

10th May 2024

In accordance with Standing Order 6a. 'Extraordinary Meetings', the Chair of Council is convening a meeting of the Council to take place on **Thursday 16th May 2024** at Sheringham Community Centre at **7:00 pm** and the following business will be transacted.

All Council Members are summoned to attend.

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

Members of the press and public are welcome.



Sarah Peberday – Clerk/RFO

AGENDA

1.	<p>APOLOGIES MOTION: Council to receive and approve apologies and reasons for absence</p>
2.	<p>DECLARATIONS OF INTEREST and DISPENSATIONS With reference to items on the agenda Members are reminded of their responsibility to declare interests and to update their Register of Interests as required. The Clerk has received and approved dispensation requests for all Councillors.</p>
3.	<p>OPEN MEETING Public participation: Members of the public will be invited to speak and/or question the Town Council 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. Matters pertaining to employment/personnel matters are not a matter for public participation.</p>
4.	<p>EXCLUSION OF PRESS AND PUBLIC 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. It is recommended by the Chair that Agenda item 6 to be under 3D as a closed meeting as it relates to confidential and sensitive employee matters.</p>
5.	<p>SUBJECT ACCESS REQUEST MOTION: To receive a verbal update on a Subject Access Request and agree a course of action (PR)</p>

6.	<p>STAFF MATTERS</p> <p>Confidential notes will be recorded in order to supplement the minutes, discussions and decisions made; these will be retained in the Sheringham Town Council safe. These notes will be taken by a nominated member of the Committee if the Clerk is not present.</p> <p>MOTION A: To receive a verbal update from the Employment Committee meeting of Tuesday 14th May and agree a course of action (SB)</p> <p>MOTION B: To agree a course of action in relation to staff matters including future professional guidance (PR)</p> <p>MOTION C: To agree a course of action regarding a complaint by a member of staff (PR)</p>
8.	<p>DATE OF NEXT MEETINGS –</p> <p>Committee to note that the date of the next meeting is Tuesday 21st May</p>