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Friday 22nd March 2024

In accordance with Standing Order 6. 'Extraordinary Meetings', 2 Councillors are convening an Extraordinary meeting of Sheringham Town Council's Employment Committee to take place on **Wednesday 27<sup>th</sup> March 2024** at Sheringham Community Centre at **7:00 pm** and the following business will be transacted.

All Committee Members are summoned to attend.

This agenda and papers should not be copied, forwarded, or printed.

Signed:

Cllr. Peter Ratcliffe

Cllr. Madeleine Ashcroft

### AGENDA

1.	<b>APOLOGIES</b> MOTION: Committee to receive and approve apologies and reasons for absence.
2.	<b>DECLARATIONS OF INTEREST and DISPENSATIONS</b> With reference to items on the agenda Committee Members are reminded of their responsibility to declare interests and to update their Register of Interests as required.
3.	<b>APPROVAL OF MINUTES</b> MOTION: Committee approval of minutes of meeting dated 12 <sup>th</sup> March 2024 as a true record of matters discussed and resolutions made (SB) (These minutes were not prepared by the Clerk; the Clerk was not present at the meeting)
4.	<b>OPEN MEETING</b> Public participation: Members of the public will be invited to speak and/or question the Committee on issues relating to this agenda or raise issues for future consideration. The period of time designated for public participation at a meeting in accordance with the Council's Standing Orders shall not exceed 15 minutes, max. 3 minutes per person, and will be under the direction of the Chair of the meeting.
5.	<b>EXCLUSION OF PRESS AND PUBLIC</b> MOTION: Pursuant to the provisions of the Public Bodies (Admission to Meetings) Act 1960 as extended by S100 of the Local Government Act 1972, Council to decide on

	whether the press and public be excluded from the meeting for any agenda item on the grounds that its consideration would involve the disclosure of exempt information. RECOMMENDATION: Agenda item 6 and 7 to be under 3D as a closed meeting as they relate to confidential and sensitive employee matters.
6.	<b>ANNUAL LEAVE</b> MOTION A: B: C: To consider and agree verbal and written reports on staff leave
7.	<b>STAFF MATTERS</b> MOTION A: B: C: To consider and agree verbal and written reports on staff matters
8.	<b>DATE OF NEXT MEETING</b> MOTION: Committee to note that the date of the next Ordinary Employment Committee meeting is to be confirmed.