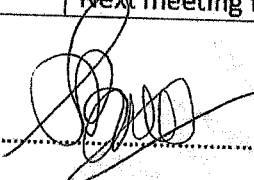


**An EXTRAORDINARY MEETING of the EMPLOYMENT COMMITTEE was held on
 Tuesday 12th March 2024 at 7.00pm
 at Sheringham Community Centre and was attended by the following:**

Chair: Cllr Brisbane
 Councillors: Cllr Morris, Cllr Ratcliffe, Cllr Ashcroft, Cllr Kime
 Apologies: Cllr Dorey, Cllr Stubbs
 In Attendance: 0 members of the public
 Clerk/Minutes: Cllr Ratcliffe (The Town Clerk was not present)

ITEM	MINUTE	VOTE / ACTION
2024/EC/15	APOLOGIES Apologies from Cllrs. Dorey and Stubbs, 'personal'.	Proposed: CM Seconded: MA All in favour
2024/EC/16	The Chair of Employment notified the committee the Clerk was not in attendance, and the meeting minuted by Cllr. Ratcliffe. DECLARATIONS OF INTEREST and DISPENSATIONS	
	It was noted that dispensations had previously been received and accepted by the Clerk.	
2024/EC/17	APPROVAL OF MINUTES The Committee noted an amendment to the minutes to change two references in minute ref. 2024/EC/10 from 'Full Council' to 'Employment Committee' and then approved the minutes of the Employment Committee meeting dated 6th February 2024. (These minutes were not prepared by the Clerk; the Clerk was not present at the meeting of 6 th February)	Proposed: CM Seconded: MA All in favour
2024/EC/18	OPEN MEETING Public participation: There were no members of the public present.	
2024/EC/18A	EXCLUSION OF PRESS AND PUBLIC IT WAS RESOLVED that items 5, 6 and 7 be held under 3D as a closed meeting as they relate to employment matters.	Proposed: CM Seconded: MA All in favour

2024/EC/19	HEALTH AND SAFETY REPORT	
3d OPENED Proposed: CM Seconded: IK All in favour	Copies of a Health and Safety report and a related email were circulated by the Chair of Employment A - IT WAS RESOLVED: To receive a Health and Safety Report and related document and recommend related actions.	Proposed: CM Seconded: IK All in favour
2024/EC/20	STAFF MATTERS	
	A – IT WAS RESOLVED: To receive a verbal update on staff matters and agreed a course of action B – IT WAS RESOLVED: To receive a verbal update on staff matters and recommend a course of action In accordance with Standing order 10 a x, there was a vote to extend the meeting to 21:30	Proposed: MA Seconded: IK All in favour Proposed: MA Seconded: IK All in favour
2024/EC/21	IT MATTERS	
3D CLOSED Proposed: IK Seconded: CM All in favour	IT WAS RESOLVED: To recommend the amended motion which read: that the Chair of Council and Chair of Employment engage with STC's IT provider to implement additional staff and councillor email security and resilience measures. The original motion fell.	Proposed: PR Seconded: CM All in favour
2024/EC/22	NEXT MEETING	
	Meeting Closed 21:30 – Copies of report and email were collected by the Chair of Employment. Next meeting to be confirmed.	

Chair  Date: 27/03/24