



9th July 2026

Dear Sir/ Madam

You are hereby summoned to attend the Employment Committee Meeting to be held in the Burnham Market Pavilion on Tuesday 14th July 2026, at 6.30pm for the purpose of transacting the business listed on the agenda below.

Brancaster Parish Council welcomes the public and press to its meetings. The public and press can address the Council during the Public session.

The law does not permit members of the public and press to take part in the debates.

Yours faithfully

Doreen Joy – Locum Clerk

Tel: 0781 2357740

Email: Clerk@brancaster-pc.gov.uk

AGENDA

01 Apologies for Absence

02 Declarations of Interest and requests for Dispensations

Localism Act 2011 Sec 31 & 33

If a member is not given a dispensation, they must withdraw from the meeting while the item is discussed. (Standing Orders Section 13)

03 Minutes of Previous Meetings

N/A

04 Public Participation Time

Public Bodies(Admission to Meetings)Act 1960

The meeting will be adjourned for a period of 15 minutes to allow Members of the Public to speak.

To receive County and District Councillors reports and allow Councillors with prejudicial interests to speak.

Note that only items on this Agenda are to be discussed – for any other item/ subject please contact the Clerk in writing for submission at a future meeting.

05 Exclusion of the Press and Public To resolve under the Public Bodies (Admission to Meetings) Act 1960 that the Press and Public be excluded due to items pertaining to employment and legal issues.

06 Policies

- 6.1 To consider and agree the Employee Handbook.
- 6.2 To consider and agree Councils' Disciplinary Policy.
- 6.3 To consider and agree Councils' Appraisal Document.
- 6.4 To consider and agree the day-to-day protocols for the new Clerk.

07 Pension

- 7.1 To consider and agree the pension options for the new Clerk.

08 Recruitment.

- 8.1 To consider and agree the current applications for interview.
- 8.2 To consider and agree the days for interviews.

09 Policies, Documents and Communications.

- 9.1 To consider and agree the Clerks contract on Employment.

10 To Report any other business.

Note that this is to report matters for inclusion in a future agenda or matters which require no decision to be made by the Council.

- 10.1. Delegation of Powers for:

11 Date of Next Meeting

- 11.1 To confirm that the date of the next Meeting of the Employment Committee TBA