

Diss Town Council

Minutes

Draft

Minutes of the meeting of the **Executive Committee** held in the **Council Chamber** at **Diss Corn Hall** on **Wednesday 3rd September 2025** at **7.15pm**.

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

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

EX0925/01 Apologies

Councillor's Name	Apologies Received	Absent Without Apology	Reason / Approval
S. Browne	☒	☐	Unwell
A. Goulder	☒	☐	Holiday
K. Murphy	☐	☒	

EX0925/02 Nomination of Substitute Representatives

There were none.

EX0925/03 Declarations of Interest

Minute No.	Councillor's Name	Personal/Other Interest	Pecuniary Interest	Reason
EX0925/09	R. Peaty	☒	☐	Trustee of Diss Museum
EX0925/09	J. Robertson	☒	☐	Trustee of Diss Museum

EX0925/04 Minutes

Members received the minutes of the Executive Committee meeting on Wednesday 4th June 2025. It was

Resolved: To approve the minutes of the meeting of the Executive Committee held on Wednesday 4th June 2025 as a true record and were signed by the Chair.

EX0925/05 Public Participation

There were no members of the public in attendance.

EX0925/06 Items of Urgent Business

There were no items of urgent business raised.

EX0925/07 Staff Contracts and Handbook

a) Members reviewed the new staff employment contracts as recommended by the Council's contracted HR employment law advisors (report reference 22/2526 tabled). It was

Resolved: To adopt the new staff employment contracts.

(Action: Clerk; immediately)

b) Members noted that a revised employee handbook, containing all Council policies, has been reviewed by Worknest and will be emailed to all members for future consideration. It was agreed that an extraordinary meeting of the Executive committee would be scheduled for 24th September to consider the staffing handbook at the Council Offices, if space has to be paid for at the Corn Hall.

(Action: Clerk; immediately)

- EX0925/08 Visit Diss**
Members considered a recommendation to approve the transition of the Visit Diss website from WordPress to Wix, with associated costs of £200 set-up and £100 annual hosting. It was
- Resolved:** To approve the transition from WordPress to Wix for the Visit Diss website, with associated costs of £200 set-up and £100 annual hosting.
(Action: KJ; by 01.12.25)
- EX0925/09 Diss Museum**
Members noted that the Museum is planning a significant interior upgrade to its displays and considered appointing members to review and renew the expired lease. Display cabinets can cost up to £6k to protect contents. Cllr Peaty will liaise with the Trustees to determine their requirements and report to cllr Craggs. It was
- Resolved:** That councillors Craggs and the Clerk review the current lease to determine amendments before seeking legal advice.
(Action: DC / Clerk; immediately)
- EX0925/10 Progress Report**
Members noted progress on decisions made at the last meeting of this committee.
- EX0925/11 Date of Next Meeting**
Members noted that an extraordinary meeting of the Executive Committee will be scheduled to take place on Wednesday 24th September 2025 at 7.15pm.
- EX0925/12 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.
- EX0925/13 Staffing**
Members received a confidential verbal update regarding staffing. Staff appraisals have been scheduled during August and September. Discussions have been rewarding and effective with suggestions for improved ways of working, thoughts around future aspirations and identifying training opportunities. Feedback has been mixed on the new forms, and recommended changes are likely to come forward.
- The Council's new Office Administrator starts on 1st October, and temporary agency cover is being sought to cover for a member of the outdoor team on long-term sickness. A whole staffing team day is planned for painting the boardwalk in early October, before the wet weather sets in & the office will close that day.

Meeting closed: 20:15

Councillor R. Peaty
Chair