



PRIVATE AND CONFIDENTIAL

Case reference: 1076990/1

Report of an investigation by Wilkin Chapman LLP, appointed by the Monitoring Officer for Suffolk Coastal District Council, into allegations concerning Councillor Gillard, a Member of Woodbridge Town Council.

Dated: 15 February 2019

APPENDIX A SCHEDULE OF EVIDENCE

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a limited liability partnership registered in England no. OC343261,
authorised and regulated by the Solicitors Regulation Authority

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Appendix A

Schedule of evidence taken into account and list of unused material

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List of unused material

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Suffolk Local Code of Conduct

In accordance with S 26 to 37 of the Localism Act 2011 the Council resolved to adopt the Suffolk Local Code of Conduct for the purposes of discharging its duty to promote and maintain high standards of conduct within its area.

Until otherwise amended or replaced by a decision of the Council, the Suffolk Local Code of Conduct set out below shall hereafter apply to all elected members and any co-opted members entitled to vote on any decisions of the council or its committees, sub committees or joint committees when acting in their capacity as a member of the Council.

Preamble

The Suffolk Local Code of Conduct shall be interpreted in accordance with the following 7 principles of public life identified by the Committee on Standards in Public Life chaired by Lord Nolan:

Selflessness - Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

Integrity - Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

Objectivity - In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability - Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness - Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty - Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership - Holders of public office should promote and support these principles by leadership and example.

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SUFFOLK LOCAL CODE OF CONDUCT

1. You must treat others with respect.
2. You must not —
 - (1) do anything which may cause your council to breach any of the Council's duties under the Equality Act 2010
 - (2) bully any person;
 - (3) intimidate or attempt to intimidate any person who is or is likely to be—
 - (a) a complainant,
 - (b) a witness, or
 - (c) involved in the administration of any investigation or proceedings, in relation to an allegation that a member (including yourself) has failed to comply with his or her council's code of conduct; or
 - (4) do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, your council.
3. You must not —
 - (1) disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where—
 - (a) you have the consent of a person authorised to give it;
 - (b) you are required by law to do so;
 - (c) the disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees not to disclose the information to any other person; or
 - (d) the disclosure is reasonable, in the public interest, made in good faith and in compliance with the reasonable requirements of the council; or
 - (2) prevent another person from gaining access to information to which that person is entitled by law
4. You must not conduct yourself in a manner which could reasonably be regarded as bringing your office or council into disrepute.
5. You —
 - (1) must not use or attempt to use your position as a member improperly to confer on or secure for yourself or any other person, an advantage or disadvantage; and
 - (2) must, when using or authorising the use by others of the resources of your council—
 - (a) act in accordance with your council's reasonable requirements;
 - (b) ensure that such resources are not used improperly for political purposes (including party political purposes); and
 - (3) must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.
6. (1) When reaching decisions on any matter you must have regard to any relevant advice provided to you by—
 - (a) your council's chief finance officer; or
 - (b) your council's monitoring officer,where that officer is acting pursuant to his or her statutory duties.

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6. (2) You must give reasons for all decisions in accordance with any statutory requirements and any reasonable additional requirements imposed by your council.

7. Registration of interests

- 7.1. You must register within 28 days of becoming a member of the Council (and notify the Council's Monitoring Officer of any changes within 28 days) any Disclosable Pecuniary Interests (DPIs) you may have for publication in the Register of Members' Interests. (See Appendix A to this Code.)
- 7.2. You may not at any time discharge any function or participate in any Council business or discussions, or vote on any issues that relate to or concern any of your DPIs where you are aware that you have a relevant DPI. You may not remain in the chamber or meeting room or in the public gallery when any matter that relates to any of your DPI is under discussion or debate unless you have requested and obtained a written dispensation from your Council's Monitoring Officer in advance of the relevant meeting.
- 7.3. You must register within 28 days of becoming a member of the Council (and notify your Council's Monitoring Officer of any changes within 28 days) any non statutory Local Non Pecuniary Interests (LNPIs) set out in Appendix A to this code but you may participate in any discussions or debates relating to or concerning any of your LNPIs after the date of registration.
- 7.4. You must declare any DPIs or LNPIs to a meeting where business is relevant to those interests, including those interests that are already registered with the Monitoring Officer or where registration is pending.
- 7.5. You must register, within 28 days, any gifts and hospitality received by you in accordance with the instructions issued within your Council by the Monitoring Officer.
- 7.6. The Council's Register of Interests will be available for inspection at the Council offices during normal office hours, and will be published on the Council's website.

8. Sensitive Interests

You may also apply to your Council's Monitoring officer for non publication of the full details of any of your DPIs or LNPIs where you reasonably believe that publication of the details of a particular DPI or LNPI could result in your being subjected to violence or intimidation. In considering such applications the Monitoring Officer shall have regard to any representations made by you in determining whether he or she considers the relevant DPI or LNPI should be treated as a Sensitive Interest and excluded from the published version of the Register of Members' Interests.

Part 1

Description of categories of Disclosable Pecuniary Interests

You have a Disclosable Pecuniary Interest in any business of the Council if it is of a description set out in 1 - 7 below and is either:

- (a) An interest of yours
- (b) An interest of your spouse or civil partner
- (c) An interest of a person with whom you are living as husband and wife or as civil partners

and, in the case of paragraphs (b) and (c), you are aware that they have the interest.

In these descriptions the term "relevant person" is used to mean you as member and any such person as set out in paragraphs (b) and (c)

- 1 Any employment, office, trade, profession or vocation carried on for profit or gain.
- 2 Any payment or provision of any other financial benefit (other than from the Council) made or provided within the relevant period in respect of any expenses incurred in carrying out your duties as a member, or towards your election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992 other than from a registered political party.
- 3 Any beneficial interest in securities of a body where -
 - (1) that body (to your knowledge) has a place of business or land in the area of the Council and
 - (2) either:
 - (a) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or
 - (b) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.
- 4 Any contract which is made between the relevant person, or a body in which they have a beneficial interest, and the Council-
 - (1) under which goods or services are to be provided or works are to be executed; and
 - (2) which has not been fully discharged.
- 5 Any beneficial interest in any land in the Council's area.
- 6 Any tenancy where to your knowledge (a) the landlord is the Council and (b) the tenant is a body in which a relevant person has a beneficial interest.
- 7 Any licence (alone or jointly with others) to occupy land in the Council's area for a month or longer.

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Part 2

Description of categories of Local Non Pecuniary Interests

- (1) Any body of which you are a member or in a position of general control or management and to which you are appointed or nominated by the Council;
- (2) Any body-
 - (a) exercising functions of a public nature;
 - (b) directed to charitable purposes; or
 - (c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union);of which you are a member or in a position of general control or management;
- (3) Any person from whom you have received a gift or hospitality with an estimated value of at least £25.

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STANDARDS COMPLAINTS PROCEDURE NOTE

1. Introduction

This note sets out the procedure to be followed upon receipt by the Monitoring Officer of a complaint under the Council's Code of Conduct for Members or the Code of Conduct for a parish/town council within the Council's administrative area.

2. Outline Procedure

2.1 The Monitoring Officer receives the complaint, acknowledges receipt and advises the councillor concerned that a complaint has been received. A copy of the complaint is provided to the councillor concerned unless there are extenuating circumstances.

2.2 If the complaint concerns a councillor's conduct in their private capacity then the Monitoring Officer rejects the complaint and notifies the complainant and councillor.

2.3 If the alleged conduct could be covered by the Code of Conduct, the Monitoring Officer secures a copy of the relevant Council's Code of Conduct (if not already obtained) & assesses the complaint against criteria adopted by the Standards Committee.

2.4 The Monitoring Officer consults with an appointed 'independent person' from the county wide pool of independent persons and decides:-

- (1) No action is needed, *or*
- (2) To refer the complaint to the Political Group Leader/s for steps to be taken to resolve the complaint, *or*
- (3) To undertake local resolution at the discretion of the Monitoring Officer, *or*
- (4) To investigate the complaint

2.5 The councillor who is the subject of the complaint may consult the 'independent person' to secure their views on the allegation.

3. No action

3.1 The Monitoring Officer informs the complainant and councillor that no action is required and the reasons for the decision. The complaint is closed.

4. Referral to Political Group Leader

4.1 The Monitoring Officer provides details of the complaint to the Political Group Leader and relays the steps to be taken as agreed with the 'independent person'. Agrees the timescale for both the requested action and for a report back to be made.

4.2. The Leader confirms action has been taken as agreed. The complainant and councillor are informed that the complaint is closed.

4.3 If the Leader does not:

- (i) take the requested action, *or*
- (ii) report back to the Monitoring Officer within the agreed timescale, *or*
- (iii) the councillor does not fully co-operate with the Leader,

the Monitoring Officer re-consults the 'independent person' to consider local resolution or investigation. In exceptional circumstances, an extension of time may be provided. The Monitoring Officer informs the complainant and councillor of the decision taken.

5. Local resolution

5.1 This can take any form as agreed with the 'independent persons'. Examples include the issue of an apology by the councillor, the provision of training, conciliation or mediation.

5.2 The Monitoring Officer informs the complainant and councillor of the action required to close the complaint and the timescale in which the action must be taken.

5.3 If the requested action is taken within the prescribed timescale, the complaint is closed and the Monitoring Officer provides written confirmation to the complainant and councillor.

5.4 If the councillor does not take the requested action within the prescribed timescale, the Monitoring Officer re-consults the 'independent person' to consider local resolution or investigation. In exceptional circumstances, an extension of time may be provided to secure compliance. The Monitoring Officer informs the complainant and councillor of the decision taken.

5.5 If the form of local resolution requires the co-operation of the complainant (e.g. mediation) and the complainant declines to co-operate within a prescribed period, then the Monitoring Officer may close the complaint following further consultation with the 'independent person'.

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6. Investigation

6.1 The Monitoring Officer offers the councillor opportunity to respond to the complaint within a specified period of time.

6.2 The Monitoring Officer secures copies of any supporting information as he/she considers appropriate. The Monitoring Officer arranges for the interview of the complainant, the councillor and any witnesses as he/she considers is necessary and proportionate.

6.3 The information bundle is submitted to the 'independent person' for consideration. The 'independent person' is invited on each complaint to identify whether he/she considers that the alleged conduct amounts to a breach of the relevant Council's Code of Conduct.

6.4 If the 'independent person' finds that there is no breach of the Code of Conduct, the complaint is closed. The Monitoring Officer informs the complainant and the councillor of the decision with reasons.

6.5 If the 'independent person' finds that there is a breach of the Code of Conduct, the 'independent person' is invited to recommend the action that should be taken if their finding is upheld. The Monitoring Officer reports the complaint and finding to the designated committee for determination (and sanction, if appropriate). The consideration by the Committee takes place on the written material only.

6.6. The Monitoring Officer informs the complainant and the councillor of the Committee's decision with reasons. The complaint is closed.

N.B. There is no right of appeal against any stage of the process.

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Councillor conduct complaint form - Suffolk Coastal

Customer details:

Name: Lady Caroline Blois

Address: [REDACTED]

Contact details:

[REDACTED]@councillorblois@woodbridge-suffolk.gov.uk

Councillor details:

Councillor name: Councillors [REDACTED] Gillard

Name of Council: Woodbridge Town Council

Which paragraph(s) of the Code of Conduct do you believe the Councillor who is the subject of your complaint has breached: Section 100A(4) of the local government act 1972 para 3 part one of schedule12A

Suffolk local code of conduct no 1, 2 - (2) (4) 3, (1) 4, 5 (2) (2b) (3)

Details of complaint: [REDACTED] Councillor Gillard have breached this section of the act by going to the press concerning matters that were discussed in private with a unanimous vote which included these councillors, which could have financial implications for the council and the residents of Woodbridge.

I am also complaining about gillard's e mail sent to all councillors on July 1st listing the Nolan principles for councillors and stating the councillors should attend to their training in July - their implications are that the councillors have no integrity. I am complaining about the bullying way the previous Town Clerk was spoken to on a regular basis and the current new Town Clerk is also being bullied in the same way by both councillors.

I believe that these two councillors are deliberately causing upset to the members of the Town Council which is setting councillor against councillor because there is an up and coming election for one space in the Council.

Customer outcome expectation: I hope that the examiners will find in favour of the Council and formally reprimand these two councillors as trying to bring disrepute on the WTC and publicly shame them for their monstrous behaviour. The WT councillors work very hard for the benefit of Woodbridge and do not deserve this kind publicity or behaviour. I have watched the insidious bullying of the previous Town Clerk with dismay and concern and I feel that I now have to stand up and be counted as this kind of behaviour has to stop forthwith. I am so angry about the insinuation that I as one of the councillors lack integrity after 23 years with HM tribunal service, I feel I must be heard. This bullying has to stop.

From: Councillor Blois [<mailto:councillorblois@woodbridge-suffolk.gov.uk>]
Sent: 24 July 2018 08:46
To: Hilary Slater
Subject: Complaint

Dear Hilary, just so that you know, we did our councillor training last night. Councillor Gillard did not attend [REDACTED] despite the fact we received the letter saying we need training in the nolan principles which I have complained about. Councillor [REDACTED] put on her Facebook page that she had inspected Woodbridge accounts and intimated there was something wrong. This was the first I heard of it as I had been away. I am very angry as it is unforgivable to blatantly stir things as she is doing. Caroline.

Click [here](#) to report this email as spam.

From: Councillor Gillard
Sent: 07 July 2018 10:08
To: Councillor [REDACTED] Town Clerk; Councillors Office365
Subject: Re: ICO Report

Dear All,

Patti makes an excellent suggestion here about writing to the press. Would it be best to explain in detail to the Press the exact nature of our data loss? To make it fully clear, does this sound like a good wording:

Dear Sir,

I would like to clarify the nature of the so-called 'data loss' at WTC.

Someone has 'inadvertently' deleted at least ten thousand emails that were sent out in the name of the council and in the name of the sole responsible financial officer of the council.

This 'inadvertent' deletion somehow included deleting emails from two separate accounts so it wasn't just a slip of the keyboard.

The whole problem of our park signs was made much more difficult, embarrassing and inefficient by the fact that we had to ask the supplier for copies of the emails that had been sent out in our name. If one can't see the potential legal problems in that, I am deeply surprised. Can we even prove the other competitive quotes that were secured for this job?

[REDACTED] I have just been sent a copy of an email complaint from a constituent which was sent as recently as February this year to the previous Clerk (and therefore to us, as the actual councillors) which had been deleted along with all the other mails. It is clear we cannot know or prove many actions

that have been done in the name of Woodbridge Town Council and its councillors over more than a decade.

We, Woodbridge Town Council, would like to apologise to the electors of the town, for the mistakes we have made over a number of years which have allowed this situation to occur.

How does that sound [REDACTED] Would you like to correct any of the wording before I send it on?

Regards,

Patrick

From: [REDACTED]
Sent: 06 July 2018 13:54:39
To: Town Clerk; Councillors Office365
Subject: Re: ICO Report

Dear Kate,

Thank you for sharing this. I do believe it would also, be important to share this with the public in some way. We certainly do not want to be accused of withholding information from the public or maybe our whistle blowers would like to run to the press again hopefully with an apology for misleading the public with exaggerated claims about the nature of the data lost.

Best,
Patti

From: Town Clerk
Sent: 06 July 2018 09:07:16
To: Councillors Office365
Subject: ICO Report

Dear All,

I am sorry to say that we were reported to the Information Commissioner's Office (ICO) for our 'loss of data'. I was interviewed yesterday about this and have today received the following message from them:

Following our telephone conversation earlier today it has been decided that the ICO will not be taking any further action in respect of this matter.

The material involved does not appear to be of a sensitive nature and there is currently no evidence that any significant detriment has been caused.

It seems unlikely that a significant amount of personal data is involved and the material appears to have been recovered from other sources.

It seems unlikely that this matter will cause any significant detriment.

Our file on this matter has been closed.

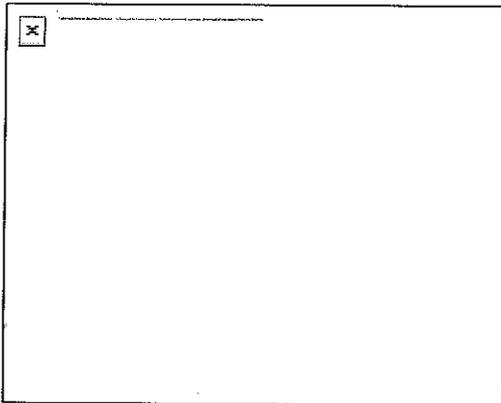
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ours,

Kate



www.woodbridge-suffolk.gov.uk



Woodbridge Town Council

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Councillor attendance at meetings for the Civic Year 2017/18.

Please click on the link below to view the Councillor

attendance at meetings record for the Civic Year 2017/18.

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[REDACTED]

From: [REDACTED]
Sent: 10 July 2018 16:38
To: 'Councillor Blois'
Subject: RE: Complaint

Caption: Norwel Email
ConvertToPDF: No
NorwelMail: No
SaveToNorwel: No

Dear Cllr Blois

Thank-you for this email, and I note what you say! How strange that it has vanished.

Yours sincerely

[REDACTED]

From: Councillor Blois [<mailto:councillorblois@woodbridge-suffolk.gov.uk>]
Sent: 10 July 2018 16:36
To: [REDACTED]
Subject: Re: Complaint

Thank you for your reply. In fact Gillards last missive has vanished out of councillor e mail! I do not want to complain about [REDACTED] blog - you will read it that is enough. One of the other WTC was going to complain about Gillards last letter and I will let her do it as where it has vanished to I know not! Caroline.

From: [REDACTED]
Sent: 08 July 2018 13:46
To: Councillor Blois
Subject: RE: Complaint

Dear Cllr Blois

I note what you say, thanks, and I can look at the website to which you refer, for background information. However, I assume that you are not making a complaint against [REDACTED]?

If you consider Cllr Gillard's most recent email to you, about the missing emails, to be further evidence of the possible breaches which you have cited, in support of your complaint, please confirm this, also. If so, I will need to know which paragraphs of the Code you feel that the email has breached, and also, I will need a copy of the email, please?.

I can then add it to the information which you provided in support of your complaint, and of course, I would let Cllr Gillard know that it was additional information, in support of your complaint.

Your sincerely

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From: Councillor Blois [mailto:councillorblois@woodbridge-suffolk.gov.uk]
Sent: 07 July 2018 19:53
To: [REDACTED]
Subject: Complaint

Dear [REDACTED] - [REDACTED] of Gillrd has put up a ranting Blog on her website today. She states that they are not politicising this situation as they have withdrawn their candidates from the election. They did not have candidates for the forthcoming election - the two candidates are Conservative and Labour. Its worth reading. I have also received another ranting e mail from Gillard about the thousands of missing e mails. I would send it to you but did not know if it was appropriate. Yours sincerely, Caroline Blois.

Click [here](#) to report this email as spam.

Confidentiality: This email and its attachments are intended for the above named only and may be confidential. If they have come to you in error you must take no action based on them, nor must you copy or show them to anyone; please reply to this email and highlight the error.

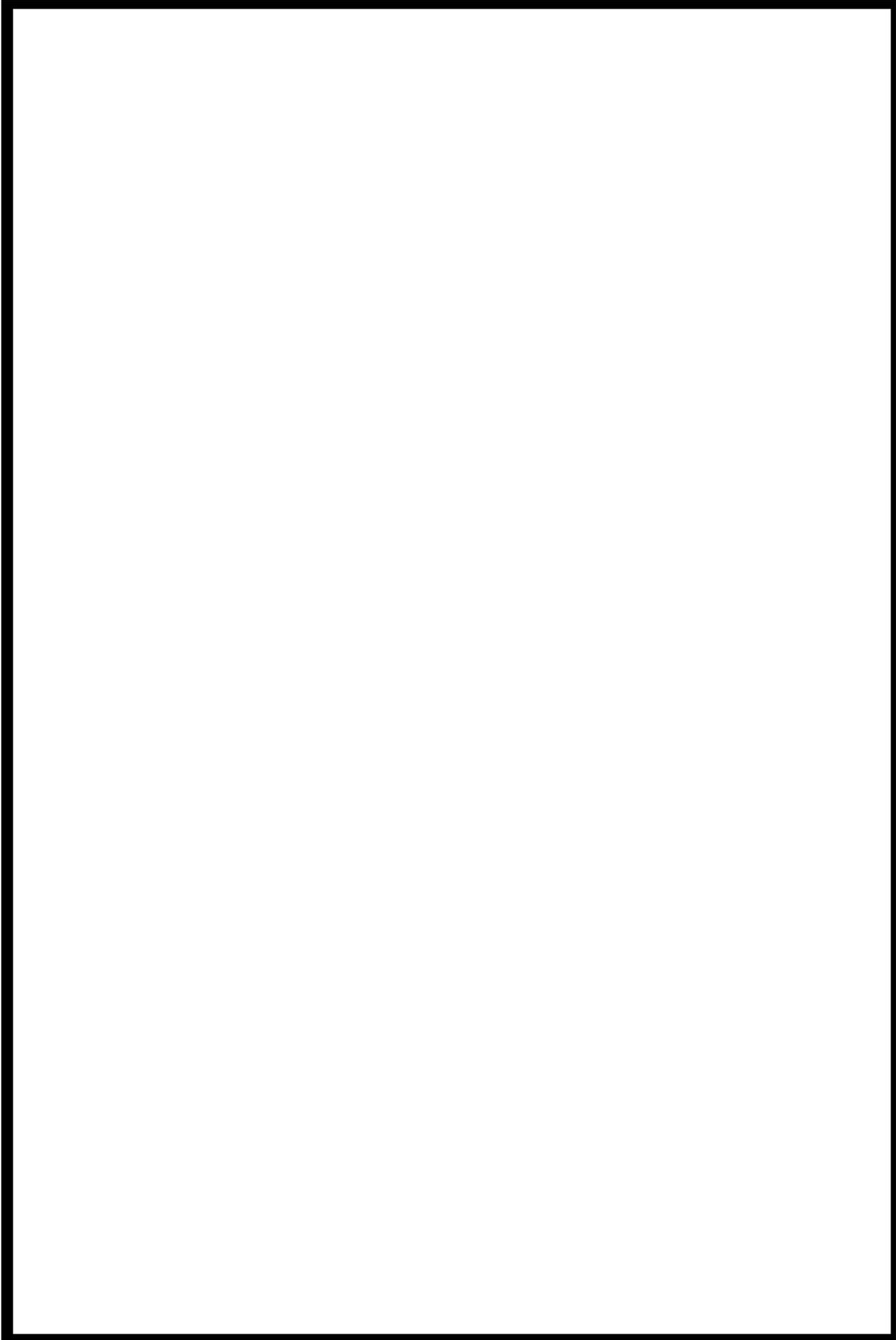
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This message has been scanned for malware by Websense. www.websense.com

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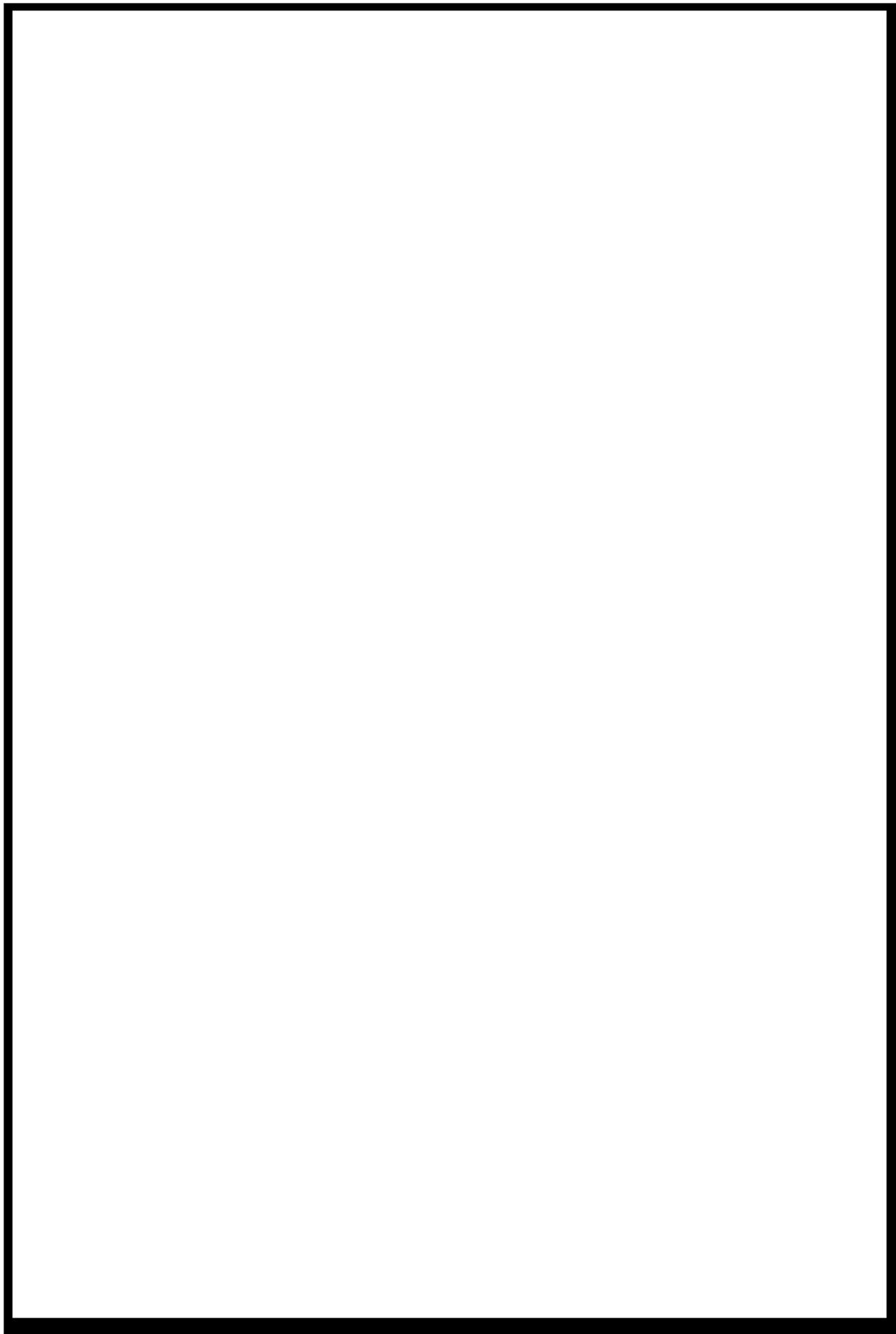
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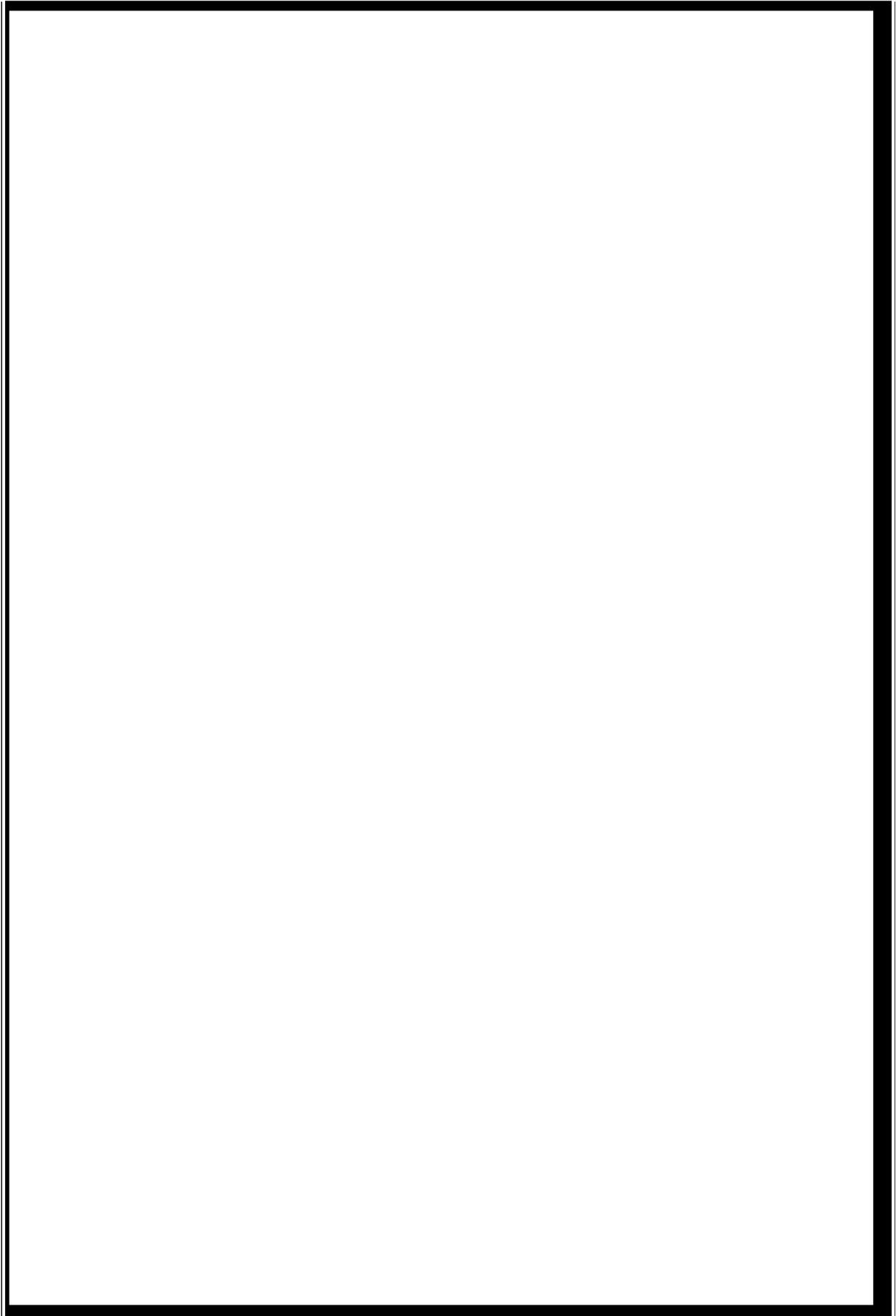
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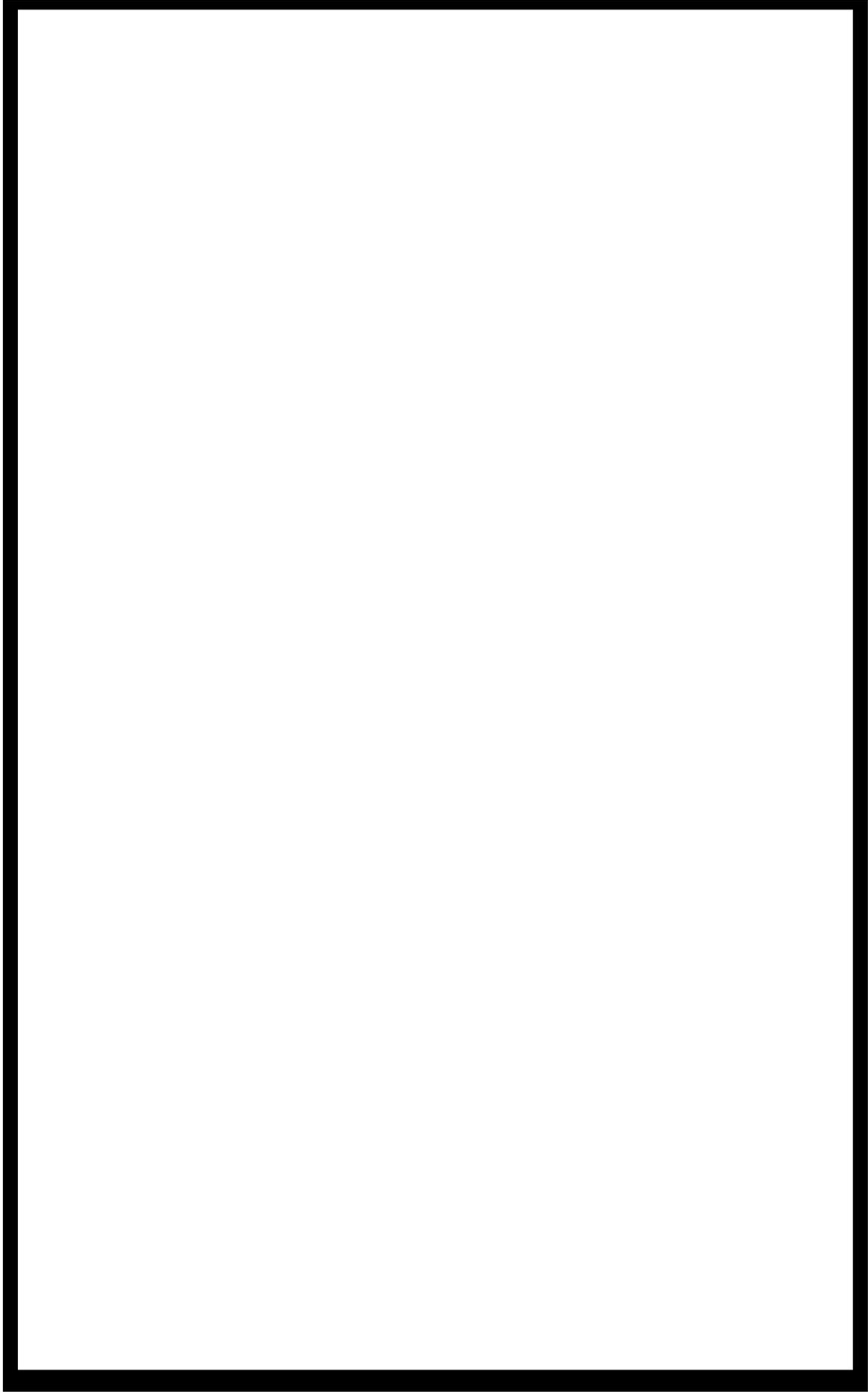
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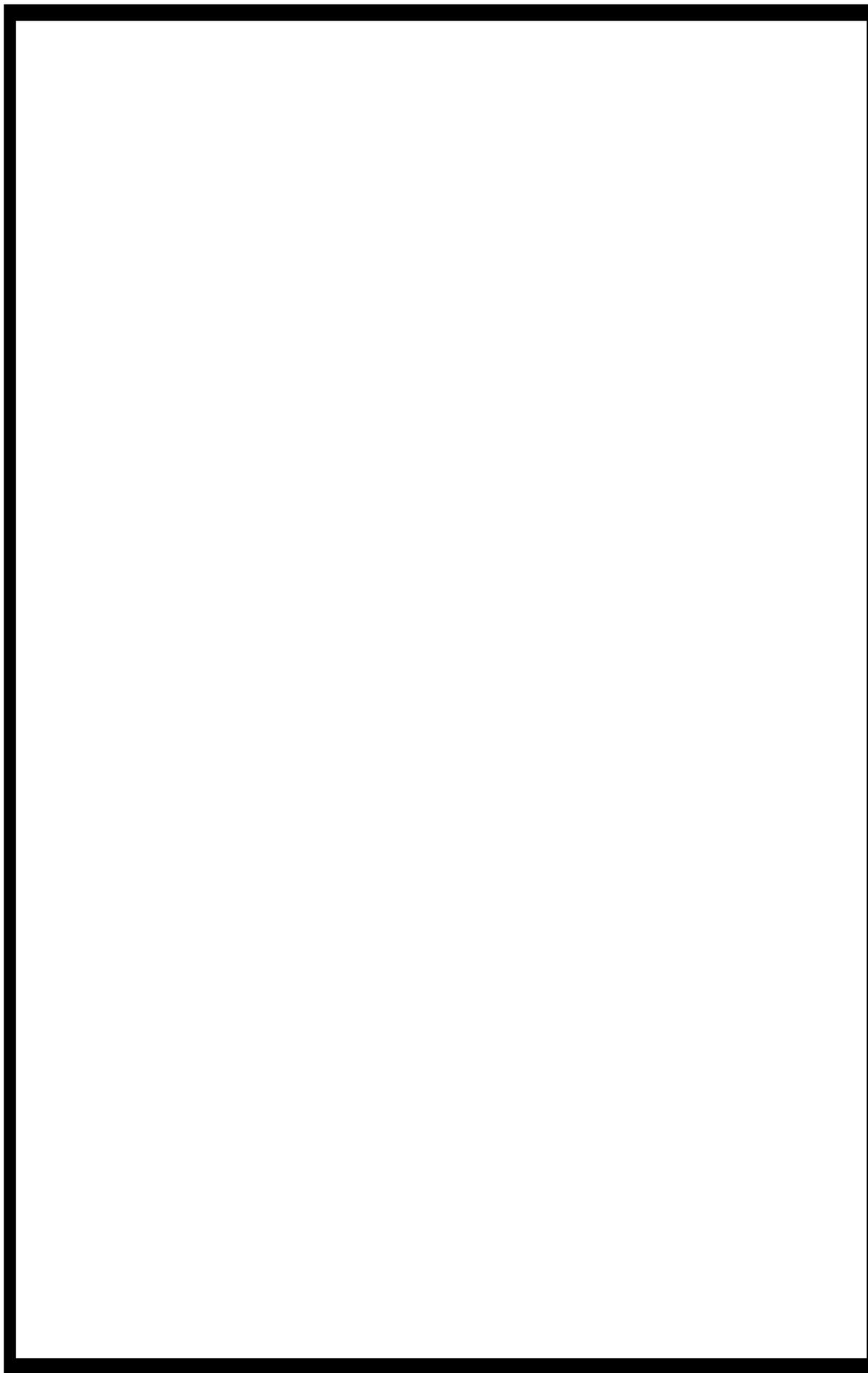
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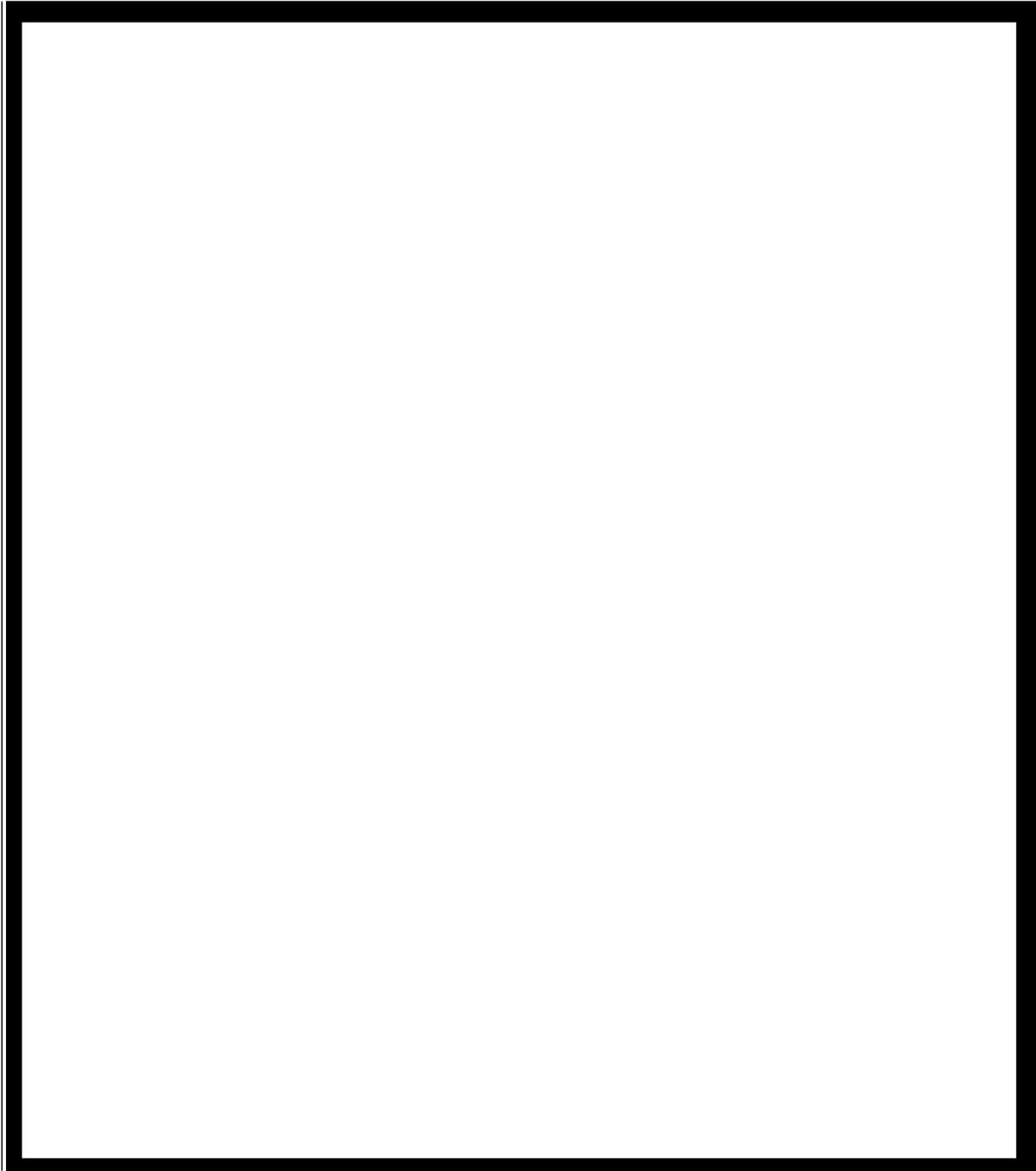
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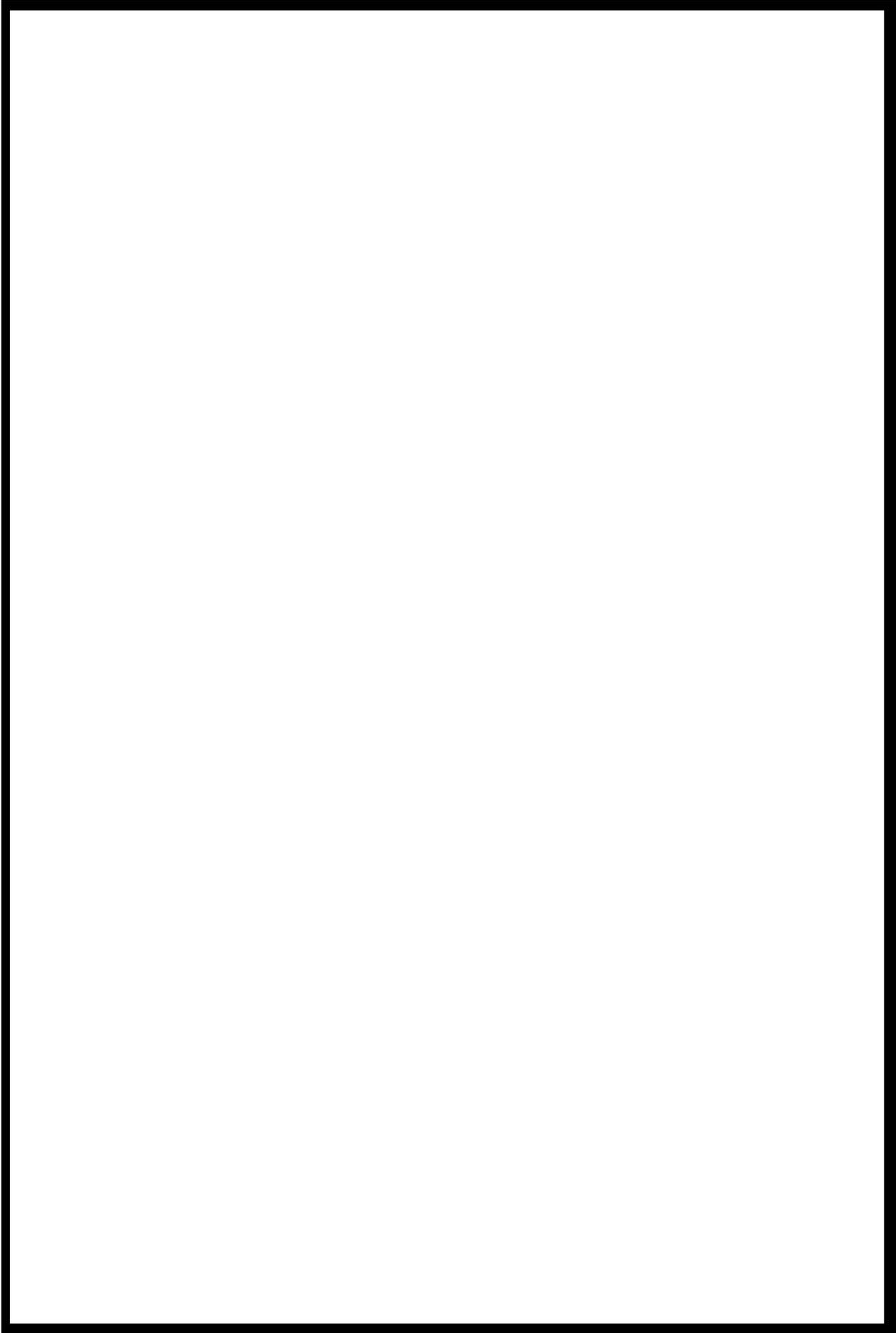
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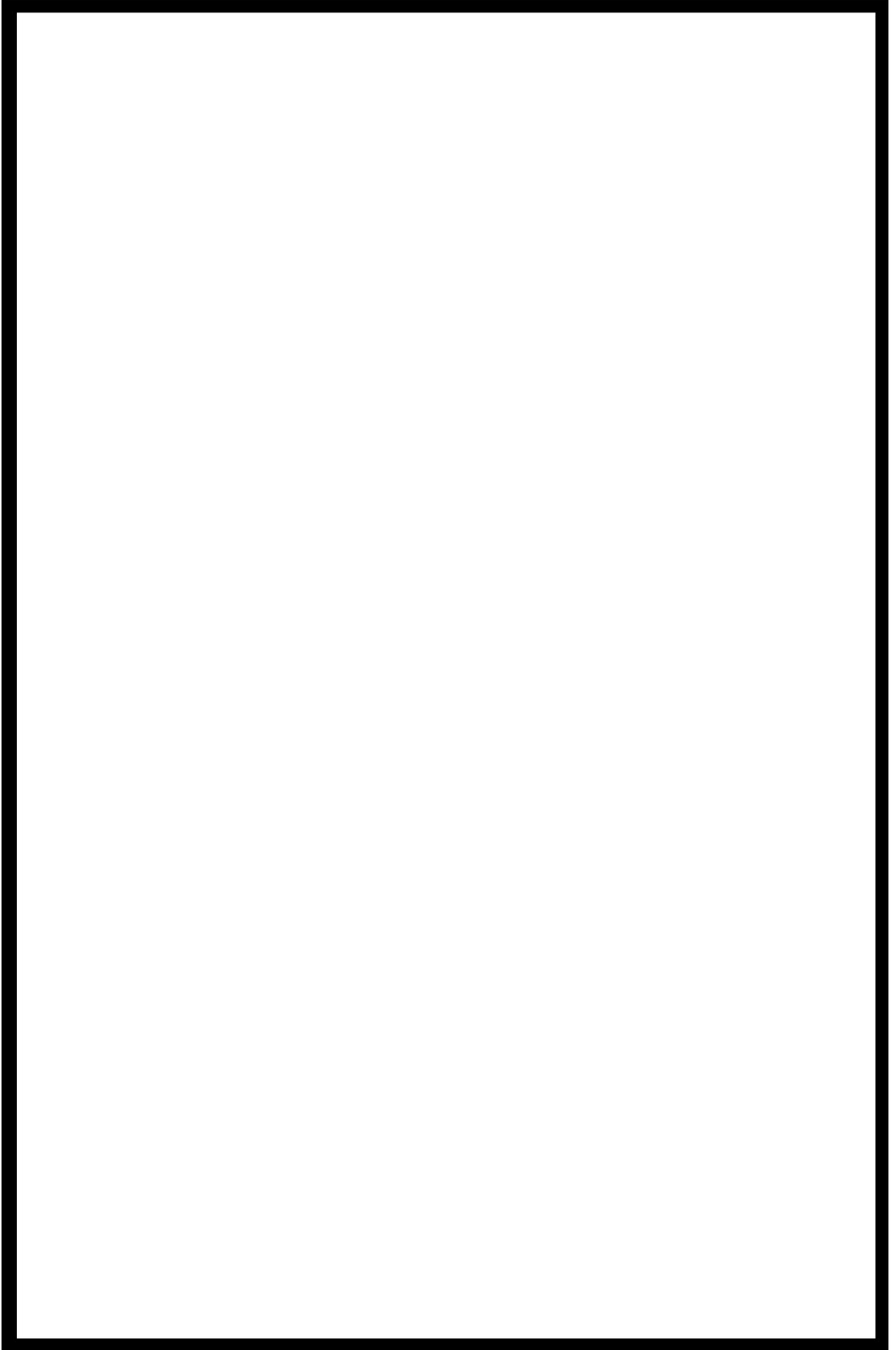
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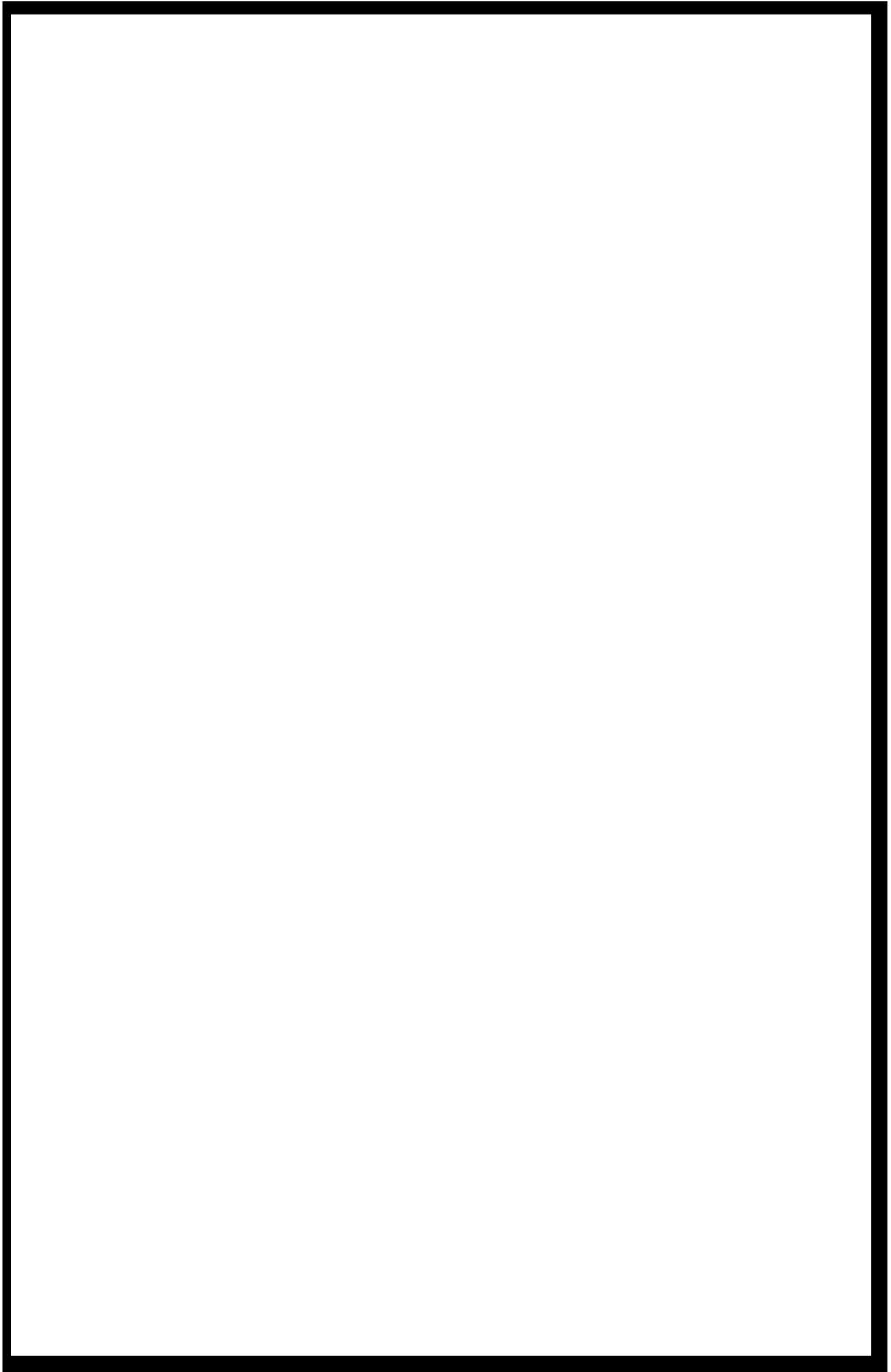
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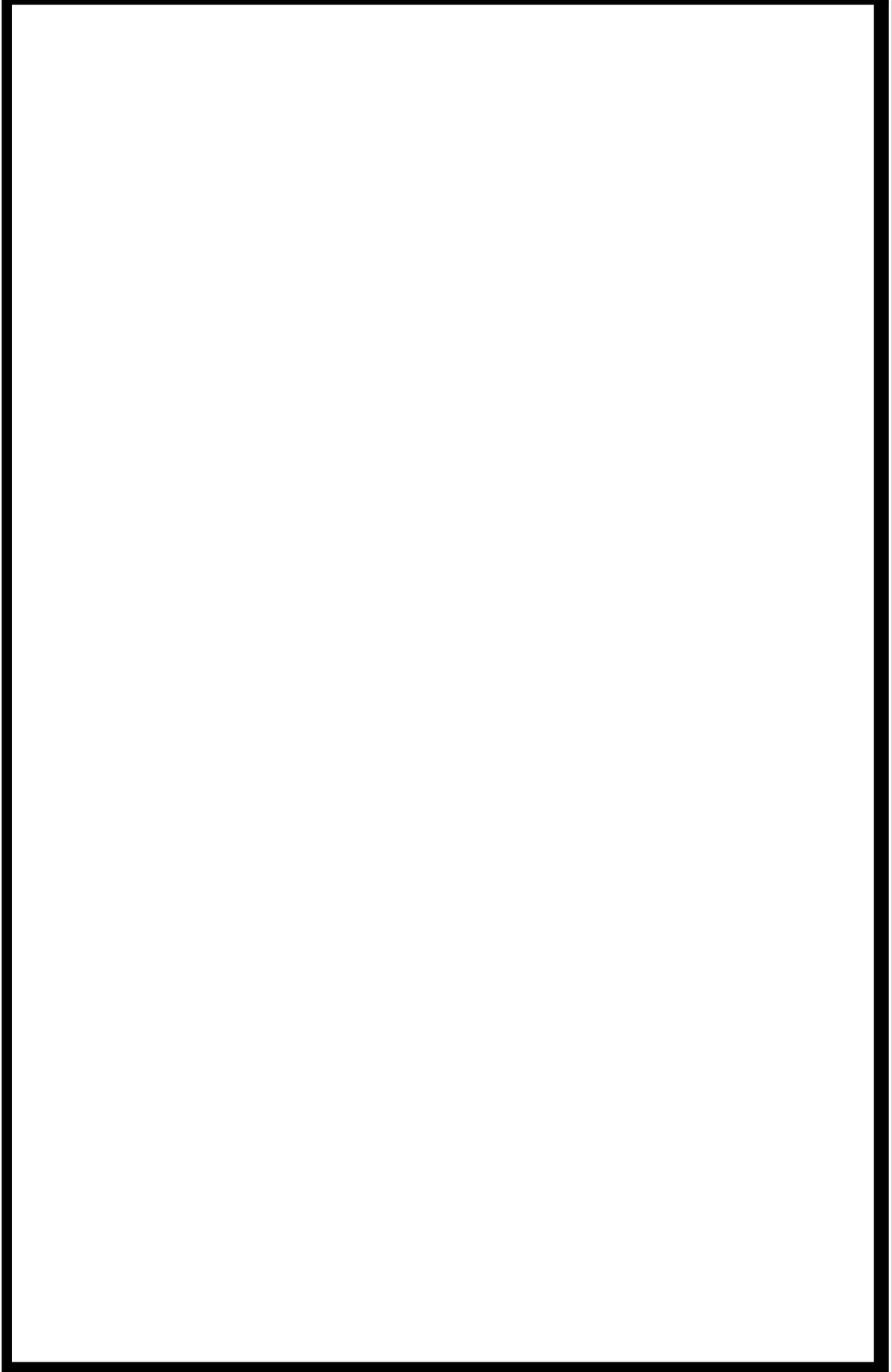
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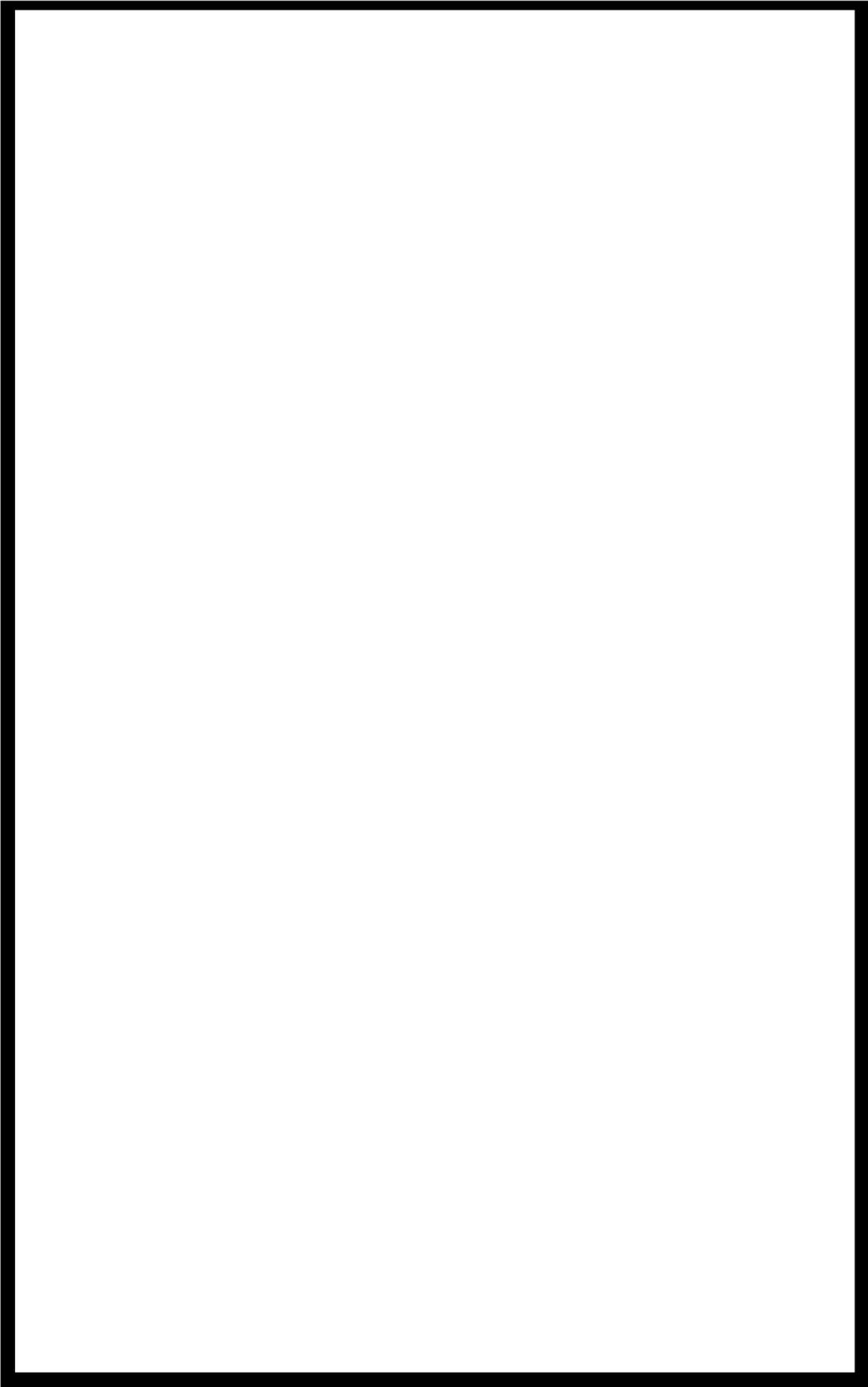
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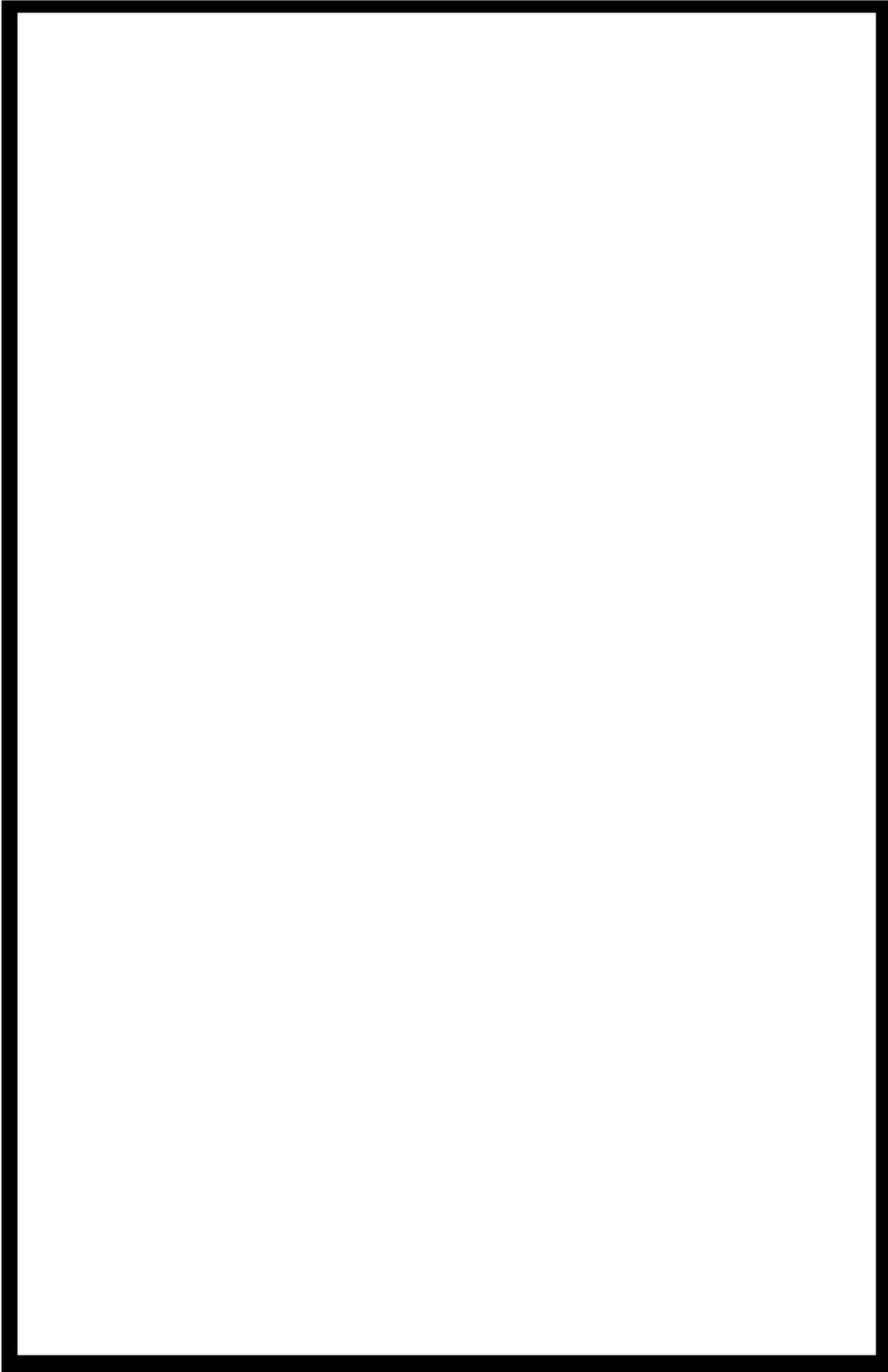
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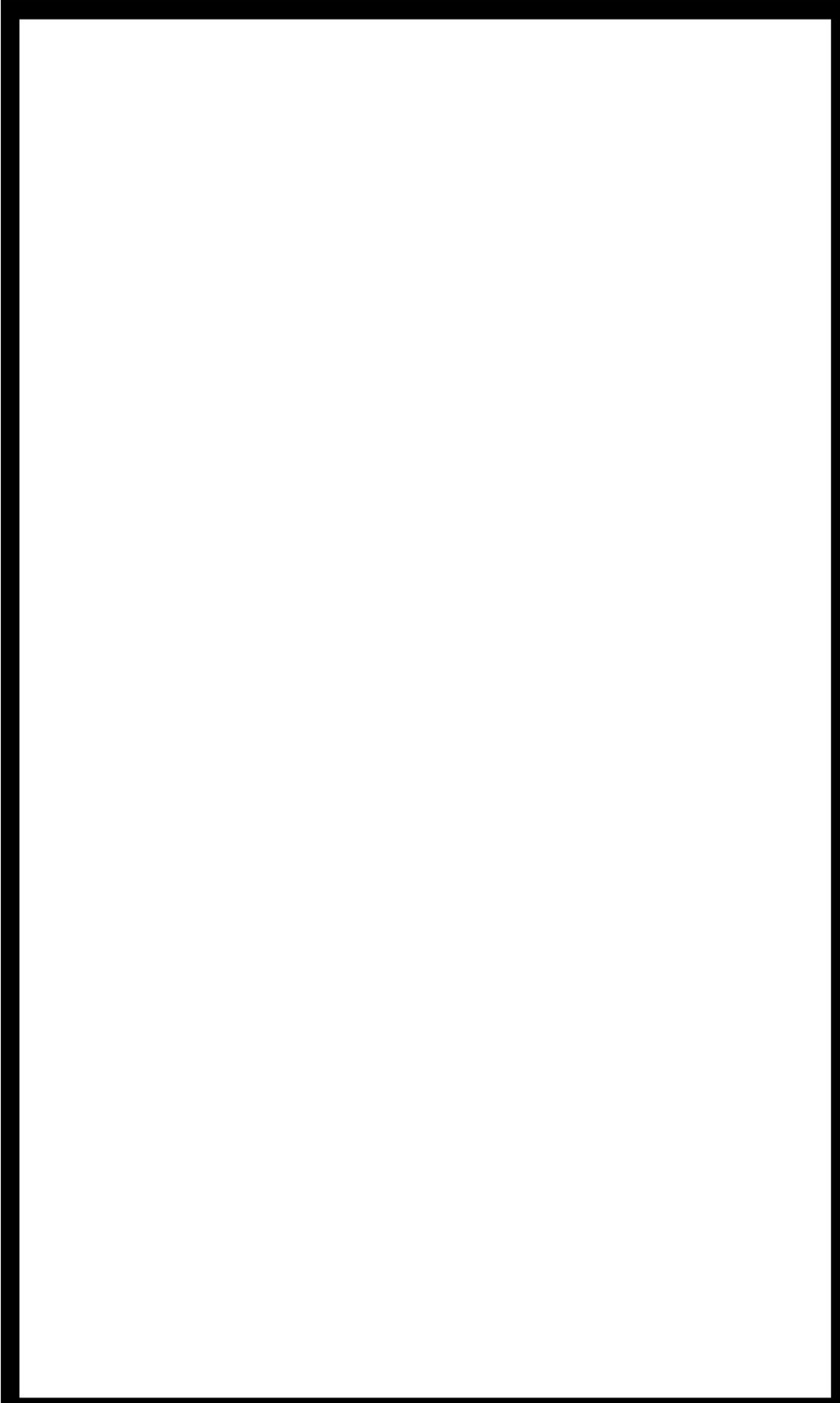


