

Minutes of the Staffing Committee Meeting of Milton Parish Council held on 18 November 2013 at 8.15pm in the Bowls Pavilion

Present: RT Summerfield (chair for item 1 only) I Tyes (Chair for items 2-6) JE Coston IF May
The clerk

1. **Election of Chairman:** IF May had resigned as Chairman of this committee. I Tyes was elected chairman (proposed RTS, seconded IFM) and took the chair
 2. **Apologies for absence:** None received.
 3. **Declarations of interest and dispensations**
 - a) **To receive declarations of interest from councillors on items on the agenda.**
 - b) **To receive written requests for dispensations for disclosable pecuniary interests (if any).**
 - c) **To grant any requests for dispensation as appropriate**None received.
 4. **Minutes:** the minutes of the staffing meeting held on 23 July 2013 were approved and the confidential notes from a staffing meeting held on 16 October 2013 were approved.
 5. **Staffing Update:**

Advertising position of Clerk: AGREED schedule: closing date for applications 16 December, Staffing Committee meet to shortlist for interview 17 December, interviews on 9 & 10 January 2014, any job offer made to be ratified at Parish Council meeting on 13 January 2014.

AGREED to ask that Parish Council ratify advertisement in Cambridge Evening News (£909 + VAT). The Clerk reported that there had been a good response to the advert.

AGREED to concentrate on appointing a Clerk and not to re-advertise the vacant assistant clerk position at present.

Temporary cover may be required for February/March 2014 (the current Clerk will leave on 7th February 2014). The Clerk and RTS would look into options for temporary cover for accounts duties. D. Geason, the previous assistant clerk, has offered to help out if required.

AGREED to recommend Parish Council approve ad hoc admin cover for the office by D. Geason, hours worked to be at Clerks discretion.
 6. **Date of next meeting** – 17 December at 7:30pm
- The meeting closed at 9:10 pm

Signed Date