

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

Minutes of the meeting of the **Town Council** held in the **Council Chamber** at **Diss Corn Hall** on **Wednesday 15<sup>th</sup> March 2023** at **7.15pm.**

Present: Councillors S. Browne  
D. Collins  
M. Gingell  
S. Kiddie  
A. Kitchen  
K. Murphy  
S. Olander (ex-officio)  
R. Peaty  
J. Robertson  
L. Sinfield  
E. Taylor (ex-officio / Chair)  
G. Waterman  
J. Welch  
J. Wooddissee

In attendance: S. Villafuerte Richards (Town Clerk)  
County / District Councillor Kiddie  
District Councillor Minshull  
8 members of the public

**FC0323/01** **APOLOGIES**  
There were no apologies.

**FC0323/02** **DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS**

Minute No.	Councillors Name	Personal/Other Interest	Pecuniary Interest	Reason
FC0323/13	D. Collins L. Sinfield	X		These councillors are members of the Diss Community Team.

**FC0323/03** **MINUTES**  
It was.

RESOLVED: That the minutes of the meeting of Full Council held on 11<sup>th</sup> January 2023 approved as a true record and were signed by the Town Mayor.

**FC0323/04** **PUBLIC PARTICIPATION**

Members considered a resolution under Standing Orders 3d to 3h to suspend the meeting to receive reports from the County and District Councillors, and to hear comments from members of the public on items to be discussed on the agenda.

There were 10 members of the public in attendance, most of whom were invited for item 5 on the agenda, the Mayor's Cadet. County / District Councillor Kiddie reported that the resurfacing works on the A1066 in Roydon have been delayed due to bad weather, that the Denmark Hill / Shelfanger Road improvements being funded by cllr Kiddie have been programmed post April, and that the Vinces / Victoria Road junction is working well.

Free trees have been supplied to the Fair Green Neighbourhood Association (FGNA) via the 1 million trees for Norfolk scheme. He has attended several meetings regarding the

proposal to install pylon lines from Tilbury to Norwich, there will be an independent review of the scheme and members were encouraged to respond to the statutory consultation.

Cllr Kiddie was delighted to see the Mayor's Cadets in attendance. He said they were a credit to the community and congratulated their instructors. He also thanked all members for working with him throughout the previous electoral period and wished all councillors luck in the forthcoming elections.

There was a question regarding the pooling of water at the Sawmills Road junction Desira side despite the recent works to minimise the likelihood of flooding and it was noted that the parking spaces in the Triangle will be lined as part of a lining project in due course.

District Councillor Minshull confirmed that he is delighted that Town Councillor cllr Murphy is standing for the District Council elections along with both him and County / District cllr Kiddie. The District Council budget has been set with a 0% increase on the previous year, the sale of their previous site has allowed the savings to offset any increases and they are expanding on their service offer to include an anti-social behaviour Officer. The District Councillors have between them awarded £12k of grants to various local organisations including the Cadets, Quaker Wood, the FGNA and Girl Guides.

He also stated that a large project they have been working on for 8 years, which will be significant for the town, will be announced in due course.

*The County & District cllrs left the meeting to attend Roydon Parish Council's AGM.*

#### **FC0323/05 MAYORS CADETS**

Councillors considered the appointment of the mayors Cadets to serve until the end of the 2024 Mayoral year (report reference 60/2223 referred). Representatives of the Air and Army Cadets spoke on behalf of their nominees and thanked the Council for agreeing to support the scheme. The Cadets were presented with a badge and certificate by the Town Mayor. It was

RESOLVED: To appoint Sergeants Annalise Smith of the Norfolk Army Cadet Force and Harley Brinkley of the Norfolk & Suffolk Wing of the Royal Air Force Air Cadets as the mayor's cadets until the end of the 2024 mayoral year.

**(Action: Clerk / Mayor to event invites; immediately)**

#### **FC0323/06 PUBLIC PARTICIPATION**

Members considered a resolution under Standing Orders 3d to 3h to suspend the meeting to hear comments from members of the public on items to be discussed on the agenda.

A representative from FGNA spoke in favour of item 13 on the agenda. He stated that people are looking for community hubs and the large former Beales building lends itself to such given its prominent position. As well as facilitating a flexible covered market, small businesses without premises could regularly promote themselves, it could offer a venue for social events, education, and training activities – all with a sustainability emphasis.

#### **FC0323/07 ITEMS OF URGENT BUSINESS**

There was one item raised regarding the scheduled extraordinary meeting of the Executive committee meeting and it was agreed it would be discussed at the end of this meeting.

#### **FC0323/08 FINANCE**

Councillors noted the following:

- a) Bank outgoings for January & February 2023.
- b) Summary of Income and Expenditure for January & February 2023.
- c) Earmarked reserves for January & February 2023.