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Louise Lennard

From: Councillor Gillard <councillorgillard@woodbridge-suffolk.gov.uk>
Sent: 14 July 2018 20:32
To: [REDACTED]
Subject: Re: Code of Conduct Complaint from Cllr Caroline Blois
Attachments: My email mentioning Nolan principles.pdf; Exchange of mails K Lacey P Gillard.docx

Dear Ms Crowe,

Thank you for passing on the letter from [REDACTED], informing me of the complaint against me by councillor Caroline Blois, alleging that I have breached the Suffolk Code of Conduct (the Code).

In response to each of the Paragraphs that Cllr [REDACTED] alleges I have breached, these are my responses for the Independent Person's consideration.

Paragraph 1 of the code states that you must treat others with respect.

I have always always treated both councillors and officers with respect and I completely deny this unsubstantiated allegation, which is itself a disrespectful form of bullying and character assassination.

Cllr Blois mentions a mail which I sent to councillors and elects to declare that it questions their Integrity. It does no such thing; it merely reminds everyone that Transparency was one of the obligatory Nolan Principles that we sign up to. I enclose a copy of it for you to judge for yourself(attached). In the case of our huge loss of emails, I do not think WTC can be sure they have upheld transparency, however painful that may be to them to realise. I do not for one moment question councillors' integrity.

Paragraph 2(2) of the Code states that you must not bully any person:

I am a primary school teacher and am fully aware of the seriousness and corrosive nature of bullying. I have therefore never bullied anyone in my life. I have however, witnessed bullying of another councillor, using the definition of 'prolonged negative, co-ordinated actions and words against an individual by another person or group of people'.

I am surprised to see Cllr Blois making allegations of bullying against me because in the past I have known her to be very aware of and resistant to this sort of back-channel character assassination which has sadly been a feature of the way that some groups inside this council have worked.

Cllr Blois refers to 'insidious' bullying of the previous Town Clerk, [REDACTED]. This was so insidious as to completely invisible, for the very good reason that it didn't exist.

So far as [REDACTED] is concerned, I do not think I ever exchanged more than a few words with [REDACTED] and any email communication I had with [REDACTED] was of a notably professional and non-personal tone. I have all my emails to prove this. My work during [REDACTED] time was either in Primary Schools or away from Woodbridge, so my capacity to phone or visit was non-existent for most of the year. I find it baffling that Cllr Blois can recall enough contact between the [REDACTED] and me to sustain her allegation, which I find most defamatory.

c) Kate Lacey, the current Town Clerk: I have checked my sent mail box and as far as I can see I have sent her 10 emails in the last four months, one of which is asking why some of my emails could be missing. Can this be construed as 'excessive'? Additionally, because I teach in Primary School, it is impossible for me to

phone or visit during term-time working hours. When Cllr Blois asserts that I have spoke in a bullying way to the new town Clerk on a regular basis, I struggle to see where she can have got the idea. Firstly, I don't speak to people in that way; Secondly, I have spoken to the new Town Clerk very little in the last four months since she was appointed. I have attached the only example I can find of where the current Town Clerk seems to have felt challenged by what I wrote to her, and I have added for clarity the reply which I immediately sent to her to put her mind at rest. I have no complaints about the current Town Clerk, nor would it be professional to raise them with her if I did. (see attached file)

Paragraph 2(4) of the Code states that you must not do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, your council.

I have never done anything to compromise the impartiality of those who work for or on behalf of my council.

Paragraph 3 of the Code states that you must not —

(1) disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where—

- (a) you have the consent of a person authorised to give it;
- (b) you are required by law to do so;
- (c) the disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees not to disclose the information to any other person; or
- (d) the disclosure is reasonable, in the public interest, made in good faith and in compliance with the reasonable requirements of the council;

I am a bit uncertain about which information is deemed to have been confidential, as the loss of all the [REDACTED] emails was declared in public to me and other witnesses by [REDACTED] after a council meeting on 10th April. To quote her: "It's all gone. [REDACTED] deleted everything!"

My defence against this complaint of revealing confidential information is that I have merely attempted to inform the Woodbridge electorate of things which should have been made known to them but which WTC - in its embarrassment at its own lack of oversight over many years - had resolved to keep from them. I am sure that if I and a fellow councillor had not made these facts public, the Woodbridge electorate would never have found out about them and I believe that this refusal to reveal information would have been an abuse of the democratic process (and a breach of the Nolan Principles for conduct in public office). The specific principles involved here are Principles 5 and 7.

Paragraph 4 of the Code states that you must not conduct yourself in a manner which could reasonably be regarded as bringing your office or council into disrepute.

I have not behaved in a way to bring the council into disrepute; but I have consistently tried to assist us in not bringing ourselves into disrepute. I believe that we as a council have brought ourselves into disrepute by our failure of oversight - specifically in protecting our data and ensuring proper financial process - but I think we would have brought ourselves into even greater disrepute if we had tried to sweep all of this under the carpet. Indeed, if minuted suggestions of mine and emails (from 2016) about data protection and back up had been acted upon, we might not be in this situation at all. I can of course provide references for this.

Paragraph 5(2)(b) of the Code states that you must, when using or authorising the use by others of the resources of your council ensure that such resources are not used improperly for political purposes (including party political purposes).

I am completely amazed by this suggestion and would love to know what the basis for this slanderous allegation is. Please inform me. I can however infer one party political purpose behind the council's attempt to keep this information out of the public eye and to discredit my reputation: all of the problems that this complaint is linked to have occurred under the stewardship of one political party (every mayor for over a decade has been from this party; so has each chair of the Finance and Staffing committee). I could easily assert that this complaint itself has a party political purpose (and I have said in a recent council meeting that I would be completely happy if all councillors were unaffiliated, as in most other local councils at our level).

Paragraph 5 (3) of the Code states that you must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.

I would like to add in closing that I have so far received three complaints - couched in very similar abusive terms - all from members of the same party. There is a good case for saying that this is party political bullying in its own right, breaching several rules in our Code and bringing the council into disrepute. I would be minded to make a counter-complaint myself but I feel that WTC have already wasted a lot of your time.

I await your comments with interest,

Patrick Gillard
Councillor, Kyson Ward
Woodbridge

From: Lacey Crowe <Lacey.Crowe@eastsoffolk.gov.uk>
Sent: 06 July 2018 11:05:32
To: Councillor Gillard
Subject: Code of Conduct Complaint

Dear Councillor Gillard

Please find attached, letter from Hilary Slater.

Kind regards

Lacey

Lacey Crowe
PA to Senior Management Team
Suffolk Coastal and Waveney District Councils
Tel: 01502 523301
lacey.crowe@eastsoffolk.gov.uk

Suffolk Coastal and Waveney District Councils are working as a partnership and all emails received from us will use the @eastsoffolk.gov.uk email address

www.eastsoffolk.gov.uk

Reply all | Delete | Junk | ...

Lost emails - another problem comes up



Councillor Gillard

Sat 30/06, 19:38

Councillors Office365; Town Clerk

Reply all |

Sent Items

Dear councillors,

██████████ has just sent me a copy of a mail that he sent to ██████████ complaining about the Elmhurst Park signs. He sent it to ██████████ in February 2018, so of course his original mail and the reply to it are almost certainly in the huge pool of missing emails that we have been left with. ██████████ is now raising his complaint again after seeing newspaper coverage, and is thanking me ██████████ for bringing the matter to light.

How many more examples do we need before we realise that we have not done the right thing in trying to 'draw a line under' this matter, and therefore keep it from the people of the town who will be affected by it?

We are soon to have training in how to discharge our responsibilities as councillors. This is very welcome, but it must include the 'Nolan Principles' (Lord Nolan, 1995) of local government, which lay out how we should approach our work. The seven principles are:

- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty
- Leadership

I have put a link in below - specifically for parish and town councillors - and I think the fifth one about 'Openness' is by far the most relevant one here.

<http://askyourcouncil.uk/understanding-your-council/the-nolan-principles/>

The seventh one - Leadership - also says we should 'robustly support the principles'. This is what ██████████ and I are doing. I urge you to support us.

Sincerely,

Patrick

The Nolan Principles – ...ask your council

askyourcouncil.uk

Have they made a difference, and are they still relevant? The fact that the Nolan Principles are widely used suggests that they are indeed relevant and useful.

CONFIDENTIAL REPORT

Dear Kate,

I am upset to find that you took my requests for information as a challenge to your competence and hard work. This was not my intention, nor does it reflect my views at all. I just feel that all our skills and input may help to solve our current problems effectively.

My reference to 'firefighting' was merely to acknowledge the very difficult situation into which you and your team have been put by the apparent actions of [REDACTED]. There was no way that your work should have been hampered in that way and I am glad that you are now fully able to concentrate on our current important work and are not 'firefighting' any longer.

However I feel that we have at least three potential areas of risk which we may be ignoring in the clamour to 'draw a line' under our data loss episode. The fact that a councillor wrote to me last night (who seemed to be quite sure of what was not in the minutes) and emphasised the importance of 'drawing a line' makes me even more concerned that this is not yet the right thing to do. As a Woodbridge councillor who believes he is responsible to the taxpayers of the town above all other responsibilities, I feel that we are ignoring several specific risks. At the top of the list would be:

1. We have a record of what we have spent but have lost most of the record of why we spent it and the details of what was requested and how quotes were decided on. Will we pass next year's Audit and do we need to qualify the audit that has just taken place? What happens if there is a legal challenge to anything we have spent? Should we refer ourselves to an external Auditor?
2. We are as obliged as any other authority is by the Freedom of Information legislation. As there are huge areas of missing data, are we completely ready to explain their loss and prepare for any penalties that follow?
3. Are we completely satisfied that we have behaved correctly by not formally informing the police that a previous responsible financial officer appears - on leaving the post - to have deleted all mails sent by [REDACTED] on behalf of our council?
4. Have we really done all we can to promptly and effectively recover any missing data? Are we confident enough of our knowledge to not ask for professional help?

The risks are quite separate from the basic issue of transparency. Are we never going to tell our taxpayers what has happened? My worries are not lessened by the clear intention of many councillors to 'draw a line' under the episode. It is what is above the line that worries me.

Best wishes,

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I am unable to add your requested item agenda to the Town Council meeting. The EGM had two resolutions; I will report back on one of the resolutions, the other will be dealt with and Finance and Staffing. In accordance with Standing Orders Section 7 Previous Resolutions which states:

- a. *A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least nine councillors to be given to the Proper Officer in accordance with Standing Order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.*
- b. *When a motion moved pursuant to standing order 7(a) has been disposed of no similar motion may be moved for a further six months.*

Finally, could I draw your attention to the e-mail sent by the Chairman at 01.10 am on 23 May.

Yours,

Kate

Finance Assistant and Secretary sent automatic replies.

FA
Finance Assistant

Hello, I am out of the office until Monday 4th June 2018.

Karen

Finance Assistant to the Town Clerk

S
Secretary

Please note, I am not in the office now until Monday 11th June 2018

CG
Councillor Gillard

|
Fri 01/06, 13:15

Dear Kate, (and fellow councillors FYI)

I know that you are still firefighting after our data losses at the council, but I need to request a couple of things of some urgency:

1. We haven't had any minutes yet from our EGM on 14.5.18 and the longer it takes to see these, the less clear people's memories will be of what we discussed and agreed. For example, I know that I asked to know whether the [REDACTED] had signed an IT use or email use agreement and I think you said you would check. Is that minuted? There may be other important items that need including. For example, we had a proposal to approach a

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data retrieval specialist. Did we discuss that? Is it minuted? You can see the potential problems.

2. I am formally requesting that we have an agenda item for our Town Council Meeting on 19.6.18 which will be an update on the actions we have agreed so far on the data losses and the chance to discuss any further actions which we feel to be necessary.

Best wishes,

Patrick Gillard

**STATEMENT
FRONT COVER**

Name:	Councillor Lady Caroline Blois
Position Held:	Complainant

wilkin chapman llp
solicitors

Cartergate House,
26 Chantry Lane,
Grimsby
DN31 2LJ

a limited liability partnership registered in England number OC343261
authorised and regulated by the Solicitors Regulation Authority

STATEMENT of: Councillor Lady Caroline Blois

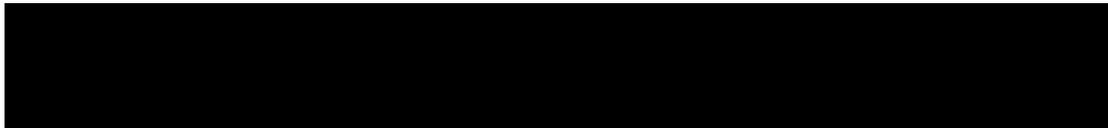
1. I have been a member of Woodbridge Town Council since 2011. For most of my working life I have been involved in public service. I became a member of the Health Authority in 1983 and served on the Appointments Committee of the Peterborough Health Authority. In 1987 I was appointed as the Chairman of St Audrey's Hospital. In 1992 I became a member of the Tribunal Service, a position I held for 23 years.
2. My complaint about Councillors Gillard [REDACTED] relates to various aspects of their recent behaviour.
3. In an article in the East Anglia Daily Times, published on 16 June 2018, both Councillors were photographed by [REDACTED] a reporter for that newspaper. The article was headed "Thousands of pounds worth of undelivered signs in Woodbridge". This subject was debated in camera with no press there and they broke silence and their word not to discuss it publicly.
4. In the article the two Councillors claim that they discovered the problems with the signs. This is not correct as it was the new Town Clerk that identified the problems and with myself we investigated them.
5. On 4 July 2018 another article by [REDACTED] in the East Anglia Daily Times said Woodbridge Town Council was forced to defend itself after data loss. This was accompanied by photographs of Councillors [REDACTED] and Gillard again about a subject that for the time being was confidential and discussed in camera. They broke silence and their word not to discuss it publicly.

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6.



7.



Now the new Town Clerk has also complained to me about [redacted] Councillor Gillard's bullying manner and the way the staff are all spoken to when an issue is taking time to resolve. I have seen this at Council meetings in the way they approach their questioning of the Town Clerk. An example of this is when they ask the new Town Clerk questions in a public meeting knowing that she might not have the answer immediately.

8.

I have had training from SALC (Suffolk Association of Local Councils) in how to deal with bullies in a Council meeting situation because of the bullying manner of certain Councillors. I just want them to realise they are now unpaid public servants and the public deserve to be spoken to and the staff dealt with in a proper manner.

9.

The way they have used the media politically has caused immense lack of trust in the Council as a whole. For example, regarding the signage issue which is still ongoing, at the Amenities Committee meeting in October I had to say that the last item on the agenda was to be held in camera. I did not know whether the members of the Committee with political persuasions other than Conservative would obey the rules. This had been happening ever since Councillors [redacted] Gillard had previously broken silence. No one trusts anyone any longer and Council work is based on trust a lot of the time. The Council is now no longer a non political Council, it is split most certainly into them and us which it should not be according to the

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rules as I understand them.

10. Councillor Gillard wrote an email to all Councillors saying that at our forthcoming training we needed to make sure the Nolan principles of Councillors were included and he listed them. By this implication he meant that we were not behaving correctly and to be told that I needed training in integrity after 35 years public service including 23 years with the Tribunal Service made me seriously angry. I decided to stand up and be counted and complain about their behaviour. This could also be called bullying by insinuation and cause upset to any one of the people receiving it as they could feel inadequate and self doubting of their performance doing their job. The Town Clerk organised training for councillors at which neither [REDACTED] Councillor Gillard attended.
11. I have been on the Town Council since 2011. In that time the only incorrect behaviour I have seen has been bullying of Councillors, including myself, and usually because of arguments. The bullying took the form of the volume and length and speed of speech when a Councillor wants to be heard all the time. This was why I asked for training from SALC, as I had never come across it before in 35 years of being a paid and unpaid public servant.
12. I have provided the investigating officer with [REDACTED] [REDACTED] a copy of the email received from Councillor Gillard regarding the training and his comment about the Nolan Principles.

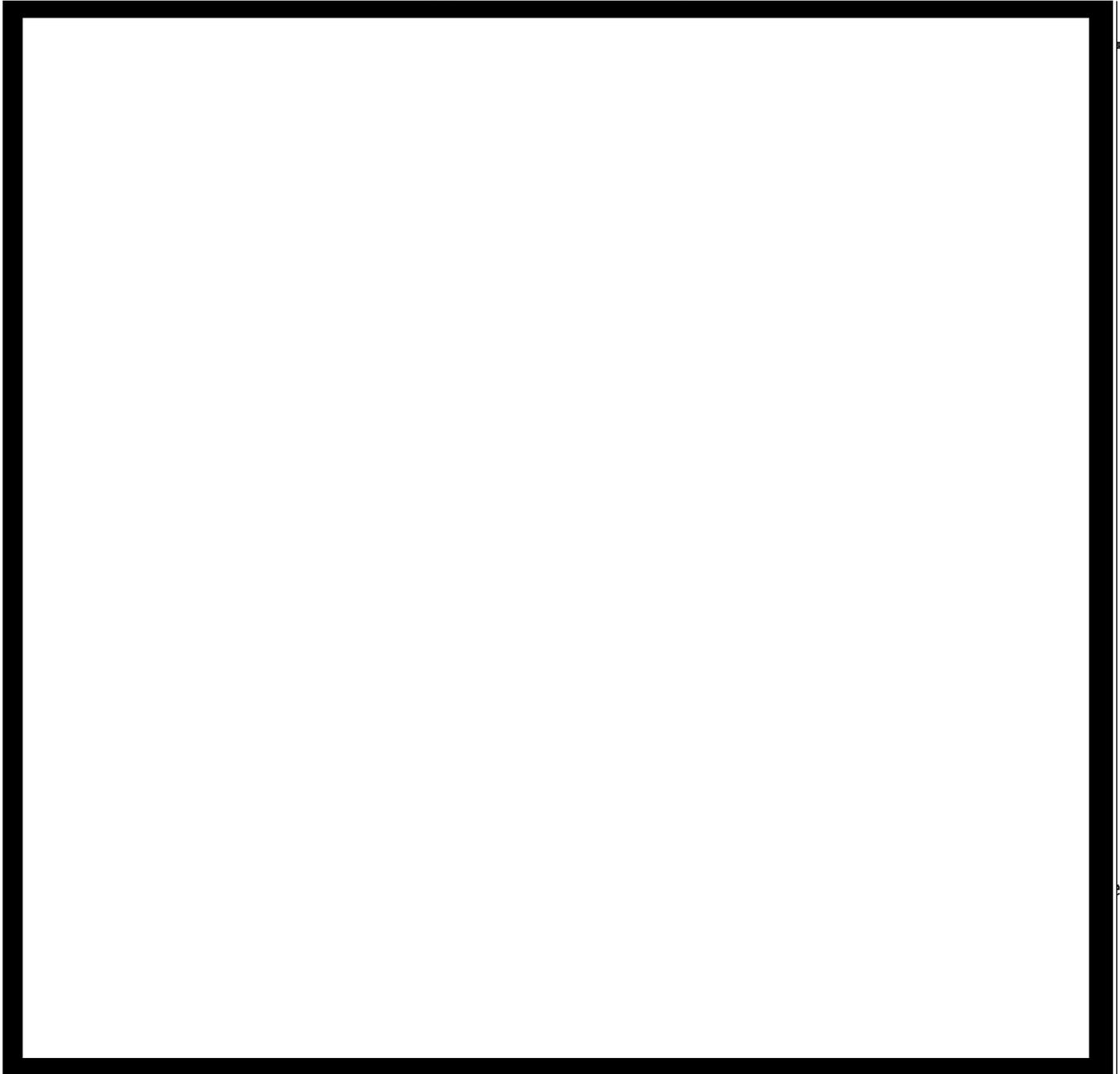
I Lady Caroline Blois declare that this statement is true and accurate to the best of my knowledge and belief.

Signed

[REDACTED]

Date

14/11/2018



Councillor conduct complaint form - Suffolk Coastal

Customer details:

Name: **Councillor Clare Perkins**

Address: [Redacted]

Contact details:

[Redacted]

Councillor details:

Councillor name: **1. Councillor [Redacted] Patrick [Redacted] Gillard**

Name of Council: **Woodbridge Town Council**

Which paragraph(s) of the Code of Conduct do you believe the Councillor who is the subject of your complaint has breached: **I believe that Councillors [Redacted] Gillard have breached the Suffolk**

Code of Conduct in points :

- 1. You must treat others with respect.**
- 2. You must not —**
- (2) bully any person;**
- (4) do anything which compromises or is likely to compromise the impartiality of those who work for,**

or on behalf of, your council.

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3. You must not — (1) disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature
4. You must not conduct yourself in a manner which could reasonably be regarded as bringing your office or council into disrepute.
5. You —
 - (2) must, when using or authorising the use by others of the resources of your council
 - (b) ensure that such resources are not used improperly for political purposes (including party political purposes);
 - (3) must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.

I also believe that Councillors [REDACTED] Gillard have breached the Local Government Act 1972 in the point below:

(4) A principal council may by resolution exclude the public from a meeting during an item of business whenever it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during that item there would be disclosure to them of exempt information.

Details of complaint:

It saddens me to have to complain formally about fellow councillors, but it has come to a point where something has to be said. With the recent flouting of the Suffolk Code of Conduct rules that Councillors [REDACTED] Gillard seem to have taken upon themselves to do, it makes a mockery of what we as councillors uphold and adhere to.

During the last 2/3 years Councillor [REDACTED] Gillard have shown disrespectful behaviour towards members of the Council's office staff, resulting in the recent resignation of, not only [REDACTED] the Town Clerk, but our secretary [REDACTED]

Councillor Gillard also displayed rudeness and disrespect to them both at varying times. This is in my opinion unforgivable.

[REDACTED]

More recently and worryingly so, are the recent articles that have been published in the EADT about things that were said in Confidence and in Camra at 2 separate meetings, and which should never have been made public. Not because the Council wanted to hide the information, but because it was sensitive and confidential. These Councillors both attended and agreed that these meetings should be held in camra. It appears that as soon as one meeting was over the information was immediately passed to the journalist who was waiting for them outside and the subsequent article was printed the next day revealing what we had discussed in confidence.

Not content with one article being written with both councillors being photographed, two other articles followed a few days later publicising yet more sensitive material that had been discussed in camra with them at the meeting again.

This is not how councillors should behave. The Suffolk Code of Conduct has blatantly been breached by them both in a number of ways it appears, for political gain. With the [REDACTED] election soon happening, it would appear that they want to upset the equilibrium of the Council by making it out to be in crisis. We are not. As councillors we are supposed to be non-political when elected and deal with everything in a non-political way for the good of the town.

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Our new Clerk, Kate Lacey, unfortunately is currently being subjected to countless unnecessary phone calls, emails and requests from Councillors [REDACTED] Gillard . This is taking her away from being able to do her job properly and has caused her much distress . She feels that she is being bullied and has threatened to leave because of these two councillors behaviour towards her. We cannot allow this to happen and we as a whole council are responsible for the welfare of our staff, who work hard to help us be effective councillors for the electorate. Our staff do not deserve to be treated in this way and those who do should be reprimanded.

Councillor Gillard recently sent an email to us all citing the Nolan principles . He said that he and [REDACTED] were ' robustly supporting the principles ' especially the seventh one which is leadership . He also questioned the council's ' intergrity'. This I find totally unacceptable . How dare he question our integrity.

The definition of Integrity is: the quality of being honest and having strong moral principles. Someone who doesn't toe the line, and who goes out of their way to cause problems, soon infect the whole environment and causes division, fear and stress. This is what is happening and we must stop it.

