

**DISS TOWN COUNCIL
MINUTES**

Minutes of the meeting of the **Facilities Committee** held in the **Council Chamber** at **Diss Corn Hall** on **Wednesday 22nd Nov 2023** at 7.15pm.

Present: Councillors: D. Collins
S. Kiddie (Vice Chair)
S. Browne
S. Olander
K. Murphy (Ex-officio)
E. Taylor
J. Welch

In attendance: Sonya French (Chief Operations Officer) & R. Ludkin (Buildings & Facilities Manager). Sue Hurst (Responsible Finance Officer)

F1123/01 APOLOGIES

Apologies were received from G. Waterman, L. Sinfield and J. Robertson.

F1123/02 NOMINATION OF SUBSTITUTE REPRESENTATIVES

Councillor E. Taylor was nominated, and members agreed that he would be acting as a substitute for Councillor J. Robertson.

F1123/03 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

There were none.

F1123/04 MINUTES OF THE LAST MEETING

Councillors confirmed as a true record, the minutes of the Facilities Committee. It was

RESOLVED: That the minutes of the meeting of the Facilities Committee held on 19th July 2023 were confirmed as a true record of the meeting and signed by the Chair.

F1123/05 PUBLIC PARTICIPATION

There were no members of the public present.

F1123/06 ITEMS OF URGENT BUSINESS

There were no items of urgent business.

F1123/07 SPORTSGROUND ACTION GROUP

To integrate the Sports Ground Action Group with the recently established Building Repairs Action Group, which currently comprises Councillor Murphy, Robertson, and Taylor, and to formally include Robert Ludkin as a member of the action group.

Action: (Clerk to action; immediately).

F1123/08 BUDGET

Members were presented with a budget report (Reference 40/2324) outlining the proposed budget required by the Facilities Committee for the 2024/2025 financial years. The budget proposal was examined and deliberated upon by the members of the committee. The Responsible Financial Officer (RFO) provided a detailed explanation of the justifications behind the budget recommendations as agreed upon by the Budget Action Group (BAG).

During the discussion, councillors specifically addressed the issue of the verges contract, exploring the feasibility of returning this contract to the county council due to escalating costs for the council. Additionally, the council engaged in a comprehensive discussion regarding the future closure of public toilets in the park during the winter months. Members agreed that they wanted to keep the verge maintenance contract but reduce the number of cuts to 6 per year

as agreed with Norfolk County Council and that they did not want the park toilets closed over the winter period. It was

RESOLVED:

1. To approve the budget allocation for the Facilities committee related expenditure of 209,731 and income of £86,906 to Full Council on 20th December.
2. To discontinue the contractor responsible for grass cutting at the Cemetery, thereby decreasing the required Cemetery budget from £14,100 to £9,300. This task could be handled internally by our maintenance team, utilising the hours saved from not cutting the verges. This change would result in a 0.81% reduction to the precept.

Action: (RFO; immediately)

F1123/09 PROGRESS REPORT

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

F1123/10 CEMETERY BUNGALOW

Committee members were presented with a verbal update on the sale of the Cemetery Bungalow by the COO.

F1123/11 MEMBER FORUM

Members considered information or issues relevant to this committee from members for brief discussion, action, or inclusion on a future agenda.

F1123/12 DATE OF NEXT MEETING

Members noted that the next meeting of this committee is scheduled for 14th February 2024.

F1123/13 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.

F1123/14 CEMETERY

Members considered a confidential report reference 41/2324. After consideration of the report it was

RESOLVED:

1. To defer this decision of the next Full Council meeting with a solicitor recommendation.
2. To respond to the Freedom of Information request as per the draft response before the 27th November 2023.

Action: (Clerk/CEO; immediately)

Meeting closed at: 20:32 hours

Vice Chairman: Councillor Kiddie