

**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  
HMS IT  
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 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.....