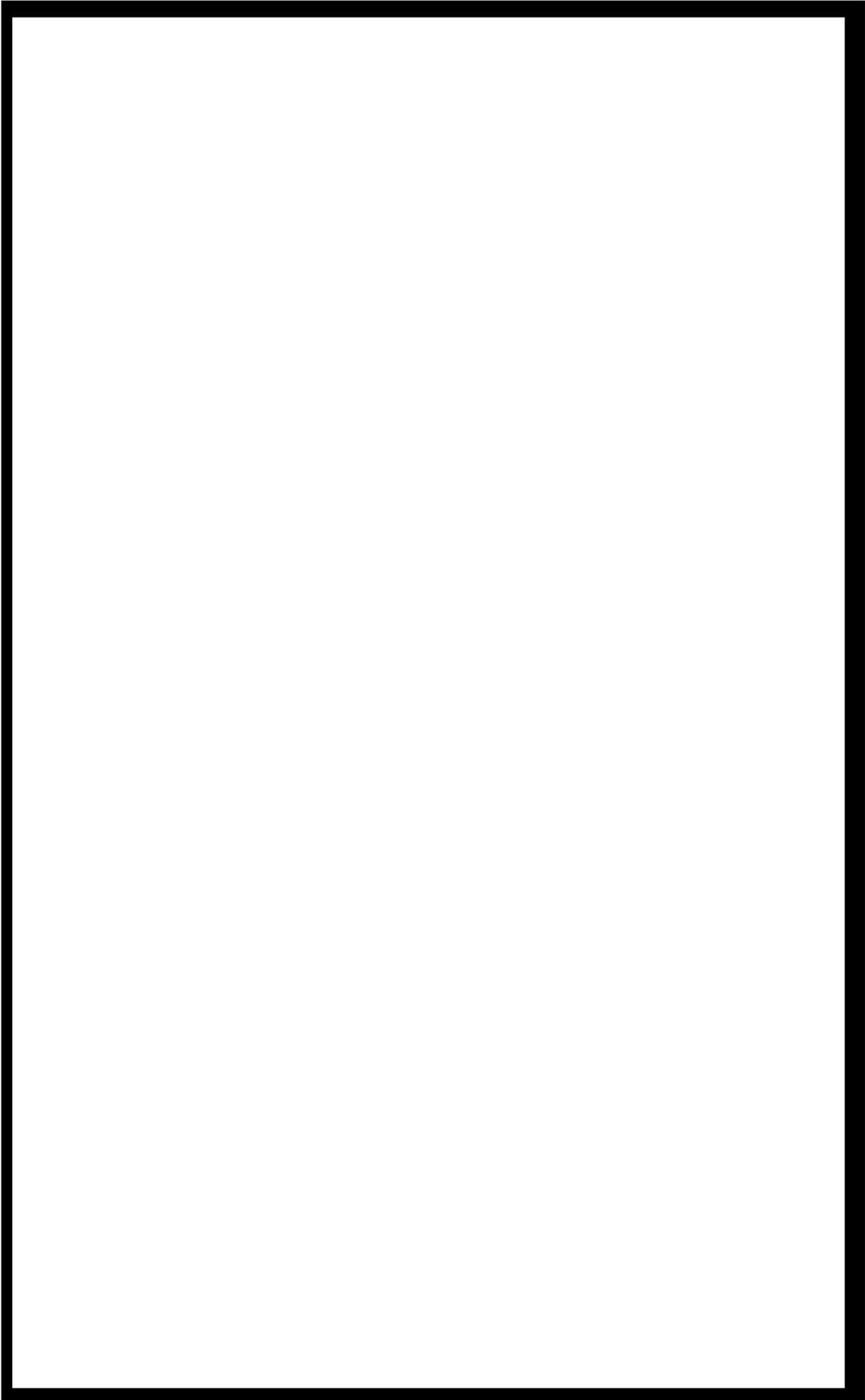
Customer outcome expectation: I would like to see Councillors [REDACTED] Gillard publicly reprimanded and reminded of the importance of the Suffolk Code of Conduct . I would also like them to be reminded that it does no good to cause ill feeling and upset amongst a group of decent people who have been democratically-elected to be local representatives in a unique and privileged position – and the potential to make a real difference to people's lives. This is what being a councillor is . It is not to pitch Councillor against Councillor in a political fight.

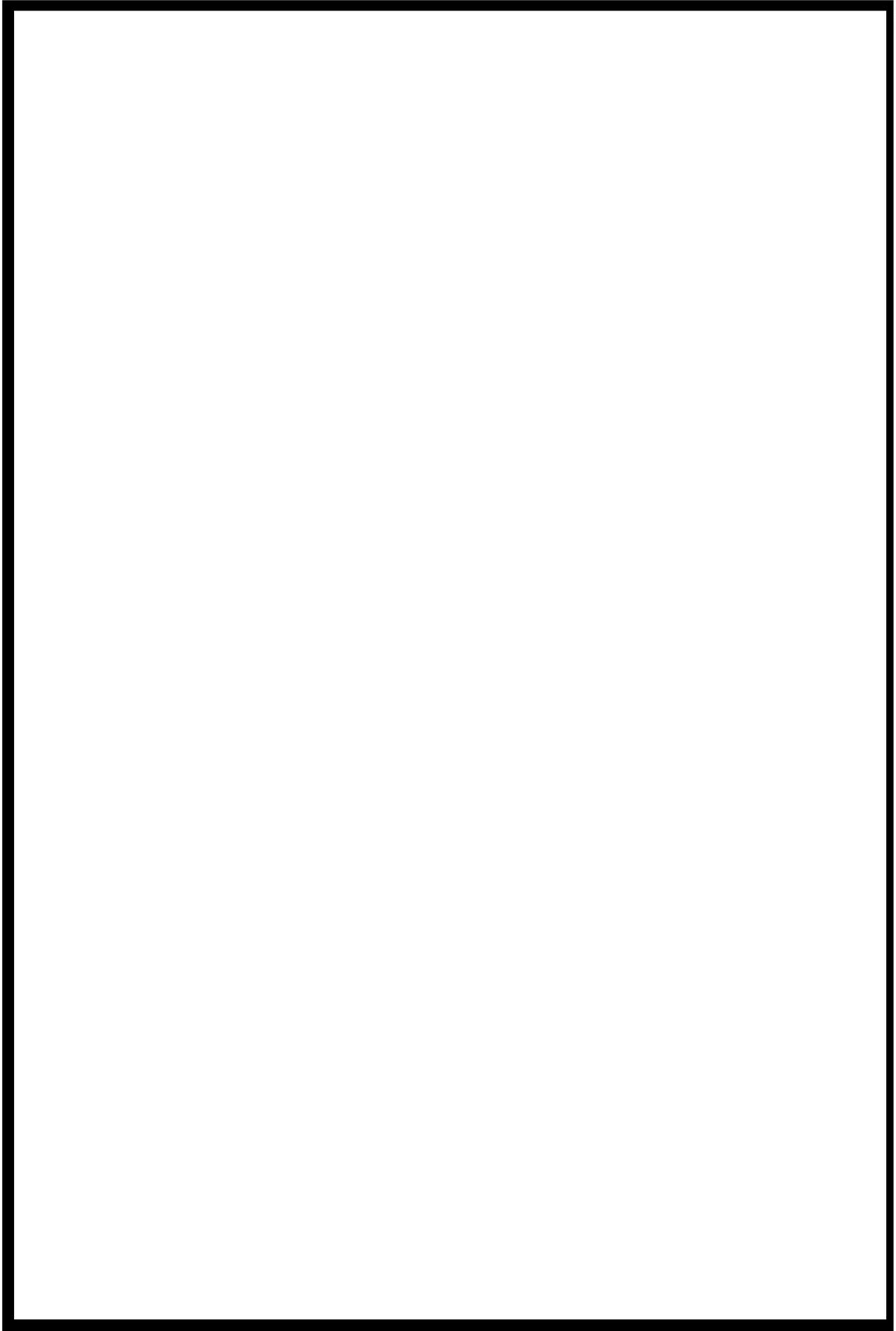
Do you want the complaint to be dealt with anonymously?: No

If yes, Please provide details of why you believe that your name and/or the details of your complaint should be withheld:

If yes, If anonymity isn't granted, do you still wish to proceed?:

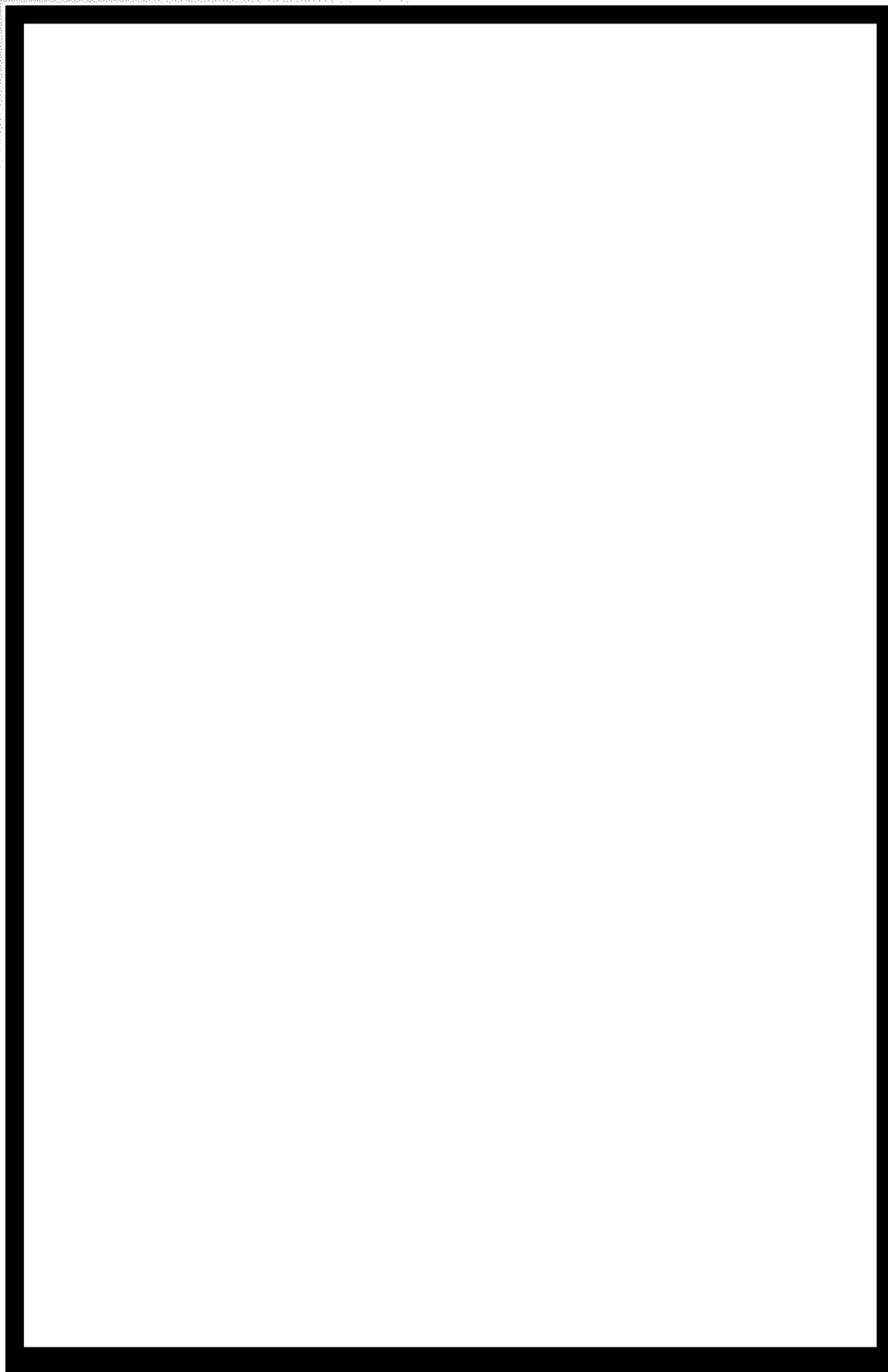
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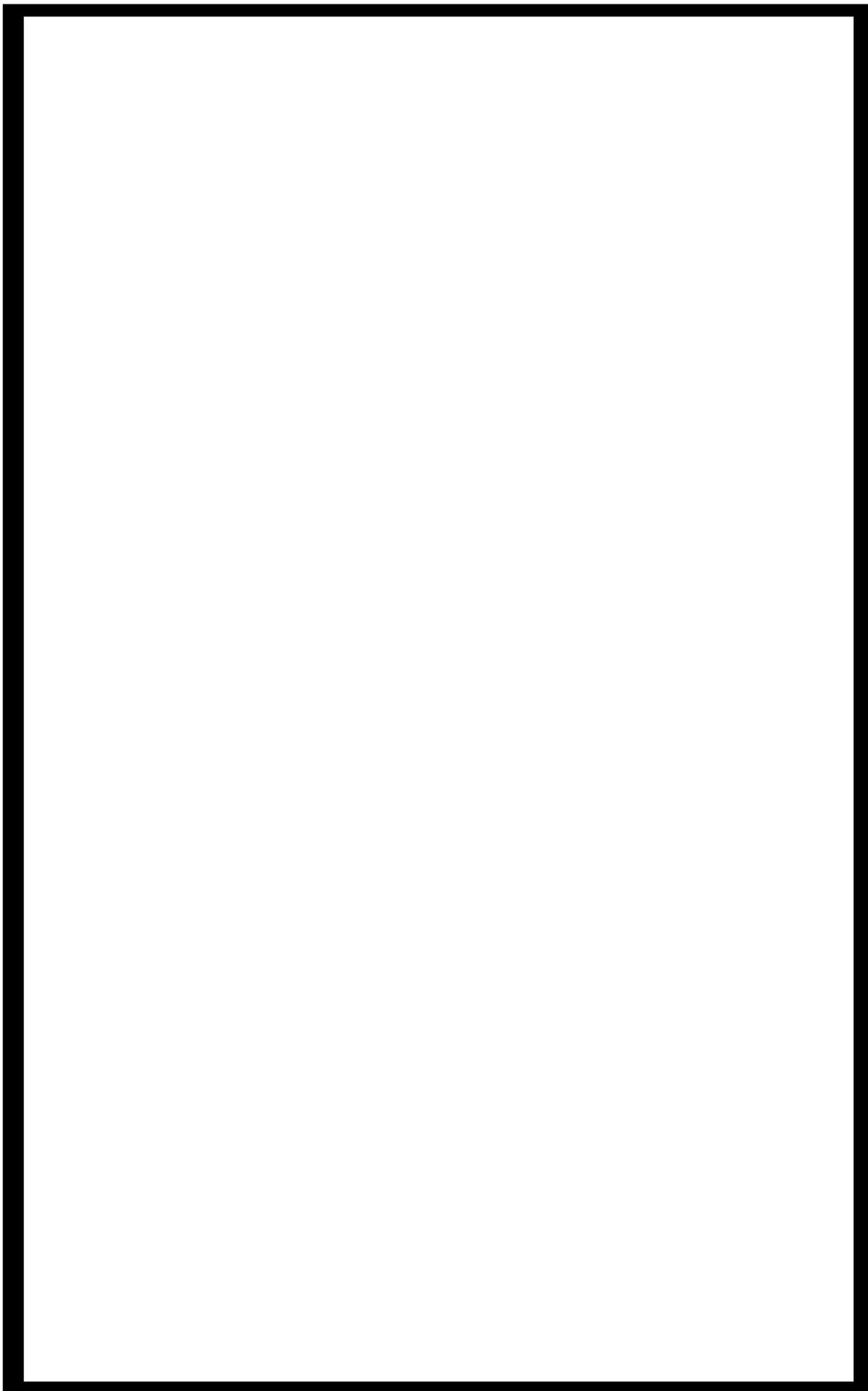
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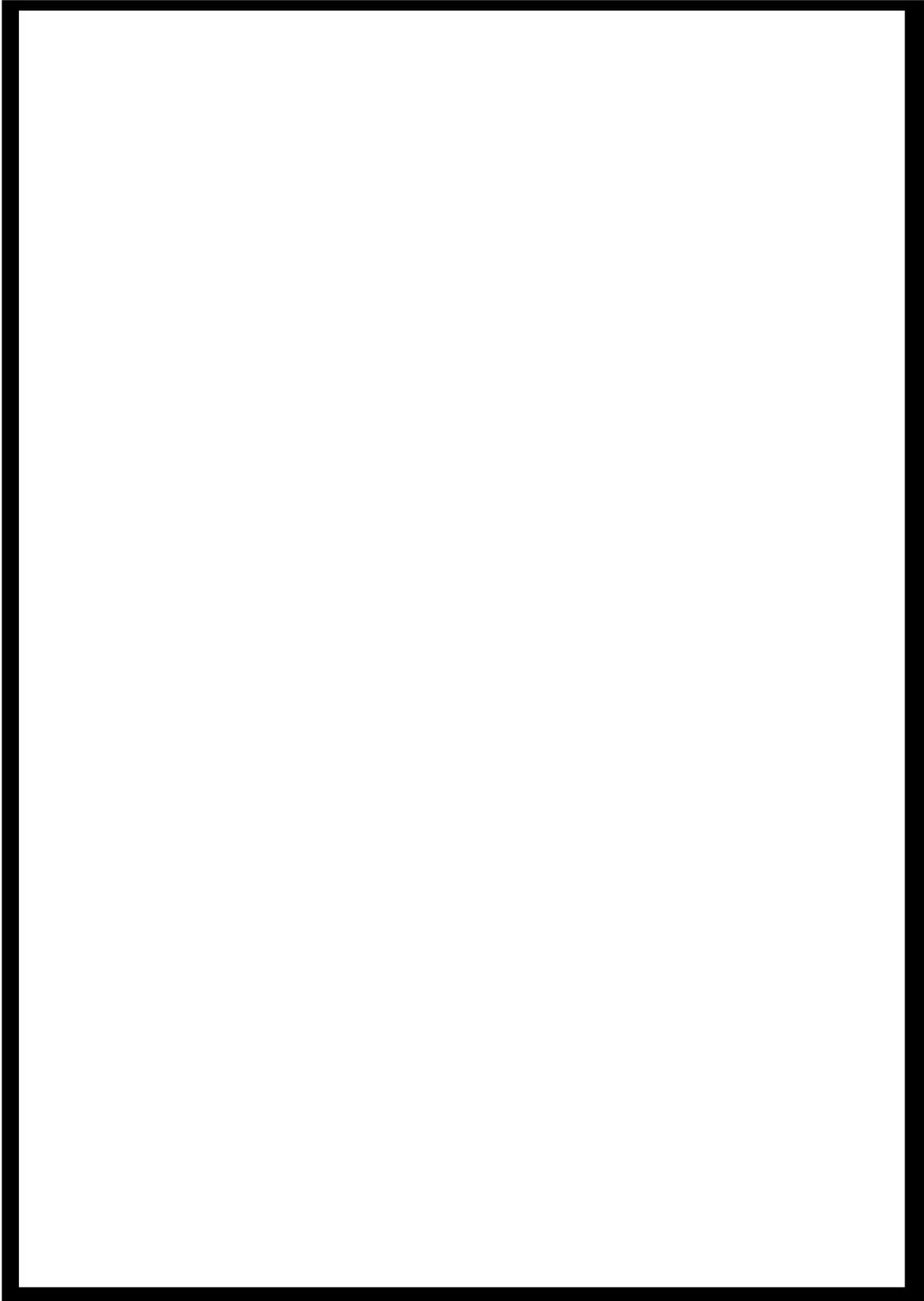


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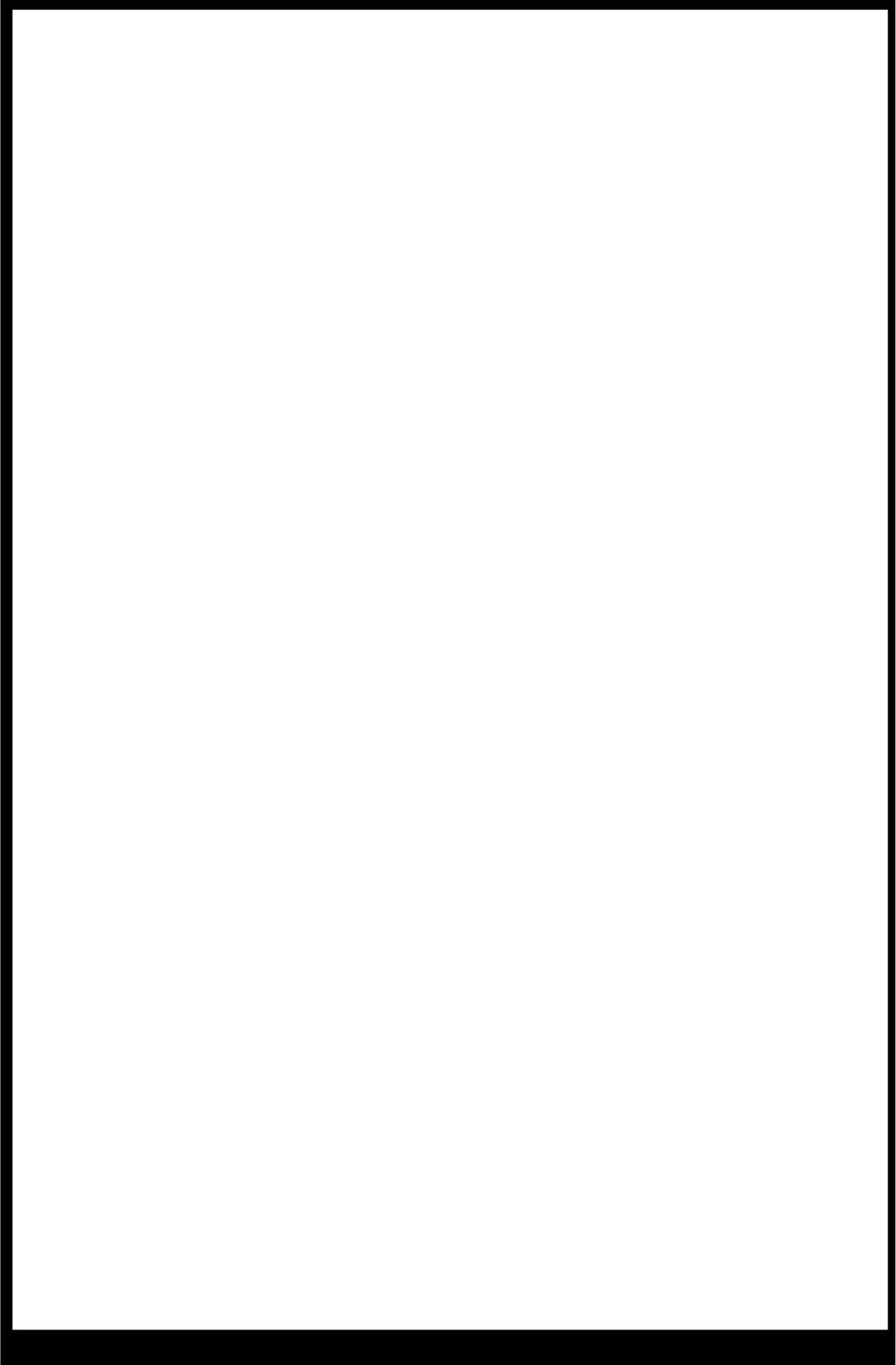




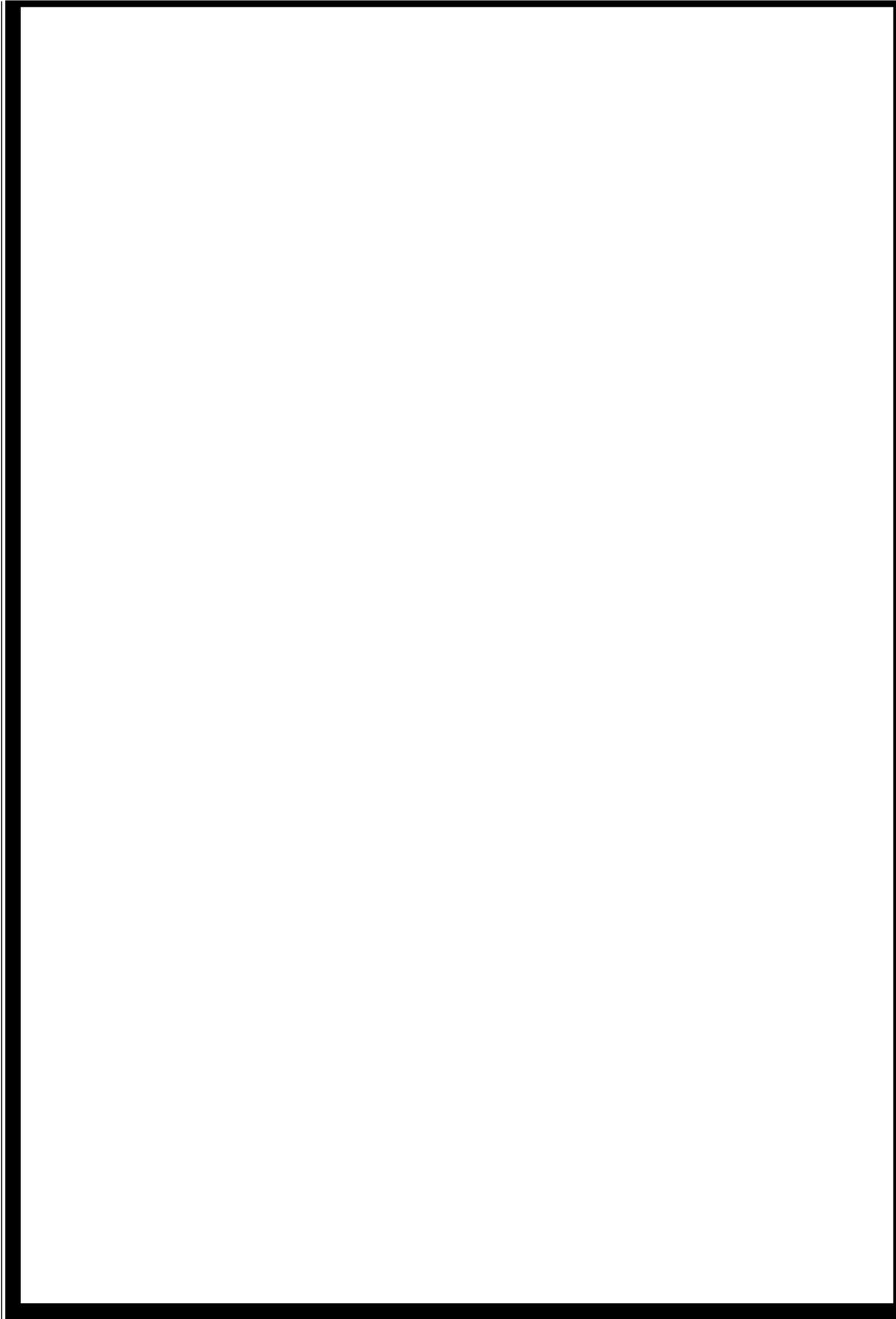
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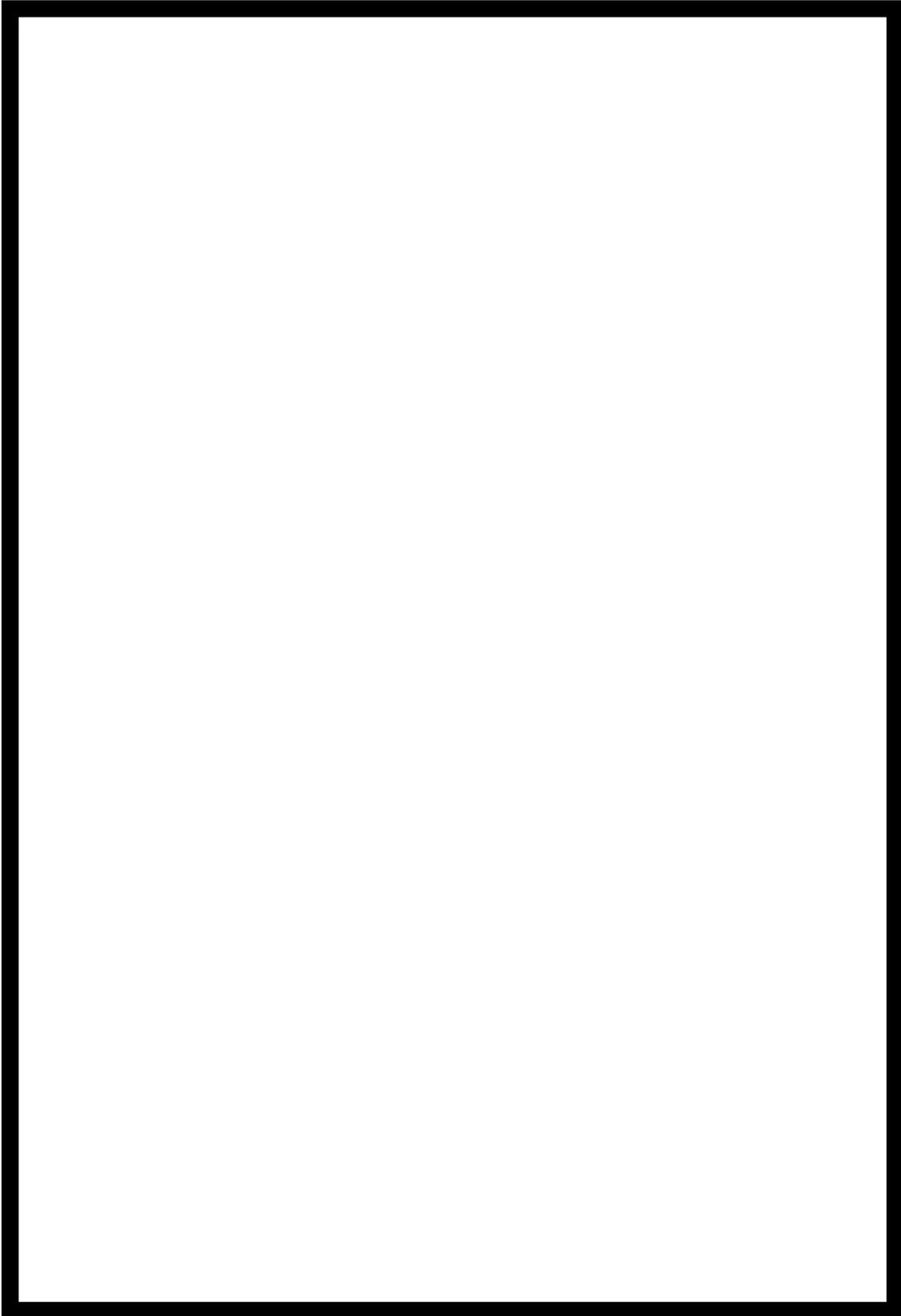
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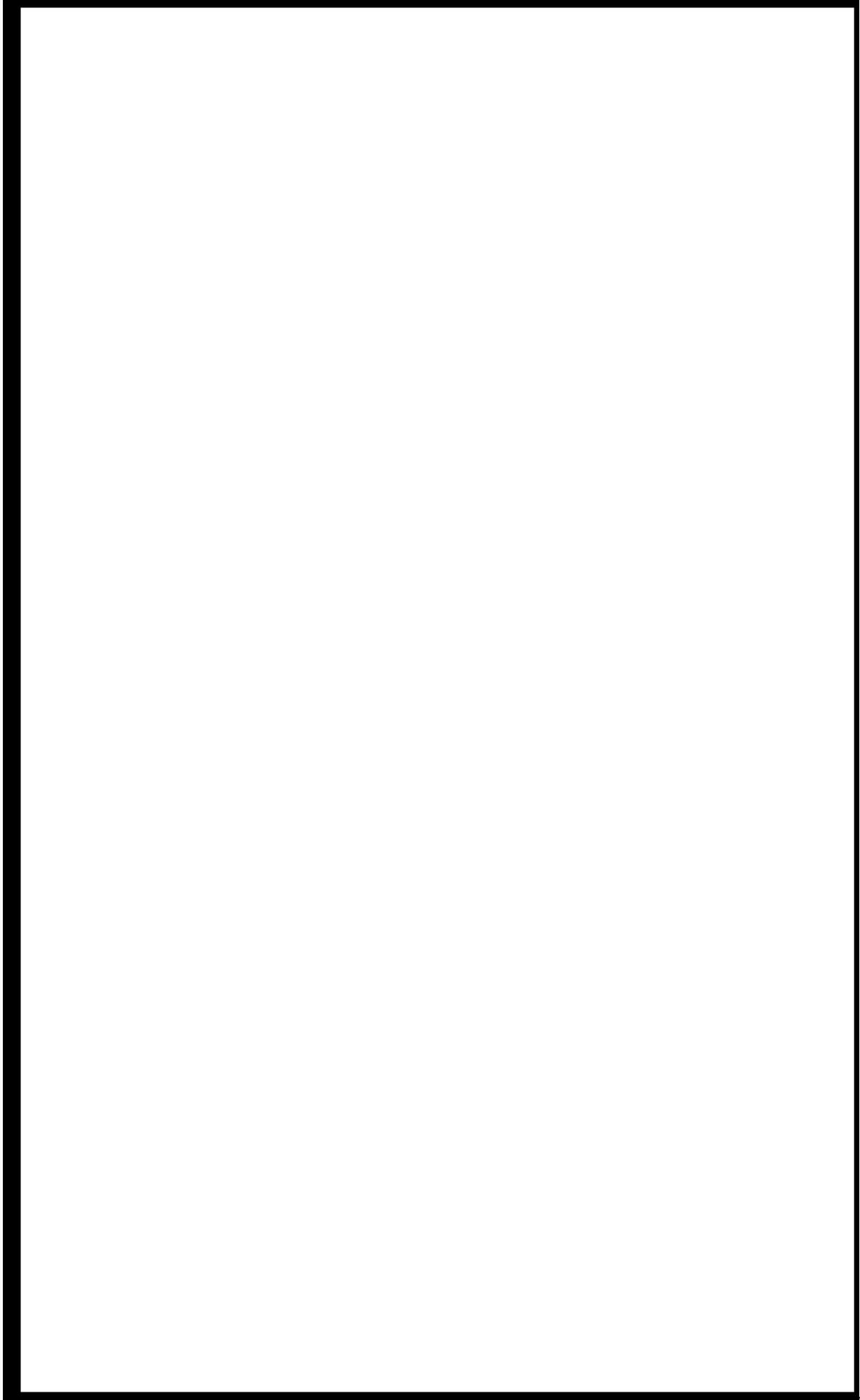
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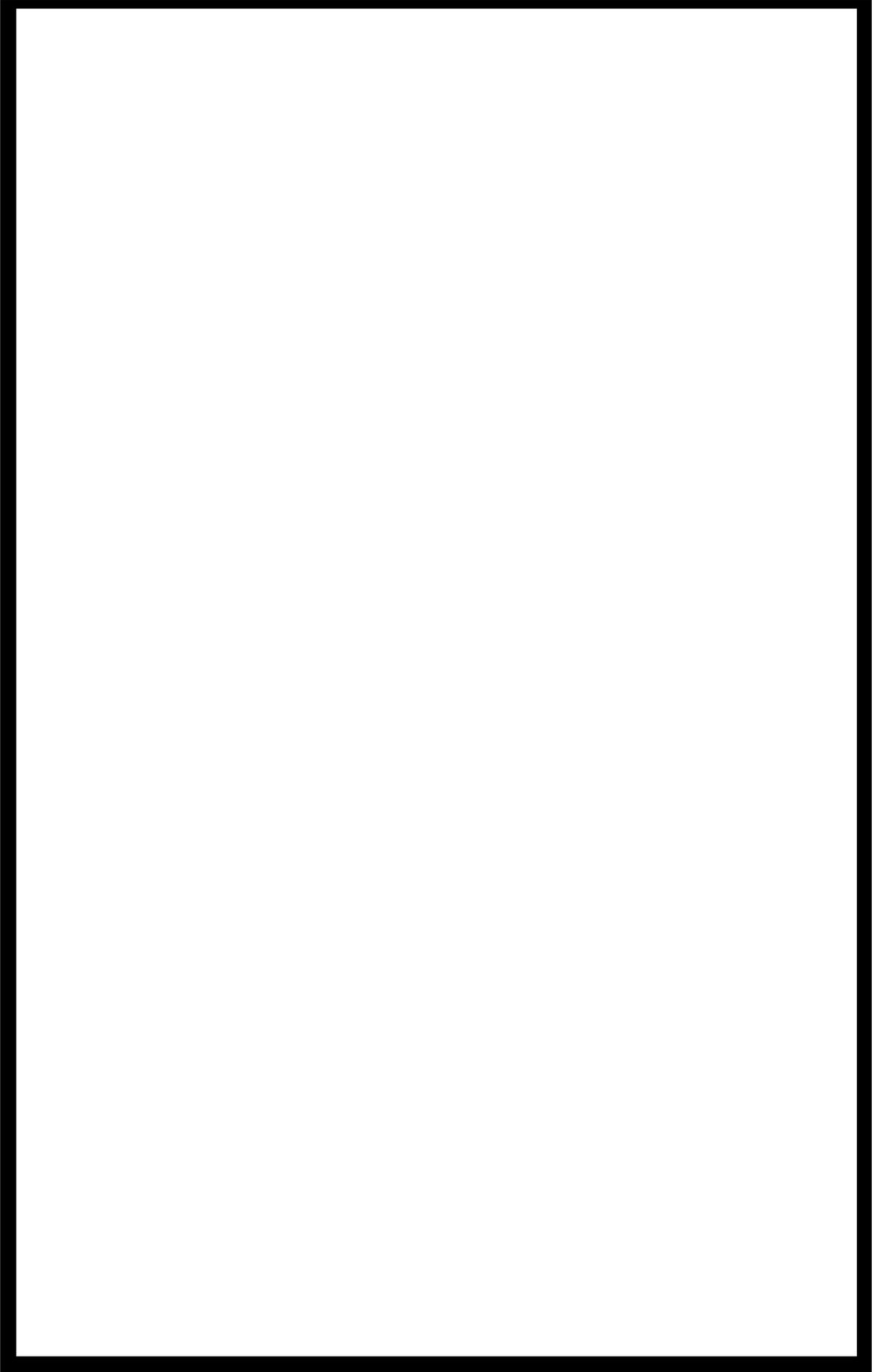
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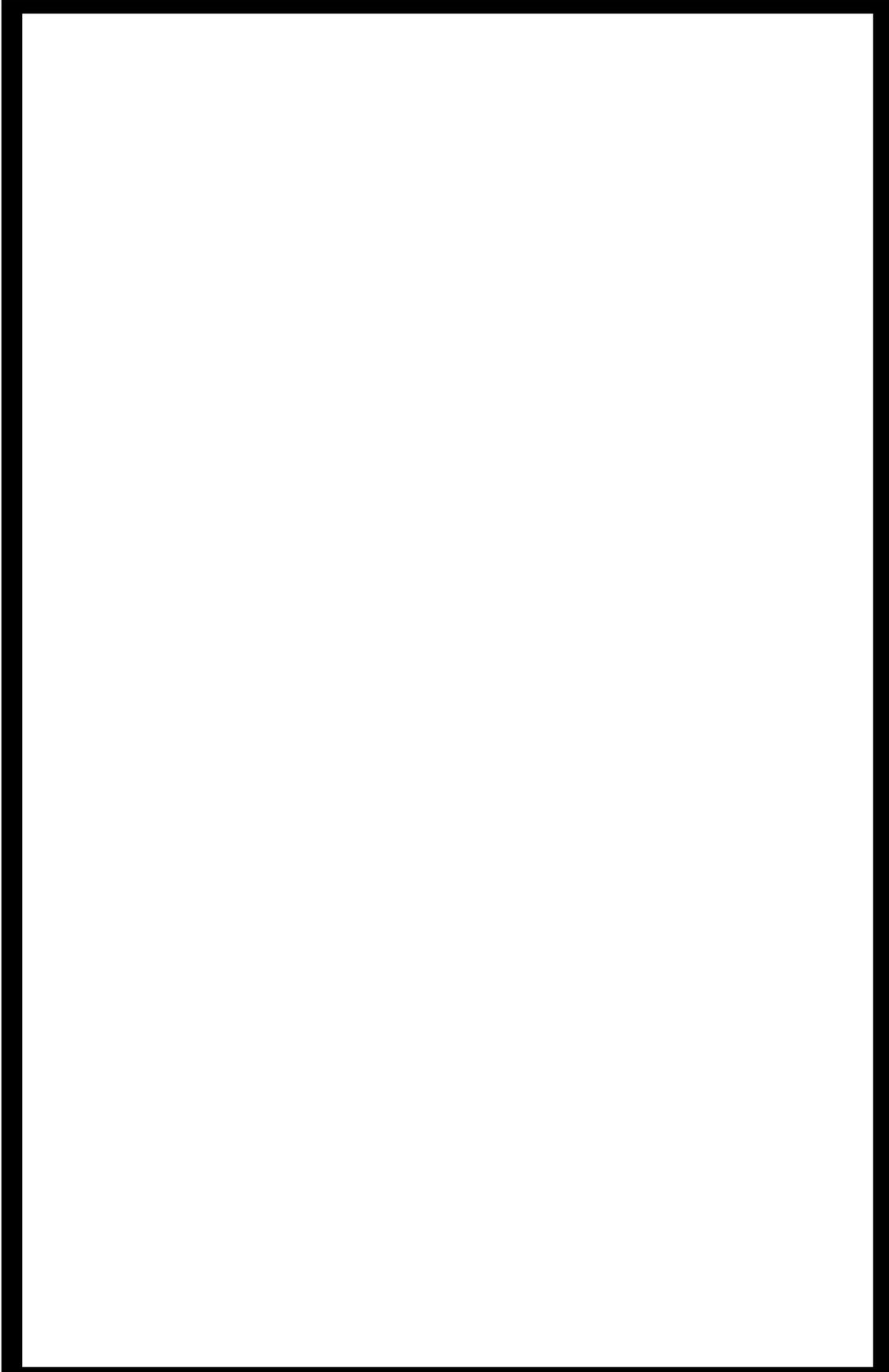
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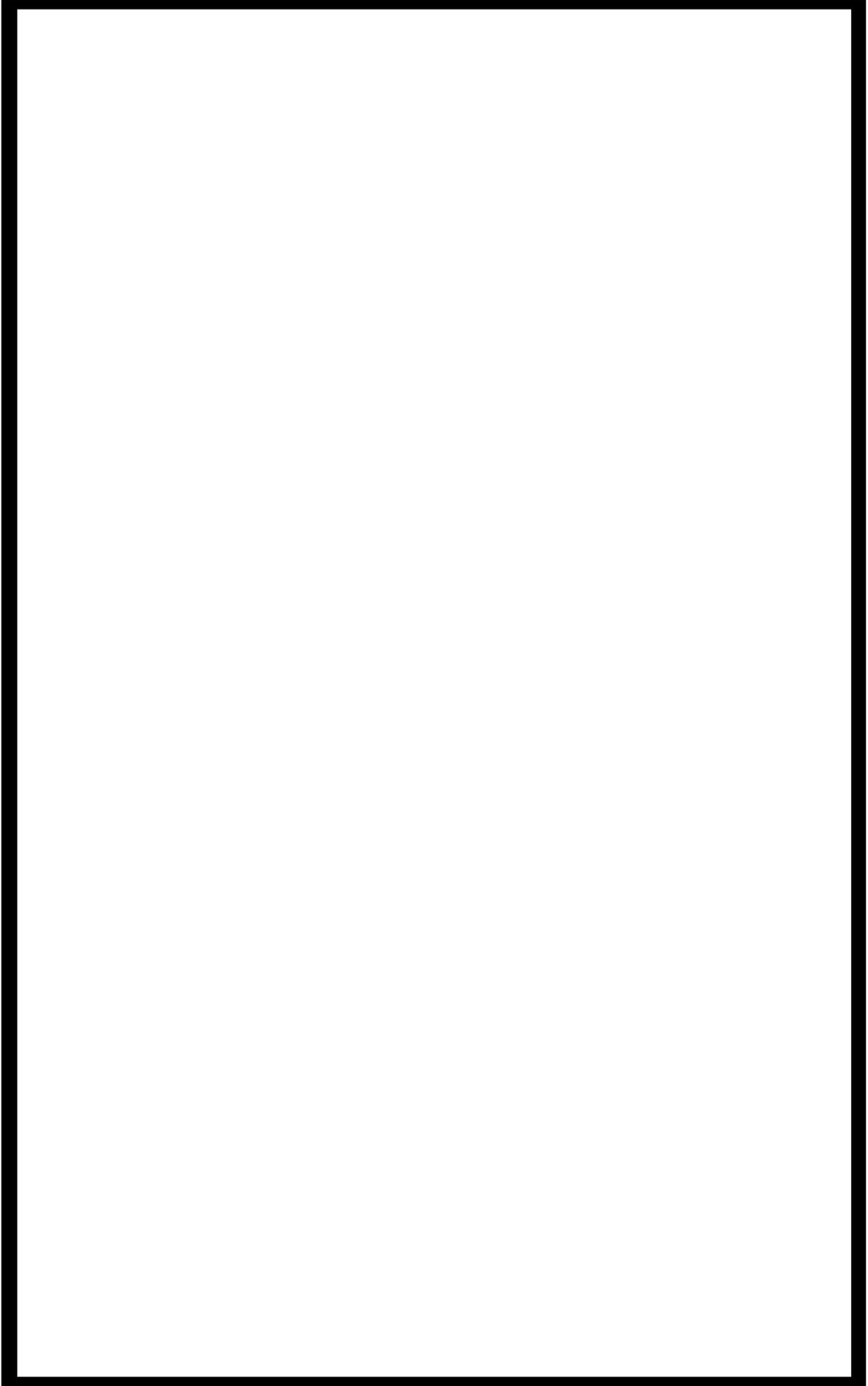
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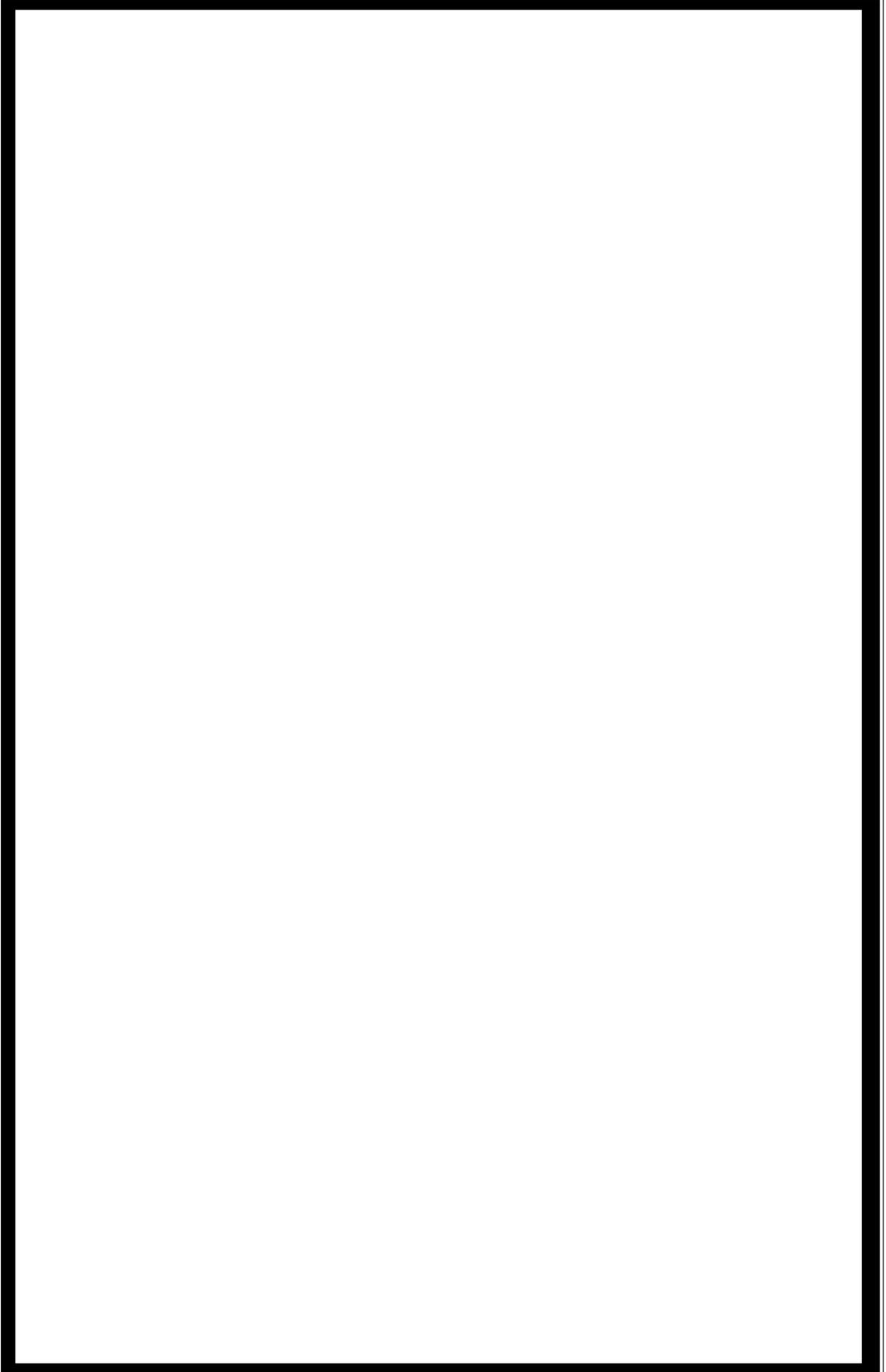


