



Stalham Town Council  
Minutes of the Extraordinary Meeting held on  
Tuesday 28<sup>th</sup> February 2023 at the  
Poppy Centre Stalham

**resent:** Cllrs K Baynes (Mayor)

Cllrs M Green (Deputy Mayor), R Hood, M McGeary, C Scrivner, M Taylor, S Toone  
M Willoughby

**Public:** 0

Locum **Clerk:** P Stone

Meeting commenced 6.25 pm

Meeting closed 6.58pm

### Minutes

**1 Apologies.**

To receive and note apologies for absence.

Cllr P Hanton (holiday) Cllr M Lilley (injured knee)

The motion was proposed, seconded and unanimously resolved to accept members' apologies for their absence.

**2 Minutes.**

To approve the Full Council minutes dated 9<sup>th</sup> January 2023.

The motion was Proposed the motion was seconded.

Members unanimously resolved to approve the Full Council minutes dated 6<sup>th</sup> February 2023.

**3 Declarations of Interest.**

3.1 Councillors are invited to declare a pecuniary or non-pecuniary interest on any item on the agenda.

No declarations

3.2 To consider any dispensation requests.

No dispensations

**4 Public Participation and Reports.**

The motion was Proposed the motion was seconded.

Members **AGREED** to adjourn the meeting.

Report received from District Cllr M Taylor re job fair at the Townhall on the 17<sup>th</sup> March

The motion was proposed and seconded. Members

**AGREED** to resume the meeting.

## **5 Policies**

### **To consider and agree if to adopt the Scheme of Delegation Policy**

An amendment was proposed to adopt the form of delegation subject to review by council at the Full Council meeting on 13<sup>th</sup> April, the motion was seconded, seven in favor one abstention motion carried.

## **6 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.

The motion was proposed and seconded, unanimously resolved.

## **7 To consider and agree on actions in respect of GDPR issues**

Clerk confirmed:

- Various forms of data relating to other external bodies which should not be held by the council in accordance with GDPR had been identified on the council's laptop.
- Advice taken from the ICO confirms the data should be referred to each external body so it can be dealt with in accordance with their respective GDPR policies.
- Proposed, seconded and unanimously resolved that the chair of the council contacts the head of each body initially by telephone and informs them that the council is holding their data and asks them to confirm if they wish for it to be deleted or returned to them. The content of the telephone call is to be immediately confirmed by email sent from the clerk's laptop directly to the head of each body. (The form and wording of the email are to be agreed upon by the chair prior to sending by the clerk).

## **8 Items for the next agenda.**

Community shop

Forms, documentation, and process required for the re-election of Councillors.