- d) Reconciliations of income & expenditure with the Councils bank statements for September 2022 – January 2023.

**FC0323/09**    **INTERNAL CONTROLS**

Councillors considered recommendations from the Executive committee regarding the review of internal controls (report ref 61/2223 referred). Financial Regulations clause 5.2 states that a schedule of payments is reported monthly but there are three months in the year without Full Council meetings, which needs to be corrected. It was

RESOLVED: To approve the adoption of the following internal control documents:

- a) the financial regulations as amended
- b) the income and expenditure internal controls
- c) the insurance schedule for 2022-23 – subject to minor change
- d) the internal audit plan
- e) the governance and management risk register
- f) the investment policy and financial reserves policy
- g) the statement of internal controls

**(Action: RFO; immediately)**

**FC0323/10**    **NEW BUSINESS SAVINGS ACCOUNT**

Members received report reference 62/2223 regarding a new business savings account. It was confirmed that there is minimal risk to Council regarding the required six month notice period given levels of reserves. Members also noted that Barclays shares decreased by 7% yesterday, which supports the Council's decision to diversify. It was

RESOLVED: To open a Lloyds bank 6-month fixed term deposit account with a £100,000 starting balance.

**(Action: RFO; immediately)**

**FC0323/11**    **MAYOR'S UPDATE**

- a) Members received a report from the Town Mayor regarding his mayoral year.
- b) Members considered revisions to the Mayor's handbook. It was

RESOLVED: to adopt the revised Mayor's handbook.

**(Action: Clerk; immediately)**

**FC0323/12**    **DISS MERE**

Councillors considered a recommendation from the Facilities committee to approve the draft licence of the exclusive right of fishing between Diss Town Council and the Diss & District Angling Club. Amendments since the Facilities committee meeting included the inclusion of the DDAC's Trustee details (redacted) and the removal of the required parking space as it is not required. It was

RESOLVED: to approve and sign the amended licence of the exclusive right of fishing between Diss Town Council and the Diss & District Angling Club.

**(Action: Clerk / SO / ET; immediately)**

**FC0323/13**    **MARKET**

Councillors considered appointing an action group to work with the Diss Community Team (DCT) to consider the feasibility of supporting the use of the former empty Beales building for an indoor market. There was discussion regarding the likely costs of running a large premises (monthly rental of £1,500, maintenance, utilities & business rates) and the impact on other town traders and it was agreed this would need to form part of the brief of the action group.

It was noted that the Town Council previously considered against financially contributing another venture proposed by the DCT to re-purpose the same building & that the Council's town centre vision for retail / restaurant on the ground floor with residential above could be explored. 35E (formerly occupying the Octagon and now Mere Street) is

a small model of how the proposal could look providing opportunities for small businesses to get low-cost premises. It was

RESOLVED: That councillors Collins, Kiddie, Sinfield & Welch work with the Clerk and the Chair of the Diss Community Team to arrange a site visit of the former Beales building and further consider the feasibility of supporting its use of for a daily indoor market.

**(Action: Clerk / DC / SK / LS / JW; by 31.05.23)**

**FC0323/14**    **PROGRESS REPORT**

Councillors noted the progress on decisions made at last meeting of Council. There were questions regarding the installation of Flock & the park lighting. It was noted that two poles are awaiting CCTV and the contractor in the Park today was installing new electrical points.

**(Action: Clerk; immediately)**

**FC0323/15**    **DATE OF NEXT MEETING**

Members noted that the next meeting of Full Council is scheduled for Wednesday 19<sup>th</sup> April 2023 at 7.15pm.

**FC0323/16**    **PUBLIC BODIES (Admissions to Meetings)**

Councillors considered a resolution under the Public Bodies (Admissions to Meetings) Act 1960 and Standing Orders 3d to exclude members of the public and press to discuss the following item which is properly considered to be of a confidential nature.

**FC0323/17**    **STAFFING**

Councillors considered a request from the Responsible Finance Officer (confidential report reference 64/2223 referred) regarding a temporary assignment at Bungay Town Council. It was clarified that the role being carried out is financial only i.e. the elements of the RFO job description and not the Deputy Town Clerk. It was

RESOLVED: To approve the request from the Responsible Finance Officer to work 7.5 hours per week carrying out financial duties for Bungay Town Council for up to 4 months.

*The Chair of the Executive committee explained the complaint received, which would be considered as per the Council's complaints policy at the extraordinary meeting of the Executive committee scheduled for 21<sup>st</sup> March 2023.*

*Post meeting note – the complaint was withdrawn by the complainant on 16<sup>th</sup> March 2023.*

Meeting Closed 8.40pm.

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Councillor Taylor  
TOWN MAYOR