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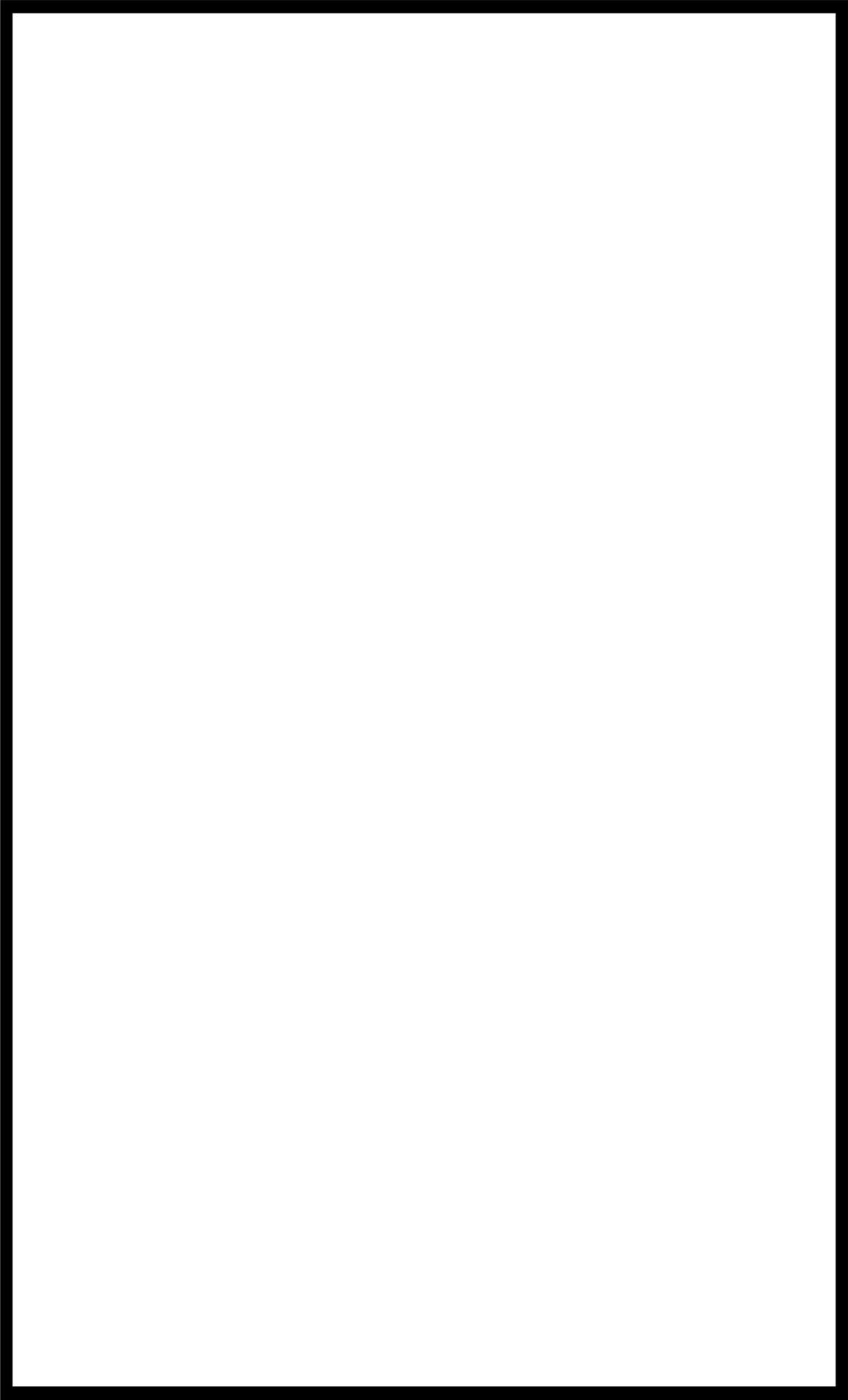


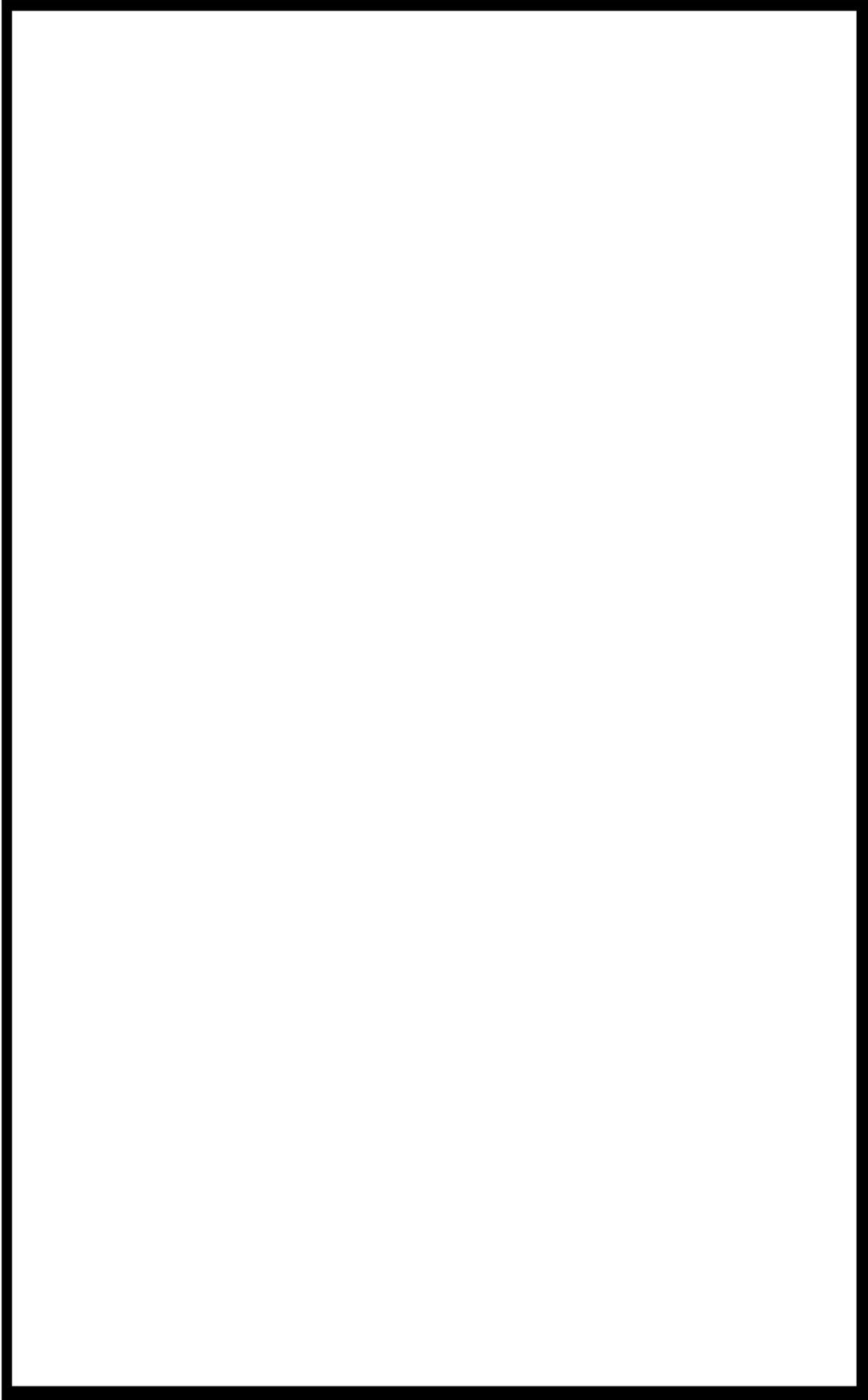
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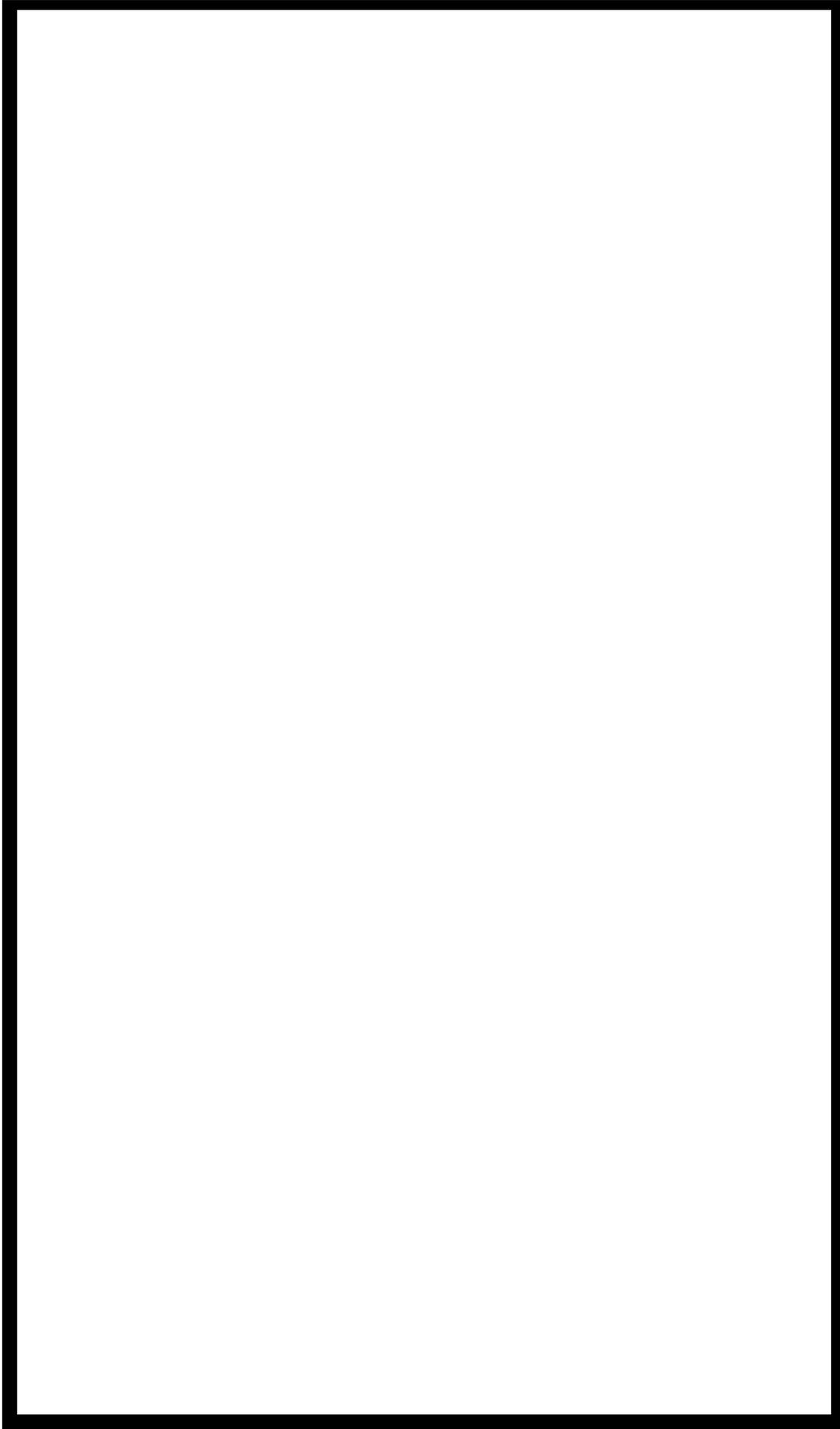


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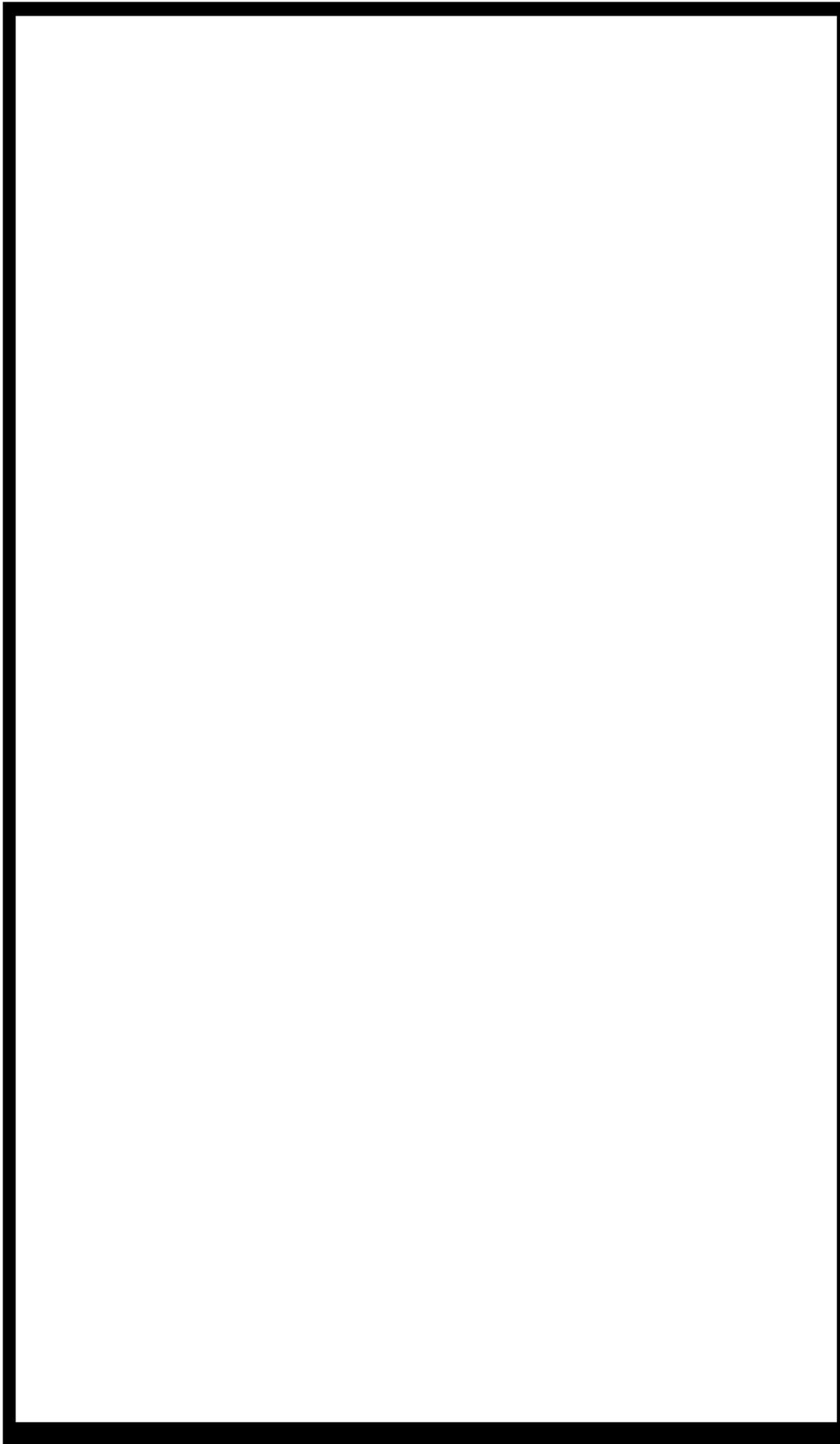




CONFIDENTIAL REPORT



CONFIDENTIAL REPORT



CONFIDENTIAL REPORT

Louise Lennard

From: Councillor Gillard <councillorgillard@woodbridge-suffolk.gov.uk>
Sent: 14 July 2018 20:31
To: [REDACTED]
Subject: Re: Code of Conduct Complaint from Councillor Perkins
Attachments: My email mentioning Nolan principles.pdf; Clare Perkins email about CW lying to her.pdf

[REDACTED]

Thank you for passing on the letter from [REDACTED] informing me of the complaint against me by Councillor Clare Perkins, alleging that I have breached the Suffolk Code of Conduct (the Code).

In response to each of the Paragraphs that Cllr Perkins alleges I have breached, these are my responses for the Independent Person's consideration.

Paragraph 1 of the code states that **you must treat others with respect.**

I have always always treated both councillors and officers with respect and I completely deny this unsubstantiated allegation, which is itself a disrespectful form of bullying and character assassination.

Cllr Perkins mentions a mail which I sent to councillors and elects to declare that it questions their Integrity. It does no such thing; it merely reminds everyone that Transparency was one of the obligatory Nolan Principles that we sign up to. I enclose a copy of my mail for you to judge for yourself(attached).

Incidentally, respect goes both ways. I am absolutely outraged by the complete lack of respect shown by Cllr Perkins to me and to all I hold true and valuable. I have shown thoroughly respectful and honourable behaviour as a councillor. But honour can also require disagreeing with the majority in certain circumstances. And 'toe-ing the line' can be a very dishonourable thing to do indeed.

Paragraph 2(2) of the Code states that **you must not bully any person:**

I am a primary school teacher and am fully aware of the seriousness and corrosive nature of bullying. I have therefore never bullied anyone in my life. I have however, witnessed bullying of another councillor, using the definition of 'prolonged negative, co-ordinated actions and words against an individual by another person or group of people'. Cllr Perkins was included in this.

I am particularly astonished that Councillor Perkins should make an allegation of bullying against me, considering it was she (when Mayor, in full regalia) who, on the morning of 3rd March on Market Hill, Woodbridge, tried loudly, vociferously and publicly to get me to stop supporting another councillor who had been slandered by her. I felt that her behaviour towards the other councillor and towards me on that very occasion was a clear example of bullying at its nastiest. I believe she subsequently apologised in writing to the person she slandered and admitted she had passed on false witness. I will be urging the victim to put this letter into the public domain. She has yet to apologise to me or to other witnesses to her behaviour.

Cllr Perkins in her lengthy and scattergun complaint mentions various people she says I have bullied. May I first say I take this very seriously as slander. I'm also deeply surprised. I will take the three people she names in turn:

CONFIDENTIAL REPORT

a) [REDACTED] (whose deletion of emails is the root of our current problems) - I attach an email from Cllr Perkins from only last month (!) in which she is singing a very different tune about the previous Town Clerk's actions and my own. How dare Cllr Perkins now accuse me of bullying [REDACTED] [REDACTED] It was in fact Cllr Perkins passing on an untrue statement from [REDACTED] concerning [REDACTED] which forced her to hastily apologise for her own bullying behaviour to [REDACTED] back in March. The statement was repeated in my presence and that of several other councillors, but when I checked with a witness to the alleged event (in the presence of an unimpeachable third party - [REDACTED] it turned out to be untrue, and malicious. This was the incident which led her to harangue me on Market Hill. I leave you to draw your own conclusions.

And in so far as [REDACTED] is concerned, I do not think I ever exchanged more than a few words with [REDACTED] and any email communication I had with [REDACTED] was of a notably professional and non-personal tone. I have all my emails to prove this.

b) [REDACTED] I have always had a very cordial relationship with [REDACTED] in the limited number of times we have spoken or emailed. I am very surprised to find Cllr Perkins using [REDACTED] as her 'evidence'. [REDACTED] told me that [REDACTED] was leaving a year early for her retirement because she wanted 'more time off' and seemed to be looking forward to it.

c) [REDACTED] the current Town Clerk: I have checked my sent mail box and as far as I can see I have sent her 10 email threads in the last four months, one of which is asking why some of my emails could be missing. Can this be construed as 'excessive'? Additionally, because I teach in Primary School, it is impossible for me to phone or visit during term-time working hours. I consider Clare's assertions about 'excessive communication' to be ludicrous.

Paragraph 2(4) of the Code states that you must not do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, your council.

I have never done anything to compromise the impartiality of those who work for or on behalf of my council.

Paragraph 3 of the Code states that you must not —

(1) disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where—

(a) you have the consent of a person authorised to give it;

(b) you are required by law to do so;

(c) the disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees not to disclose the information to any other person; or

(d) the disclosure is reasonable, in the public interest, made in good faith and in compliance with the reasonable requirements of the council;

I am a bit uncertain about which information is deemed to have been confidential, as the loss of all the [REDACTED] emails was declared in public to me and other witnesses by Councillor Perkins after a council meeting on 10th April. To quote her: "It's all gone. She's deleted everything!"

The company involved in the missing data/orders/signs fiasco was named in open council by [REDACTED]

defence against this complaint is that I have merely attempted to inform the Woodbridge electorate of things which should have been made known to them but which WTC - in its embarrassment at its own lack of oversight over many years - had resolved to keep from them. I am sure that if I and a fellow councillor had not made these facts public, the Woodbridge electorate would never have found out about them and I believe that this refusal to reveal information would have been an abuse of the democratic process (and a breach of the Nolan Principles for conduct in public office). The specific principles involved here are Principle 5

Paragraph 4 of the Code states that you must not conduct yourself in a manner which could reasonably be regarded as bringing your office or council into disrepute.

I have not behaved in a way to bring the council into disrepute; but I have consistently tried to assist us in not bringing ourselves into disrepute. I believe that we as a council have brought ourselves into disrepute by our failure of oversight - specifically in protecting our data and ensuring proper financial process - but I think we would have brought ourselves into even greater disrepute if we had tried to sweep all of this under the carpet. Indeed, if minuted suggestions of mine and emails (from 2016) about data protection and back up had been acted upon, we might not be in this situation at all. I can of course provide references for this.

Paragraph 5(2)(b) of the Code states that you must, when using or authorising the use by others of the resources of your council ensure that such resources are not used improperly for political purposes (including party political purposes).

I am completely amazed by this suggestion and would love to know what the basis for this slanderous allegation is. Please inform me. I can however infer one party political purpose behind the council's attempt to keep this information out of the public eye and to discredit my reputation: all of the problems that this complaint is linked to have occurred under the stewardship of one political party (every mayor for over a decade has been from this party; so has each chair of the Finance and Staffing committee). I could easily assert that this complaint itself has a party political purpose (and I have said in a recent council meeting that I would be completely happy if all councillors were unaffiliated, as in most other local councils at our level).

Paragraph 5 (3) of the Code states that you must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.

I would like to add in closing that I have so far received three complaints - couched in very similar abusive terms - all from members of the same party. There is a good case for saying that this is party political bullying in its own right, breaching several rules in our Code and bringing the council into disrepute. I would be minded to make a counter-complaint myself but I feel that WTC have already wasted a lot of your time. However, should I bring a complaint, Councillor Perkins' capriciously spiteful, untruthful and malicious complaint would be the first in the queue. And I would be able to back it up with much more evidence than she has provided.

I await your comments with interest,

Patrick Gillard
Councillor, Kyson Ward
Woodbridge

Reply all | Delete | Junk | ...

Lost emails - another problem comes up



Councillor Gillard

Sat 30/06, 19:38

Councillors Office365; Town Clerk

Reply all |

Sent Items

Dear councillors,

has just sent me a copy of a mail that he sent to complaining about the Elmhurst Park signs. He sent it to in February 2018, so of course his original mail and the reply to it are almost certainly in the huge pool of missing emails that we have been left with. He is now raising his complaint again after seeing newspaper coverage, and is thanking me for bringing the matter to light.

How many more examples do we need before we realise that we have not done the right thing in trying to 'draw a line under' this matter, and therefore keep it from the people of the town who will be affected by it?

We are soon to have training in how to discharge our responsibilities as councillors. This is very welcome, but it must include the 'Nolan Principles' (Lord Nolan, 1995) of local government, which lay out how we should approach our work. The seven principles are:

- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty
- Leadership

I have put a link in below - specifically for parish and town councillors - and I think the fifth one about 'Openness' is by far the most relevant one here.

<http://askyourcouncil.uk/understanding-your-council/the-nolan-principles/>

The seventh one - Leadership - also says we should 'robustly support the principles'. This is what and I are doing. I urge you to support us.

Sincerely,

Patrick

The Nolan Principles – ...ask your council

askyourcouncil.uk

Have they made a difference, and are they still relevant? The fact that the Nolan Principles are widely used suggests that they are indeed relevant and useful.



cro page <gillard4kyson@gmail.com>

IT

Clare Perkins [REDACTED]

4 June 2018 at 09:56

To: [REDACTED]

Dear Patrick

I am sending this from my private email .

Thank you for your email . My reply was not attached unfortunately and i am unable to find in my back emails .

I am sure if I said I would ask I did , but to be honest I can't remember .

I would have asked [REDACTED] , but with what we have found out recently I doubt if the answer [REDACTED] would have given me ([REDACTED]) would have been the one we wanted to hear or maybe it would have been one we did want to hear and wasn't actually auctioned . I don't know I am afraid .

Having been lied to so blatantly and recently by [REDACTED] I am not very sure about anything I would have asked [REDACTED] I still feel very upset by [REDACTED] actions that had such horrendous consequences and have caused so much ill feeling .

All this is horrible and I really think we all are at our wits end by what possibly has happened, but I do feel that digging up the past won't help .

Maybe instead we can discuss as a full council a method to put in place an IT safety net to ensure it does happen again ?

I know you are trying your best and it is like banging your head against a brick wall .

Let's talk around a table and try to move forward to a more cohesive result and all work together .

Thanks Patrick .Apologies for not remembering but I hope you understand my reply ?

Best wishes

**STATEMENT
FRONT COVER**

Name: Councillor Clare Perkins

Position Held: Complainant

wilkin chapman llp
solicitors

Cartergate House,
26 Chantry Lane,
Grimsby
DN31 2LJ

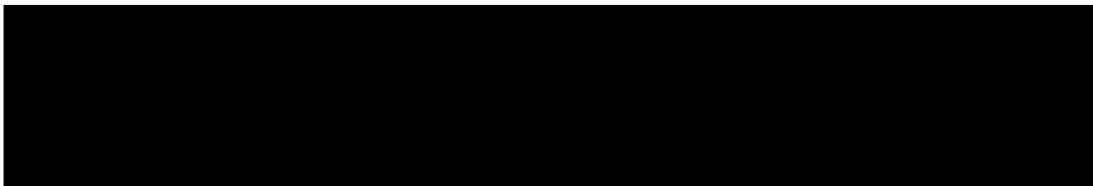
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authorised and regulated by the Solicitors Regulation Authority



STATEMENT of: Councillor Clare Perkins

1. I have been a member of Woodbridge Town Council since ??? I was elected as a Conservative Councillor. I was the Mayor during the 2107/18 municipal year.
2. Whilst I was the Mayor the Town Councillors got on very well together working for the benefit of the town. I felt we worked as a very cohesive unit.
3. Since the recent problems which are the reason for my complaint against Councillors Gillard [REDACTED] the atmosphere has changed. At times I do not know who is right but it is very uncomfortable being in the middle of the disputes.
4. I have witnessed unacceptable conduct from the two Councillors that I consider to be bullying and disrespectful towards the Council's staff. I have been in the Council's office with both the former Town Clerk and the current one when they have received telephone calls or emails from these Councillors. It is evident from the effect on the staff that the contact with these Councillors has caused them distress.
5. Neither of the Councillors listens to advice when they have been provided with information.
6. Their approach is very clever in that they hide behind a facade of what they are doing is for the electorate. I believe they are aware that they are needling the staff by repeatedly asking the same questions.

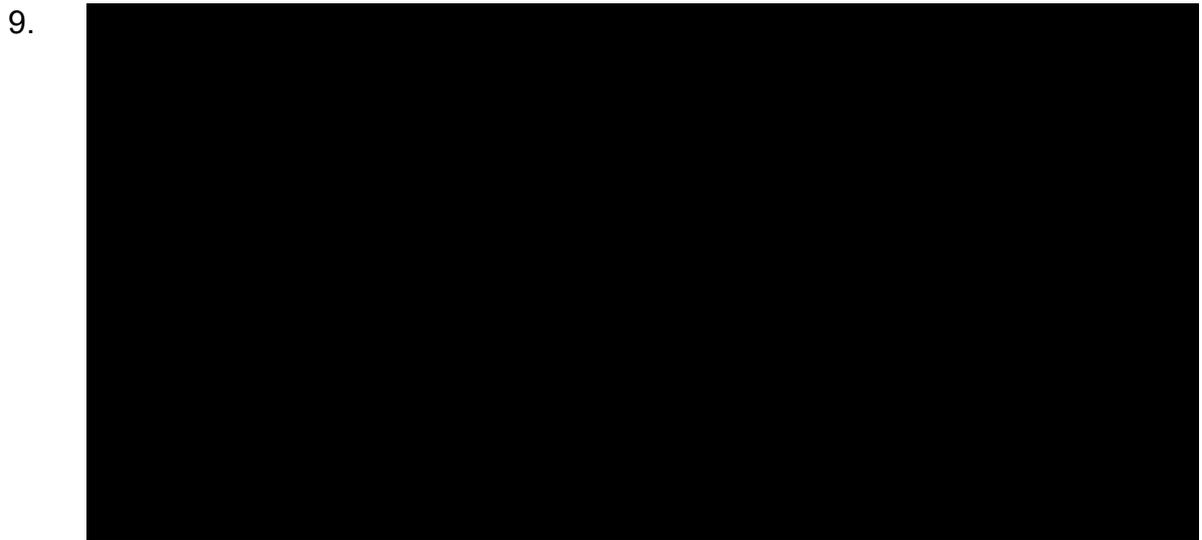
7.



CONFIDENTIAL REPORT



8. I believe both of these Councillors have exhibited bullying and disrespectful behaviour towards the Council's employees, in particular the former Clerk and more recently the new Clerk.



10. My complaint against the two Councillors also refers to articles in the local press which clearly identify the disclosure of confidential information. In the first instance they were quoted in an article about the deletion of emails from the Council's computer. This was first identified by the new Clerk around the time of the Council's Annual General Meeting this year. I met Councillor Gillard as I was leaving the Clerk's office and mentioned to him that some of the emails appeared to be missing.

11. The Council immediately took action to recover any missing emails and other files. The matter was discussed at Council and Committee meetings as the issue was being dealt with. These discussions were in the confidential part of the meetings. When the two Councillors spoke to the press they made statements to the effect that the Council had lost data. I believe this was intended to discredit the Council by implying that sensitive data had been lost rather than the deletion of routine emails.

CONFIDENTIAL REPORT

- 12. The second incident related to some signs that had been ordered by the Council. This was first raised after a meeting when confidential information had been considered. At the end of the meeting the Chairman, Councillor [REDACTED] informed the Councillors that some issues had come to light. He clearly stated that this was a private discussion and would be reported to a future meeting. It was immediately following this that the two Councillors were pictured and quoted in the local press in an article which reported on the issues relating to the signs.

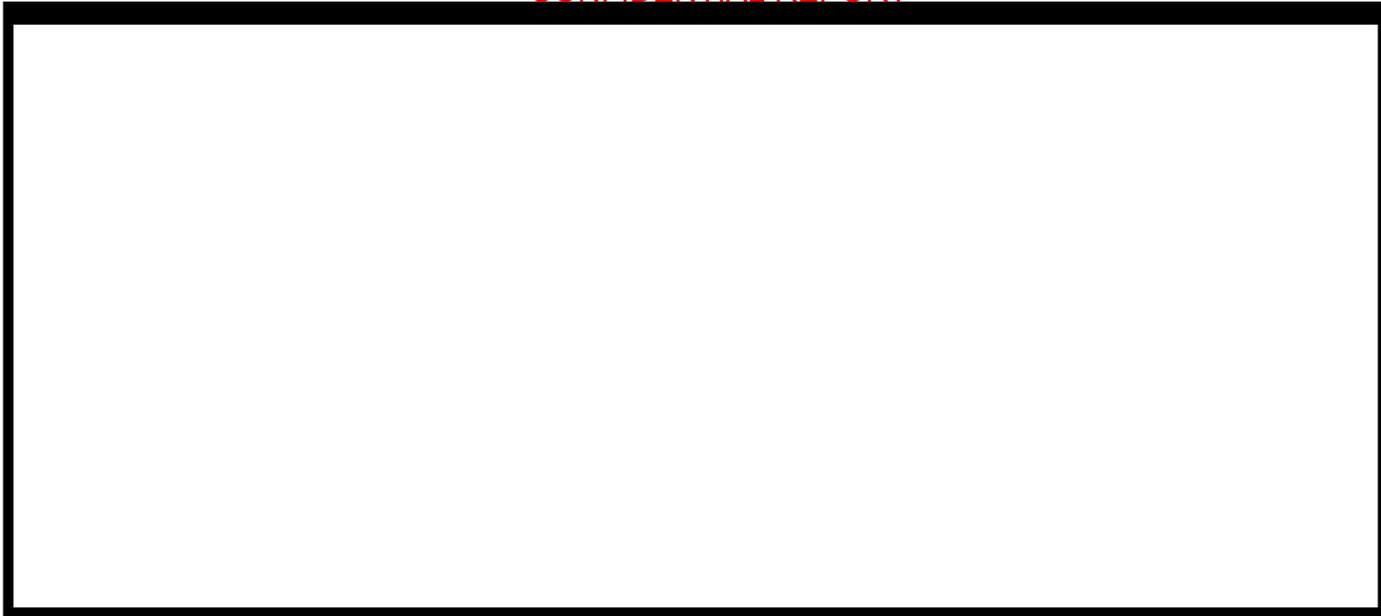
- 13. I believe these incidents were politically motivated as the two Councillors are trying to discredit the Council. Their actions are supported by the local County Councillor, [REDACTED] She is often reported as making derogatory comments about the Town Council.

- 14. I have provided the investigating officer with a number of documents which evidence the conduct referred to in my complaint. These include copies of emails between various Councillors and written rebuttals of the complaints made by [REDACTED] against me.

I Clare Perkins declare that this statement is true and accurate to the best of my knowledge and belief.

SignedDate

Councillor Perkins was unable to print, sign and return her statement but confirmed approval in an email dated 23.01.19



Councillor conduct complaint form - Suffolk Coastal

Customer details:

Name: **Cllr David Mortimer**

Address: [REDACTED]

Contact details:

[REDACTED] councillormortimer@woodbridge-suffolk.gov.uk

Councillor details:

Councillor name: **Cllr Patrick Gillard**

Name of Council: **Woodbridge Town Council**

Which paragraph(s) of the Code of Conduct do you believe the Councillor who is the subject of your complaint has breached: **Section 100a(4) of the Local Government Act 1972. Paragraph 3, Part 1 of schedule 12a.**

Details of complaint: **Councillor Gillard has breeched this law on multiple occasions within the last 2 weeks.**

EADT 26th June 2018 - Incorrect report over money spent on signage

EADT 28th June 2018 - Another report regarding signage

EADT 28th June 2018 - Incorrect report relating to data loss at Woodbridge Town Council

Plus this has been printed in spin off publications.

This councillor is laughing at the rules and making the Council look foolish and corrupt. There is enormous stress being felt by the staff at the Shire hall and Councillors have been squabbling with each other as political factions have got together in an attempt to bring down the Council.

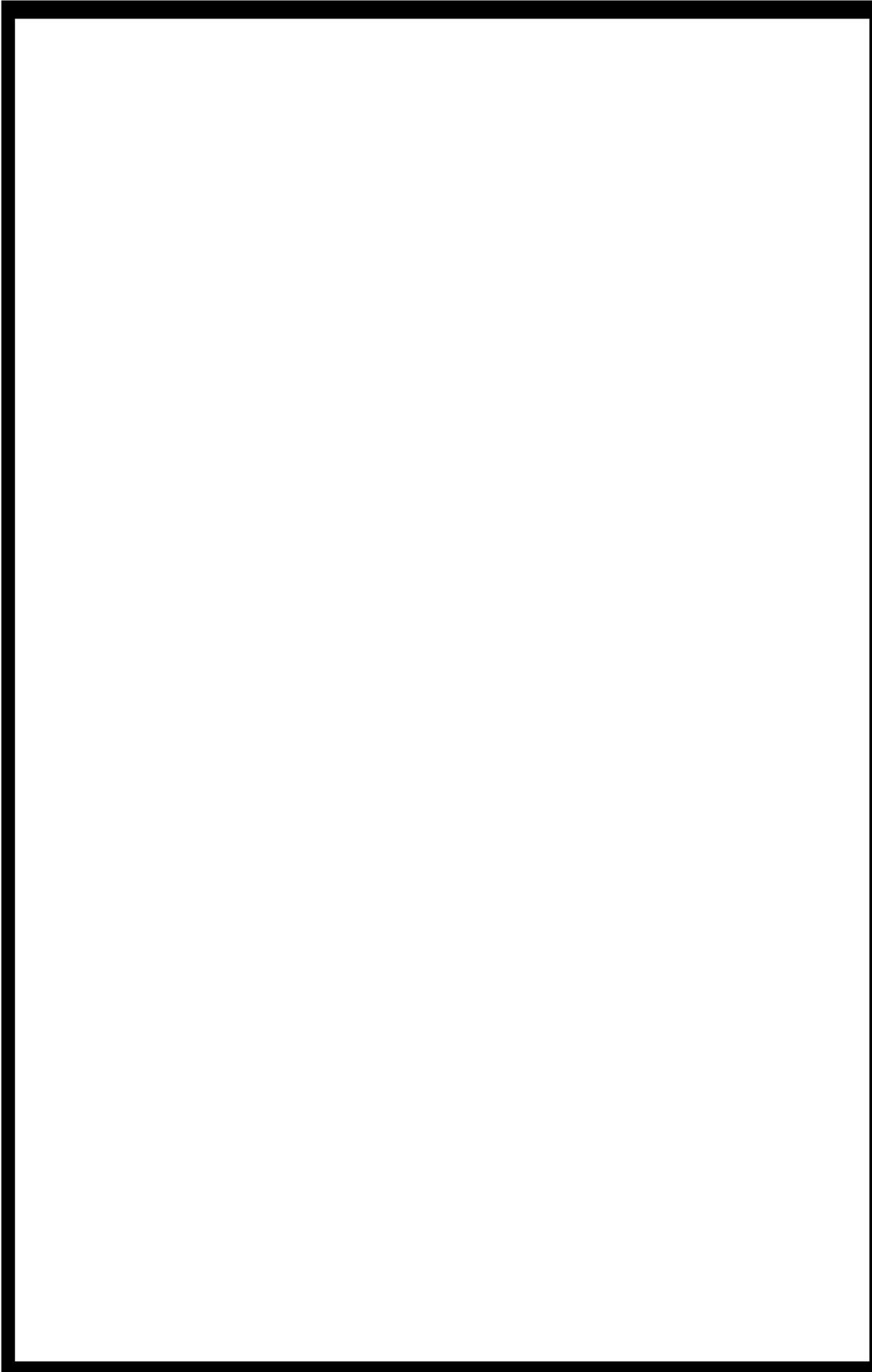
Customer outcome expectation: **This has reached a point where serious allegations are coming to light of prolonged bullying and the above breach of conduct. This whole situation is about to explode and i urge you to intervene immediately. I expect this councillor to be disciplined to the fullest extent of the law.**

Do you want the complaint to be dealt with anonymously?: **No**

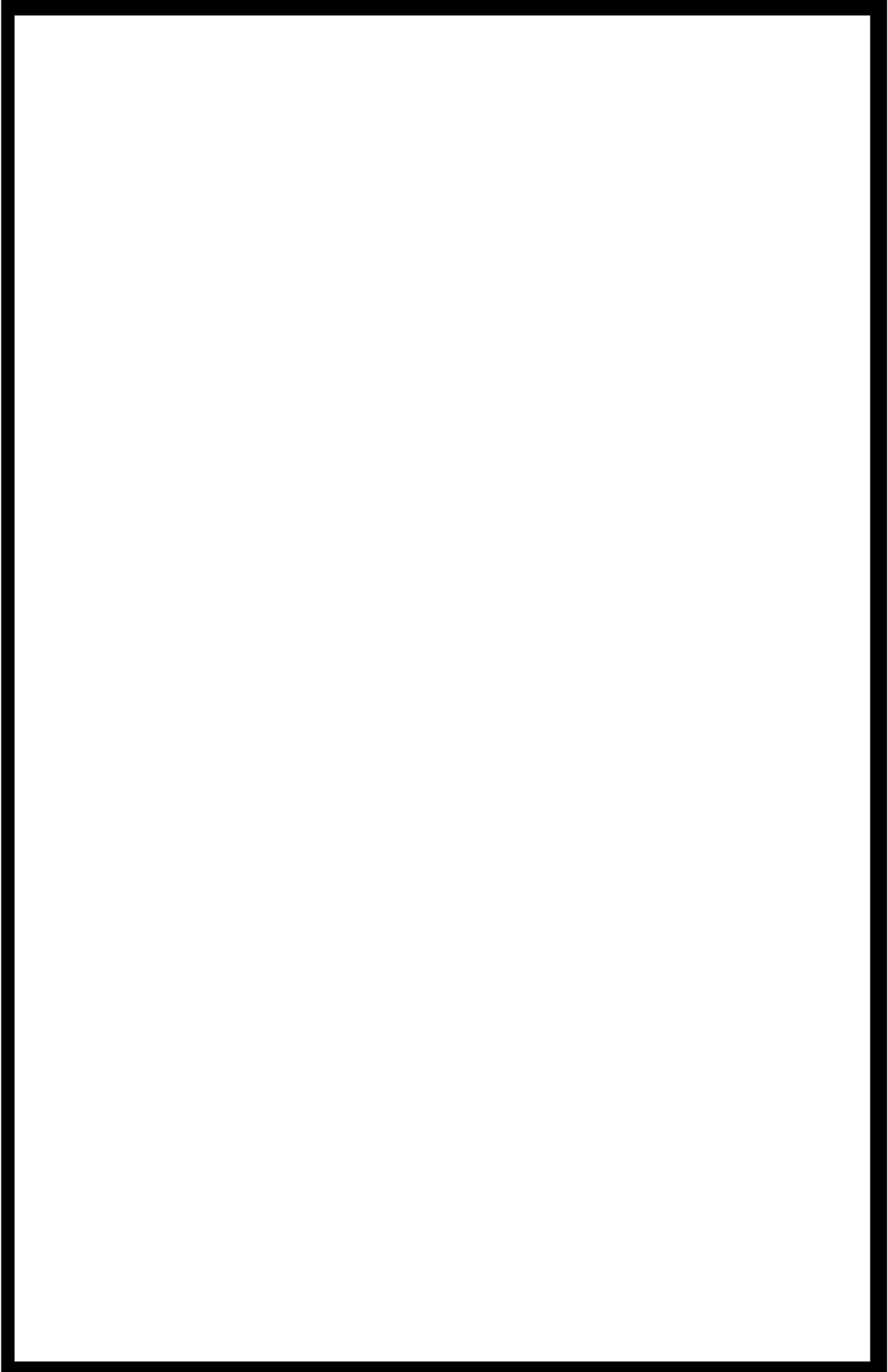
If yes, Please provide details of why you believe that your name and/or the details of your complaint should be withheld:

