

DISS TOWN COUNCIL

MINUTES

DRAFT

Minutes of the meeting of the Executive Committee held in the **Council Chamber** at **Diss Corn Hall** on **Wednesday 2nd March 2022 at 7.15pm.**

Present: Councillors: M. Gingell (Chair)
S. Browne
K. Murphy
S. Olander (ex-officio)
J. Robertson
E. Taylor (ex-officio)
C. Valori
J. Wooddissee
R. Peaty

In attendance: S. French (Deputy Town Clerk)

EX0322/01 ELECTION OF CHAIRMAN

Members were asked to select a new Chair for the Executive committee due to the previous Chairs resignation from Council. Only one Council Members stood for the position of Executive Committee Chair, and he was duly elected by a unanimous vote. It was

RESOLVED: To appoint Councillor Gingell as Chair of the Executive Committee

(Action: Dep TC to arrange document update by next meeting)

EX0322/02 APOLOGIES

There were none during the meeting. Councillor Browne's apologies had been sent but neither the Chair or Committee Clerk had seen them prior to the meeting, the apologies were accepted after the meeting had concluded. The reason for apology was due to bad health.

EX0322/03 ELECTION OF VICE-CHAIRMAN

Members were requested to select a new vice chair for the Executive committee due to the Vice chair's election as Chair, one Council Member stood for the position of Executive Committee Vice Chair, and he was duly elected by a unanimous vote. It was

RESOLVED: To appoint Councillor Murphy as Vice-Chair of the Executive Committee.

(Action: Dep TC to arrange document update by next meeting)

EX0322/04 NOMINATION OF SUBSTITUTE REPRESENTATIVES

There were none.

EX0322/05 DECLARATIONS OF INTEREST

There were no declarations of interest.

EX0322/06 MINUTES

Members confirmed as a true record, the minutes of the Extraordinary Executive Committee meeting held on 15th December 2021.

EX0322/07 PUBLIC PARTICIPATION

There were no members of the public present.

EX0322/08 ITEMS OF URGENT BUSINESS

There were no items of urgent business.

EX0322/09 FINANCE

a) Members received the third quarterly report of the fiscal year 2021-22 (report ref 60/2122), Councillors were given an update from Councillor Gingell stating that he had been working with

the RFO on the reports to improve the I&E reporting. They are working collaboratively on a spreadsheet that will produce documents that were easier for Councillors understand.

b) Members received a report regarding the review of internal controls (report ref 61/2122 and 62/2122)

c) Members received a copy of the interim internal auditor report, and it was noted.

Appendix A. Page 11 at 6.18 spelling error, 11.15 the clerk and RFO shall act with the Chair of the Executive committee, take out Council Leader.

Appendix B. No changes.

Appendix C. Council would like the new beacon in the park added to the Insurance schedule. Council has fourteen iPad and not thirteen as stated in the report. It was agreed ~~would like~~ to go ahead with the 5-year insurance term with an option to change at 3 years.

Appendix D. No changes to Plan.

Appendix E. Council agreed that this document should be completed and revised by the Clerks and brought back with changes to the FC meeting.

Appendix F. Councillors discussed and agreed removing the Council Leader and replacing with Executive Chair.

Appendix G. No changes to report.

Appendix H. Councillors were made aware there is no financial cover from the FSA for money held in any bank for a council of our size. It was

that Council

and would

RESOLVED:

To recommend to Full Council the adoption of the above reports and documents with the minor amends completed as per above appendixes.

(Action: RFO/Dep TC immediately)

EX0322/10

POLICIES

a) Members discussed and approved the revised GDPR Policy.

b) Members discussed and approved the new Communications Policy.

c) Members approved a revised Extreme Weather Policy with the following amendment at 8.2 The clerk's discretion needs to be put into this point.

d) Members discussed and approved the revised Staff Training Policy,

e) Members discussed and approved the revised Whistle Blowing Policy once the following changes had been made. Item 4.1 The matter must be referred to the council leader and Executive Chair.

f) Members discussed and approved a revised Disciplinary Policy (copy details herewith).

g) Members discussed and approved an elected member Training Policy with the following small amendment. The council ensures instead of will.

(Action: Dep Town Clerk, immediately)

EX0322/11

STRATEGIC PLAN

Members considered progress on the Strategic Plan actions.

EX0322/12

JOB DESCRIPTION

Members considered the Deputy Town Clerks job description changes. During the discussion it was agreed that further work was required on this job description. Councillor Wooddissee agreed to redraft the Deputy Town Clerk job description alongside the Town Clerk job description. It was

RESOLVED: To agree to Councillor Wooddissee to work on both the Clerk and Town Clerk Job Descriptions and bring them back to the next Executive meeting in May 2022.

(Action: Councillor Wooddissee by next Executive Meeting in May 2022.)

EX0322/13

CONTRACTS

- a) Members discussed and approved the new contract between Merryfield's and Diss Town Council. It was

RESOLVED: To agree to the new Contract between Merryfield's and Diss Town Council.

(Action: Dep Town Clerk, Immediately)

- b) Members considered and approved a new contract between Diss Athletics Club and Diss Town Council.

(Action: Deputy Town Clerk, immediately)

EX0322/14

GRANTS PANEL

Members discussed adding a new councillor to the Grants Panel due to a member resigning from the position. Councillor Vallori stated that she would be interested in joining the Panel. It was

RESOLVED: To appoint Councillor Valori as a member of the Grants Panel.

(Action: Clerk immediately)

EX0322/15

DYCC STORAGE HIRE REVIEW

Members considered and approved the changes to the storage hire fees at the DYCC. It was

RESOLVED: To agree to the price changes.

(Action: Dept TC/Admin to pass on increases to current renters)

(Action: RFO/Finance Asst to change documents to effect changes)

EX0322/16

PROGRESS REPORT

Members noted progress on decisions made at the last meeting of this council, during the discussions surrounding the progress report Council was updated on the admin/marketing assistant resignation.

EX0322/17

MEMBER FORUM

Members considered information or issues relevant to this committee from members for brief discussion, action, or inclusion on a future agenda. Councillors would like to know when they would have access to ex Councillor Poulter exit interview meeting.

(Action: Town Clerk immediately)

EX0322/18

DATE OF NEXT MEETING

Members noted that the next meeting of the Executive Committee will be confirmed when the new schedule of meetings is adopted at the April Full Council meeting.

Meeting closed at 20:56 hours

Chairman: Mark Gingell