



EXTRAORDINARY COUNCIL MEETING

MONDAY 08 JANUARY 2024

Minutes of the meeting of Layer de la Haye Parish Council
Monday 08 January 2024 at Layer de la Haye Village Hall

		PRESENT
Chair	Councillor Mrs M.A. Hughes MBE	Yes
Vice-chair	Councillor Mrs C Chambers	Yes
	Councillor Mrs S Bennett	Yes
	Councillor C.C. Chambers	Yes
	Councillor Mrs M Holmes	Yes
	Councillor Mrs S.E. Hughes	Yes
	Councillor I.P. Moore	Yes
	Councillor P.R. Pyke	Yes
	Councillor M Salmon	Yes
In attendance	Locum clerk	

Start delayed due to incident involving a member of the public, the meeting commenced at 19.09.

1 01/24 **APOLOGIES:** Nil

2 02/24 **DECLARATIONS OF INTEREST:** Nil

3 03/24 It was **RESOLVED** pursuant to s1(2) Public Bodies (Admission to Meetings) Act 1960 to close the meeting to the public and press due to the confidential nature of business to be transacted, proposed Councillor P Pyke, seconded Councillor Mrs M Holmes and agreed.

PERSONNEL MATTERS

- a) Correspondence was **RECEIVED** and **NOTED** relating to unlawful retention of records and documents - on proposal of Councillor Mrs S.E. Hughes, seconded Cllr Mrs Holmes, it was **RESOLVED** to (1) immediately instigate Standard Council Disciplinary Procedures due to the serious nature of the alleged misconduct; (2) to suspend the staff member pending further investigation, all agreed.
- b) Information was **CONSIDERED** relating to potential misuse of Council property to store confidential files and records from another parish - it was **RESOLVED** to urgently seek to retrieve all Council property, and to investigate the reported data security incident, proposed by Cllr Mrs S.E. Hughes, seconded by Cllr Mrs Holmes and agreed.
- c) Action relating to 3 a) and 3 b) above - write to inform the staff member, text agreed.

There being no further business, the meeting closed at 19.29.