If yes, If anonymity isn't granted, do you still wish to proceed?:

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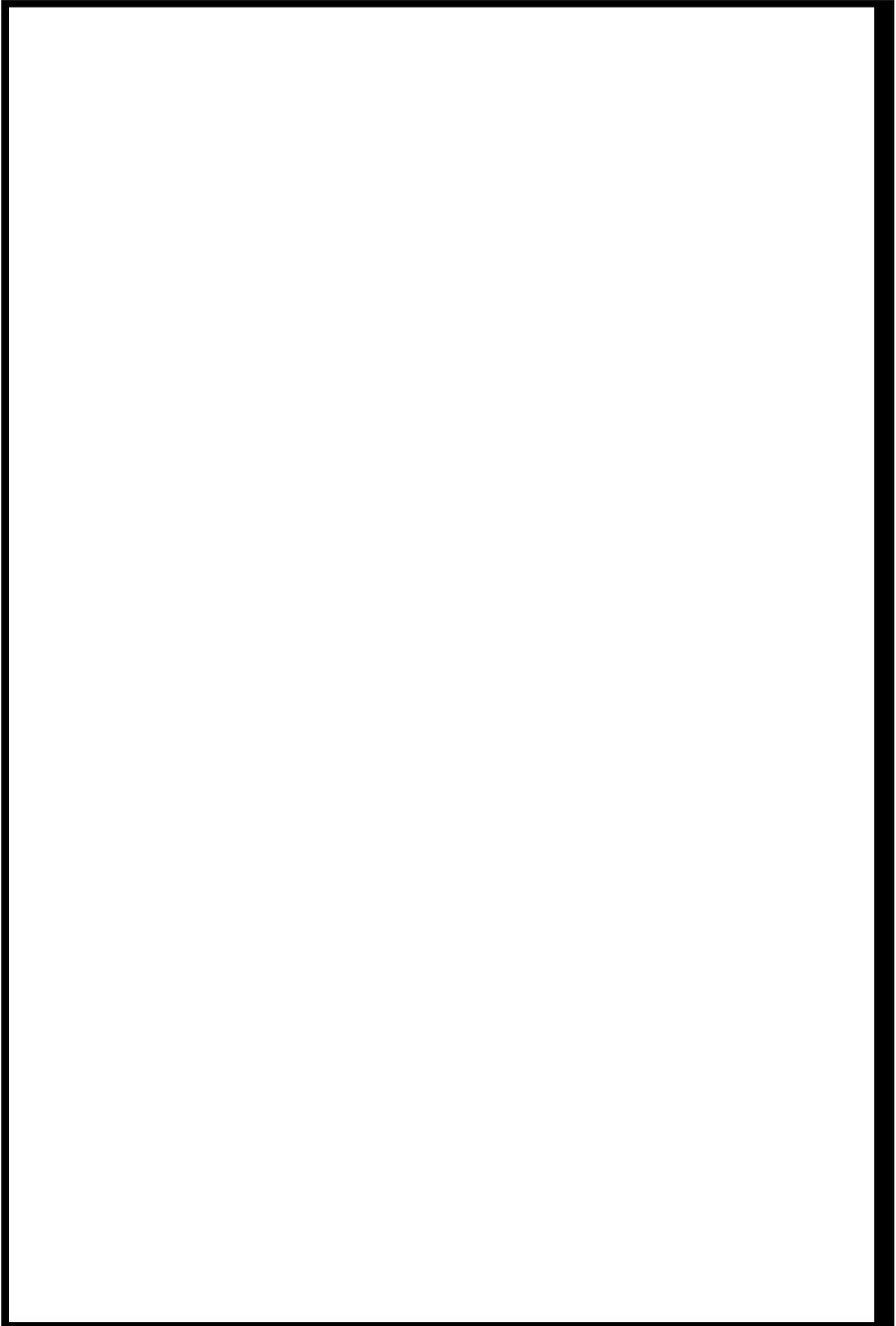
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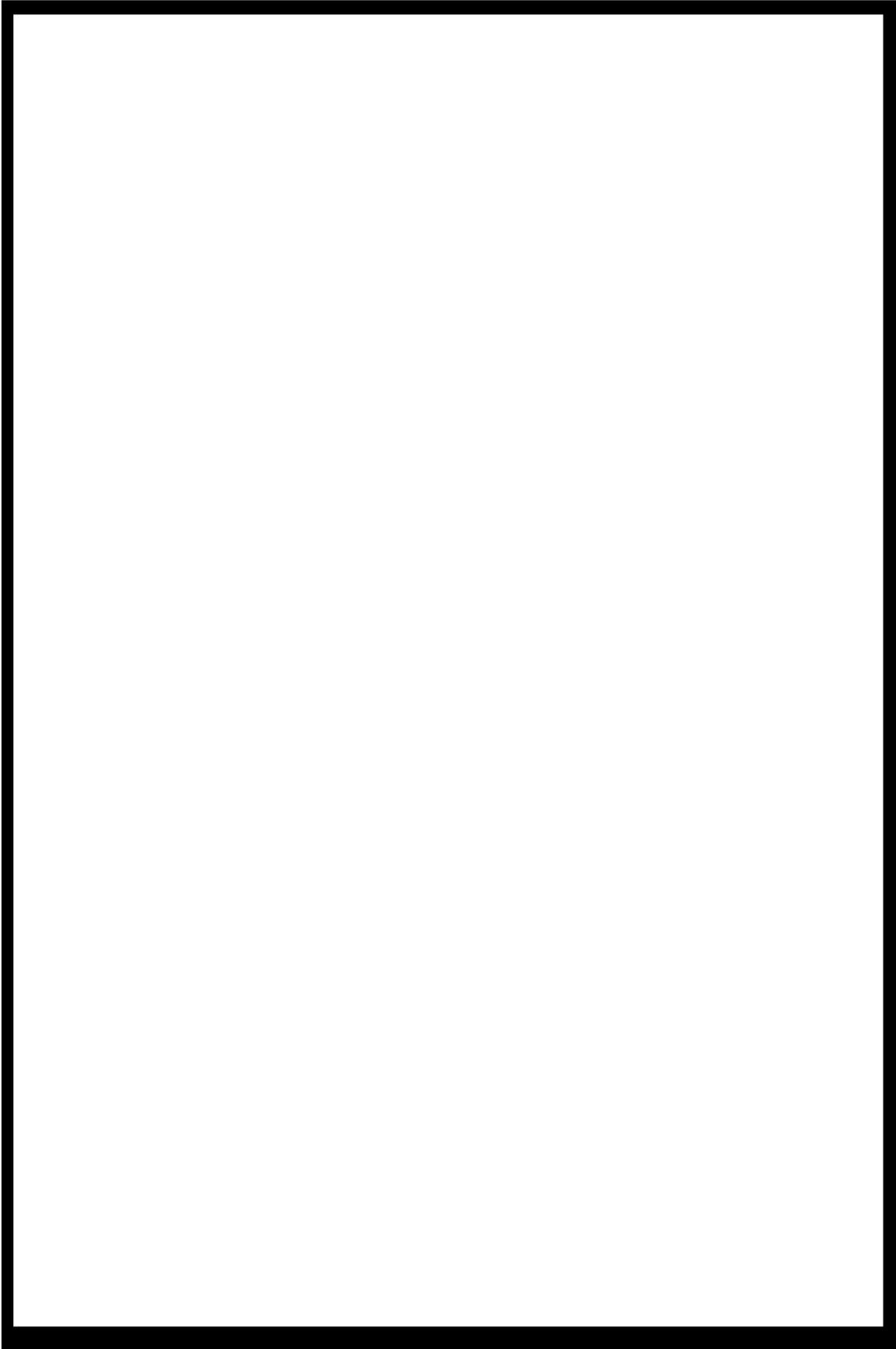


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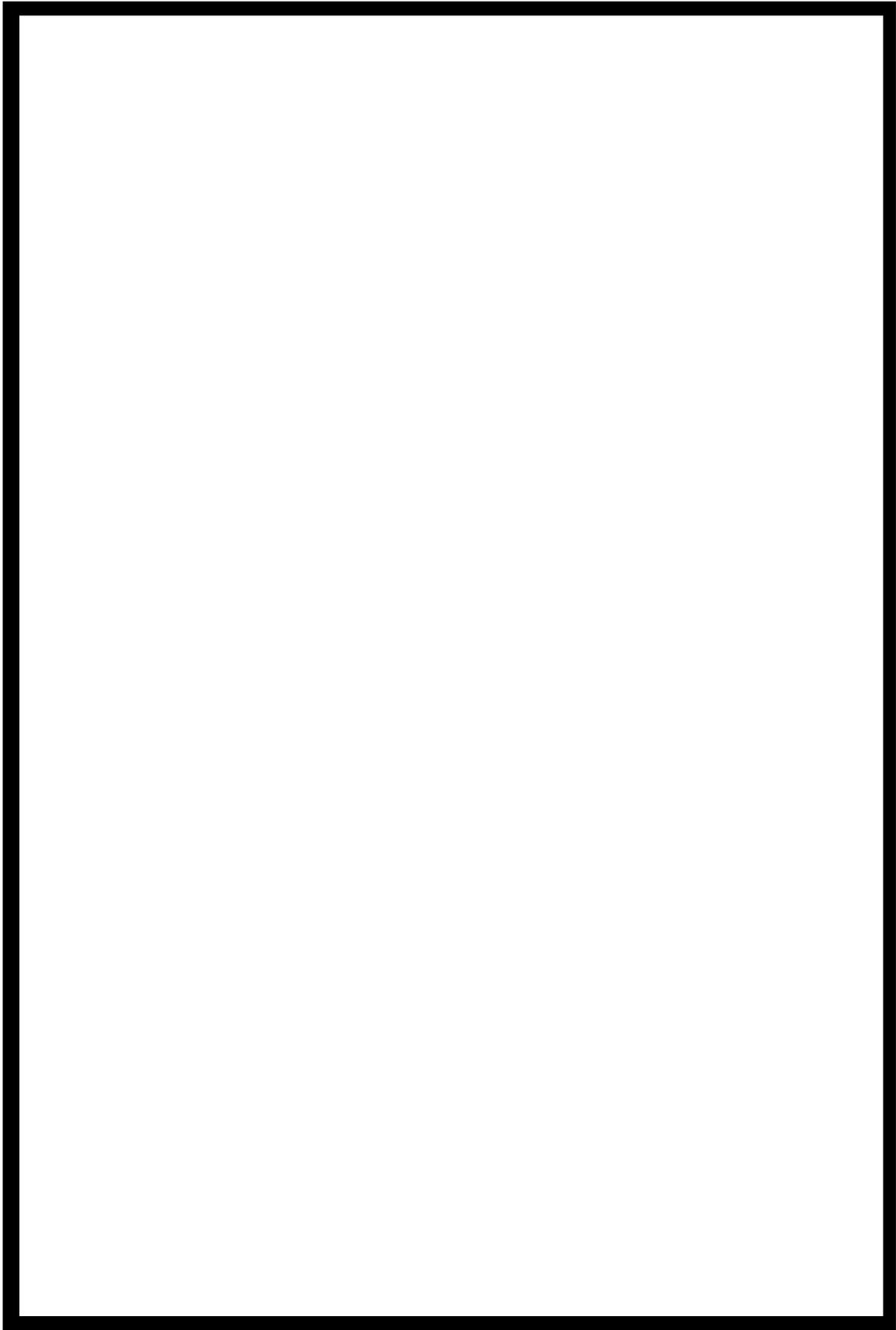




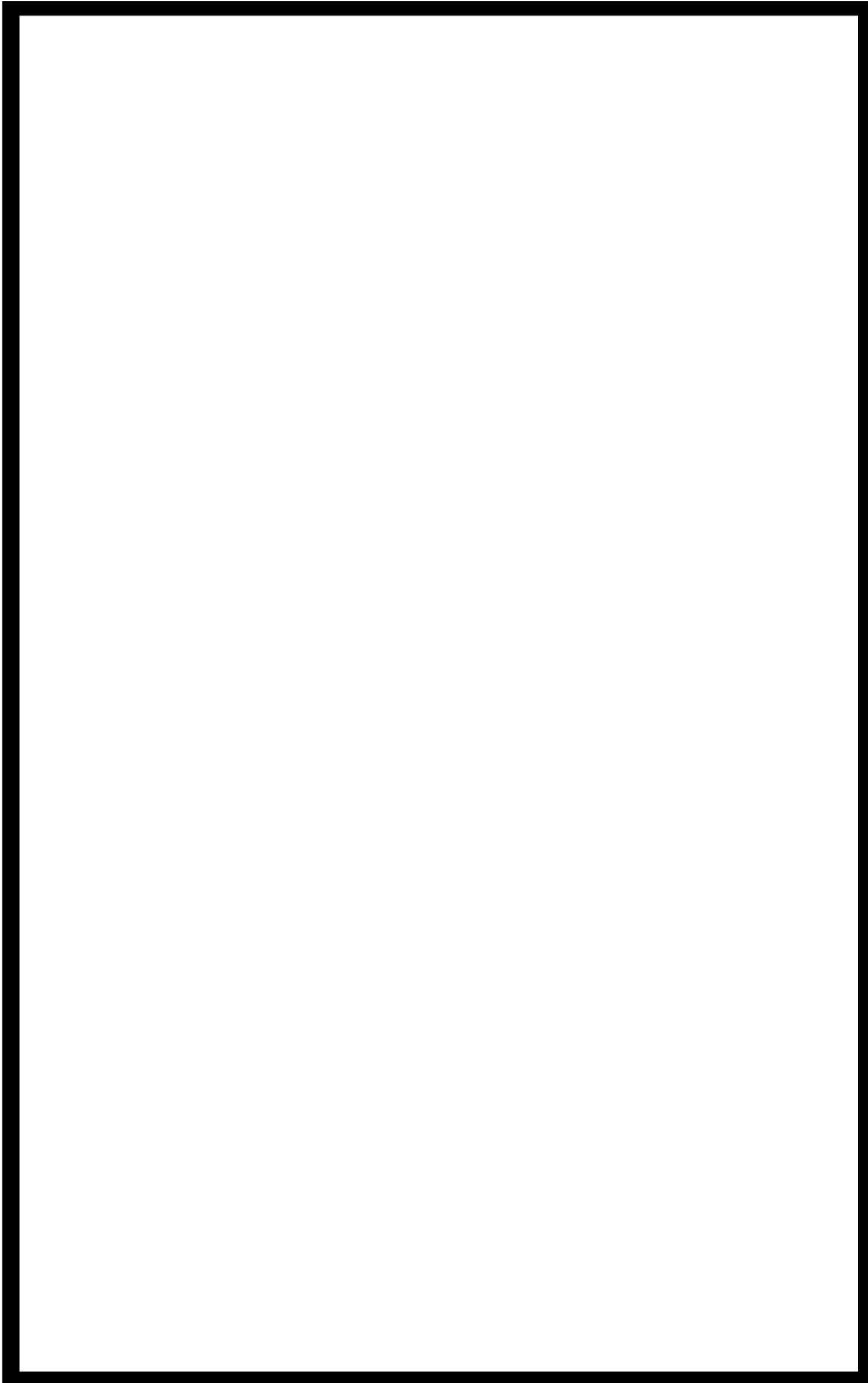
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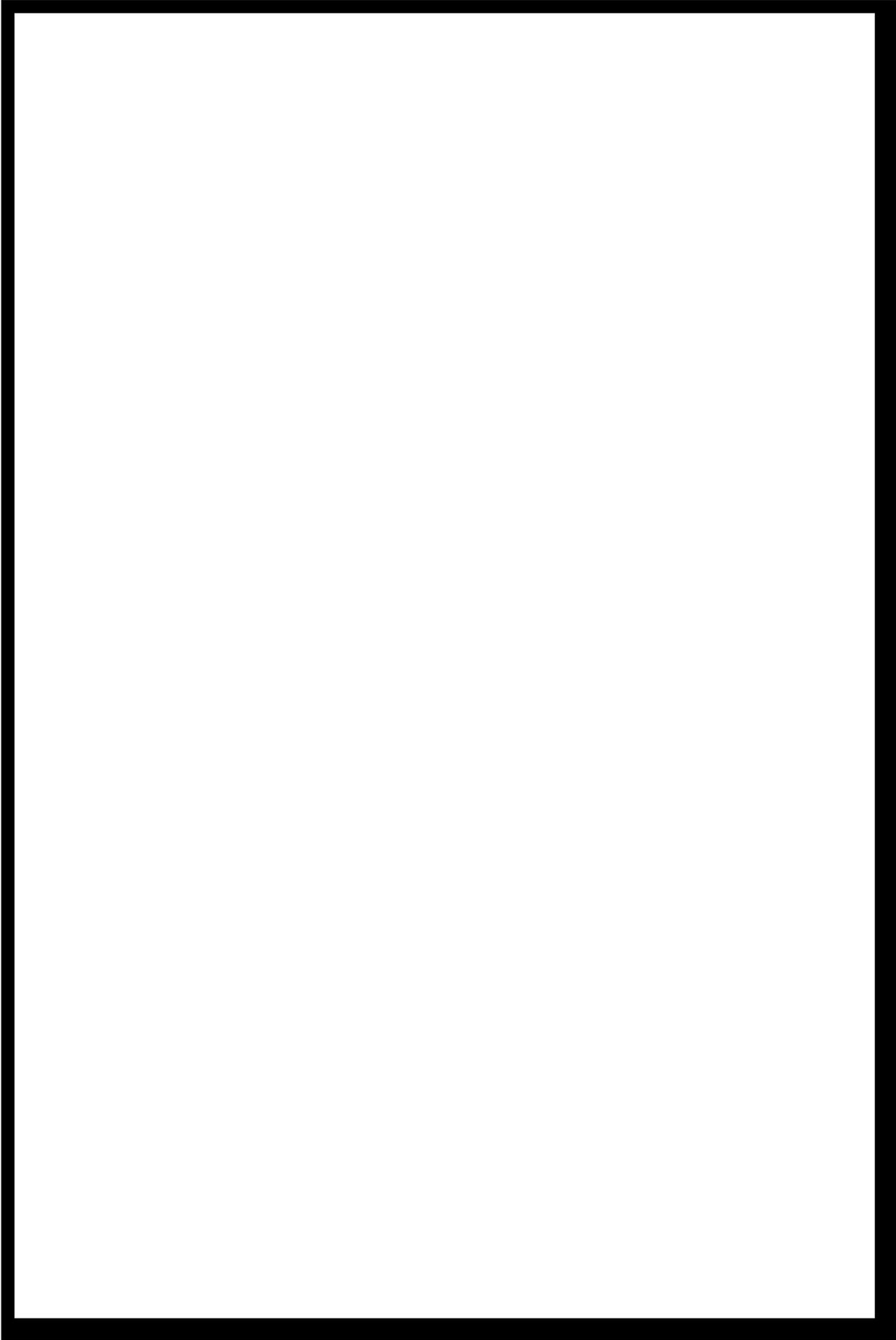
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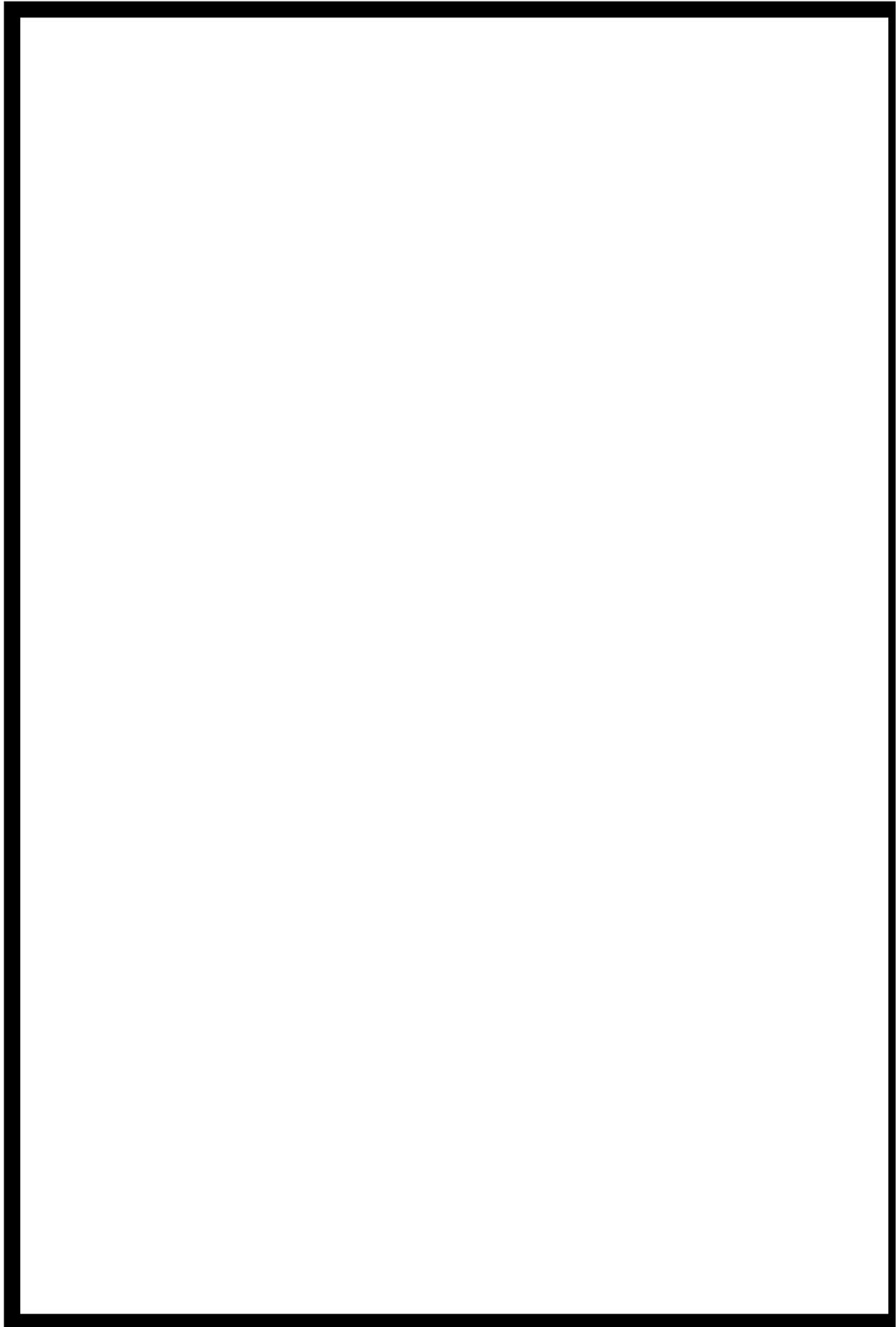
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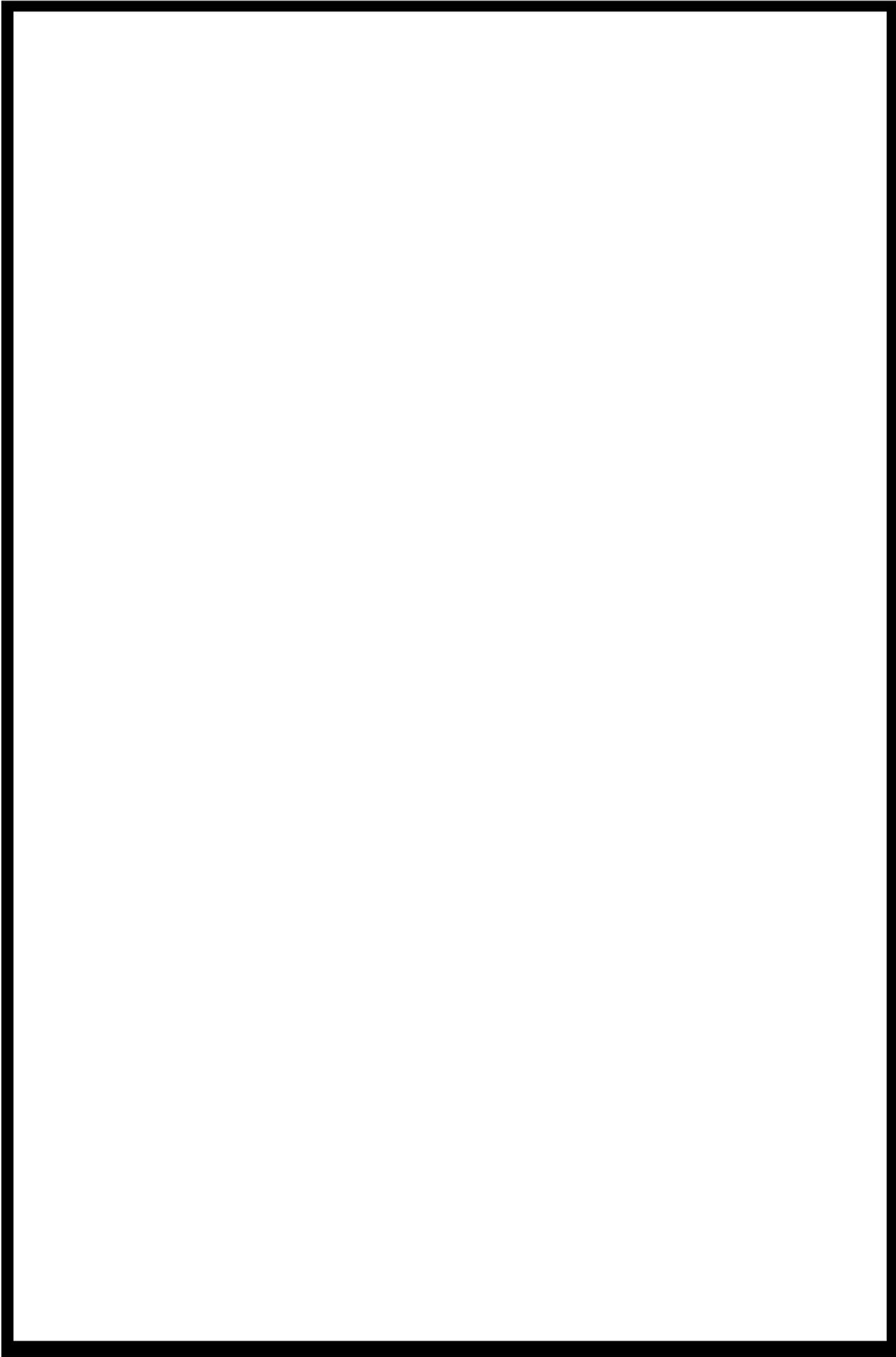


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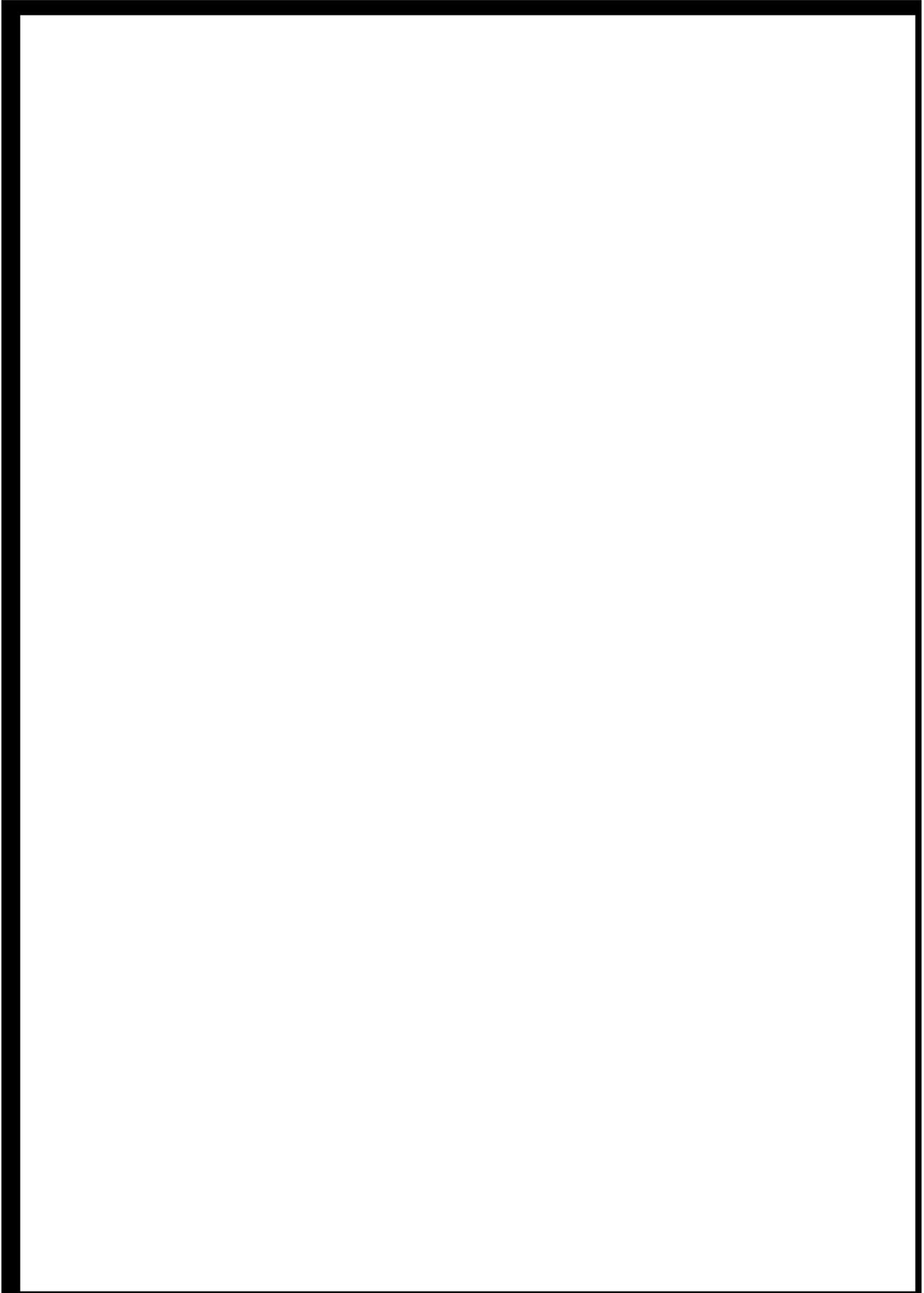


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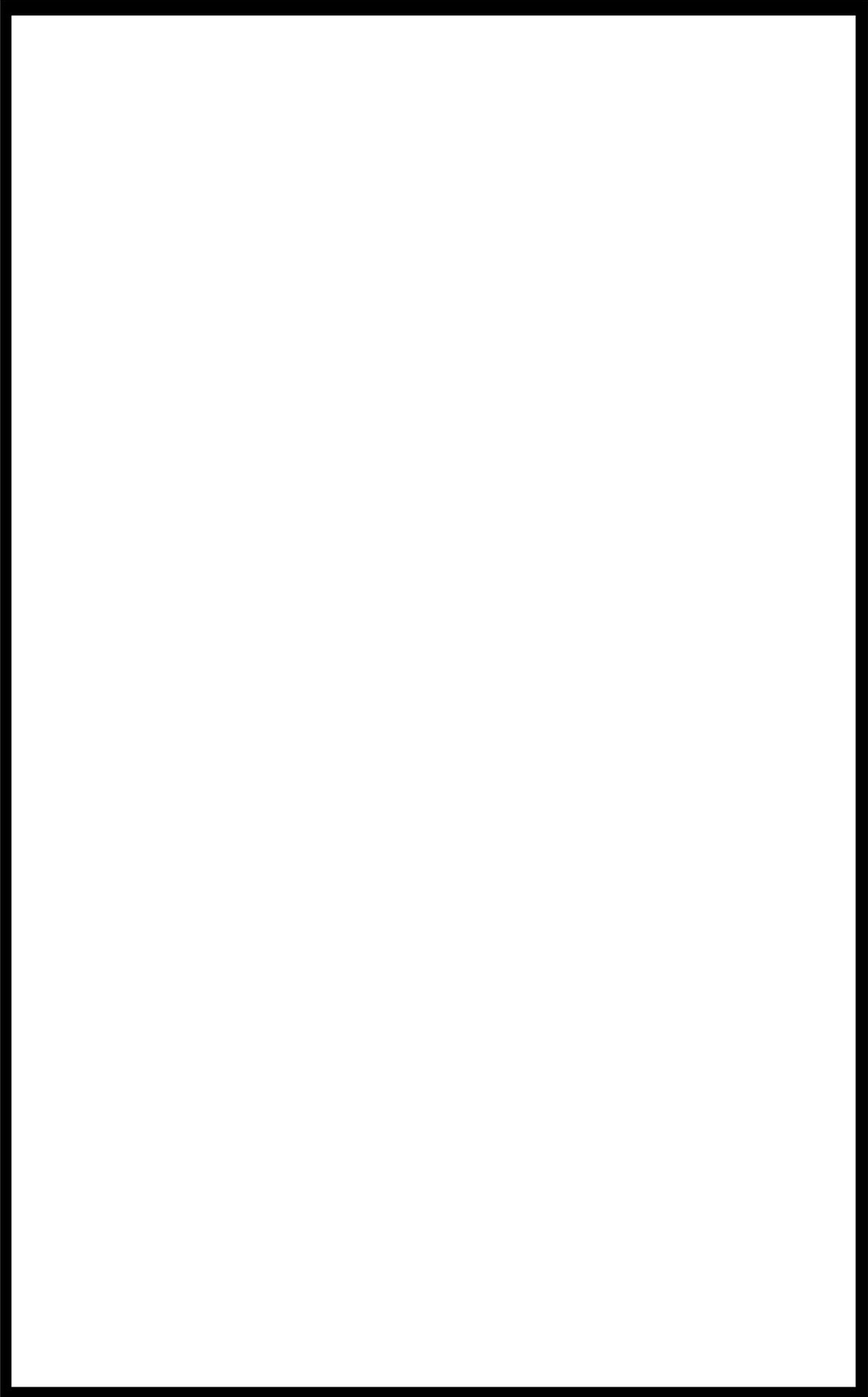
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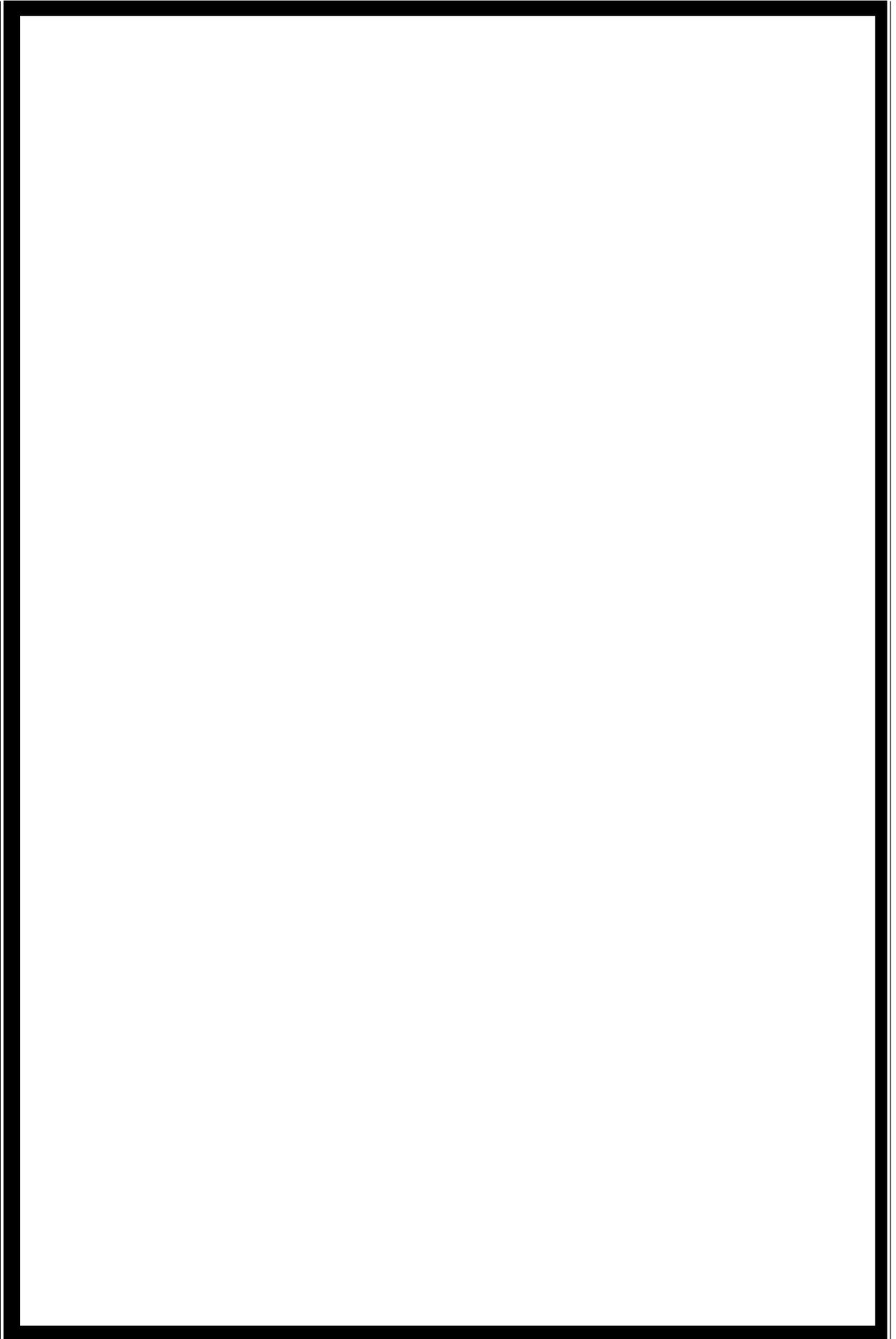
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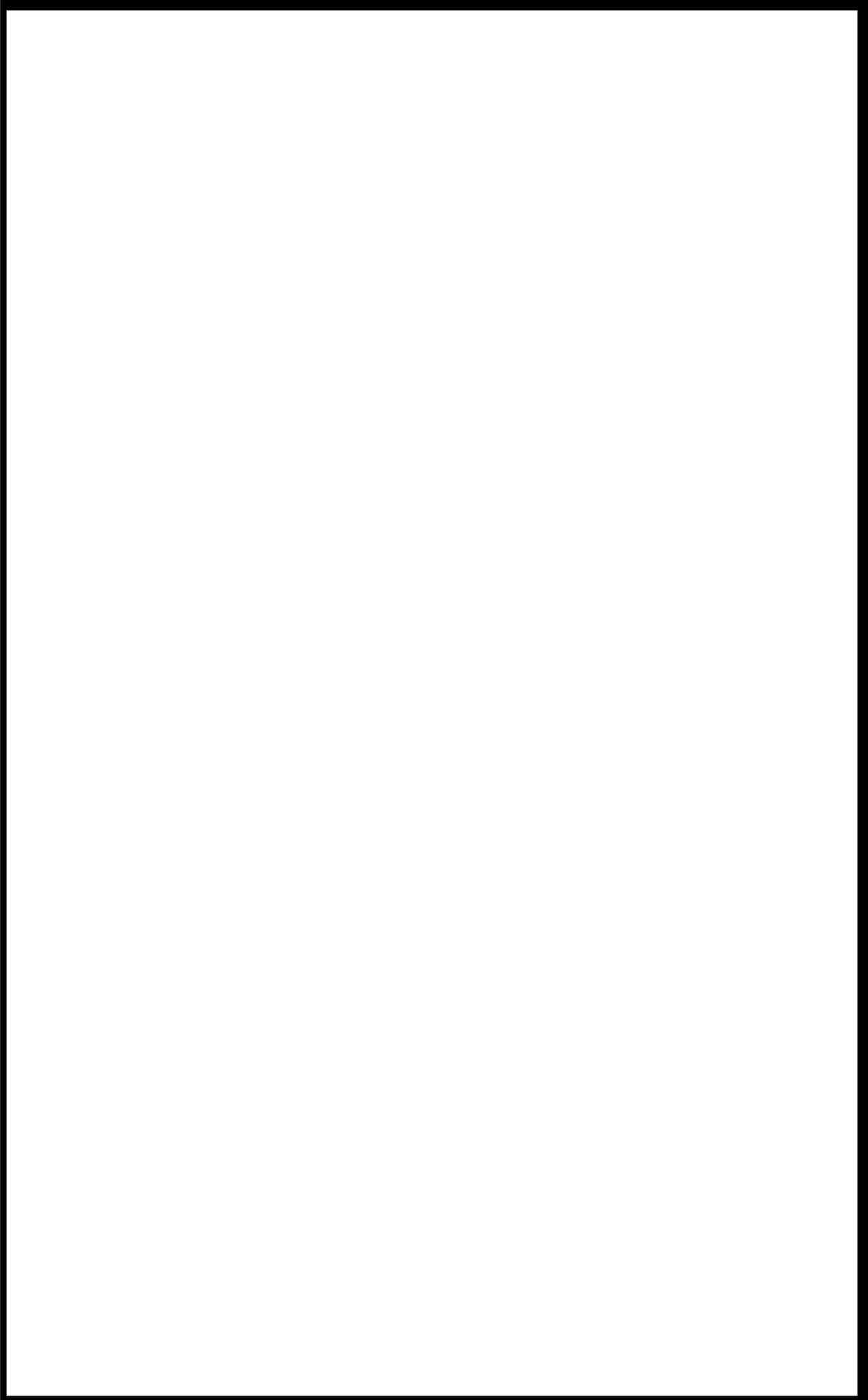
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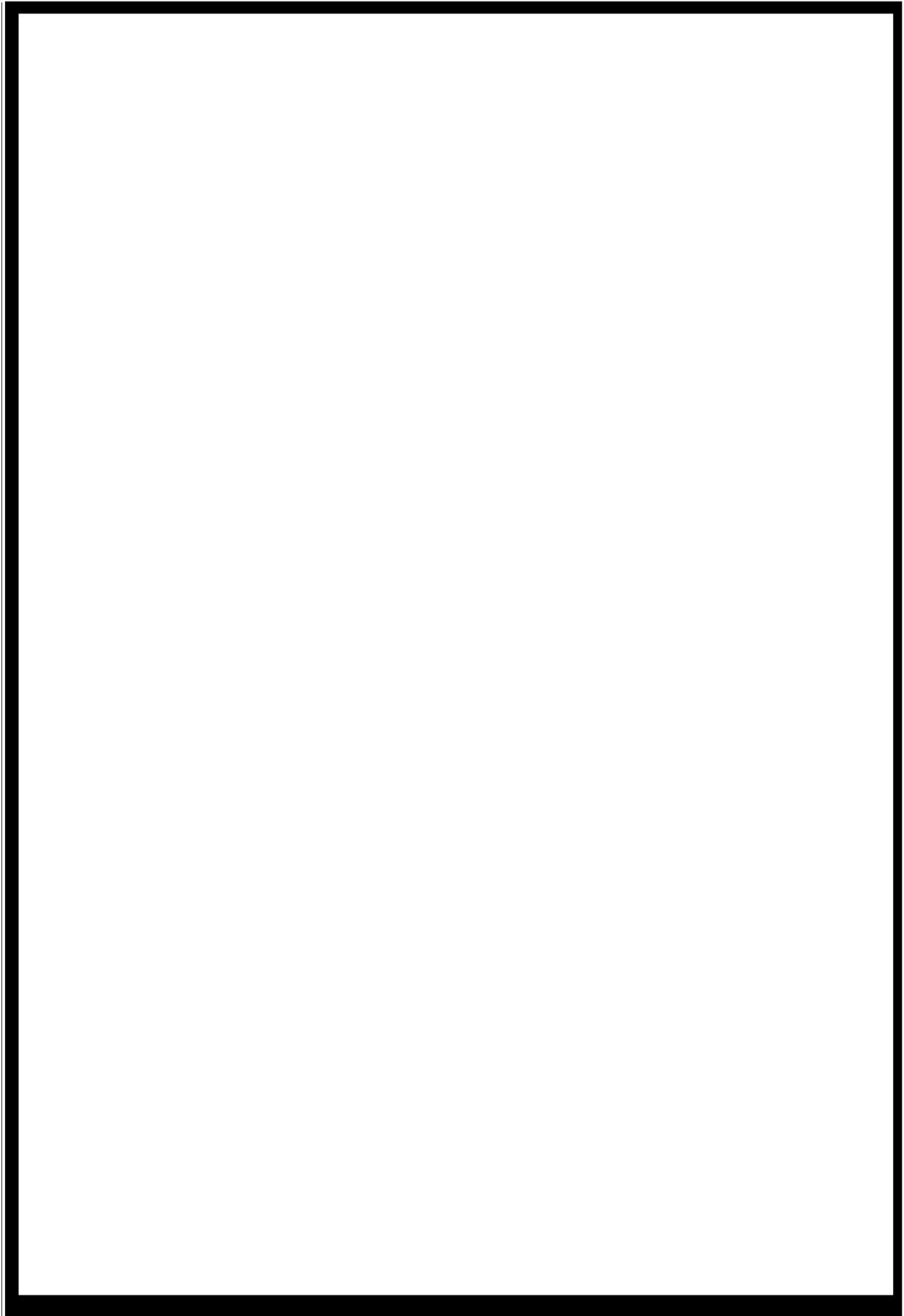
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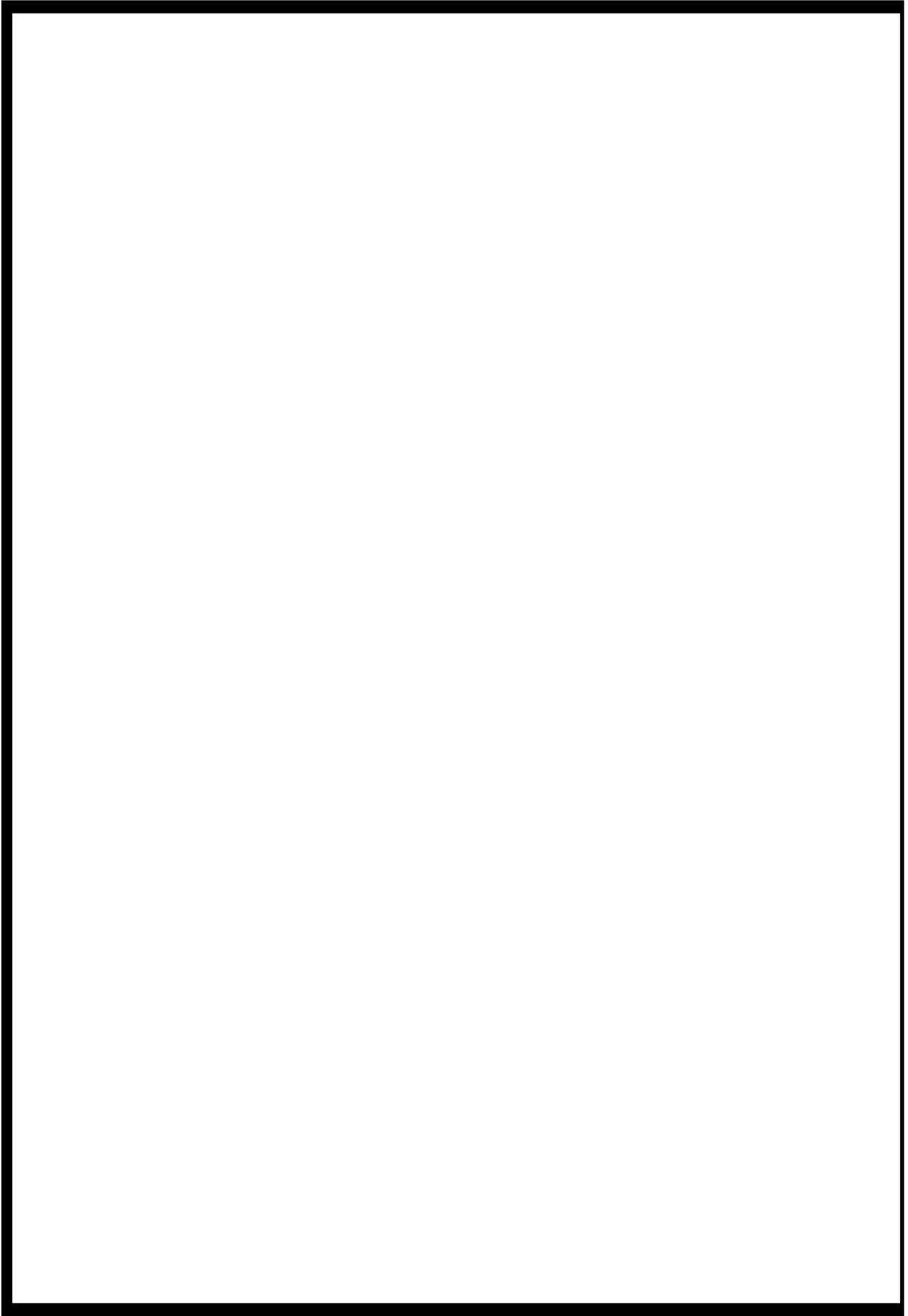
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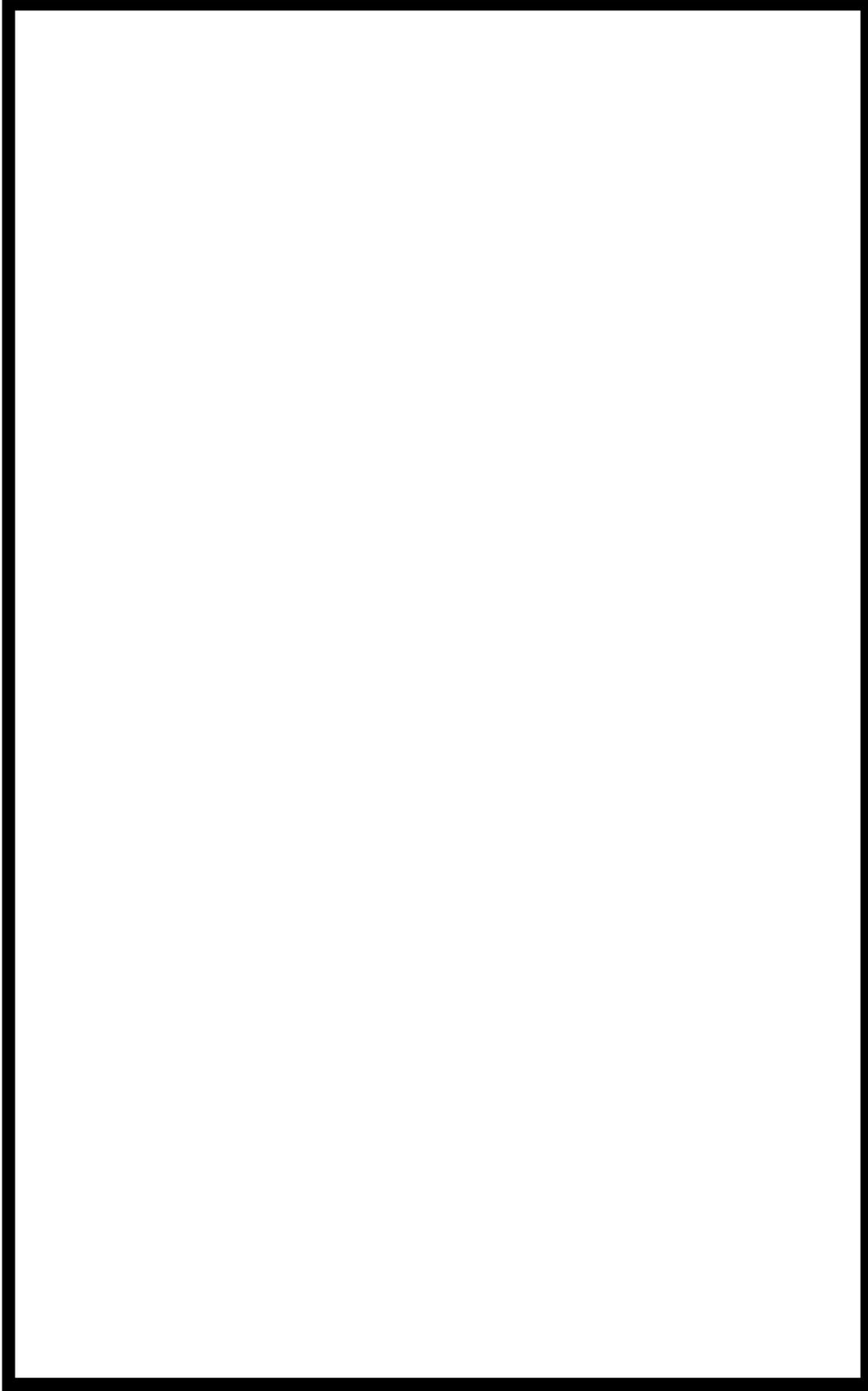


