

Thursday 8th January 2026

Members are summoned to attend an ordinary meeting of Sheringham Town Council's Employment Committee will take place on Tuesday 13th January at 7pm at Sheringham Community Centre and the following business will be transacted.

Only Council appointed members of the Employment Committee should attend the confidential section of the meeting.



Michelle Barron
Town Clerk

AGENDA

1.	APOLOGIES FOR ABSENCE To receive apologies for absence.
2.	DECLARATIONS OF INTEREST and DISPENSATIONS 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.	APPROVAL OF MINUTES To approve the minutes of the ordinary meeting of the Employment Committee held on Tuesday 14 th October 2025 as a true record.
4.	OPEN MEETING 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.	COUNCILLOR TRAINING - To note that the following Training has been scheduled for members of staff. - Maintenance Assistant: Chainsaw Course 21st and 22nd January (rescheduled from December following an error by Easton College) - Office Manager: ICCM Cemetery Training in March 2026 - Caretaker: Fire and First Aid

	4. Office Manager: Assertion 10 Training 5. Finance Officer: Principles of Internal Audit SLCC b) To approve training for the Town Clerk 1. Assertion 10 (New requirement for the AGAR for digital compliance) - £36 + VAT 2. Principles of Internal Audit SLCC - £120 + VAT
6.	REPORTING OF HOURS SERVED To receive a report on the hours served by staff serving on external organisations (eg Coastguard, School Governance, Fire Service, Special Constables, RNLI, jury duty, Territorial Army etc).
7.	STAFF HANDBOOK To note that the staff handbook has been approved by Full Council and issued to all staff.
8.	EXCLUSION OF PRESS AND PUBLIC Pursuant to the provisions of the Public Bodies (Admission to Meetings) Act 1960 as extended by S100 of the Local Government Act 1972, to exclude members of the press and public for item 11 on the grounds that its consideration would involve the disclosure of exempt information.
9.	ATTENDANCE REPORT A. To receive a report on staff absences since 14th October 2025. B. To receive a report on other staffing matters.
10.	STAFF PENSIONS To consider a confidential report from the Clerk regarding staff pensions.
11.	DATE OF NEXT MEETING The next meeting is scheduled for Tuesday 10th March 2025.