

Diss Town Council

Minutes

Minutes of the meeting of the **Executive Committee** held in the **Council Chamber** at **Diss Corn Hall** on **Wednesday 4th June 2025** at **7.15pm**.

Present: Councillors: D. Craggs (Vice-Chair & ex-officio), R. Peaty (Chair), J. Robertson (ex-officio)

In attendance: Sarah Villafuerte-Richards (Town Clerk / Chief Executive Officer)
Cllrs Dente, Kiddie & Welch

EX0625/01

Election of Chair of the Executive Committee for the Municipal Year 2025/26

Members considered the election of the Chair to the Executive Committee for the municipal year 2025/26. It was

Resolved: to elect Councillor Peaty as Chair for the municipal year 2025/26.

EX0625/02

Apologies

Councillor's Name	Apologies Received	Absent Without Apology	Reason / Approval
S. Browne	☒	☐	Medical appointment
A. Goulder	☒	☐	On holiday
K. Murphy	☒	☐	On holiday
L. Sinfield	☒	☐	On holiday

EX0625/03

Election of Vice-Chair of the Executive Committee for Municipal Year 2025/26

Members considered the election of the Vice-Chair to the Executive Committee for the municipal year 2025/26. It was

Resolved: to elect Councillor Craggs as Vice-Chair for the municipal year 2025/26.

EX0625/04

Nomination of Substitute Representatives

Cllrs Dente, Kiddie & Welch substituted for councillors Goulder, Murphy and Sinfield.

EX0625/05

Declarations of Interest

Minute No.	Councillor's Name	Personal/Other Interest	Pecuniary Interest	Reason
EX0625/10	D. Craggs	☒	☐	This councillor is both the Internal Controls Councillor and Town Mayor

EX0625/06

Minutes

Members received the minutes of the Executive Committee meeting on Wednesday 15th January 2025. It was

Resolved: to approve the minutes of the meeting of the Executive Committee held on Wednesday 15th January 2025 as a true record and were signed by the Chair.

EX0625/07

Public Participation

There were no members of the public in attendance.

EX0625/08

Items of Urgent Business

There were no items of urgent business raised.

- EX0625/09 Banking**
Members received an update regarding the banking decisions made at the February Full Council meeting. It was noted that due to Carnival workload, the meeting to apply for the Unity Trust bank account had been postponed until next week.
(Action: Clerk / Finance Officer; 11.06.25)
- EX0625/10 Internal Controls Councillor**
Members considered amending clause 2.6 of the recently adopted Financial Regulations to allow the Mayor to continue as the Council's Internal Controls Councillor. It was
Resolved: to amend clause 2.6 of the Financial Regulations to allow the Mayor to continue as the Council's Internal Controls Councillor.
(Action: Clerk; immediately)
- EX0625/11 Data Protection**
Members considered quotes received for outsourcing a data protection audit (report reference 08/2526). It was agreed appropriate for someone other than the Clerk to undertake the review due to a conflict of interest and external expertise whilst noting that significant staffing resource has been lost since July 2024. It was
Resolved: a) To appoint Contractor D to undertake a one-off data audit for £650 allocated to Legal, Financial & Professional Fees (budget code 4675).
b) To set up a budget code for data protection for £650 + 10% each year from 2026-27 onwards subject to liaison with Contractor D regarding review frequency.
(Action: Clerk; immediately)
- EX0625/12 Asset Register Review**
Members noted the contents of the report reference 09/2526 regarding the Asset Register Review. It was also noted that the impact of the recent valuations will be advised by Zurich in due course.
(Action: Clerk; once received)
- EX0625/13 Progress Report**
Members noted progress on decisions made at the last meeting of this committee.
- EX0625/14 Date of Next Meeting**
Members noted that the next meeting of the Executive Committee is scheduled to take place on Wednesday 3rd September 2025 at 7.15pm.
- EX0625/15 Public Bodies (Admissions to Meetings)**
Members considered a resolution under the Public Bodies (Admissions to Meetings) Act 1960 and Standing Orders 3d to exclude members of the public and press in order to discuss the following item which is properly considered to be of a confidential nature.
- EX0625/16 Staffing Review**
Members received a confidential update regarding the staffing review by LCC Associate. He met with all staff and the Chair & Vice-Chair of the Executive committee, has reviewed all job descriptions and is due to present his draft report for discussion at a meeting with the Clerk, Chair and Vice-Chair of the Executive Committee next week prior to consideration by the June Full Council meeting.
(Action: Clerk / RP / DC; by 18.06.25)

Meeting closed: 7.40pm.

Councillor R. Peaty
Chair