CONFIDENTIAL REPORT



CONFIDENTIAL REPORT





CONFIDENTIAL REPORT

From: Councillor Gillard <councillorgillard@woodbridge-suffolk.gov.uk>
Sent: 14 July 2018 20:37
To: [REDACTED]
Subject: Re: Code of Conduct Complaint from David Mortimer

Dear [REDACTED]

Thank you for passing on the letter from [REDACTED] informing me of the complaint against me by councillor David Mortimer, alleging that I have breached the Suffolk Code of Conduct (the Code).

In response to each of the Paragraphs that Cllr Mortimer alleges I have breached, these are my responses for the Independent Person's consideration.

Paragraph 1 of the code states that **you must treat others with respect.**

I have always always treated both councillors and officers with respect and I completely deny this unsubstantiated allegation, which is itself a form of bullying.

Paragraph 2(2) of the Code states that **you must not bully any person;**

I am a primary school teacher and am fully aware of the seriousness and corrosive nature of bullying. I have therefore never bullied anyone in my life. I have however, witnessed bullying of another councillor, using the definition of 'prolonged negative, co-ordinated actions and words against an individual by another person or group of people'.

I am particularly disappointed that Councillor Mortimer should make an allegation of bullying against me, when he himself was one of three witnesses to me being publicly bullied and harangued by [REDACTED] [REDACTED] (when Mayor, in full regalia) on the morning of 3rd March on Market Hill, Woodbridge, as [REDACTED] tried to get me to stop supporting another councillor who had been slandered by [REDACTED]. I believe [REDACTED] subsequently apologised in writing to the person slandered and admitted [REDACTED] had passed on false witness. I will be urging the victim to put this letter into the public domain.

Paragraph 2(4) of the Code states that **you must not do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, your council.**

I have never done anything to compromise the impartiality of those who work for or on behalf of my council.

Paragraph 3 of the Code states that **you must not —**

(1) disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where—

(a) you have the consent of a person authorised to give it;

(b) you are required by law to do so;

(c) the disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees not to disclose the information to any other person; or

(d) the disclosure is reasonable, in the public interest, made in good faith and in compliance with the reasonable requirements of the council;

I am a bit uncertain about which information is deemed to have been confidential, as the loss of all the [REDACTED] emails was declared in public to me and other witnesses by Councillor [REDACTED] after a council meeting on 10th April. To quote [REDACTED] "It's all gone. She's deleted everything!"

The company involved in the missing data/orders/signs fiasco was named in open council by Cllr [REDACTED]

My defence against this complaint is that I have merely attempted to inform the Woodbridge electorate of things which should have been made known to them but which WTC - in its embarrassment at its own lack of oversight over many years - had resolved to keep from them. I am sure that if I and a fellow councillor had not made these facts public, the Woodbridge electorate would never have found out about them and I believe that this refusal to reveal information would have been an abuse of the democratic process (and a breach of the Nolan Principles for conduct in public office). The specific principles involved here are Principle 5.

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I have not behaved in a way to bring the council into disrepute; but I have consistently tried to assist us in not bringing ourselves into disrepute. I believe that we as a council have brought ourselves into disrepute by our failure of oversight - specifically in protecting our data and ensuring proper financial process - but I think we would have brought ourselves into even greater disrepute if we had tried to sweep all of this under the carpet. Indeed, if minuted suggestions of mine and emails (from 2016) about data protection and back up had been acted upon, we might not be in this situation at all. I can of course provide references for this.

Paragraph 5(2)(b) of the Code states that you must, when using or authorising the use by others of the resources of your council ensure that such resources are not used improperly for political purposes (including party political purposes).

I am completely amazed by this suggestion and would love to know what the basis for this slanderous allegation is. Please inform me. I can however infer one party political purpose behind the council's attempt to keep this information out of the public eye and to discredit my reputation: all of the problems that this complaint is linked to have occurred under the stewardship of one political party (every mayor for over a decade has been from this party; so has each chair of the Finance and Staffing committee). I could easily assert that this complaint itself has a party political purpose (and I have said in a recent council meeting that I would be completely happy if all councillors were unaffiliated, as in most other local councils at our level).

I would like to add in closing that I have so far received three complaints - couched in very similar abusive terms - all from members of the same party. There is a good case for saying that this is party political bullying in its own right, breaching several rules in our Code and bringing the council into disrepute. Perhaps I should consider taking out a complaint myself - but I feel that enough of your time has already been wasted by members of WTC in this way.

I await your comments with interest,

Patrick Gillard
Councillor, Kyson Ward
Woodbridge

**STATEMENT
FRONT COVER**

Case Ref:	1076990/1
Name:	Councillor David Mortimer
Position Held	Complainant

wilkin chapman llp
solicitors

Cartergate House,
26 Chantry Lane,
Grimsby
DN31 2LJ

a limited liability partnership registered in England number OC343261
authorised and regulated by the Solicitors Regulation Authority

wilkin chapman llp

STATEMENT of: Councillor David Mortimer

1. I have been a Woodbridge Town Councillor since May 2015. I am the current Mayor and Chairman of the Council for the 2018/19 municipal year.
2. My complaint about Councillors Gillard [REDACTED] relate to their blatant breach of the Council's Code of Conduct. In particular breaches of confidentiality and their conduct towards the Council's staff and other Councillors which is disrespectful and bullying in nature.
3. The first breach of confidentiality related to an article in the local press about new signage being purchased by the Council. This was discussed in confidential session at an Extraordinary General Meeting of the Town Council. At the meeting it was agreed that the matter would be considered by the Finance and Staffing Committee. The two Councillors disclosed to the press information about the signage and were quoted as saying the Council was refusing to do anything about it.
4. The second issue related to an incident when [REDACTED] left the Council following which it was identified that [REDACTED] had deleted a lot of the Council's records from the computer system.
5. I understand that the reason [REDACTED] left was due to the upset caused to her by Councillors Gillard [REDACTED] I believe [REDACTED] was very unhappy when [REDACTED] left. I was not aware of what had been going on, this only came to light after [REDACTED] had left the Council's employment.
6. In view of the articles in the press I believe it was my duty as the Town Mayor and Chairman of the Council to submit a complaint to the Monitoring Officer about their conduct.

CONFIDENTIAL REPORT

7. I am aware that other Councillors were concerned about the situation and that some have made separate complaints. Councillor [REDACTED] who was a member of the Liberal Democrats with Councillor Gillard, was so concerned [REDACTED] resigned from the party and now sits on the Council as an Independent.
8. A new Town Clerk was employed commencing in June this year. Already she is feeling under pressure from all that is going on. I understand that on several occasions she has been on the point of resigning due to the conduct of the two Councillors.
9. The Town Council is now operating under an air of mistrust and tension.
10. [REDACTED]
11. The new Town Clerk has reviewed the Council's policies and procedures and through the Council introduced new safeguards to protect the Council, its assets and the Council's officers.
12. I am aware that some time ago [REDACTED] made allegations of bullying which were never really resolved by the Council.
13. The bullying of the staff appears to take the form of psychological warfare and has been ongoing for some time. I understand that whilst the staff have expressed concern there has been a reluctance to make an issue of it.
14. I believe that prior to the recent events the relationship between the Town Councillors had been very good.

I David Mortimer declare that this statement is true and accurate to the best of my knowledge and belief.

Signed

[REDACTED]

...Date 1/12/17

Councillor conduct complaint form - Suffolk Coastal

Customer details:Name: **Cllr Sheena Rawlings**

Address: [REDACTED]

Contact details:

[REDACTED] sheena.rawlings@sky.com**Councillor details:**Councillor name: **1 Mr 2Mr [REDACTED] Gillard [REDACTED]**Name of Council: **Woodbridge Town Council**Which paragraph(s) of the Code of Conduct do you believe the Councillor who is the subject of your complaint has breached: **1, 2.2, 3.1, 4, 5.1, 6.1, 6.2**

Details of complaint: **1, Both councillors have no respect for any councillors other than their own parties. They openly tell lies and bully the council staff by constantly phoning, visiting and causing an overload of work.**

2.2, Mr Gillard has more than once phoned me at home to persuade me to tell me lies about other councillors. eg, One councillor was making false allegations against [REDACTED] This turned out not to be true. He also rang 16.06.2018 to explain why he had gone to the press. When asked if he was planning to bring down the whole council, he replied that they were. I consider this to be bullying.

[REDACTED] Now our very efficient new Clerk is considering resigning because of the bullying tactics of the two councillors. I can only assume the the other staff left for the same reason.

3, Both councillors broke the code of conduct by releasing information to the press from a meeting held in camera, which had been by Sllc and a democratic vote was also taken. The information was hugely exaggerated and some completely untrue. It was not in the public interest to have that knowledge at that time and could have seriously jeopardised the council from finding solutions to the problems and even cost legal fees if the company and people discussed had been named. Finding this in the EADT 16.06.2018. It caused me to instantly resign from the Lib Dem party and become an independant councillor for fear of being guilty by association.

4, Both councillors have conducted themselves in a manner that has brough WTC. into disrepute.

They have lied to the public via the press, making the council look corrupt and uncaring. One e mail from Mr Gillard to the councillors claims that a criminal act occurred. This is despite the police, a legal advisor and the ICO have all been contacted and agreed that nothing illegal was found. (E mail can be forwarded)

5, Having made the council look very bad to the public, both councillors are now backing a candidate for the [REDACTED] by-election who is running with the slogan, 'Lets change Woodbridge council and give Woodbridge and Kyson what they want.'

I believe this is misuse of their position to improperly confer and advantage on another person.

6.1, No regard was given to advice from Sllc, the town Clerk or the Finance and Staffing committee.

6.2 No acceptable reason for their actions has ever been offered.

I sincerely hope these councillors will be dealt with effectively.

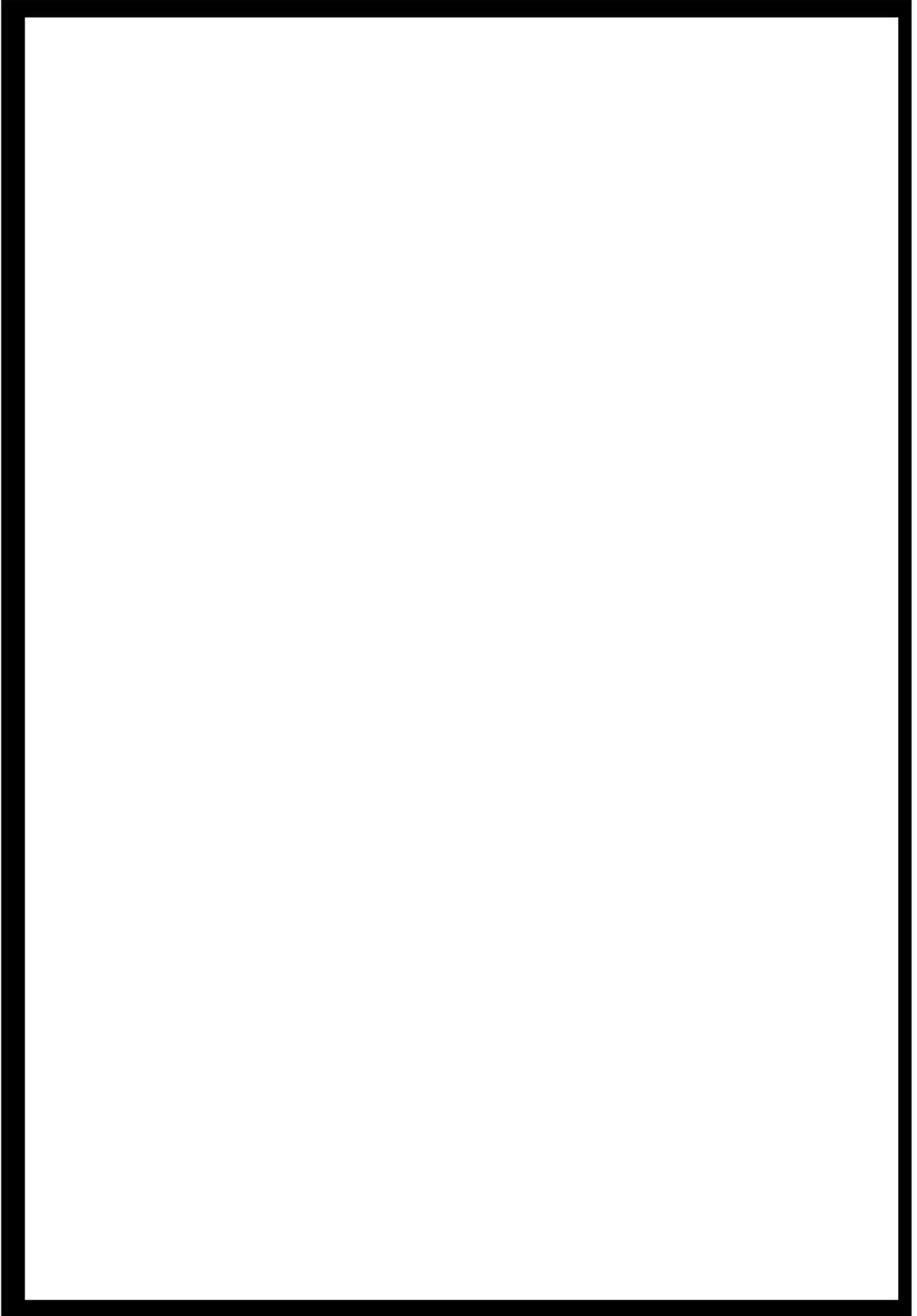
Customer outcome expectation: **A full public apology for lying to the press and public. A full apology to the council staff for bullying behaviour or removal from the council.**

Do you want the complaint to be dealt with anonymously?: No

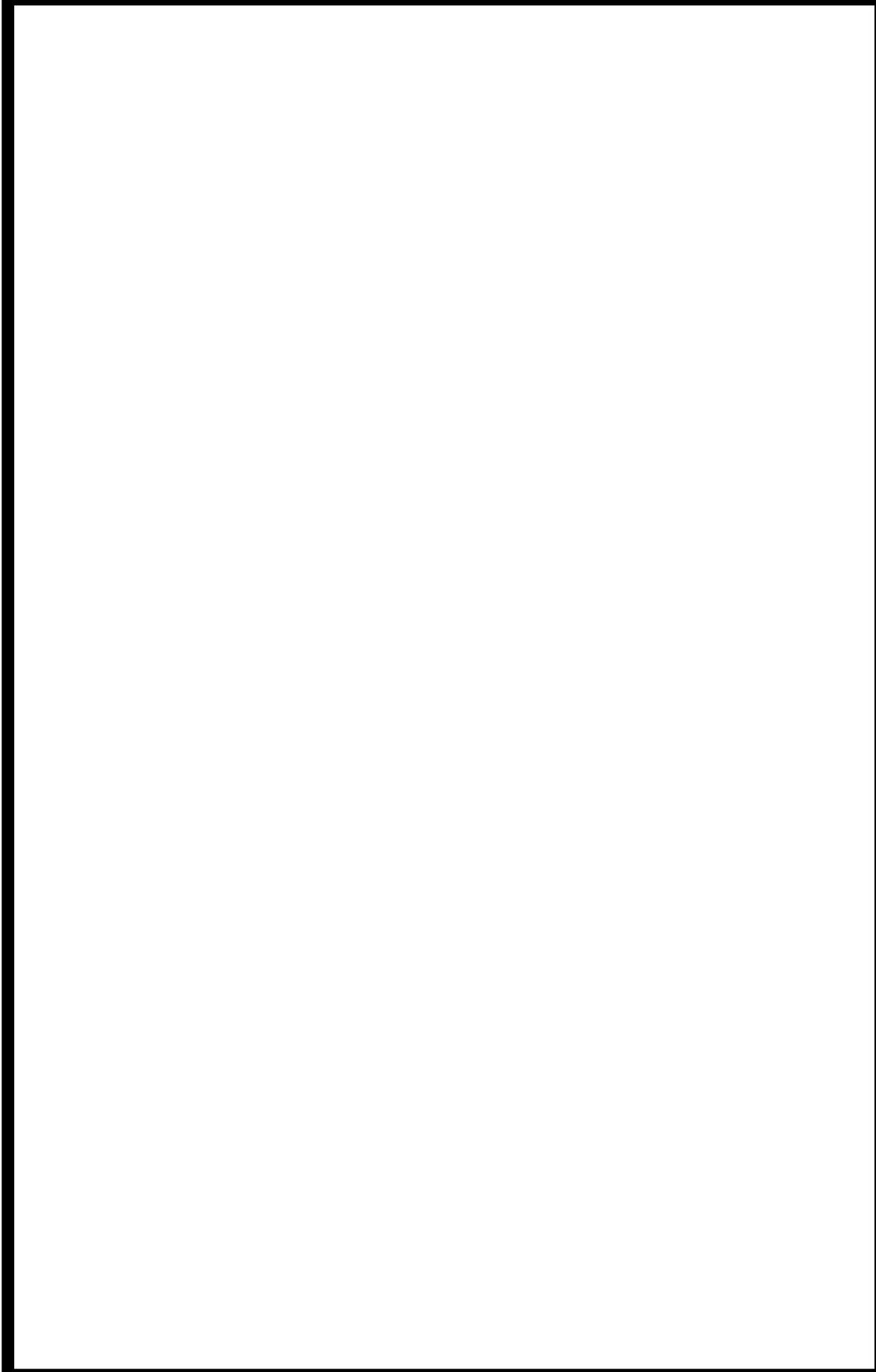
If yes, Please provide details of why you believe that your name and/or the details of your complaint should be withheld:

If yes, If anonymity isn't granted, do you still wish to proceed?:

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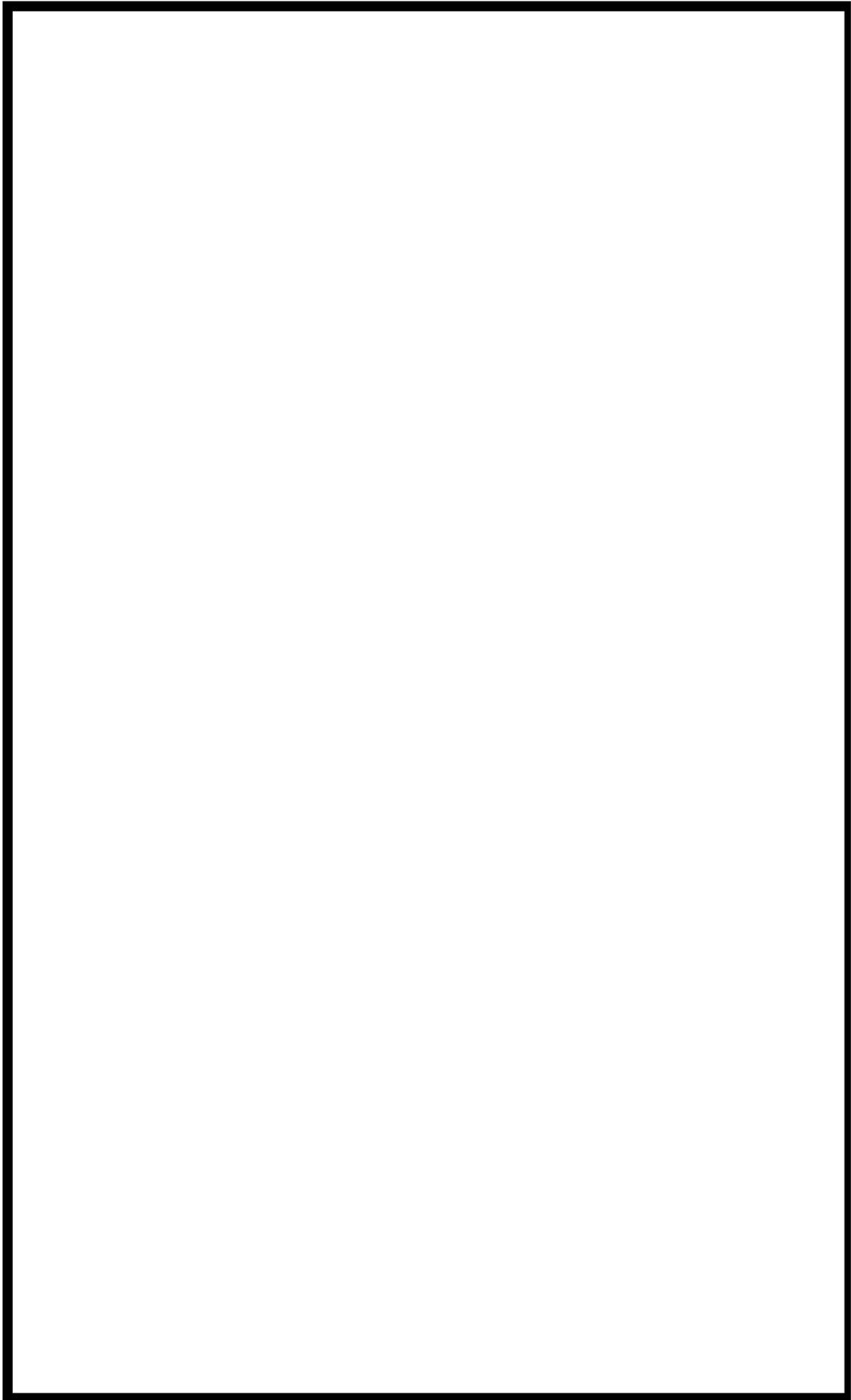
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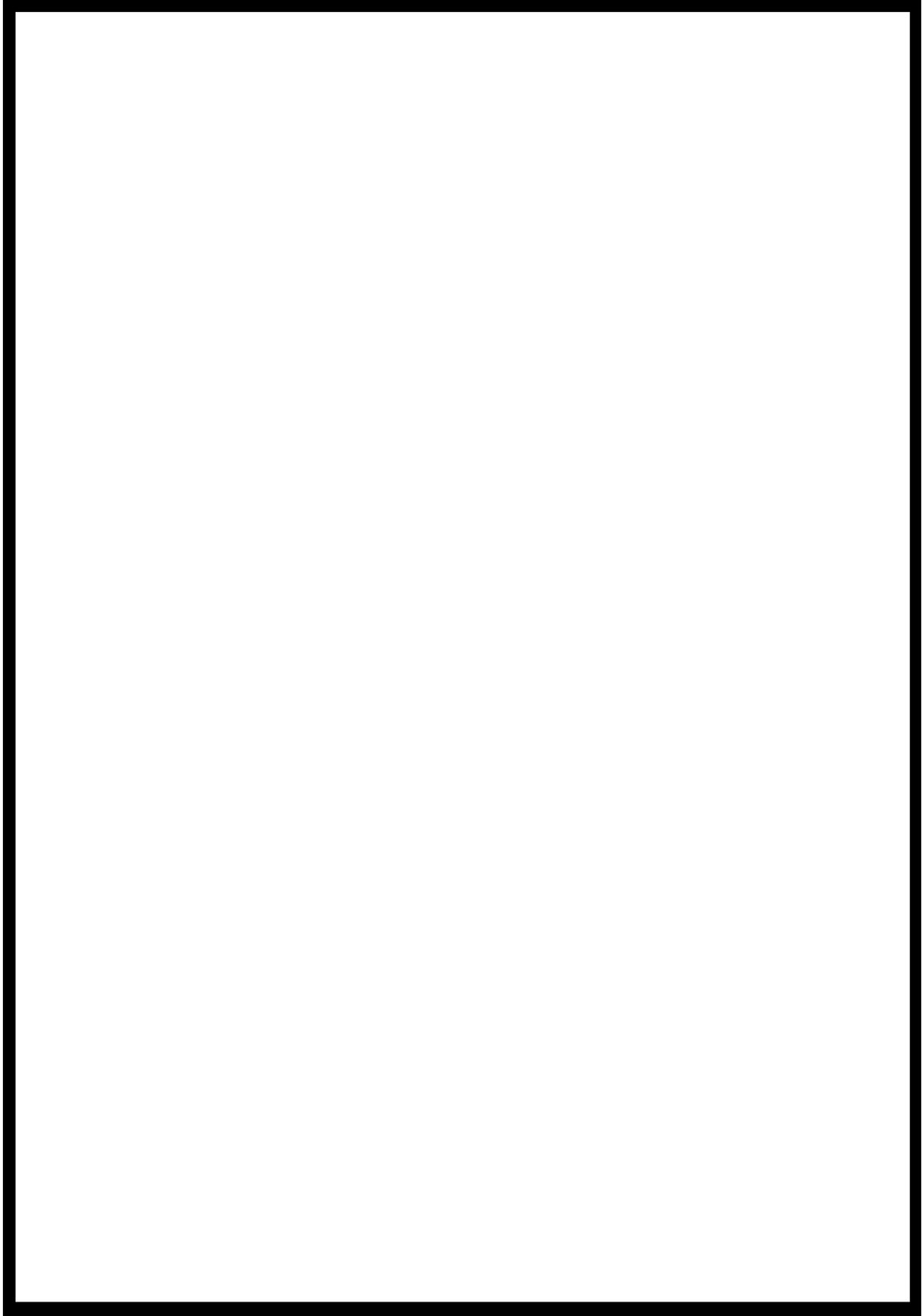


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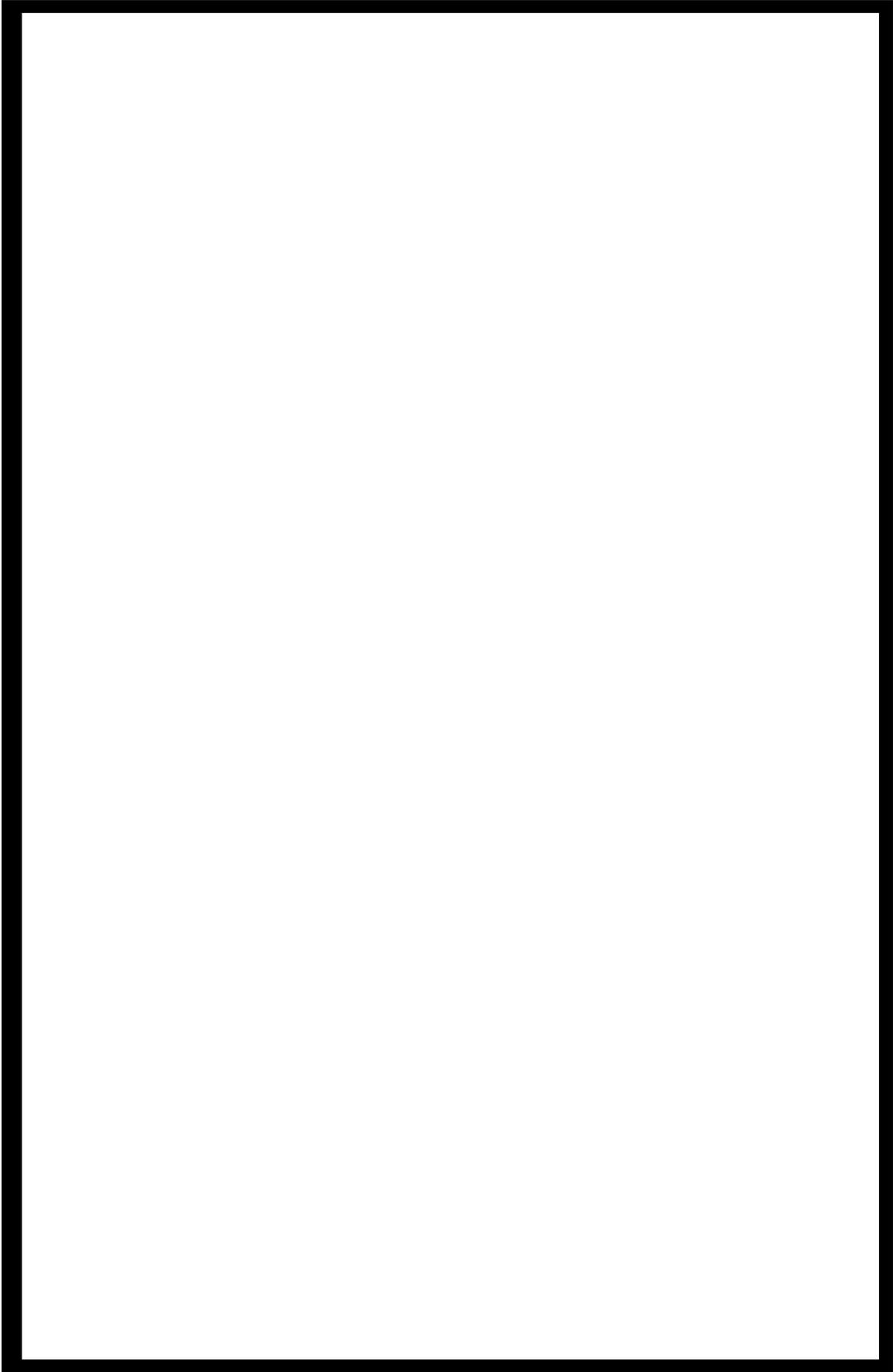


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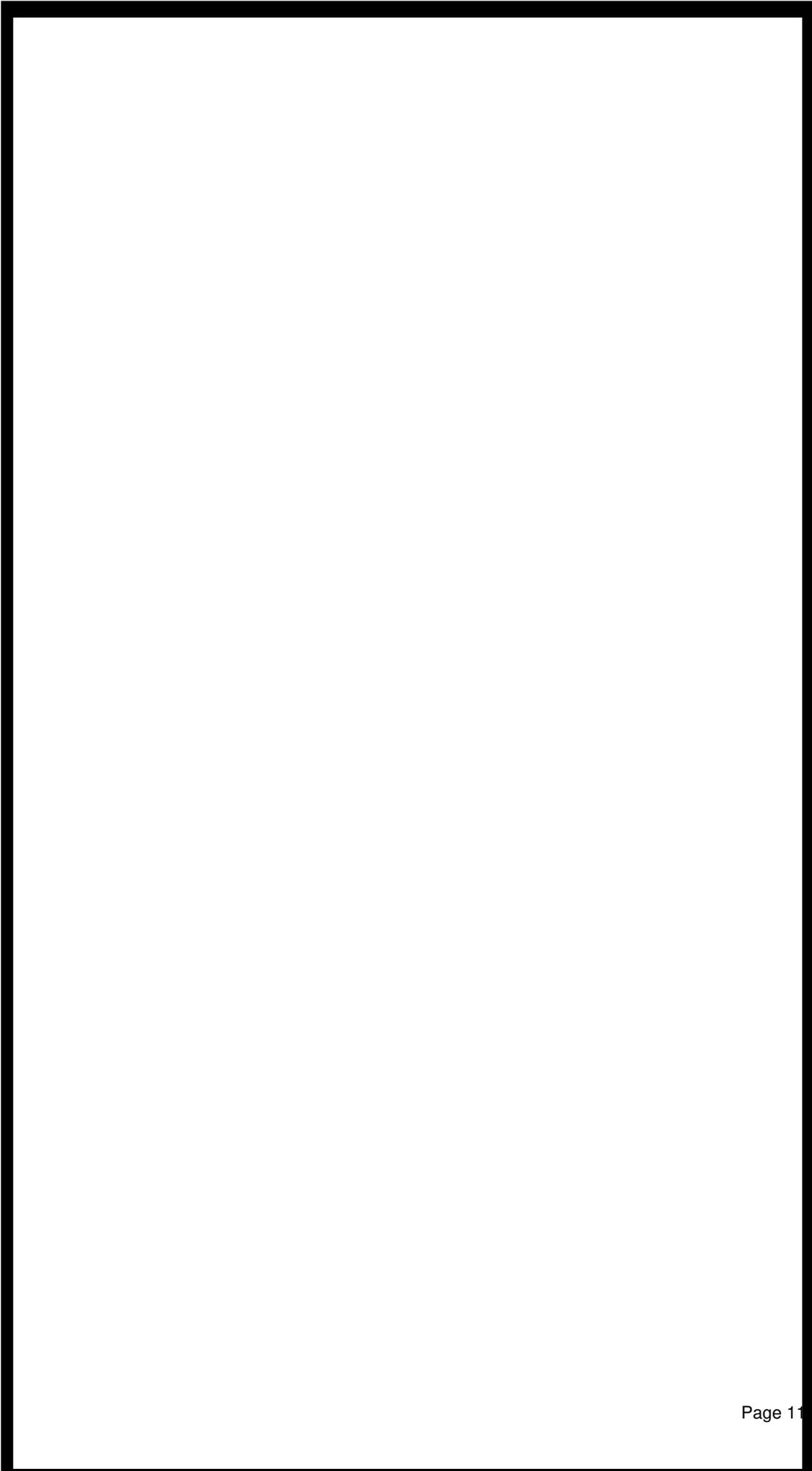




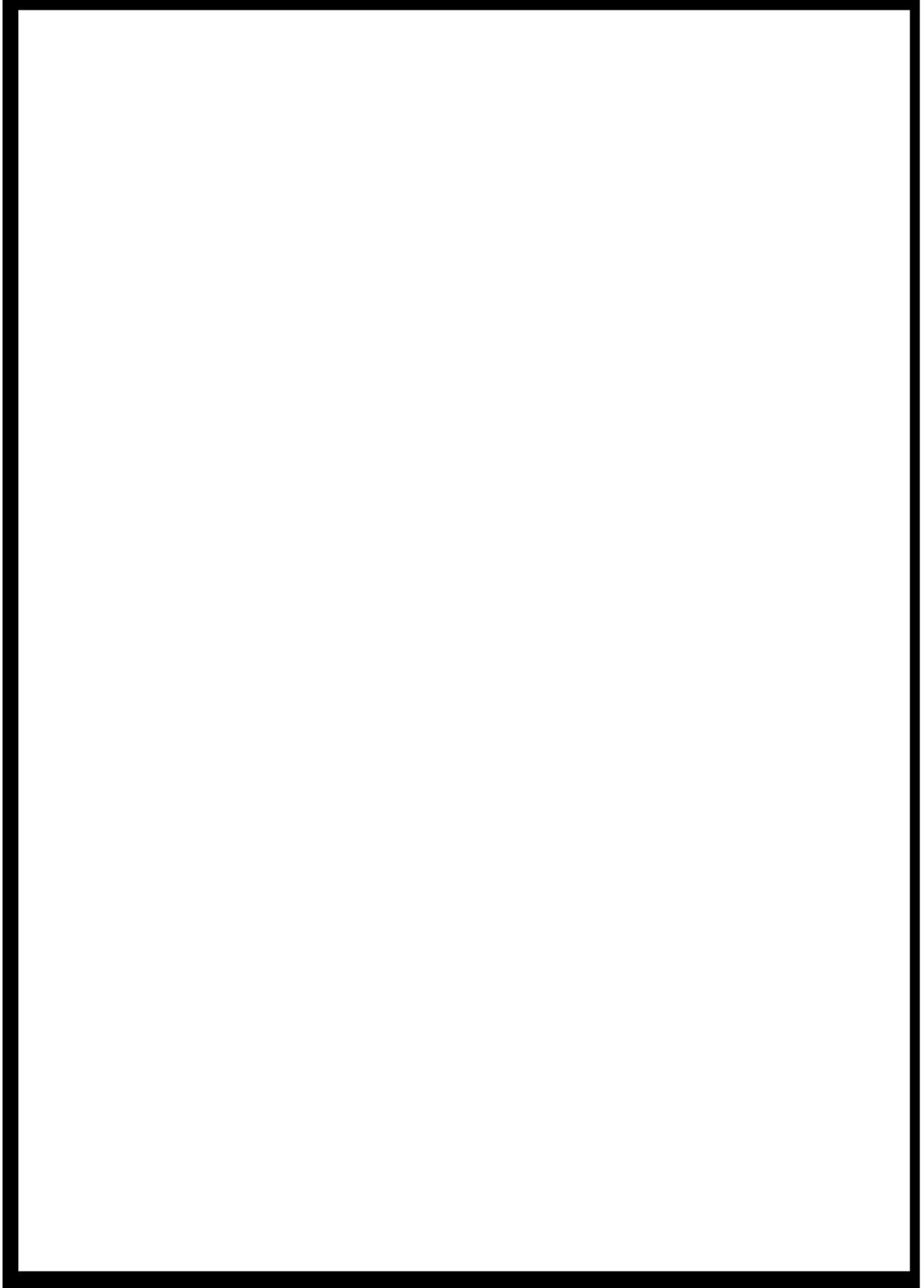
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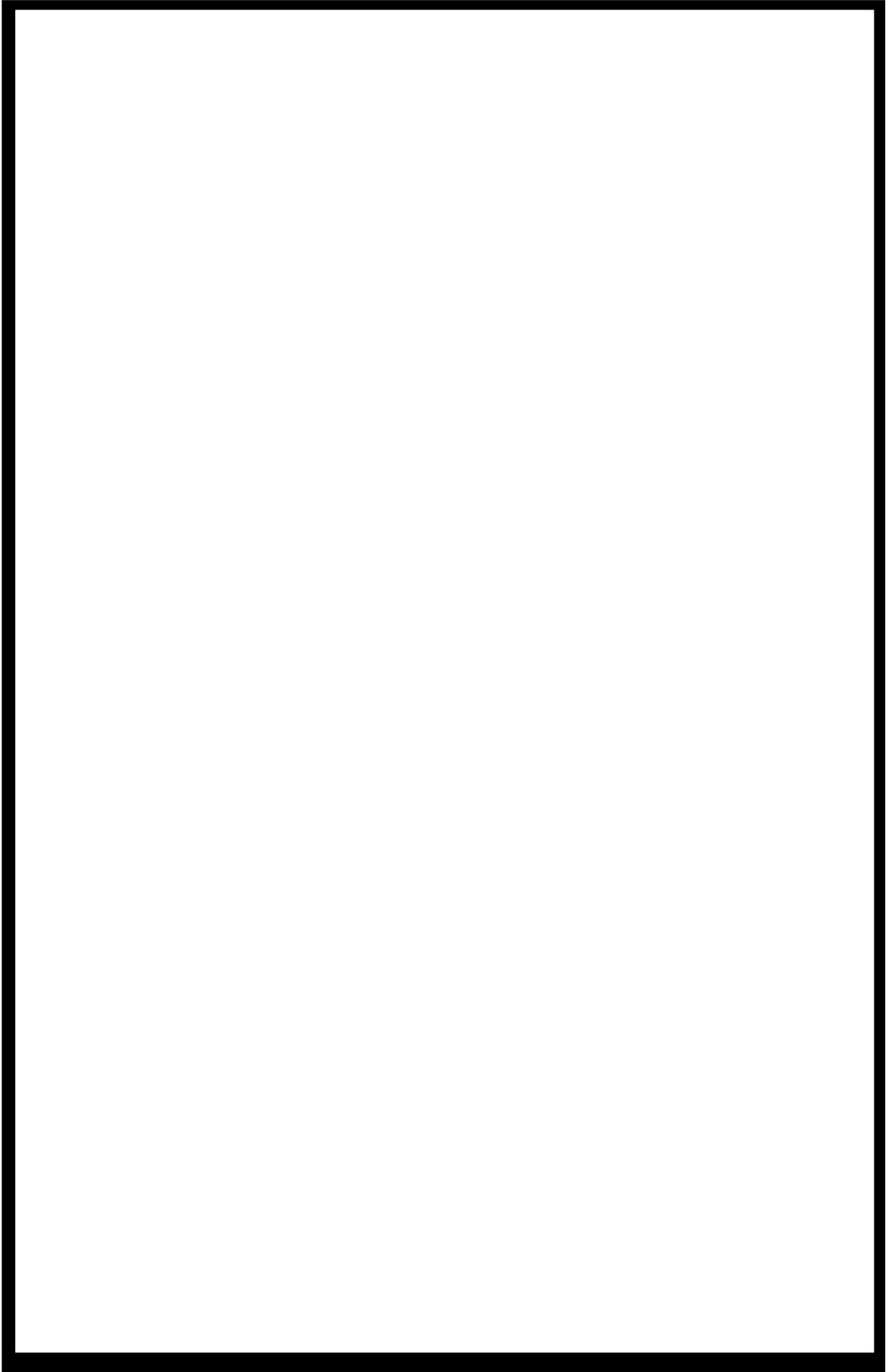


