

Hooe Parish Council

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1 Thorne Farm Cottages
Ninfield Road
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East Sussex
TN39 5JP

Minutes of the Complaints Committee Meeting of 6th December 2023

Attendees: Cllr A. Loyd (AL), Cllr S. Crawhurst (SC), Cllr G. Kirk (GK), Cllr D. Carey (DC), Cllr R. Clifton (RC)
Cllr B. Leonard (BL)

In attendance: No members of the public present. Meeting opened at 6.09pm

Business Transacted

1. To request for nominations and select a chairman.
Proposed by GK and seconded by SC. All agreed.
Resolved that AL be chairman.
 2. To request for nominations and select a vice chairman.
Proposed by BL and seconded by GK. All agreed.
Resolved that BL be Vice chairman.
 3. **Disclosure of Interests**
Interests in accordance with the Localism Act 2011 and the Parish Council code of conduct.
To receive councillors' declarations of interest regarding matters on the agenda and consider any written requests or dispensation as a result. Any changes to register of interests should be notified to the clerk.
None declared.
 4. **To receive apologies and reasons for absence** in accordance with the Local Government Act 1972 S85 (3).
No Apologies.
 5. **To exclude the public attendance for agenda items 7 the following resolution must be passed.**
That in accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, be excluded from the meeting because of the confidential nature of the following business to be transacted.
Motion carried.
Resolved to exclude the public from the Complaints Committee meeting for agenda items 7 as agreed under the Public Bodies (Admission to Meetings) Act 1960.
- #### Matters for Consideration and Resolution
6. **To discuss and agree the Terms of Reference for the Complaints Committee.**
Motion carried.
Resolved that the Terms of Reference for the Complaints Committee be accepted as written.
 7. **To receive an update following the actions agreed at the Extra Ordinary meeting held on the 30th August 2023 relating to the harassment of the clerk and agree any further actions required.**
A confidential matter not to be reported in the public domain.

The Complaints Committee meeting finished at 6.29pm

In accordance with The Data Protection Act 2018 all attendees of the meeting are hereby notified that the meeting will be recorded as an aide memoire for the clerk when compiling the minutes. The recordings are held securely and are deleted after the resolution that the minutes are a true and correct record. Members of the public should be aware that being present at a meeting of the Council or one of its committees or sub-committees will be deemed as the person having given consent to being recorded (photograph, film or audio recording) at the meeting, by any person present. A person or persons recording the parish meeting are reminded that the "Public Session" period may not be part of the formal meeting and that they should take legal advice for themselves as to their rights to make any recording during that period.

Signed:

Chairman: Cllr. Ann Loyd