy Paragraph 8.2 of the Employees' Code of Conduct below should read "Cash and monetary gifts should always, without exception, be refused other than that covered by the approved Policy [above]."
- 5 **To consider adopting "Employees' Code of Conduct"** – RTS had found amongst his papers an unadopted Code of Conduct. JEC, IFM and the clerk to review and submit to committee by email before presenting to Council's solicitor for advice. **Action: JEC, IFM and the clerk**
- 6 **Pensions** – (min S/02-11) noted that Council was required to offer pension provision to all staff if there are more than five employees. "Council must offer employees earning above £7,000 the opportunity to join a pension scheme (S3/11-10)." This was likely to come in during 2012. **AGREED** to wait to see the regulations in 2012. In the meantime the clerk would investigate. **Action: the clerk**
- 7 **Procedure for recruiting the clerk's successor** (S/04-11)  
Discussion points:  
Job description and person specification: **TAD and the clerk to review – to circulate to Committee.**  
Possible joint working with MCC? Important if Council employs a full-time clerk.  
Clerk's post to be advertised 20 hours per week and training time to be paid in addition.  
Timescale – as per previous minutes.  
Application forms to be drawn up. **Action: the clerk and JEC**
- 8 **Staff updates and contracts**  
**AGREED [Public Bodies (Admission to Meetings) Act 1960] to exclude members of the public to this item because of the confidential nature of the business 8.30pm - 8.35pm**
- 9 **Date of next meeting** – Monday 12 September 7.30pm.

The meeting ended at 8.35pm.

Signed.....

Date.....