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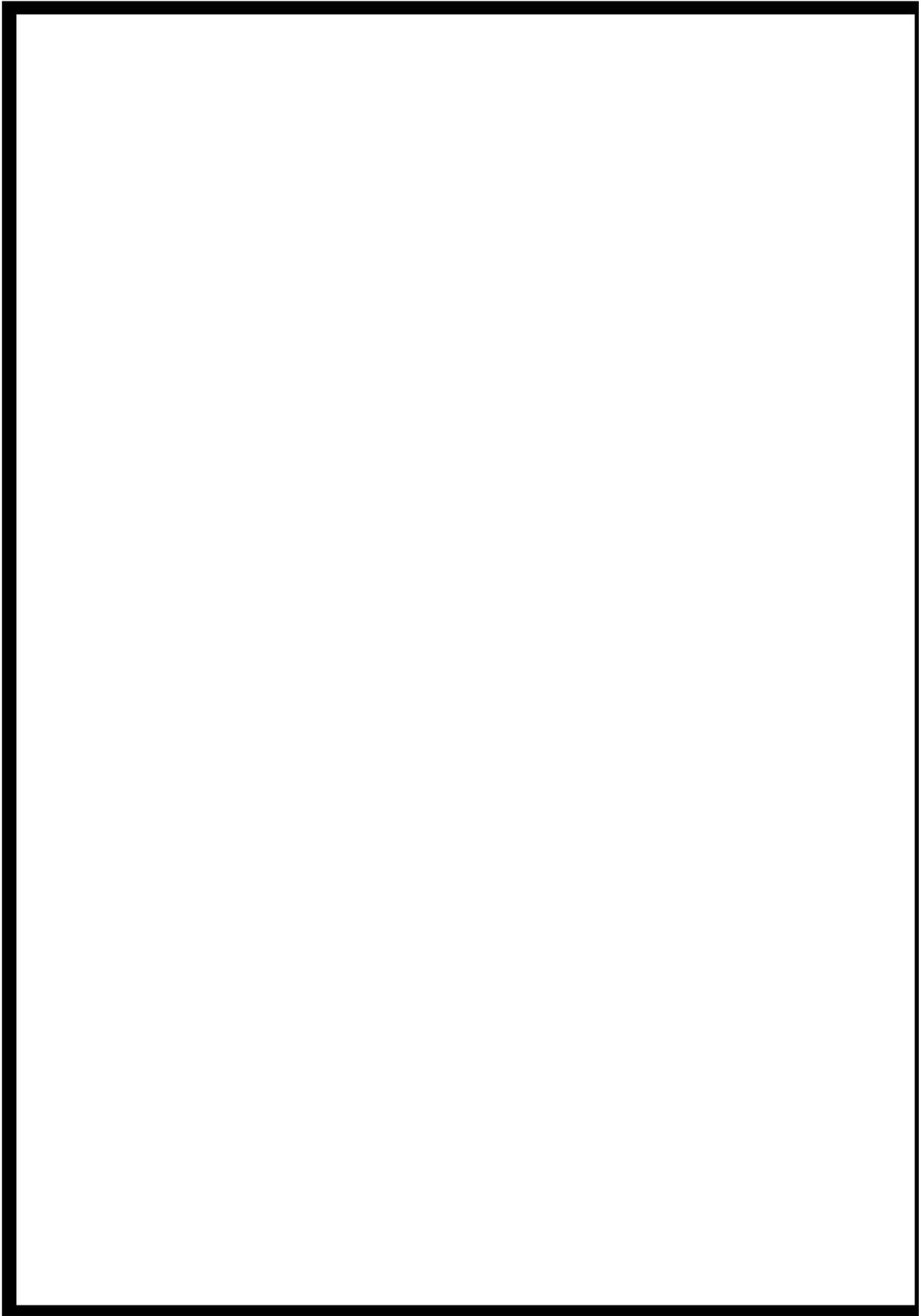
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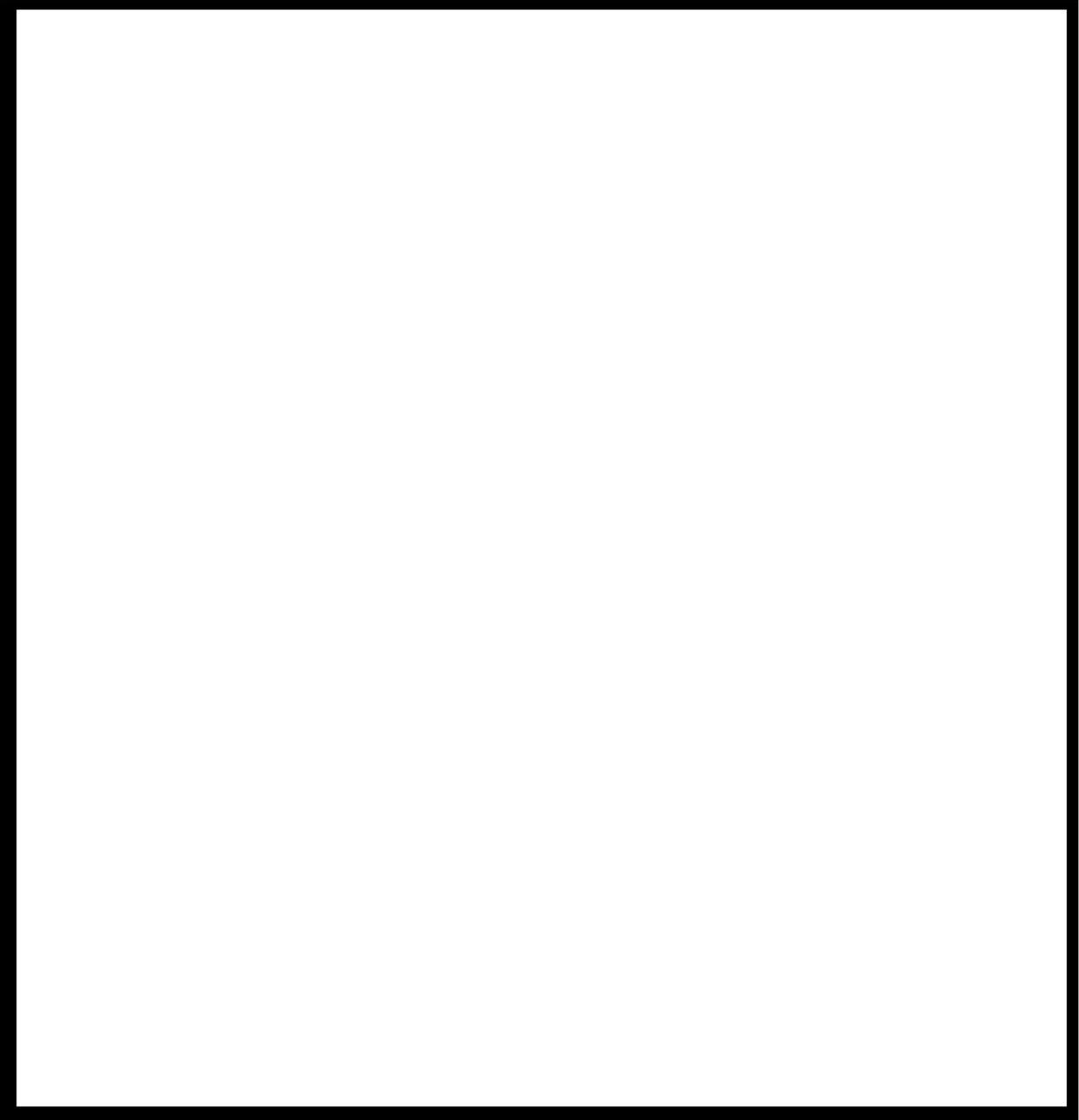


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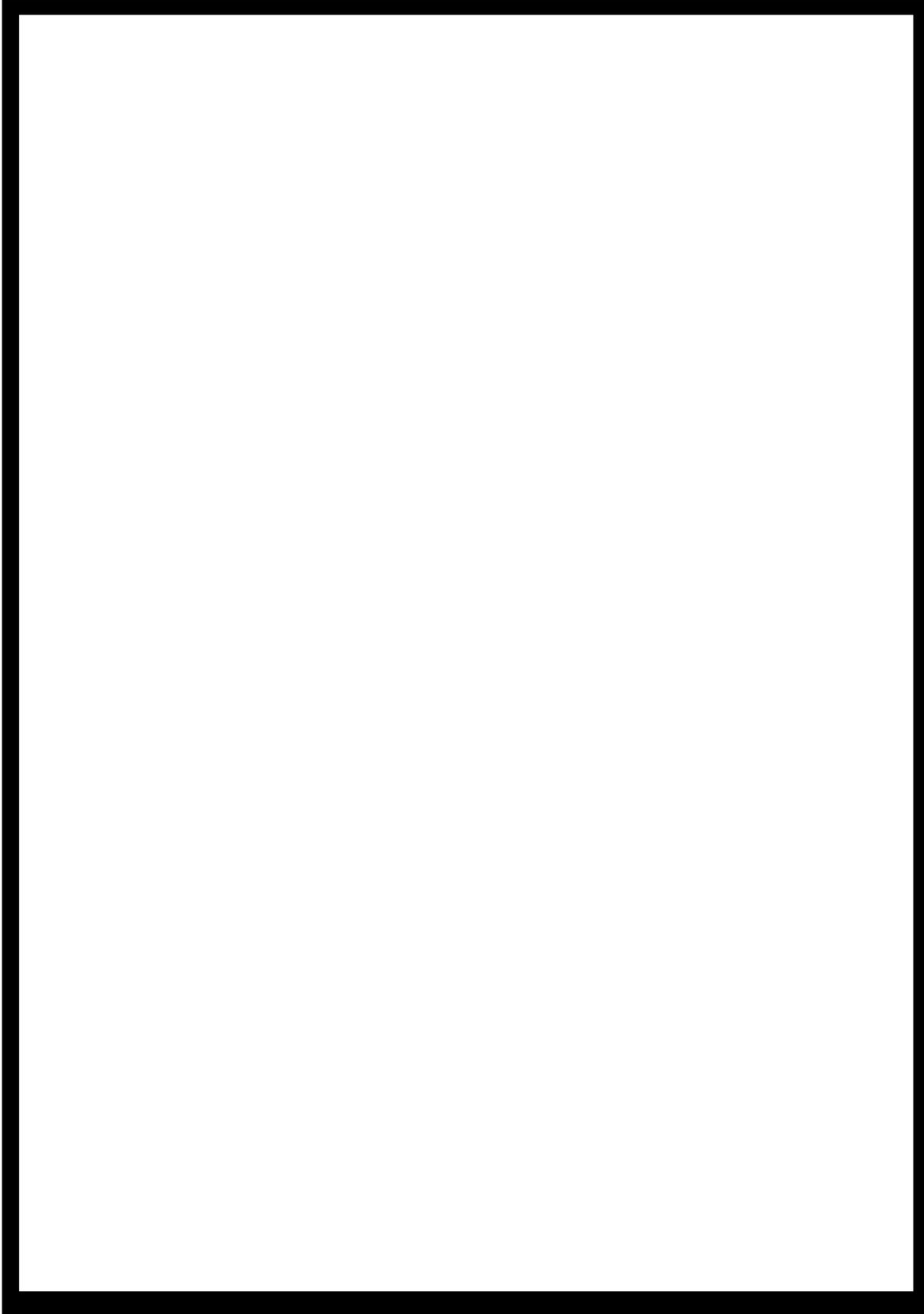




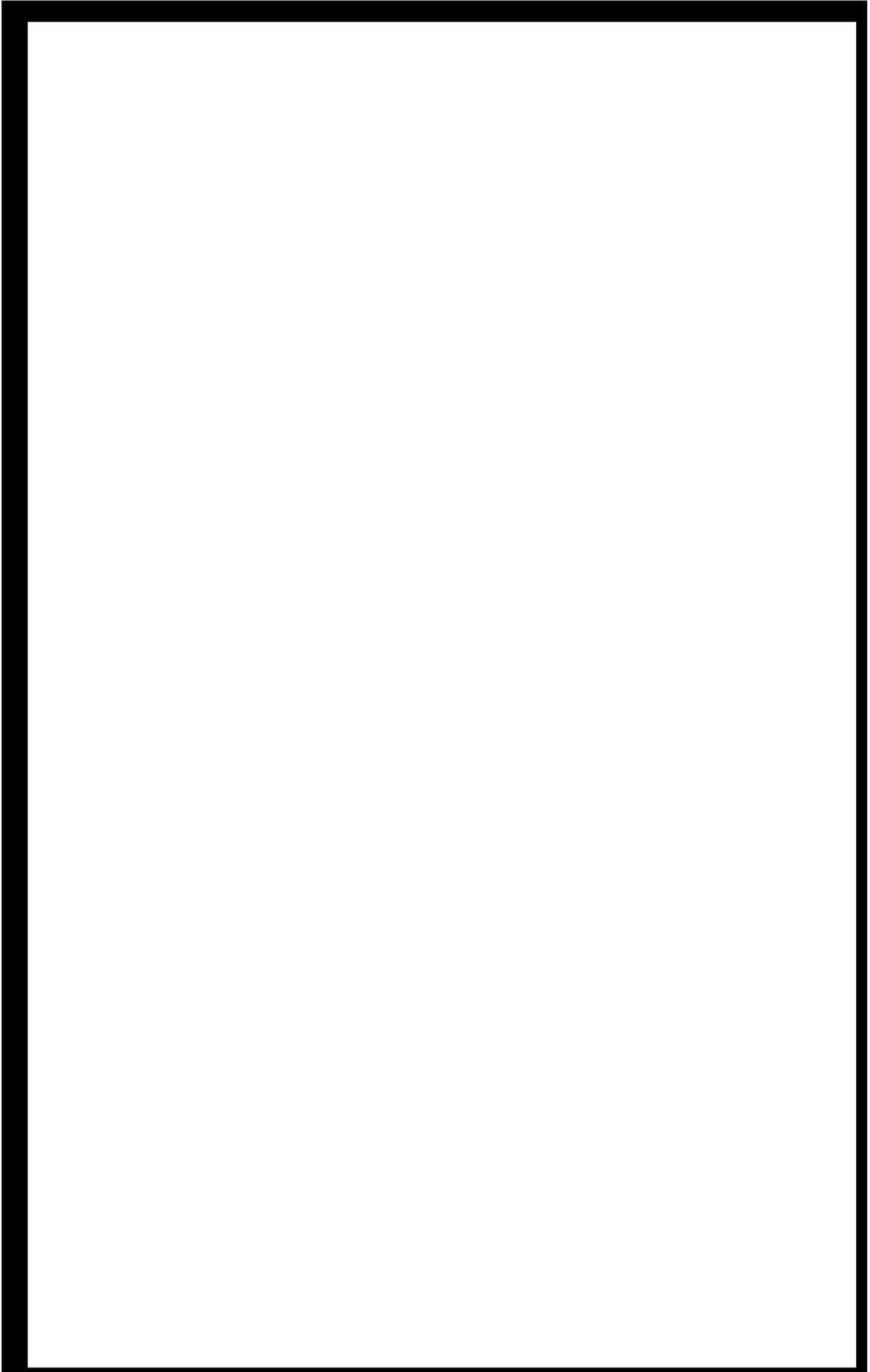
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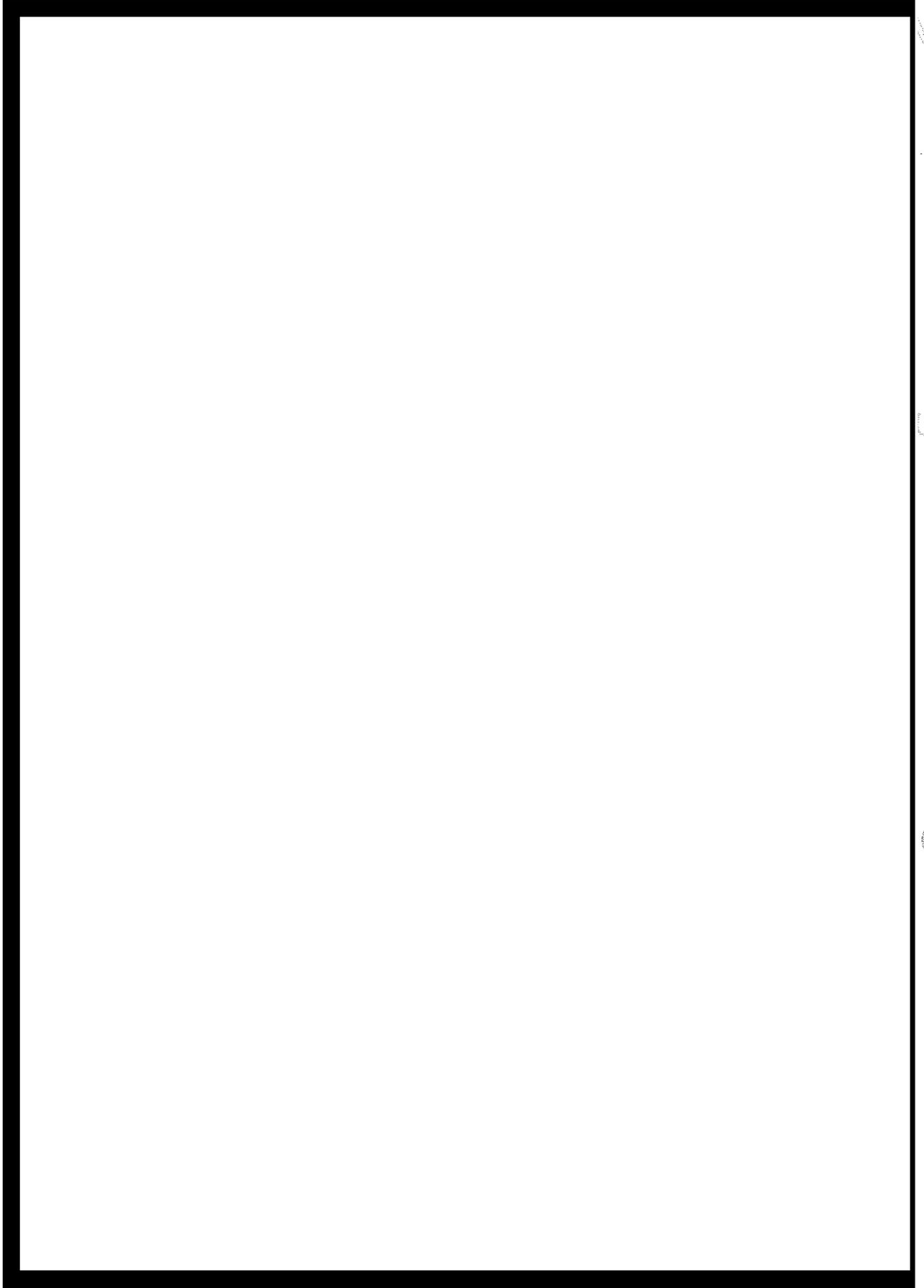
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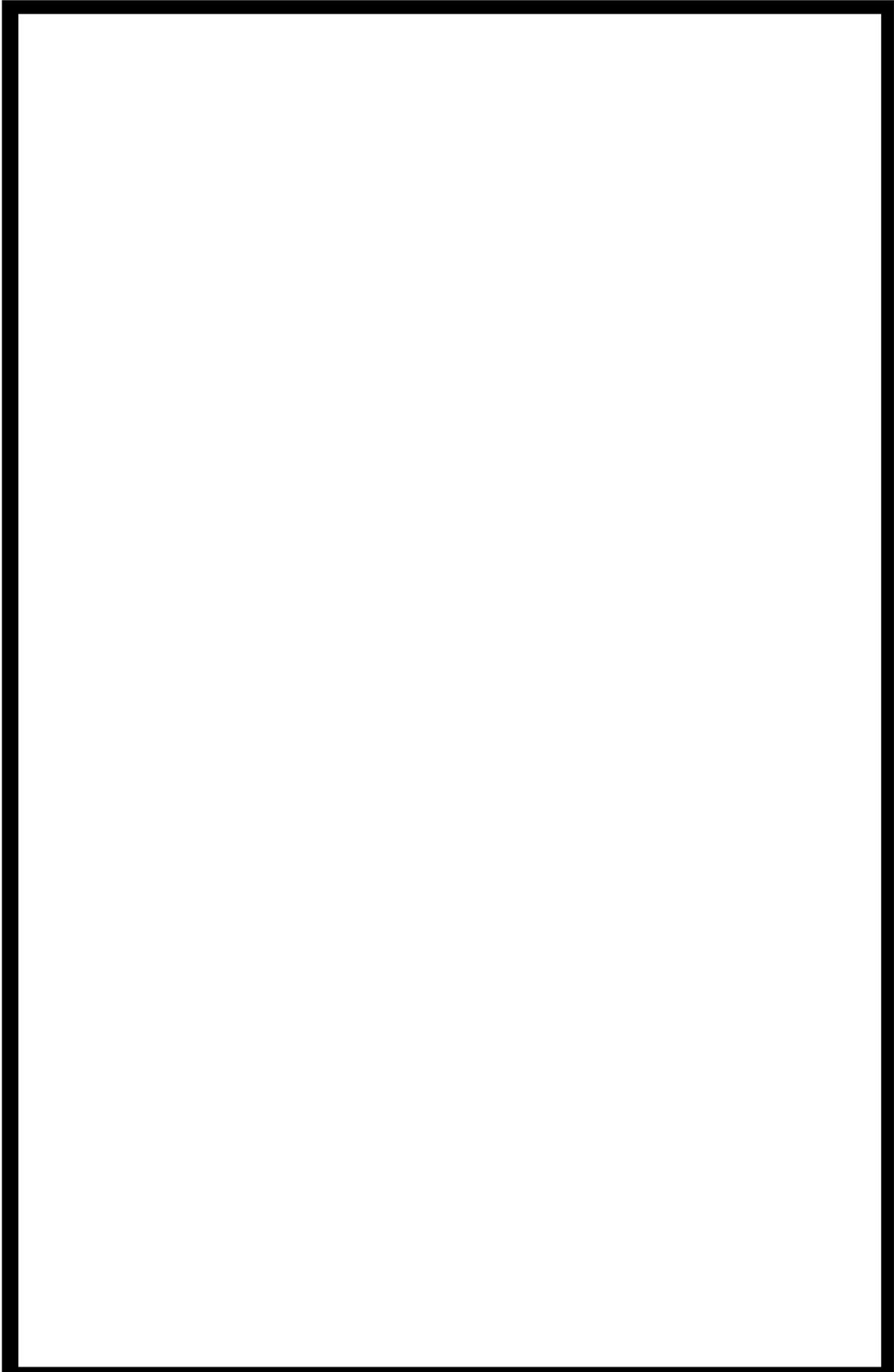
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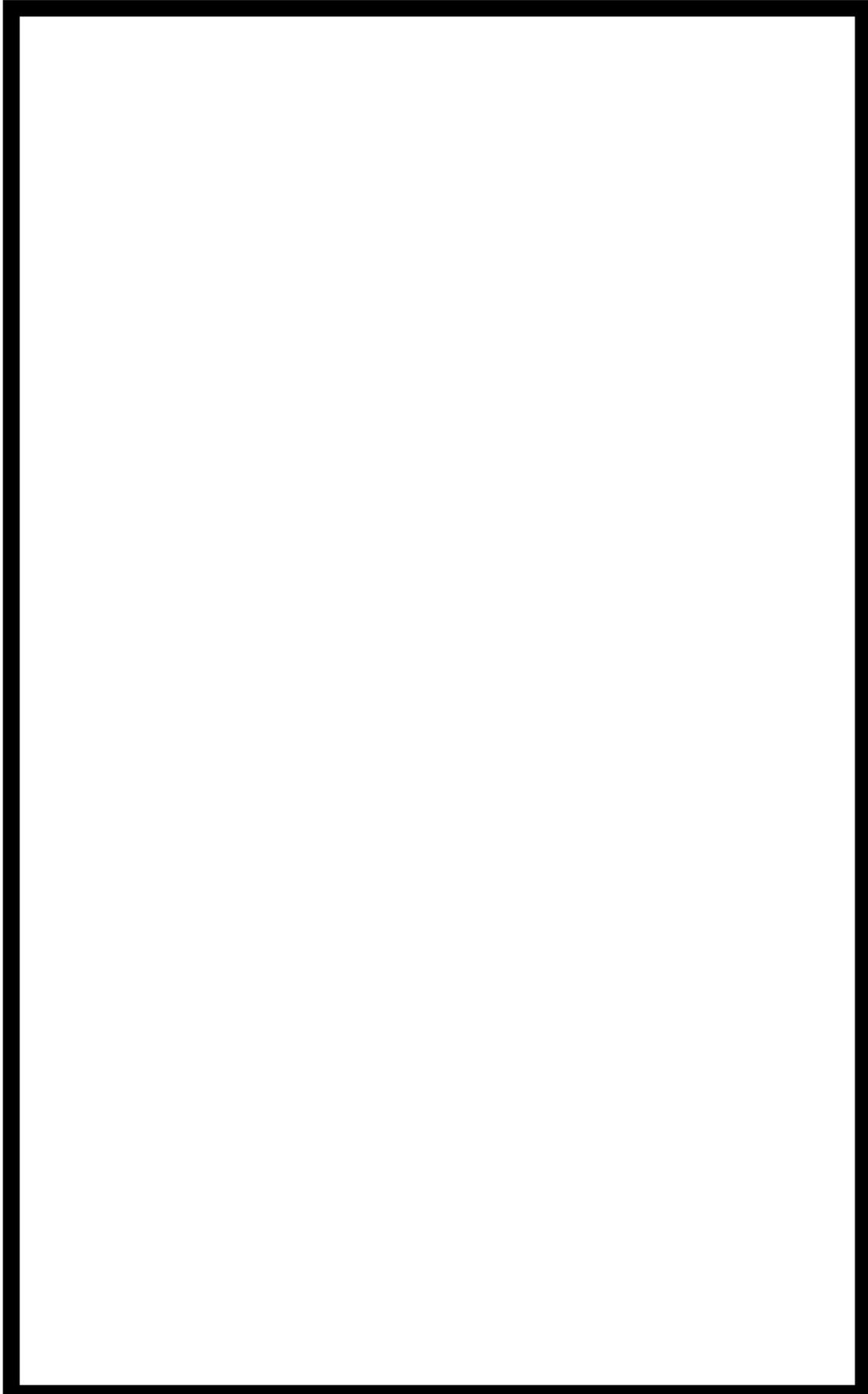


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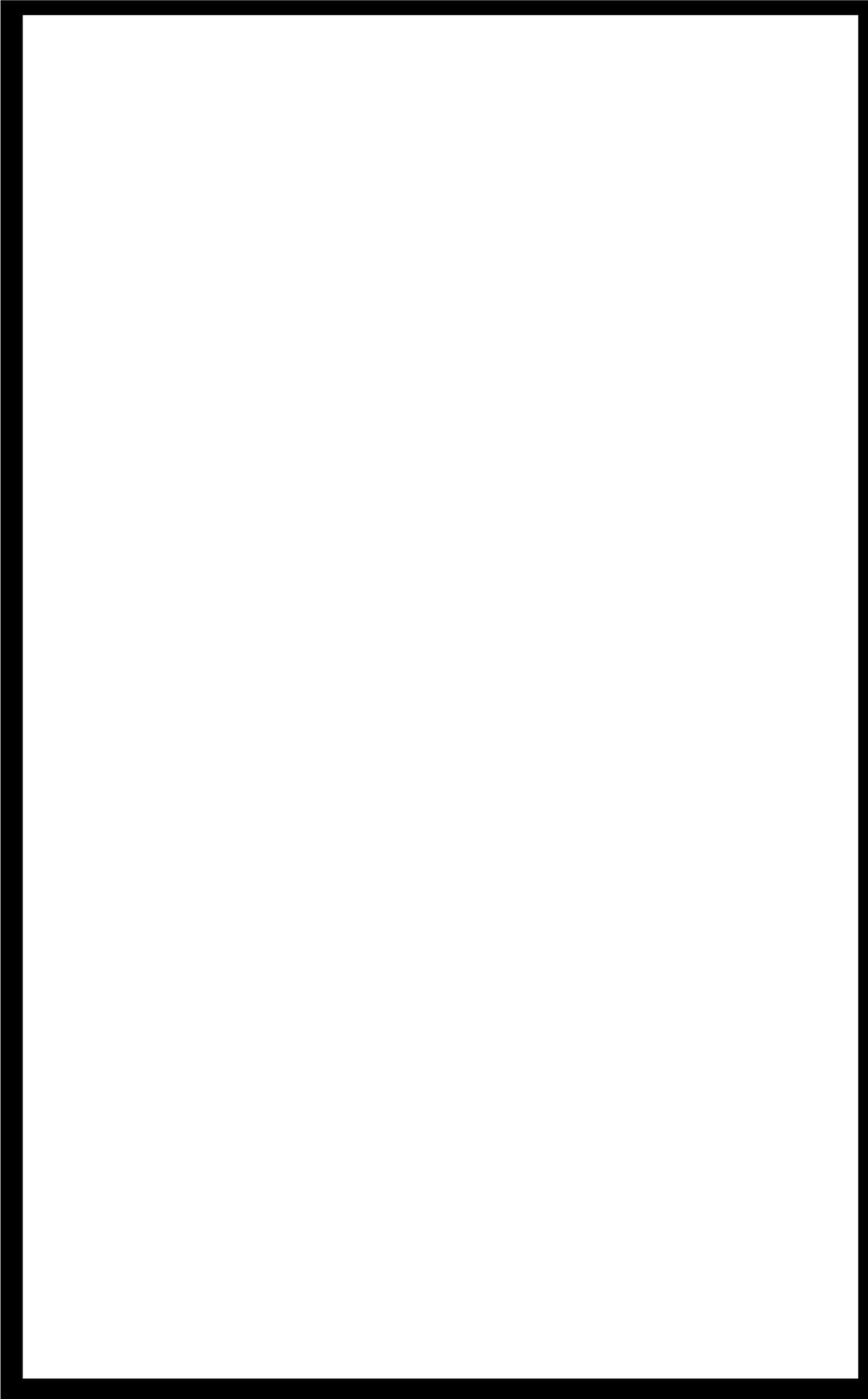


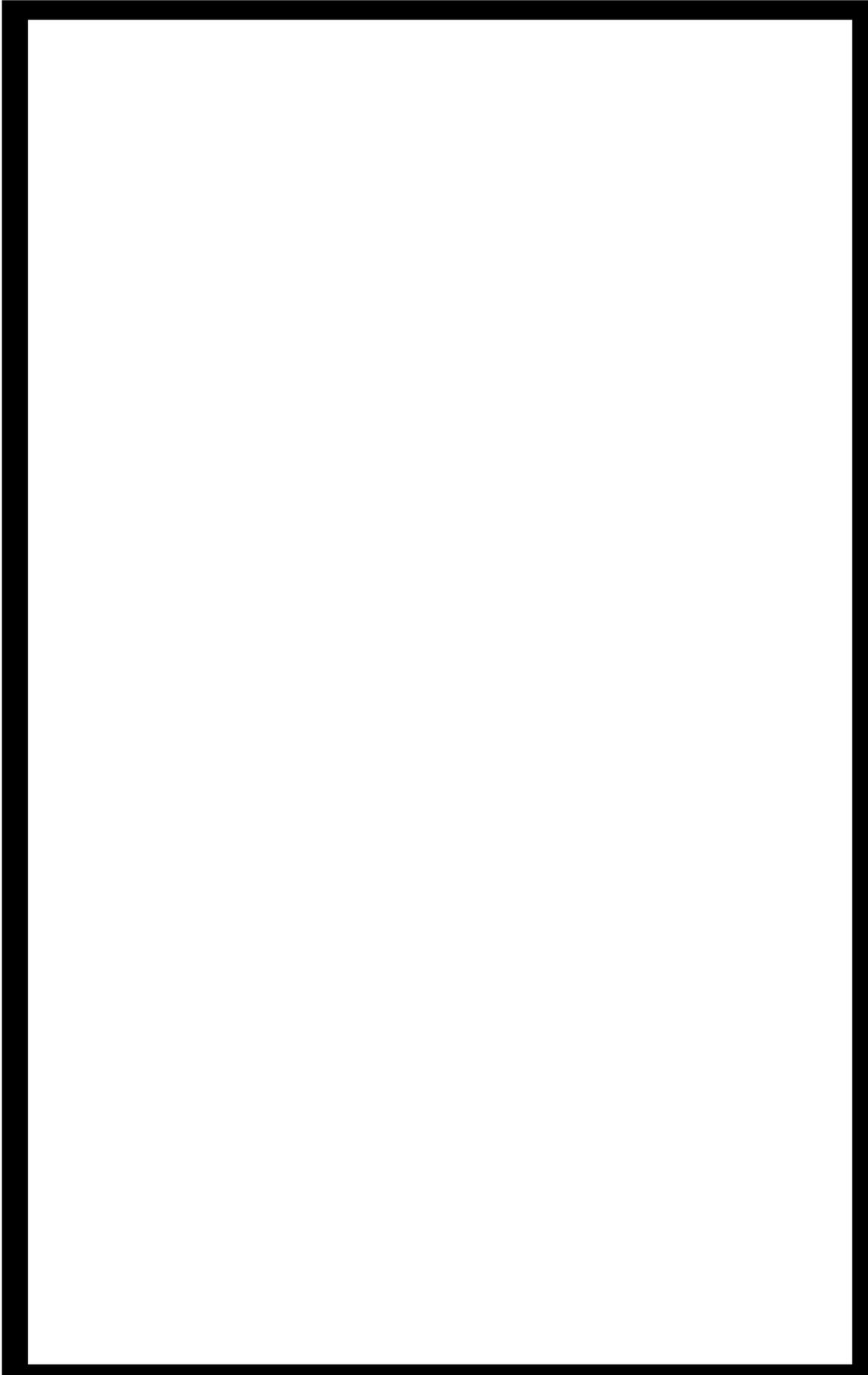
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From: Patrick Gillard [mailto:patrickgillard@gmail.com]
Sent: 03 September 2018 11:15
To: [REDACTED]
Subject: Re: Councillor conduct complaint - CC29333342

Dear [REDACTED]

Thank you for sending me an electronic copy of Cllr Rawlings' complaint. My response is below:

I am replying to the official complaint made by Cllr Sheena Rawlings in which she makes serious, libellous and unsubstantiated allegations against me. I refute these absolutely and will be making a complaint against Cllr Rawlings for uttering such falsehoods and bringing her position as councillor and the council into disrepute.

Cllr Rawlings alleges I have breached the following paragraphs of the Suffolk Code of Conduct.

I will deal with her complaints in order:

1, Both councillors have no respect for any councillors other than their own parties. They openly tell lies and bully the council staff by constantly phoning, visiting and causing an overload of work. Paragraph 1 of the code states that you must treat others with respect.

The allegations above are completely untrue (and ironically they are very disrespectful to me). I have not shown disrespect to councillors or council employees at any point. It is ludicrous to suggest I have caused an overload of work, if only for the reason that I am a teacher and have had very little free time for any communication with council staff beyond that required for my public service. I have a clear email trail of the few emails I have sent.

If Cllr Rawlings considers she has details she must provide specifics, otherwise this is libel.

Paragraph 2(2) of the Code states that you must not bully any person:

2.2, Mr Gillard has more than once phoned me at home to persuade me to tell me lies about other councillors.

This statement is both completely untrue and grossly defamatory. I will be making an official complaint against Cllr Rawlings about this specific statement and will expect significant reparation eg, **One councillor was making false allegations against [REDACTED] This turned out not to be true. He also rang 16.06.2018 to explain why he had gone to the press. When asked if he was planning to bring down the whole council, he replied that they were. I consider this to be bullying.**

This is Cllr Rawlings passing on hearsay and bearing false witness. It would almost be comical if it were not so serious. The 'false allegations' referred to by Cllr Rawlings were indeed completely false and extremely defamatory but they were made by [REDACTED] and disproved by evidence discovered by myself and another councillor. Cllr Rawlings had no connection with this incident. The councillors who made the allegations have apologised in person and admitted in writing to [REDACTED] that they lied (in fact they claimed they passed on a lie that they had been told by [REDACTED])

One of them is ~~CONFIDENTIAL REPORT~~ Clkr Rawlings and singing from a strangely similar songsheet. This person may now choose to misremember what █████ thought, said and did. █████ cannot erase what █████ wrote or expunge what other people have witnessed.

Cllr Rawlings was not the only person I told about the false allegations. I emailed all councillors about it when I realised what was being done. These emails and the initial allegations are still available for you to assess.

(And naturally, I did not say I "wanted to bring down the whole council". I would very much like the council to function in a normal way and discuss things rationally, but nothing I have seen in any of the complaints so far makes me optimistic about this.)

We have recently lost a Clerk who had worked efficiently for twenty years who had to take sick leave for a month then decided she could no longer continue. We have lost a secretary of several years service. Now our very efficient new Clerk is considering resigning because of the bullying tactics of the two councillors. I can only assume the the other staff left for the same reason.

Cllr Rawlings may assume what she likes but it won't make it true. As a primary school teacher, I take allegations of bullying very seriously.

To make it clear, I have not bullied any members of staff at any time. As far as I know the last Town Clerk with whom I had barely exchanged a word simply retired.

I have however seen Cllrs Rawlings, █████ bully another elected representative in a public meeting (as witnessed by an EADT reporter) - so she does at least understand the meaning of the word 'bullying'. If Cllr Rawlings considers she has details she must provide specifics, otherwise this is libel.

3, Both councillors broke the code of conduct by releasing information to the press from a meeting held in camera, which had been by Sllc and a democratic vote was also taken. The information was hugely exaggerated and some completely untrue. It was not in the public interest to have that knowledge at that time and could have seriously jeopardised the council from finding solutions to the problems and even cost legal fees if the company and people discussed had been named. Finding this in the EADT 16.06.2018. It caused me to instantly resign from the Lib Dem party and become an independant councillor for fear of being guilty by association.

█████ and I released significant information about two issues (a huge potential waste of council money on new signage and the fact that massive amounts of data had been lost. As you may know, the █████ on leaving deleted thousands of emails sent on behalf of the council. We did not, of course reveal her name to the press). The information about both of these events had in fact been discussed outside closed sessions before we released the information, so even the fact of it being confidential is highly arguable.

What was not arguable was that neither set of facts would ever have been released to the electors of Woodbridge if we had not made it happen. █████ and I belong to different parties, neither if which is the majority WTC party.

Despite much urging from █████ and myself, the majority party on the council wanted to bury this information. I have a mail from the Mayor himself making it clear that he was 'drawing a line under' the lost data. His very inaccurate and misleading statement about this matter to the EADT makes it clear that he either misunderstood or chose to hide the actual nature of our data loss. It is clear that tens of thousands of emails were deleted, including those sent on behalf of the council to suppliers, statutory bodies and members of the public. Even if the Monitoring officer considers that confidential information was released, there is a clear and strong public interest defence for doing so.

4, Both councillors have conducted themselves in a manner that has brough WTC. into disrepute. They have lied to the public via the press, making the council look corrupt and uncaring. One e mail from Mr Gillard to the concillors claims that a criminal act occured. This is despite the police, a legal advisor and the ICO have all been contacted and agreed that nothing illegal was found. (E mail can

be forwarded)

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Completely untrue, again. The information we sent to the Press was carefully checked and correct. No proof of official contact with police, the law and SALC has been offered. The only disrepute that may be brought upon the council would be a result of the clear intention of its majority group to bury bad or embarrassing news and to not think carefully about the responsibility we bear towards the electors of the town. Until Cllr Rawlings actually forwards the email to which she refers I have no way of understanding what her point is. I take unsubstantiated allegations that I am a liar very seriously.

Paragraph 5(2)(b) of the Code states that you must, when using or authorising the use by others of the resources of your council ensure that such resources are not used improperly for political purposes (including party political purposes).

5, Having made the council look very bad to the public, both councillors are now backing a candidate for the Kyson By-election who is running with the slogan, 'Lets change Woodbridge council and give Woodbridge and Kyson what they want.'

I believe this is misuse of their position

I am genuinely baffled about the point that Cllr Rawlings is trying to make here. It was not a candidate from my party who was standing. I would assume we all believe in democracy?

6.1, No regard was given to advice from Sllc, the town Clerk or the Finance and Staffing committee. (I think Cllr Rawlings intended to refer to this clause:6. (1) When reaching decisions on any matter you must have regard to any relevant advice provided to you by— (a) your council's chief finance officer; or (b) your council's monitoring officer, where that officer is acting pursuant to his or her statutory duties.

So this can only really apply to advice from the new Town Clerk. I take great notice of her advice and have tried - along with [REDACTED] - to help her in any way in dealing with a horrible situation (arriving to find that your predecessor had deliberately sabotaged your information systems and financial records) over her first few months.

6.2 No acceptable reason for their actions has ever been offered.

I'm afraid I can't see any way that this clause 6.2 is relevant to Cllr Rawlings' complaint.

I sincerely hope these councillors will be dealt with effectively.

So do I. I will demanding that this councillor makes a full public apology for her malice, lies and slander of a fellow councillor.

Conclusion

In conclusion, I have to say that I completely refute all these (unevidenced) allegations that Cllr Rawlings has made but also I have to say how disappointed and upset I am that a councillor with whom I have worked effectively for several years should choose to make them. The same applies to the other three councillors who have brought suspiciously similar but equally untrue and unevidenced complaints. I can only assume the worst about their motivations.

I cannot help but point out that all four of these councillors were on May 23rd Facebook friends of [REDACTED] [REDACTED] (despite what [REDACTED] had done to harm our council by that point) . I obviously have dated screengrabs to prove this.

Interestingly, by the time all four made their complaints, all four had simultaneously removed these connections from the public eye. What conclusion should we draw from this? What motivations may be drawn from their co-ordinated complaints and their co-ordinated deletion of evidence of their connections to the person who has been the source of all the contentious issues (specifically, the signage commissioning

and the deletion of data) and whom this slanders and misrepresentation and plain denial of the facts seems to protect?

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Yours Sincerely,
Patrick Gillard
Town Councillor, Kyson Ward, Woodbridge

--
Patrick Gillard



Click [here](#) to report this email as spam.

**STATEMENT
FRONT COVER**

Name:	Councillor Sheena Rawlings
Position Held:	Complainant

wilkin chapman llp
solicitors

Cartergate House,
26 Chantry Lane,
Grimsby
DN31 2LJ

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STATEMENT of: Councillor Sheena Rawlings

1. I have been a member of Woodbridge Town Council since 2015 having been elected as a Liberal Democrat. I resigned from the Liberal Democrat Party when I had concerns about the conduct of one of the Councillors representing the Party. I now sit as an Independent member of the Town Council.
2. My concerns related to two Councillors, Councillors Gillard and [REDACTED] who I believed were working against the Council. My belief was based on the fact that they constantly argued against any proposal put forward by other Councillors. Their manner was disrespectful and aggressive which caused me great concern.
3. The conduct of the two Councillors has led to the Clerk suffering stress as the Councillors want to ignore the rules. I believe their conduct resulted in the previous Town Clerk resigning from the Council. On reflection I believe the Council let the previous Clerk down by not providing adequate support to her.
4. I am aware that the two Councillors are constantly making demands of the new Clerk which is impacting on her already busy workload. [REDACTED]
[REDACTED]
5. Councillor Gillard regularly telephones the Clerk requesting information.
6. Both Councillors have been pictured in the local press in relation to articles making allegations about the Town Council. These were in connection with matters discussed at confidential meetings. One item related to an order for new signage which had been placed by the Town Council. In the article the

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two Councillors are reported to have made false or misleading allegations that the Town Council was refusing to pursue the matter and seek a refund for payments made against goods that had not been delivered. This was discussed at a meeting in confidential session, the two Councillors had a reporter from the local press outside the meeting to whom they provided confidential information that was then published.

