

Gerrards Cross Town Council

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Clerk to the Council - Mrs S Moffat clerk@gerrardscross.gov.uk

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Minutes of the VIRTUAL Extraordinary Council Meeting held at 8 pm on Monday 12th April 2021

Present: Cllr C Brown (Mayor), Cllr N Barnett, Cllr Bayliss, Cllr J Chhokar, Cllr J O’Keeffe, Cllr H Orme, Cllr J Palmiero, Cllr T Scott, Cllr E Surkovic.

In Attendance: Buckinghamshire Council:- Member of the Public, Sue Moffat (Town Clerk) and Amy McCreary (Deputy Clerk).

- 1. Declaration of Interests** - Councillors please give any declarations of interest at the beginning of the item on the Agenda.
- 2. Apologies for absence** – Apologies have been received from Cllr P Roberts, Cllr Wood and Cllr J Woolveridge.
- 3. Report from the Town Clerk:- To note:-** An Environmental Information Requests and Subject Access Requests have been received from 2 individuals. In order to initially respond to these requests, the Town Clerk required legal advice and incurred emergency expenditure of £392 as allowed under GXTC’s Financial Regulations 3.4, *if work is required which is of such extreme urgency where there is no budgetary provision, expenditure is allowed up to a limit of £400. The Clerk will then report the action to Council as soon as practicably thereafter.*
- 4. To ensure the correct legal action is carried out to process the Environmental Information and Subject Access Requests (SAR), the Town Clerk is now requesting further expenditure for legal advice, up to £2000. The deadline to respond to these requests are 16th and 19th April, 2021.** It was agreed that GXTC is legally obliged to respond to the SARs and it was accepted that it is not unusual for businesses to seek legal advice. However, general consensus was £2000 was too much. It was agreed for the Town Clerk to spend up to £500 if required. If slightly more funding was needed it was agreed to have a buffer of £250 which, for expediency, would be agreed by Council via email.
- 5. Further requests have been made by both individuals who have asked for these SARs that our IT company, Nexus, is used to carry out the searches.** The Town Clerk has been advised that this is not necessary as email searches can be carried out internally by the Town Clerk and Councillors. However, if GXTC wish to pursue this line of investigation Nexus has quoted £120 for each search so there would be an additional cost of £240. It was agreed that if Legal advises retrieving data via GXTC’s IT support company, Nexus, was needed then to proceed with this method.
- 6. Resolved that in view of the confidential nature of the business to be transacted it is advisable in the public interest, that the press and public be temporarily excluded, and they are instructed to withdraw (Public Bodies (Admissions to Meetings) Act 1960 s1).**
- 7. To note:** A Code of Conduct complaint and has been referred to the Monitoring Officer to investigate.
- 8. A request for the Town Clerk to carry out an investigation.** It was agreed that the investigation should be referred to the Monitoring Officer.

Meeting closed at 8.50pm