

**NOTICE OF EXTRAORDINARY MEETING**  
**Members are duly summoned to attend**  
**MONDAY 12 FEBRUARY 2024, QUEEN ELIZABETH HALL, 7pm**

Chair

**AGENDA**

- 1 27/24 **APOLOGIES**
  - a) **RECEIVE** apologies for absence.
  - b) **NOTE** decisions to accept apologies for absence.
- 2 28/24 **DECLARATIONS OF INTEREST**
  - a) **RECEIVE** declarations of interest relating to the agenda.
  - b) **NOTE** decisions of requests for dispensation relating to the agenda.
- 3 29/24 **MINUTES** - to approve minutes (previously circulated) as a true record - *for signature by the Chair*
  - a) minutes of the council meeting held on Monday 11 December 2023.
  - b) minutes of the extraordinary meeting held on Monday 08 January 2024.
  - c) minutes of the council meeting held on Monday 08 January 2024.
  - d) minutes of the extraordinary meeting held on Monday 15 January 2024.
- 4 30/24 **RESOLVE** 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 the business to be transacted.  
**PERSONNEL MATTERS**
  - a) Correspondence relating to previous employee.
  - b) Data security investigation, Timeline, IT reports, retrieval of council property, ICO follow up.
  - c) Security of council emails, website, cloud storage, accessibility compliance, business continuity.
  - d) Engagement of payroll services, reports, final pay settlement, PAYE liabilities.
  - e) Locum clerk salary, PAYE, pension.

Close of meeting