

**DISS TOWN COUNCIL**  
**MINUTES**

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Minutes of the meeting of the Executive Committee held in the **Ceremony Room at Diss Town Council Offices** on **Wednesday 8<sup>th</sup> December 2021 at 7.15pm.**

Present: Councillors: D. Poulter (Chair)  
M. Gingell (Vice-Chair)  
S. Browne  
K. Murphy  
S. Olander (ex-officio)  
J. Robertson  
E. Taylor (ex-officio)  
J. Wooddissee

In attendance: S. French (Deputy Town Clerk)  
1 member of the public

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**EX1221/01** **APOLOGIES**  
Apologies were received and accepted from councillor Valori.

**EX1221/02** **NOMINATION OF SUBSTITUTE REPRESENTATIVES**  
There were none.

**EX1221/03** **DECLARATIONS OF INTEREST**  
There were no declarations of interest.

**EX1221/04** **MINUTES OF THE LAST MEETING**  
It was

RESOLVED: That the minutes of the meeting of the Executive Committee held on 1<sup>st</sup> September 2021 are a true record of the meeting and were duly signed by the Chair.

**EX1221/05** **PUBLIC PARTICIPATION**  
There was one member of the public present. Mr R Peaty would like it minuted that he is very pleased to see that the council are endeavouring to balance the books at the Sportsground and other sites that they own.

**EX1221/06** **ITEMS OF URGENT BUSINESS**  
There were no items of urgent business.

**EX1221/07** **QUARTERLY REPORT**  
Councillors duly noted the report with one amendment they would like the RFO to complete. Item 10 figures should be £4,250, instead of £250. Councillors would like a key reference on the document in relation to the projects (i.e. project L,M etc with a description of the project) in future reports.

Members received the first quarterly report of the Financial Year 2021-22 (report ref 19/2122). Members agreed that they would like some changes in future quarterly reports with all amounts above £10k which have been paid out highlighted on future reports.

Councillors would like an explanation from the RFO on the Heritage Triangle project 330 cost code, which had £691 paid out in this financial year.

**(Action: RFO by 10.01.22)**

**EX1221/08** **POLICIES**  
a. Councillors considered the revised Stress at Work Policy. Members would like all policies to have included the date of their next review below the title. It was

RESOLVED: To approve the revised Stress at Work Policy.

- b. Councillors reviewed the revised Disciplinary Policy. During discussions around the policy some members agreed that the new revised policy had improved on the old version. Councillors would like to see more clarification around the formal investigation stage. Councillor Taylor stated that he did not believe that the policy was fit for purpose and proposed that he work with the Deputy Town Clerk on improving the policy. It was

RESOLVED: To approve the revised Disciplinary policy and for Councillor Taylor to work with the Deputy Town Clerk on a new Disciplinary Policy to bring back to the next Executive meeting in March 2022.

**(Action: DepTC / Cllr Taylor; by 01.03.22)**

- c. Members considered the revised Compassionate Leave Policy. It was

RESOLVED: To approve the Compassionate Leave Policy.

- d. Members considered a revised Bullying and Harassment Policy. It was

RESOLVED To approve the revised Bullying and Harassment Policy.

**(Action: DepTC; by 01.01.22)**

#### **EX1221/09 STRATEGIC PLAN**

Members considered progress on the Strategic Plan. Councillors agreed that some of the items on the plan had stalled and would like to get the plan moving forward again. The action to reduce the carbon footprint by 25% was highlighted as one of the actions that had stalled and required some work completing. Councillors would like the progress report in Jan 2022 to include sustainable transport and increase use of active travel. Councillors also discussed the DYCC and the upstairs area, which is not fit for modern purposes. They would like an action group to look at the feasibility of making changes to the upstairs of the DYCC. It was

RESOLVED: a) Councillors Murphy and Browne to work with the Town Clerk on the action to reduce Diss Town Council's carbon footprint by 25%.

**(Action: TC/cllrs Browne & Murphy; by 28.02.22)**

b) Councillor Poulter and Olander to work alongside the Deputy Town Clerk on the feasibility to change the upstairs of the DYCC.

**(DepTC/cllrs Poulter & Olander; by 28.02.22)**

#### **EX1221/10 BUDGET 2022/23**

Councillors discussed the budget 2022/23 report 21 and would like to include the Royal Anglian to the Freedom of the Town. This committee has a responsibility to recommend a proposal for a full budget to Full Council and there is not a full budget report in the pack to be considered. As per the committee terms of reference, the Executive committee rather than the budget action group reports to Council. Remedial work is required with urgency in order to be presented to next Council meeting on 22<sup>nd</sup> December.

