

DISS TOWN COUNCIL MINUTES

Minutes of the meeting of the **Facilities Committee** held in the **Council Chamber** at **Diss Corn Hall** on **Wednesday 31st May 2023** at 7.15pm.

Present: Councillors: S. Kiddie
S. Olander (ex-officio)
J. Robertson (Chair)
L. Sinfield
E. Taylor
G. Waterman
J. Welch

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

F0523/01 **ELECTION OF CHAIRMAN OF THE FACILITIES COMMITTEE FOR THE MUNICIPAL YEAR 2023/24.**
Members elected a new Chairman of the Facilities Committee. It was

RESOLVED: To elect J. Robertson as the Facilities Committee Chair for Municipal Year 2023/24.

F0523/02 **APOLOGIES**
Apologies were received and accepted from Councillors D. Collins and K. Murphy.

F0523/03 **ELECTION OF VICE-CHAIRMAN OF THE FACILITIES COMMITTEE FOR THE MUNICIPAL YEAR 2023/24**
Members discussed and elected a new Vice-Chairman of the Facilities Committee. It was

RESOLVED: To elect Councillor S. Kiddie as Vice Chairman of the Facilities Committee for the Municipal Year 2023/24.

F0523/04 **NOMINATION OF SUBSTITUTE REPRESENTATIVES**
Councillor Taylor was substituted for Councillor Collins.

F0523/05 **DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS**
There were none.

F0523/06 **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 15th February 2023 were confirmed as a true record of the meeting and signed by the Chair.

F0523/07 **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 (*the period of designated time for public participation is 20 minutes unless directed by the Chairman of the meeting. Individual members of the public are entitled to speak for a maximum of five minutes each*).

There were no members of the public present.

F0523/08 **ITEMS OF URGENT BUSINESS**
Members discussed any item(s) of business which the Chair or Deputy Town Clerk has previously been informed at least 24 hours before the meeting and decides should be considered as a matter of urgency (*councillors are reminded that no resolutions can be made under this agenda item*).

There were no items of urgent business.

F0523/09 **STRATEGIC PLAN**
Members noted progress on the Strategy Action Plan.

Councillor Taylor updated the Committee with regards to the progress on the Diss & District Neighbourhood Plan (DDNP).

FC0523/10 REGULATIONS & APPLICATION FORMS

Councillors approved all of the revised/new regulations and application forms. It was

RESOLVED: a) To approve the revised Cemetery Regulations.

RESOLVED: b) To approve the revised Cemetery Fees

RESOLVED: c) To approve the revised Market Place Fees.

RESOLVED: d) To approve the revised/new Market application form/Risk Assessment & Regulations.

RESOLVED: e) To approve the revised Park Hire fees.

RESOLVED: f) To approve the new Park Hire, Risk Assessment and Regulations.

RESOLVED: g) To approve the revised DYCC fees.

RESOLVED: h) To approve the revised DYCC application form with Risk Assessment & Terms & Conditions.

RESOLVED: i) To approve the new application Park application form, regulations, and Risk Assessment.

Council discussed having more car boot sales on the park throughout the year, they would like to consider increasing the amount from 8 to 12. This discussion will be brought back to the next Facilities meeting for further discussion.

(Action; COO immediately)

F0523/11 PROGRESS REPORT

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

F0523/12 CORONATION EVENT

Members received report 03/2324 regarding the Coronation Event in the Park on the 7th May 2023. It was

RESOLVED: To agree to offset the shortfall for the additional expenditure (Local Government Act 1972, s. 145) on the Coronation event against the bank interest received from the Council's Nationwide account.

(Action: RFO immediately)

F0523/13 MEMBER FORUM

Council members engaged in discussions regarding the exploration of acquiring alternative properties with the Town that would better serve as a Town Council office compared to the current facility. Additionally, they addressed the necessary future upgrade needed at the Town Council offices.

F0523/14 DATE OF NEXT MEETING

Members noted that the next meeting of this committee is scheduled for 19th July 2023.

Meeting closed at: 20.20 hours

Chairman: Councillor Robertson