7. The other press article which was attributed to the two Councillors involved the deletion of a number of emails and files from the Council's computer system. The article inaccurately alleged that the Council had lost data. This implied that it was sensitive data that had been lost when in fact it was routine business documents that had been deleted.
8. I believe the articles and comments attributed to the two Councillors were deliberately misleading to damage the reputation and public's image of the Town Council.
9. Further instances of them attempting to discredit the Council are evidenced by their support for a Labour candidate at a recent by-election. The candidate was pictured with one of the Councillors, Councillor Gillard, and [REDACTED] under the heading "Let's change Woodbridge Council and give Kyson and Woodbridge what they deserve".

10. [REDACTED]

I Sheena Rawlings declare that this statement is true and accurate to the best of my knowledge and belief.

Signed [REDACTED]Date 14.11.2018...

**STATEMENT
FRONT COVER**

Name:	Kate Lacey
Position Held:	Town Clerk, Witness

wilkin chapman llp
solicitors

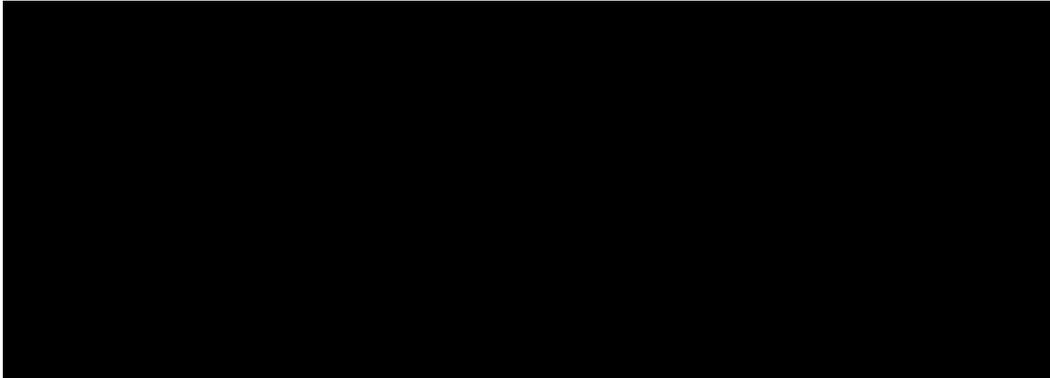
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DN31 2LJ

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STATEMENT of: Kate Lacey

1. I am the Town Clerk for Woodbridge Town Council having taken up the position on 3 April 2018. I have previously served in the Royal Air Force, been employed in the private sector, undertaken consultancy work for the National Health Service and most recently employed by Suffolk County Council.
2. I commenced employment with Woodbridge Town Council after the former Clerk had left the Council, therefore there was no formal handover. I did spend about two hours with the former Clerk prior to commencing employment with the Council although this was just a brief discussion about the Council's staff rather than the work involved.
3. Soon after I commenced employment I realised there was a problem as I could not find any files or documentation relating to various aspects of the Council's functions. I also realised that there were no records of email communication and other routine documentation. The Council's IT supplier was immediately contacted and a backup of the previous 90 day's files was secured.
4. During the second week of my employment with the Council the then Mayor, [REDACTED] mentioned to Councillor Gillard that there was a problem with deleted emails. He then forced his way into my office demanding to know what the situation was. It was soon very evident that his concern was not for the interest of the Council but was to get at [REDACTED]
[REDACTED]
5. This incident was followed by a statement made by Councillor Gillard about the deletion of the emails. He said words to the effect "all emails belong to the employer and staff are not allowed to delete them". [REDACTED]



6. At this stage it was evident that none of the emails deleted or files removed contained sensitive information. All minutes of meetings, legal documents and other such information had been retained.

7. Despite none of the information that was deleted being sensitive data Councillor Gillard [REDACTED] reported the matter to the Information Commissioner's Office via their erroneous statements in the press. I was interviewed by someone from the Information Commissioner's Office. Following their investigation the Council was informed that there was no case to answer.

8. Prior to [REDACTED] departure, the Council engaged a company who advised on the General Data Protection Regulations (GDPR). The outcome of their review of the Council showed that the Council was in a good position. I prepared a data retention policy which was adopted by the Council. Also as a result of the GDPR requirements other measures were put in place to improve security of information and the Council's assets. This included the installation of a security system for the door to the Council's offices. This requires visitors to the office, including Councillors, to ring a bell to gain access. [REDACTED]
[REDACTED]

9. Other policies introduced recently include a Member/Officer Protocol to identify the respective roles and what Councillors and officers can expect from each other. One of the provisions in the Protocol is that Councillors

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- should make an appointment to see an officer of the Council. This is continually ignored. On the evening of a recent Finance and Staffing meeting Councillor Gillard walked straight in to my office.
10. Despite the new and updated policies and procedures being approved and adopted by the Council, one of the Liberal Democrat Councillors referred to them, at a Town Council meeting, Standing Orders as "Kate's stupid rules".
 11. If the former Town Clerk received the same treatment from these two Councillors as I have during the first seven months of my employment with the Council it is no surprise that she went off with stress. I consider myself to be quite robust when it comes to dealing with difficult situations. Despite this, I have recently been prescribed anti-depressants by my doctor as the doctor said I was clearly under stress.
 12. Some of the causes of the stress is the direct confrontational conduct referred to above and other conduct that is more subtle. For example, regularly at meetings Councillors Gillard [REDACTED] sit staring at me. If I am speaking they will yawn at each other, clearly indicating that they find me boring. Other Councillors have noticed and commented on this.
 13. Another issue which has caused concern relates to a number of signs ordered by [REDACTED] When I commenced employment it came to light that there were problems with the signs both in the quality of the product and that some had not been delivered. The Council was in contact with the company producing the signs to rectify the issue.
 14. The matter was discussed at a meeting on 16 June 2018. The item was determined to be confidential as the Council did not wish to identify a local company whilst negotiations were ongoing as it may have prejudiced both the negotiations and the company's reputation. Despite the matter being

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discussed in private and in camera, straight after the meeting Councillors Gillard [REDACTED] met with a reporter from the local press. They were then pictured and quoted in the newspaper in an article about the signs. It should be noted that in the article they stated that the Council was not doing anything about the issue, which was untrue. Their statement is then contradicted in the article where it states it would be considered at a meeting of one of the Council's Committees.

15. A further article appeared in the newspaper on 28 June 2018. This covered what was termed in the newspaper as the loss of data by the Council. Again Councillors Gillard [REDACTED] are quoted as the source of the information provided to the reporter, the same reporter who the signage article was attributed to.
16. This disclosure of confidential information did not follow a meeting where it was discussed. The matter had been ongoing for some time. I believe the motivation for the story was to discredit the Council in the run up to a by-election.
17. An article was published in the newspaper some time later, after several attempts by the Council to put its side of the story. The article was based on a press release issued by Councillor Mortimer in his position as Mayor.
18. Some of the inappropriate conduct has moderated since the code of conduct complaints were submitted. The two Councillors still stare at me during meetings.
19. I am still working in an extremely stressful environment and am having to work longer hours to deal with the issues being raised.
20. I have provided the investigator with copies of emails and other relevant documents which highlight some of the issues raised in the complaints against Councillor Gillard [REDACTED]

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I Kate Lacey declare that this statement is true and accurate to the best of my knowledge and belief.

Signed



..Date ..13 Dec 18..

Suffolk Coastal District Council
(Woodbridge Town Council)

Interview Date: 31.10.2018

Interview Transcript – Councillor Patrick Gillard

PG = Councillor Gillard

AT = Alan Tasker

AT Okay, it is thirteen minutes past twelve on 31st October 2018. I'm at Suffolk Council offices, Suffolk Coastal District Council offices with councillor Patrick Gillard and [REDACTED] I am Alan Tasker and we are here to, to conduct an interview about four complaints that have been made against Councillor Gillard and they're from the Councillor Blois, Councillor Perkins, Councillor Mortimer and Councillor Rawlings. First of all, I understand that you have seen those complaints.

PG Yes, I've seen them all.

AT And in fact you have provided us with.

PG I've given a response.

AT You've provided the District Council with written responses to all of those complaints. So the purpose of the interview is to just to clarify some of the points that have been made in the complaints or clarify some of the points in your response and primarily to give you the opportunity to respond.

PG Yes.

AT To any of the issues that have been raised and that you may have missed out of your, err, written response. So, first of all, just, erm, for background, perhaps you could just let me know when you were first elected to, err, Woodbridge Town Council?

PG I was elected to the Town Council at a by election about five years ago. I think it was 2014.

AT 2014.

PG And re-elected at the next Town Council.

AT Erm, what I've done is, I've summarised the complaints and there's a great deal of overlapping in them.

PG Yes.

AT But I've pulled out basically five main areas where it's alleged that there are issues that relate to the code of conduct.

PG Yes.

AT Erm, just so that you know how we're looking at them, that covers confidentiality.

PG Yes.

AT Treating people with respect, bullying, misuse of position.

PG Yes.

AT And then disrepute and obviously disrepute follows from.

PG Yes.

AT Other breaches so, probably not a great deal that we need to consider on disrepute really. But, erm, perhaps first of all, erm, would you like to give your initial response before I ask some specific questions?

PG Yes, erm, my initial response is that I completely reject the complaints that have been made. I'm particularly surprised by the allegations of bullying because I've been working in education for the last five years and I quite well know what is bullying people and I've made sure that my communication, written or spoken or other because I work with or work for, people who work for me, I treat them with respect. I don't think you should do anything else.

AT Absolutely, yeah. So perhaps picking that as the first point then to explore, I mean, my interpretation of the details that are in the complaints, and obviously I need to explore some of those in more detail with the complainants.

PG Yeah.

AT But the inference seems to be that the bullying allegation relates to, erm, excessive contact with the Clerk or excessive volume of emails or excessive volume of telephone calls.

PG Yes.

AT Perhaps you could just give me a bit of an idea of the amount of contact that you do have with the Clerk?

PG With the previous Town Clerk I had very little in that time that I had referred to her because I was working as a primary teacher and you don't have much time. Erm, I would have spoken a few words, I'm not sure if I've ever phoned her, the previous Town Clerk, and a small number of emails. With the current Town Clerk, I think in the period that you mention, and I've checked that, I had about ten exchanges of emails over a period of several months.

AT Right.

PG So it seems like a very appropriate level given that we've just discovered that all of the previous Town Clerk's emails have been deleted. There's quite a lot to write about.

AT Yeah.

PG But no, by no means excessive.

AT But those ten or so emails that would be spread.

PG Yeah.

AT Across that so if there was a particular week when you sent five or six or something like that? Or?

PG I don't think so, no. I think in the first week after we discovered the missing data, erm, I and also [REDACTED] tried our very best to help the new Town Clerk with the rotten situation she's inherited because we've both got computer backgrounds so we know quite a lot about data retention and data deletion and how you can find it. So, trying to be helpful. You might find that that's the busiest week.

AT Yeah.

PG But since then, no I think the level of emails have been completely appropriate and its funny but its coming from people who weren't the recipient of the emails.

AT Yeah.

PG As though they know how many there were.

AT Yeah. I think you have provided copies of some of the emails.

PG Yes.

AT And obviously I'm going to ask the Town Clerk to give me an idea of how many they have received.

PG Yes. They could do a straight count but the thing is, its not even coming from the Town Clerk so I'm not sure how much the Clerk has to do with this.

AT Yes, yeah, but obviously that's the independent person or the person that's not involved directly with the complaint that we'll try and get some of the factual evidence from rather than the anecdotal type.

PG Exactly.

AT Erm, the content of the emails then, they were, erm, asking for information?

PG Yes.

AT I mean, you've said about working with the Town Clerk to try and recover some of those things but were they demanding information? Or?

PG No, I can't remember they were demanding, I mean, asking to find out for example what kind of back ups we had, whether we'd been able to, erm, check if we could get any of our emails back. Erm, yeah, its mainly asking for information, passing on things that I knew. I don't think anything was demanding at all.

AT Yeah. What about contact with other Council staff then? Have you had, because I think some of the.

PG Yeah, there is, erm, a mention of other staff but I can't remember that I've ever emailed the other staff they've referred to. I think the present, one of the secretaries has just left, a few months ago, and there was very little communication at all. It was quite surprising.

AT Are the Council offices open five days a week?

PG I think, yeah, they're always staffed five days a week.

AT Yeah.

PG And they're open most of the day. I think the number of times that I've visited the office over that period, during working hours, would be the fingers on one hand. That kind of amount.

AT Yeah. And you would just call in?

PG Yes, call in if there's things I need to find out so it's a very small number of visits.

AT Yeah. Obviously, as you say, working full time there's not a great deal of opportunity in the time that the offices are open.

PG In fact most information is much better to get it by email because then you can remember what you asked for and you've got a record of what you receive rather than, you know, phone calls and visits.

AT Erm, you attend meetings of the Council?

PG Yeah. Council and Committees.

AT Obviously, yeah, are they in the evening?

PG Those are always in the evening, yes.

AT And what staff attend those meetings?

PG There's usually either the Town Clerk or the Deputy Town Clerk would be minuting, do the minute taking. At the Town meetings I think they also have one of the secretaries sometimes taking notes but there's usually one or two of the staff at those meetings.

AT And what sort of contact would you have with them at those meetings?

PG Well, only formal meeting contact because you've got. You might ask for information or clarification within a meeting but beyond that, none.

AT And are the meetings very formal? Very structured?

PG Yes. They're done with the Chair and they're done with the Town Clerk to provide information to the Chair and sometimes a Councillor would need to, err, ask the Town Clerk for information that the Chair wouldn't have had so they're done on a formal. Well, they're all minuted so there's a formal structure.

AT Yeah, and once the meeting's finished do people just drift off or is there a social gathering or?

PG People stay and have a little chat but they tend to move off pretty quickly afterwards because.

AT And the staff? Do they, are they?

PG Yeah, they go fairly quickly. I mean, usually, I think the. There was a meeting last night in fact and the Town Clerk was the last one out but it is literally only five or ten minutes after the end of the meeting we all go.

AT Okay. Erm, I don't think there's anything. I mean, there's references in the complaints to causing stress to the Council staff and Councillors. Erm, I presume

[bell rings]

AT I presume there's nothing specific that you can think of that that might refer to?

PG No, I can't think of anything that they're referring to about stress. I mean, I know that at the point that the new Clerk took over and found out how much email and paper information had been deleted it was a stressful environment because they had to retrieve and make up new folders and files and respond to things where we didn't know what had been said in the Council's name so yes it was stressful but that wasn't any of it coming from me. It was coming from the circumstances that we'd been placed in.

AT Yes. What about the meetings themselves then? Are they, erm, I'm not talking about the staff now but are the meetings confrontational? How would you describe them?

PG They're usually not confrontational. I mean, there have been, there have been a couple of, err, instances that I've seen over the last six months, after the lost data and after these issues came up where there has been some fairly flinty confrontations coming from other councillors I would say. Err, and certainly I saw two meetings where the county councillor, who happens to be my wife, was given very rude treatment by some of the councillors in meetings but it's not a general thing. Well, we all speak frankly if there are issues we don't agree on but usually people are, I think, within the normal terms of what a council meeting should be.

AT Yes, yeah, so there's disagreements, but.

PG Disagreements but.

AT Not confrontation.

PG But professional I would say in most cases, nearly all cases, but not all.

AT Just for clarity, your wife isn't a Town Councillor?

PG No, she's a county councillor.

AT She's a county councillor but she's not also a Town Councillor?

PG No.

AT She attends in her position.

PG She reports on council matters at each of our monthly meetings.

AT Yeah. I think, certainly from my point of view, that sufficiently covers that aspect of it. Erm, the other perhaps significant one to have a look at that I think we can sort of bottom out reasonably quickly.

PG Yeah.

AT Err, is the breach of, or the alleged breach of confidentiality.

PG Yeah.

AT I know from reading the papers, erm, I've actually looked at the newspaper's website and seen what was on.

PG Uhuh.

AT Perhaps you could give me a brief explanation of where that came from and.

PG Yeah. Erm, there were two specific issues that I went to talk to the press about and I went, together in both cases, [REDACTED] who's another councillor on the Town Council. And the first one was in relation to certain signage which had been ordered in the months prior to the departure of the previous Town Clerk and the second issue was in relation to the huge data loss which we had so, signage and data loss are the appropriate names of the two. Both of those matters had been discussed for several weeks within the Council before I decided that this was going to be completely hidden and in fact the reason I went to the papers was I didn't feel that the voters of the town deserved to not know what we'd done in their name. It felt as though it was embarrassing for us and the Council, or the majority of the councillors, felt that that embarrassment was a good enough reason to never talk about it. Whatever they say now, I've got an email from the Mayor saying "I am drawing a line under this".

AT Yeah.

PG And nothing had been announced obviously at that point.

AT I think I've seen a copy of that email. So, you say there'd been discussed by the Council, discussed within the council.

PG Yeah.

AT Was that at formal meetings?

PG There were in four meetings. In fact the very first point at which the data loss became known was after the Town Council meeting session had finished and the Mayor at the time said that "she's deleted everything. Its all gone" and I thought, who's done what? And then we asked and she said that the Town Clerk had deleted everything and it turned out to be true.

AT So, that wasn't on a written report?

PG No.

AT It wasn't an agenda item?

PG No.

AT It was just a comment that was made.

PG But she had those [00:13:30 unclear] and she told us that and there were other people witnessing.

AT Yeah, and there was no indication that that information was confidential and.

PG No, it was shocking but it wasn't within any of the meeting, it was after it.

AT Yes, yeah.

PG My first reaction was to see if I could help the Town Clerk and find out, because I know that these things are very time sensitive sometimes data backups disappear in short times. So, we have to, and another reason that I wanted to find out quickly and help quickly was two years previously I asked about our data backups because I thought we weren't, in all our risk management, we hadn't been thinking securely or safely about that and I sent an email to the then Mayor and Deputy who were councillors Attwell and Perkins about this and its clearly nothing was ever really done to fix it. So, I, I wasn't, I wasn't very confident that this was going to be an easy one to fix and I wanted to try and help as much as I could.

AT Yeah.

PG As quick as I could.

AT Coming back to the comment that was made about the information, when that information was imparted to you, there was no indication to you that it was confidential and there was no reason for you to believe that that.

PG No, embarrassing but not confidential.

AT It wouldn't prejudice the council's position if anybody knew that the emails had been deleted?

PG Yeah. No, I think it's a major issue. I think it was my urge to get it sorted. Erm, but there was no indication that it was confidential. Embarrassing certainly, but not confidential.

AT Yeah. And the, the issue about the signs then.

PG Yes.

AT How did that evolve? Obviously the signs were ordered under the regime of the previous Clerk but how did it evolve that the signs were not being delivered and, and not being as you would have expected them to be?

PG I think the first that I was aware that was when it was raised within one of our meetings and I think, I think it was a Town Council meeting. I can't remember if it was done in confidential session but we had it, I think, as a report from the Clerk.

AT Yeah.

PG And several other, erm, councillors were aware of it. Councillor [REDACTED] Councillor [REDACTED] because they were on the Amenities Committee which I didn't initiate them with in the first place and they had been worrying for a while about what was happening, and then I believe it was when the Town Clerk gave a report to say these are the issues with signage and she unpicked quite a lot of the embarrassing.

CONFIDENTIAL REPORT

PG

AT This was the new Town Clerk?

PG The new Town Clerk, yeah. I don't know the exact date.

AT That's fine.

PG But I believe that was the first put out in a meeting and then we discussed it at that meeting and at later meetings and tried to work out.

AT And were those meetings held, was it the confidential part of the meeting?

PG I can't remember. I mean, certainly some of the later meetings had confidential sessions, as in camera sessions.

AT Yes.

PG I can't remember if the first one was. It may have been but I'd have to check the minutes of that.

AT Right.

PG It was certainly first delivered as a report that summarised what the new Clerk had found out which was lots of things had not come right [00:16:49 unclear],

AT Yeah, I can check, erm, through the Town Clerk the background.

PG Yes.

AT But, coming to the point where you went to the press about it then.

PG Yes.

AT Erm, did you, did you consider whether it may have been confidential? Or, you know, what was going through your mind at the time?

PG Erm, what I thought after, this was a couple of months after the issue was first raised was that the trajectory we had seen within in all the meetings to discuss it had, no one had suggested that we were ever going to tell the town about this and we had signed off the budget for the year in which all that money had been spent so [00:17:28 unclear] said everything was fine. But I thought, well that's an unusual thing to have done. Erm, it was clear to me from discussions that this was never going to go out and I felt that the people of the town deserved to know. The people of the town should know and also, you might handle it more seriously if the people of the town did know. Even though it might cause some embarrassment.

AT Yes.

PG The way the Council ourselves.

AT So, if the, erm, if the information was confidential and obviously you're not sure whether it was or it wasn't.

PG Yes.

AT You would say that there was a public interest issue in releasing the information to the, to the public?

PG I think in both cases, in both the signage and in the data loss, everything that I heard within meetings made me surer and surer each time that this was going to be kept quiet and if at all possible silent and I didn't feel that that was transparency in the local government and I felt there was a public interest defence for my actions, even though I understood that many councillors would be upset by this.

AT Yeah.

PG I felt that the balance of transparency balances out.

AT The confidentiality if it was in fact confidential.

PG Yes.

AT Yeah. Unless there's anything else that you want to add to that, obviously I can look at the background documents and establish whether it was or it wasn't confidential. Erm, we've, to some degree we've, well, we've dealt with bullying and I think in the same context probably dealt with treating people with respect, there's a degree of overlap there.

PG Yes.

AT Erm, I don't think there is anything specific in the complaints that allege that you insulted somebody or called them a name or things that might be considered disrespect but not bullying. Is there anything you can think of that they might be alluding to? I know again you've covered.

PG If there is anything I would love to hear it because I cannot think of any, any [00:19:38 unclear] disrespect.

AT I think, looking at that, we come to the one about misuse of position in a by election. I think that is only covered by Councillor Rawlings although I think somebody else says breached the code of conduct for political gain which.

PG Yeah. It's a bit mysterious to me. I'd be interested to know what they mean by that.

AT You've breached the code of conduct for political gain?

PG My party didn't have a candidate in the by election they're talking about.

AT Yeah, I think what he's suggested is that you backed one candidate.

PG Yeah.

AT Erm, for whatever reason and I've no idea what party that particular candidate stood for, although perhaps we should make it clear at this point that you do represent a political party.

PG I represent the Liberal Democrats.

AT Yeah, so who did you, or what party, or was there a party that this particular person stood for that it is alleged that you.

PG The by election that they're referring to is the one in which Sue was elected on the Labour Party.

AT Oh, right.

PG She was not involved in any of this before and I can see no party gain that I've made by my actions.

AT No, I mean, the difficulty I think with this is, erm, if it was improper to support a candidate in a by election whether it was someone of the same party or a different party. I'm not entirely sure what's improper about that.

PG Yeah, I can't really see any impropriety in. I basically don't know what they're thinking is incorrect or what breaches the code here.

AT Yeah, and on the same part of the code, in the same context as that, is an allegation that you have no regard to advice or reasons for decisions. Can you.

PG No, I'm, I would have to have them explain what they mean by that because as far as I can see it refers to advice from the Town Clerk, advice from SALC (Suffolk Association of Local Councils) and they give advice and I've always taken [00:22:09 unclear] because it helps you to make better decisions. If there's anything more that is behind that then they're going to have to explain.

AT Yeah, right, well obviously as I go through the various interviews.

PG Yeah.

AT It may or it may not come to light. Erm, if it does it will be in the draft report and you'll get a copy of and you'll be able to comment on it at that stage but at the moment I can't understand from the complaint where that. I can't put something to you.

PG Yeah. If it could be substantiated it would be easier to respond but the only indication I've got of what they mean by not, erm, taking advice is there's a phrase in Clare Perkins and what she expects from her complaints that the Councillors will be made to toe the line and I thought, that's not actually a democratic process toeing the line, agreeing with us sounds like what it means and I don't know if that's what they refer to as advice.

AT Right, that could possibly be the case but, erm, as we go through that might become more clear.

PG Uhuh.

AT Erm, the other thing that is perhaps worth considering for the record at this stage, I know we did discuss it earlier, erm, when we were discussing your complaint against Councillor Rawlings.

PG Yeah.

AT But, erm, perhaps, err, for the record you want, you'd like to comment about the two specific issues that Councillor Rawlings raised that you made a counter complaint about that being the allegation that you told likes and bullied.

PG Yeah.

AT Err, Council staff and phoned her at home to persuade her to tell lies about other councillors.

PG Yes, that was very surprising and shocking and insulting. In her complaint Councillor Rawlings said I had phoned her up to persuade her to tell lies about other councillors which I didn't do, obviously. Erm, but its also, its not a respectful or proper thing to say. It wouldn't be even if it was just a member of the public but to say it about a fellow councillor, I was quite shocked by that and people can disagree about their interpretation of things but they can't disagree about whether you've persuaded somebody to lie. Which I didn't do. That's a really bad allegation to say that you've phoned up somebody else to make them tell a lie about another councillor. Erm, I can't, I was very saddened by that.

AT Yeah. But you did make a telephone call to her?

PG Yes. I think I've made about two phone calls to Sheena about the issues in the Council over the time period we're talking about. And the call that I made, I don't think its referred to much within the complaints but there was, erm, another councillor had been, as it turned out, slandered in a meeting because someone said that he had asked for the Town Clerk's contract of employment, the previous Town Clerk before she left. He hadn't done that but it was passed on to other people as though true and it made everybody clearly feel that, you know, this was a bad person. It turned out that wasn't true and it definitely isn't and I know the people involved have actually apologised to him in private and but don't do this in public but that behaviour, the reason that I wrote an email, a public email or an open email to all councillors about it was that briefing about somebody in private for the purpose of making them toe your line is not the way a councillor should [00:25:54 unclear]

AT But the purpose of your call then was just to clarify the point that.

PG She had received the email.

AT The other councillor hadn't actually done what it was alleged that they had done and you were clarifying it.

PG Yeah.

AT Not, erm.

PG No, I wanted to make sure that she knew what was, what was behind my actions when I sent that email out. And, err, explain what I knew.

AT Okay, erm, is there anything else that you think we haven't covered sufficiently?

PG No, I think, I think that's the body of what all the complaints were about. Erm, Councillor Blois talks about, erm, questioning people's integrity, erm, which I suppose has led to respect. I never have questioned councillors' integrity. I just question their actions and said should we do them a different way. Should we, erm, make sure that we're transparent in our dealings more than we're intending to be. I don't think that's questioning integrity, its just questioning what we're doing.

AT What you're doing, yeah.

CONFIDENTIAL REPORT

PG Which is part of the way a council is run I think.

AT Yeah. Okay.

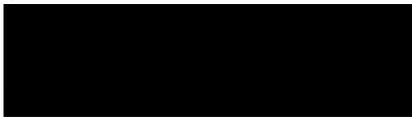
PG Other than that, thank you very much. There's nothing else that I need to add.

AT Okay, erm, it is twelve forty and I'll switch the recorder off.

END OF RECORDING

I certify that this is an accurate note of my interview with Alan Tasker on Wednesday 31st October 2018

Signed



Dated

28/11/18



Councillors Eamonn O'Nolan and Patrick Gillard with one of the incorrect signs

Picture: EAMONN O'NOLAN

Councillors hit out at 'unlawful' Woodbridge signs costing thousands

New signage looking to celebrate the town of Woodbridge has been blasted by two councillors for being created with inaccuracies on the crest.

The new signs cost Woodbridge Town Council £8,200 and were due to be placed at a number of locations across the town including Elmhurst Park, Fen Meadow and Kingston Field and would replace old signage there.

Further signs would then be purchased for other locations including Broomheath, the Art Club, Quaker Burial Ground, Tide Mill, War Memorial, and the Whisstocks Open Space.

However, according to town councillors Eamonn O'Nolan and Patrick Gillard, the signs should not be used as they include changes never accepted by the College of Arms.

"The Crest used on the new signage is a modification of the

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existing crest," said the councillors.

"The College of Arms has determined that it is unlawful to bear Arms which have not been authorised by the Crown or by Her Majesty's heraldic authorities at the College of Arms, and accordingly the new signage cannot be used."

The councillors allege that signs for all of the locations were ordered at once, paid for ahead of delivery and that they should not be used.

Amongst the problems are that the crest on the new signage has the cockerels facing the wrong direction and the flowers on the shield in a new design.

The councillors also claim that only a quarter of the signs have

ever been delivered and that the council are refusing to seek a refund for the undelivered goods.

"As councillors, mindful of our responsibilities to the taxpayers of Woodbridge, and of the importance of transparency in modern government, we do not feel it is right to cover up any aspect of the way in which the council is run," said Mr O'Nolan and Mr Gillard in a joint statement to this newspaper.

A spokesperson for Woodbridge Town Council said: "Matters regarding signage for Woodbridge Town are due to be discussed at Woodbridge Town Council's finance and staffing committee meeting to be held on Tuesday June 19.

"It is not correct to pre-empt the discussions and decisions of the committee at this stage."

The finance and staffing committee meeting will take place at the Shire Hall at 7pm.



Email



Save

1 of 1 Thursday, June 28, 2018

Council defends itself over loss of data

KATY SANDALLS
katy.sandalls@archart.co.uk



Councillors Eamonn O'Nolan and Patrick Gillard Picture: EAMONN O'NOLAN

A Suffolk town council has confirmed it has lost held data after allegations were made by two of its own councillors.

A loss of data at Woodbridge Town Council was revealed to this paper by two of the town's councillors Patrick Gillard and Eamonn O'Nolan.

The news comes days after Woodbridge Town Council renewed their policies in regards to data storage and information incidents.

"We are concerned that the council has lost a lot of data and is keeping it quiet," said the councillors.

"We are worried that the council cannot fulfil its obligations to FOI requests.

"This lets down the people of our town and makes all councillors potentially liable.

"This is going to cost taxpayers' money to sort out.

"It has already cost a lot of staff time and will cost more."

Amongst the councillor's allegations are that the town council has lost important financial information, including information regarding how and why money was spent at the council.

The councillors are also concerned that the Town Council failed to set up backup systems for their data despite warnings given to them over a year ago.

The council have hit back at the criticism.

A spokesperson for the council said: "Some data was deleted, possibly inadvertently or as a result of implementing the new GDPR legislation.

"This came to our knowledge in early April when members were informed.

"Woodbridge Town Council spoke with our data support team who were able to recover data.

"We believe that no public money was lost; this was confirmed during our recent Audit.

"As there has been no loss of personal data, under data protection legislation there is no requirement to bring the matter to the attention of the Information Commissioner.

"We believe no criminal act has taken place; this has been confirmed by both Suffolk Constabulary and by independent legal advice.

"The Town Council has conducted a review of its systems and processes and is satisfied that it has taken sufficient steps to prevent a future occurrence.

"The Town Council now considers the matter closed."



Email



Save

Mayor accuses councillors of breaking code of conduct

The Mayor of Woodbridge has accused two of his fellow councillors of breaching the Suffolk code of conduct.

In a statement, town mayor David Mortimer has responded to two matters raised by councillors Eamon O'Nolan and Patrick Gillard.

The first related to issues with new signage purchased for the town but which the councillors said should not be used due to 'unlawful' changes to their designs and the non-delivery of several of the items.

The second related to a loss of data held by the council. Discussions about how to resolve both problems have been ongoing but some of these meetings, including one after last month's town council meeting, have been held in camera.

KATY SANDALLS
k.sandalls@eastofengland.co.uk

This means that the council has been discussing the issues away from the press and public.

Regarding the signs, Mr Mortimer said: "All councillors are bound by the code of conduct which prohibits the release of confidential information. The two councillors are in breach of this code.

"Discussions concerning the signage of the town were held in a confidential meeting as the council was discussing a local company."

The council has since asked the town clerk and deputy town clerk to resolve the signage problems, a decision which, Mr Mortimer said, had been agreed to by Mr



The Shire Hall, the meeting place of Woodbridge Town Council. Inset: Mayor of Woodbridge David Mortimer. Pictures: CHRIS HURRY/KATY SANDALLS

O'Nolan, who is a member of the amenities committee. Mr Mortimer hoped the decision would "ensure a more expedient outcome".

Mr Mortimer also clarified the council's position on a loss of data from the authority which he said had not cost the public money. He said: "Data loss" is a misnomer. No financial, legal or statutory information has been lost.

"Some working papers had been deleted either inadvertently or

under G1PR.

"Most of these have been reinstated by our computer support team or through other sources."

In response to the Mayor's statement, Mr O'Nolan said: "I am fully aware of the Suffolk code of conduct. I am convinced that the taxpayers of Woodbridge would still be in the dark on both matters, if councillor Gillard and I had not blown the whistle."

Mr Gillard said that he agreed with Mr O'Nolan's comments.

Councillor changes allegiance

One councillor has decided to change her party allegiance following recent disagreements at Woodbridge Town Council. Rebecca Rawlings, a councillor for the Ryan Ward, said that she could no longer stay in the Liberal Democrat party.

In a letter to the newspaper Ms Rawlings expressed her disappointment with the accusations made by the two councillors, one a Lib Dem and the other a Green.

"I was a Lib Dem Councillor but that day when I read an article in the EAST I was shocked and knew I could no longer support them," said Ms Rawlings.

"Anyone who read the article will be aware that there were problems that needed to be discussed and solutions found.

"We had long discussions about the best way to sort out the problems and made decisions about things and what to move forward to go the best possible way. Ms Rawlings will stay in the council as an independent councillor."



AUTHOR KATE LACY
CLEARED 11.45 29 JUNE
LAST MOD 14.38 29 JUNE

CONFIDENTIAL REPORT



Woodbridge
Town Council

WC 15

Press Release

There has been considerable speculation in the press about Woodbridge Town Council. This statement aims to clarify and refute claims made by two councillors.

A town council is a 'body corporate' which means that all councillors are collectively responsible for decisions made in a democratic vote and all councillors have access to financial information, and collectively make the decision to sign off payments.

All councillors have access to all Council decision making and the opportunity to raise concerns during democratic discussions should they wish so to do.

All Councillors are bound by the Code of Conduct which prohibits the release of confidential information. The two Councillors are in breach of this Code.

Discussions concerning the signage of the town were held in a confidential meeting as the Council were discussing a local company. The Council's position has always been to ensure a positive outcome for the Town. The Amenities Committee rightly charged the Town Clerk and Deputy Town Clerk as Officers of the Council with making this happen as it will ensure a more expedient outcome than having to form a sub-committee. This will not put the Council back a month as claimed by the two Councillors but will enable the Council to move more quickly. Councillor O'Nolan, as a member of the Amenities Committee voted in favour of this resolution.

'Data loss' is a misnomer. No financial, legal or statutory information has been lost. Some working papers had been deleted either inadvertently or under GDPR. Most of these have been reinstated by our computer support team or through other sources. There has been no expenditure of public money on this. The only expenditure of public money is through a proposal by the two Councillors which would cost the tax payer over £2,000 but would give no benefit to the Council or to the Town of Woodbridge.

Councillor David Mortimer
Woodbridge Town Mayor

Attached:

- Draft minutes of the Finance and Staffing Committee held on 19 July 2018 (see minute number 110) and attachment
- Draft minutes of the Amenities Committee held on 26 June 2018 (see minute number 127)

Town Clerk

From: Town Clerk
Sent: 02 June 2018 13:08
To: Councillor Gillard
Cc: [REDACTED]
Subject: RE: EGM on 14.5.18 and our upcoming WTC meeting on 19.6.18

Dear Patrick,

I was very disappointed and distressed to receive your e-mail that so obviously questions my work and my abilities and that you appear to admonish me in front of a wide audience that includes my team.

I gave you access yesterday during what was a very busy day and took the time to take you through the signing of invoices. You asked questions the answers to which I have given at Amenities, Finance and Staffing and Town Council and the report for which has been on the members area for some time. I am afraid the answers will not change.

I am not 'firefighting', I am undertaking a new and very busy role and am spending additional time going over the same ground answering questions which requires me to come in at weekends and bank holidays to keep up to date with the operational function of the Council.

The EGM was on 21 May not 14 May as you stated. I drew up the minutes the following day, and in line with every meeting we hold, I then send them to the Chairman for his approval. They then go onto the agenda for the next available meeting and on the Wednesday before the meeting are uploaded to the members area and the public website (with the exception of any confidential minutes) at that point. That is why you have not had these minutes, they will be available this coming Wednesday, for the Town Council meeting on 12 June, not 19 June as you stated. This is all in accordance with Standing Orders, a copy of which you have and are also available in the members area.

The NALC publication *Local Councils Explained* states:

Minutes of a meeting are not a verbatim record of the meeting. Neither are they a story of what happened at the meeting and should not document opinions or views that were expressed at the meeting. There is no need to include matters of opinion such as 'heated debate' or 'valuable comment' or 'Cllr X disagreed'.

Well written minutes are

- *Brief yet informative*
- *Factual, accurate, relevant*
- *Logically presented and*
- *A clear record of resolution (including recommendations).*

I am unable to add your requested item agenda to the Town Council meeting. The EGM had two resolutions; I will report back on one of the resolutions, the other will be dealt with and Finance and Staffing. In accordance with Standing Orders Section 7 Previous Resolutions which states:

- a. *A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least nine councillors to be given to the Proper Officer in accordance with Standing Order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.*
- b. *When a motion moved pursuant to standing order 7(a) has been disposed of no similar motion may be moved for a further six months.*

Finally, could I draw you attention to the e-mail sent by the Chairman at 01.10 am on 23 May.

CONFIDENTIAL REPORT

Yours,

Kate

From: Councillor Gillard

Sent: 01 June 2018 13:15

To: Town Clerk <townclerk@woodbridge-suffolk.gov.uk>

Cc:

Subject: EGM on 14.5.18 and our upcoming WTC meeting on 19.6.18

Dear Kate, (and fellow councillors FYI)

I know that you are still firefighting after our data losses at the council, but I need to request a couple of things of some urgency:

1. We haven't had any minutes yet from our EGM on 14.5.18 and the longer it takes to see these, the less clear people's memories will be of what we discussed and agreed. For example, I know that I asked to know whether [REDACTED] had signed an IT use or email use agreement and I think you said you would check. Is that minuted? There may be other important items that need including. For example, we had a proposal to approach a data retrieval specialist. Did we discuss that? Is it minuted? You can see the potential problems.
2. I am formally requesting that we have an agenda item for our Town Council Meeting on 19.6.18 which will be an update on the actions we have agreed so far on the data losses and the chance to discuss any further actions which we feel to be necessary.

Best wishes,

Patrick Gillard

CONFIDENTIAL REPORT

Town Clerk

From: Councillor [REDACTED]
Sent: 02 June 2018 00:32
To: Councillor Gillard
Cc: Councillor [REDACTED]
Town Clerk
Subject: Private and please only for those copied in to read

Dear Patrick

I really don't think Kate is firefighting . She has everything under control despite the baptism by fire that presented itself to her on arrival to her new post of Town Clerk .

She is running the office now smoothly and the missing files and emails are not stopping her from getting on with the day to day work and running an efficient office . She is an excellent TC and one that we as councillors should support 100%.

I seem to remember that we agreed to draw a line under everything at the EGM that was on the 21st May (not the 14th)

David as Chairman will have the minutes to see , not anyone else , and they ,I am sure, will be recommended for approval at the next full council meeting on the 12th June (not the 19th) . However they should not be discussed about in public as I am sure you will agree .

As a point , it was not minuted nor agreed that Kate should look into whether [REDACTED] signed an IT or email use agreement . I don't believe we have or ever have had one in place . Why would we ?

I think we should let Kate get on with her job as she is doing brilliantly and not bother her with any more [REDACTED] stuff . It is not helping morale in the office and as we have now another resignation because of the recent troubles we do not want Kate be the next , which could well be a possibility . Her job is difficult enough without these added queries you ask .

Please let's stop all this questioning and start again with a clean page and help Kate with all she has to do to make WTC a well oiled machine .

There is no point persuing what has happened and everything has been done that should and could be done in trying to sort it .

It is unfortunate that files and emails were deleted but it is not catastrophic and Kate is managing to run a tight ship with a supportive office behind her .

Regards

Cllr. Clare Perkins

From: Councillor Gillard
Sent: 01 June 2018 13:15:17
To: Town Clerk
Cc: [REDACTED]

Town Clerk

Subject: EGM on 14.5.18 and our upcoming WTC meeting on 19.6.18

Dear Kate, (and fellow councillors FYI)

I know that you are still firefighting after our data losses at the council, but I need to request a couple of things of some urgency:

1. We haven't had any minutes yet from our EGM on 14.5.18 and the longer it takes to see these, the less clear people's memories will be of what we discussed and agreed. For example, I know that I asked to know whether the previous Town Clerk had signed an IT use or email use agreement and I think you said you would check. Is that minuted? There may be other important items that need including. For example, we had a proposal to approach a data retrieval specialist. Did we discuss that? Is it minuted? You can see the potential problems.
2. I am formally requesting that we have an agenda item for our Town Council Meeting on 19.6.18 which will be an update on the actions we have agreed so far on the data losses and the chance to discuss any further actions which we feel to be necessary.

Best wishes,

Patrick Gillard

From: Councillor Gillard
Sent: 07 July 2018 10:08
To: Councillor [REDACTED] Town Clerk <townclerk@woodbridge-suffolk.gov.uk>; Councillors Office365 <councillors@woodbridge-suffolk.gov.uk>
Subject: Re: ICO Report

Dear All,

Patti makes an excellent suggestion here about writing to the press. Would it be best to explain in detail to the Press the exact nature of our data loss? To make it fully clear, does this sound like a good wording:

Dear Sir,

I would like to clarify the nature of the so-called 'data loss' at WTC.

Someone has 'inadvertently' deleted at least ten thousand emails that were sent out in the name of the council and in the name of the sole responsible financial officer of the council.

This 'inadvertent' deletion somehow included deleting emails from two separate accounts so it wasn't just a slip of the keyboard.

The whole problem of our park signs was made much more difficult, embarrassing and inefficient by the fact that we had to ask the supplier for copies of the emails that had been sent out in our name. If one can't see the potential legal problems in that, I am deeply surprised. Can we even prove the other competitive quotes that were secured for this job?

Councillor [REDACTED] and I have just been sent a copy of an email complaint from a constituent which was sent as recently as February this year to [REDACTED] (and therefore to us, as the actual councillors) which had been deleted along with all the other mails. It is clear we cannot know or prove many actions that have been done in the name of Woodbridge Town Council and its councillors over more than a decade.

We, Woodbridge Town Council, would like to apologise to the electors of the town, for the mistakes we have made over a number of years which have allowed this situation to occur.

How does that sound Patti? Would you like to correct any of the wording before I send it on?

Regards,

CONFIDENTIAL REPORT

Patrick

From: Councillor Mulcahy
Sent: 06 July 2018 13:54:39
To: Town Clerk; Councillors Office365
Subject: Re: ICO Report

Dear Kate,

Thank you for sharing this. I do believe it would also, be important to share this with the public in some way. We certainly do not want to be accused of withholding information from the public or maybe our whistle blowers would like to run to the press again hopefully with an apology for misleading the public with exaggerated claims about the nature of the data lost.

Best,
Patti

From: Town Clerk
Sent: 06 July 2018 09:07:16
To: Councillors Office365
Subject: ICO Report

Dear All,

I am sorry to say that we were reported to the Information Commissioner's Office (ICO) for our 'loss of data'. I was interviewed yesterday about this and have today received the following message from them:

Following our telephone conversation earlier today it has been decided that the ICO will not be taking any further action in respect of this matter.

The material involved does not appear to be of a sensitive nature and there is currently no evidence that any significant detriment has been caused.

It seems unlikely that a significant amount of personal data is involved and the material appears to have been recovered from other sources.

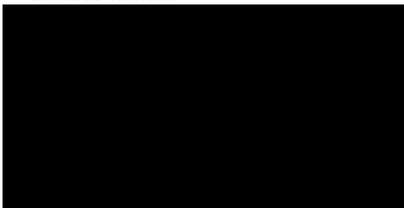
It seems unlikely that this matter will cause any significant detriment.

Our file on this matter has been closed.

Yours,

Kate

Kate Lacey
Town Clerk



www.woodbridge-suffolk.gov.uk



Woodbridge Town Council

www.woodbridge-suffolk.gov.uk

Councillor attendance at meetings for the Civic Year 2017/18. Please click on the link below to view the Councillor attendance at meetings record for the Civic Year 2017/18.

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CONFIDENTIAL REPORT

Town Clerk

From: Councillor Gillard
Sent: 30 June 2018 19:38
To: Councillors Office365; Town Clerk
Subject: Lost emails - another problem comes up

Dear councillors,

██████████ has just sent me a copy of a mail that he sent to the previous Town Clerk, complaining about the Elmhurst Park signs. He sent it to ██████████ in February 2018, so of course his original mail and the reply to it are almost certainly in the huge pool of missing emails that we have been left with. He is now raising his complaint again after seeing newspaper coverage, and is thanking me and ██████████ for bringing the matter to light.

How many more examples do we need before we realise that we have not done the right thing in trying to 'draw a line under' this matter, and therefore keep it from the people of the town who will be affected by it?

We are soon to have training in how to discharge our responsibilities as councillors. This is very welcome, but it must include the 'Nolan Principles' (Lord Nolan, 1995) of local government, which lay out how we should approach our work. The seven principles are:

- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty
- Leadership

I have put a link in below - specifically for parish and town councillors - and I think the fifth one about 'Openness' is by far the most relevant one here.

<http://askyourcouncil.uk/understanding-your-council/the-nolan-principles/>

The seventh one - Leadership - also says we should 'robustly support the principles' . This is what councillor O'Nolan and I are doing. I urge you to support us.

Sincerely,

Patrick

The Nolan Principles – ...ask your council

askyourcouncil.uk

Have they made a difference, and are they still relevant? The fact that the Nolan Principles are widely used suggests that they are indeed relevant and useful.