Appendix A shows that there is no buildup of the budget increase of 6.6% increase rather than a discussion on the full budget. It appears that there is going to be a 6.6 % budget increase which is in the public forum and this is not true. It was

RESOLVED: To arrange an extraordinary Executive committee meeting to discuss, agree and submit a budget to Full Council with a recommendation for approval.

**(Action: Clerk/RFO; immediately)**

#### **EX1221/11 JOB DESCRIPTIONS**

Councillors noted the changes to the job description of the Town Clerk.

#### **EX1221/12 RISK REGISTER REVIEW**

Councillors were pleased to see the report and delighted that the risk and impact key had been added to the risk register. It was

RESOLVED: To approve the changes and recommend the Risk Register Version 16 and the Income and Expenditure internal controls procedure to the Full Council as part of the internal controls review in March 2022.

EX1221/13

**CREDIT CARDS**

Councillors noted the changes to the credit cards.

EX1221/14

**SPORTS GROUND HIRE FEES REVIEW**

Councillors discussed report reference 44/2122 and agreed that there was a need for highlighting how much the sportsground facility costs the Diss taxpayer. The Sportsground is currently running at a loss which and is funded by the Council. Members were informed that all costs and comparisons with regards to the facilities on the site were completed during the review by the action group and staff members.

Councillors would like the sportsground to be open for all members of the public to utilise. They would like some amendments to the form and for our comms team to ensure that the facility is suitably advertised.

During discussions a member of council proposed that Councillor Gingell, Poulter and the Deputy Town Clerk identify renters as an integral part of the process which includes contract renegotiations. This was voted on by all councillors but not carried. It was

**RESOLVED:**

1. For Council to approve the implementation of a new charging structure for the Sports Ground starting 1<sup>st</sup> April 2022 summarised as follows:
  - a. Charge £45.00 per session for hire of the Pavilion.
  - b. Charge £40.24 per session for hire of the Athletics Ground.
  - c. Charge £62.80 per session for adult football and £31.40 per session for junior football.
2. To write to Scole Lads, Diss Athletics Club and Merryfields Nursery informing them of the new charges during the new contracts procedure.
3. That councillors Gingell and Poulter and the Deputy Town Clerk renegotiate the contract between Diss Town Council and Scole Lads for consideration by the Executive Committee in March 2022.
4. That Councillors Gingell and Poulter and the Deputy Town Clerk draft contracts between Diss Town Council 1) Diss Athletics Club and 2) Merryfields Nursery for consideration by the Executive Committee in March 2022.

**(Action: Councillor Poulter, Gingell and Deputy Town Clerk to start negotiations in 2022 and bring back to March 2022 meeting).**

EX1221/15

**STAFF CONTRACTS**

Members would like to see a copy of the original NALC contract. The contract was discussed at length and it was agreed that our staff were well looked after. It was

RESOLVED: To agree the changes.

**(Action: Deputy TC to provide councillors with an original NALC employment contract by 20.12.22).**

EX1221/16

**TOWN CLEANLINESS**

Committee discussed the report ref 45/2122 and agreed that more information was needed to understand the requirements for Mere Street Cleanliness. It was

RESOLVED: To appoint Councillor John Wooddissee of the Executive committee to work with the Action Group already set up to determine whether additional resources were required to provide an improved street cleaning service for Mere Street both in 2022-3 and future years.

**(Action: Councillor Wooddissee to join action group and report back Infrastructure Committee on 26<sup>th</sup> January 2022).**

EX1221/17

**PROGRESS REPORT**

Councillors noted progress on decisions made at the last meeting of this committee.

**EX1221/18**

**MEMBER FORUM**

Councillors would like Deputy Town Clerk to review the Policy timetable to ensure that policies are being completed on schedule. Councillors would like the timetable for policy review sent out with all policies when being considered. To put a note when it was last reviewed on the minutes.

**EX0621/19**

**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 items which are properly considered to be of a confidential nature.

**EX0621/20**

**STAFF TRAINING**

Members considered (report ref 46/2122) regarding the Deputy Town Clerk undertaking further professional qualifications. Councillors would like it noted that they are very happy with the proposals put forward by the Deputy Clerk and believe that she should be congratulated on being willing to continue with her professional development. It was:

RESOLVED

1. To approve the request from the Deputy Town Clerk to undertake the level 4 qualification in Community Governance over two years through the SLCC and De Montfort University.
2. To allocate £3,150 in the staff training budget for financial years 2022-23 and 2023-24
3. To allocate one day per month study leave for the Deputy Town Clerk to complete the required learning and assignments.

**(Action: Deputy Town Clerk immediately)**

**EX1221/21**

**DATE OF NEXT MEETING**

Members noted that the next meeting of the Executive Committee is scheduled for Wednesday 2<sup>nd</sup> March 2022.

Meeting closed at 9:07pm.

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Chairman: Councillor Poulter