

# Cyngor Cymuned Llandudoch

## St. Dogmaels Community Council.

*Minutes of the inaugural meeting of the St Dogmaels Community Council Discipline and Grievance Committee which took place via Zoom at 7pm on 18th May 2023.*

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### **Present:**

Committee Members: Councillors Jo Hutchings, Phil Hutchings, Mike Kendall and Jane Roberts.

Other: Councillor Jonathan Martin (non-voting observer).

Members of the public: None.

As there were no members of the public present, the meeting started at 7pm. In the absence of a Chairman, the meeting was opened by Cllr Mike Kendall.

### **1. Election of Chairman.**

Cllr Mike Kendall was unanimously elected Chairman of the Committee. Proposed by Cllr Jo Hutchings, seconded by Cllr Phil Hutchings.

### **2. Apologies for Absence.** None.

### **3. Declarations of Interest on Matters Arising from the Agenda:** None.

### **4. Confirmation of Order of the Agenda** and identification of any items that might be resolved for confidential session.

The Order of the Agenda was confirmed by vote.

The Chairman proposed and read aloud the following resolution.

**Resolution:** *In view of the confidential nature of the business to be discussed, the public and press be excluded from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, Section 1.*

The resolution was seconded by Cllr Phil Hutchings and carried.

The following agenda items were therefore discussed in confidential session, from 7:03pm to 8:45pm:

### **5. Data Breach.**

5.1 Information Commissioner's Office (ICO); 5.2 Report and findings; 5.3 Recommendations to the Full Council.

### **6. Grievance**

6.1 Report and findings; 6.2 Response recommendations to Full Council.

*Chairman's signature:*

*Date:*

**Resolution** carried at 8:45pm: That members of the public and press be readmitted to the meeting.

## **7. Public Summary of the Business of the Meeting.**

The Chairman read out the following agreed statement:

“Following an internal investigation, St Dogmaels Community Council concludes that a Data Breach occurred on 27th April 2023, resulting in a confidential document being released without proper authority. It further concludes, after reviewing its relevant current procedures, that the breach was due to an individual Councillor not following these procedures.

The Grievance complaint is ongoing and being dealt with under the correct procedures.

Date of next meeting of the Committee was agreed: 8th June 2023, 7pm, via Zoom.

There being no further business to discuss the meeting closed at 8:55pm.

*Chairman's signature:*

*Date:*