

**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.....