

Diss Town Council

Minutes

Minutes of the extraordinary meeting of the **Executive Committee** held in the **Ceremony Room** at the **Diss Town Council Offices** on **Wednesday 24th September 2025** at **7.15pm**.

Present: Councillors: S. Browne, D. Craggs (Vice-Chair & ex-officio), A. Goulder, J. Robertson (ex-officio), L. Sinfield.

In attendance: Sarah Villafuerte-Richards (Town Clerk / Chief Executive Officer).

EEX0925/01 Apologies

Councillor's Name	Apologies Received	Absent Without Apology	Reason / Approval
R. Peaty (Chair)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Prior social engagement
K. Murphy	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

EEX0925/02 Nomination of Substitute Representatives

There were none.

EEX0925/03 Declarations of Interest

There were none.

EEX0925/04 Minutes

Members noted the minutes of the Executive Committee meeting on Wednesday 3rd September 2025 will be considered at the next Executive Committee meeting.

EEX0925/05 Public Participation

There were no members of the public in attendance.

EEX0925/06 Items of Urgent Business

There were no items of urgent business raised.

EEX0925/07 Staff Handbook

a) Members considered a revised employee handbook containing all Council policies, reviewed by the Council's employment law advisors. There was a query regarding termination of contract at the end of the probationary period (section 2.15) given change of roles with the council. Members reviewed cllr Peaty's observations and asked whether Worknest provide mediation in harassment incidents. The Clerk will follow up with Worknest and the Chair of Executive to clarify. It was:

Resolved: to adopt a revised employee handbook containing all Council policies, reviewed by the Council's employment law advisors.

(Action: Clerk; by 31.10.25)

a) Members noted the guidance and requested Officers act upon the new duty to prevent sexual harassment in the workplace.

(Action: Clerk / FBM; by 31.12.25)

EEX0925/08 Date of Next Meeting

Members noted that the next meeting of the Executive Committee is scheduled to take place on Wednesday, 3rd December 2025 at 7.15pm.

Meeting closed: 7.50pm.

Councillor R. Peaty
Chair