

DISS TOWN COUNCIL
MINUTES

Minutes of the meeting of the Executive Committee held in the **Council Chamber at Diss Corn Hall** on **Wednesday 2nd June 2021 at 7.15pm.**

Present: Councillors: S. Browne (ex-officio)
M. Gingell
S. Olander (ex-officio)
D. Poulter (Chair)
J. Robertson
E. Taylor (ex-officio)
J. Wooddissee
S. Warren
S. Warren

In attendance: S. Richards (Town Clerk)
S. French (Deputy Town Clerk)
A. Jamieson (Responsible Finance Officer)
R. Ludkin (Maintenance Manager)

EX0621/01 **APOLOGIES**
There were none.

EX0621/02 **NOMINATION OF SUBSTITUTE REPRESENTATIVES**
There were no nominations for substitutes.

EX0621/03 **ELECTION OF VICE CHAIR**
Councillors considered the election of an Executive Council vice chair. One nomination was received for Councillor Gingell, who said that he was happy to be considered. It was

RESOLVED: to elect Councillor Gingell as the new executive vice chair.

EX0621/04 **DECLARATIONS OF INTEREST**
There were no declarations of interest.

EX0621/05 **MINUTES OF THE LAST MEETING**
It was

RESOLVED: That the minutes of the meeting of the Executive Committee held on 3rd March 2021 are a true record of the meeting and were duly signed by the Chair.

EX0621/06 **PUBLIC PARTICIPATION**
There were no members of the public present.

EX0621/07 **ITEMS OF URGENT BUSINESS**
There were no items of urgent business.

EX0621/08 **FINANCE**
a) Members received the Asset register report (report ref 03/2122). Councillors agreed that this was a very good report, they would like the date changed on the document to reflect 2nd June 2021. It was

RESOLVED To approve the schedule of premises and insurance valuation of the council's properties and provide a new budget for the costs to cover all sites.

b) Members received a Utilities review report (report ref 04/2122). Councillors discussed how to achieve a better and more accurate valuation for each site for the next financial year to ensure that there would not be an overspend on budget for the financial year 2022/23. Councillors talked though looking at each site individually to better understand the usage.

The RFO explained that due to several areas on one site being covered by an individual meter it would be very problematic to provide council with an individual usage for each site. It was

RESOLVED To allow for an increase in utilities expenditure in the financial year 2021-22 at the DYCC and the Mere Mouth's toilets above agreed budgets of up to £5000 from general reserves.

c) Members received a report regarding the Council's internal audit report. Councillors agreed that this was an excellent report. The RFO and staff were thanked by both the Councillors and the Clerk who would also like to extend her thanks to the finance staff.

Councillors would like to see monetary values on the pie chart instead of percentages on the report for the next financial year.

It was

RESOLVED: To have monetary values on the pie chart instead of percentages for the next report.

(Action: RFO to change date on the Asset Register report, and to update the pie chart on the council's internal audit for next year with monetary values instead of percentages.)

EX0621/09

POLICIES

9a. Members reviewed the Councillor Exit Interview Policy. It was

RESOLVED To approve the Councillor Exit Interview policy.

9b. Councillors reviewed the Staff Toil Policy, several amendments were reported to committee regarding the Staff Toil Policy namely Clause 1 and staff breaks. Councillors would like the following added to the policy. Clause 1 working additional hours is voluntary and Toil can be accrued in an emergency or getting a job finished.

Members discussed flexible working and agreed that a new policy on flexible working was needed and would like one produced for the next Executive meeting on the 1st Sep 2021. Councillors talked about overtimes versus Toil and this would need to be discussed at the next Executive meeting. It was

RESOLVED To approve the Staff Toil Policy once the amendments had been completed.

9c. Council reviewed the Eye Test and Glasses Policy and they agreed that there was a change to the Regulations which was not in the policy, they decided that this change should be incorporated into the policy. It was

RESOLVED To approve the Eye Test and Glasses Policy once the amendments had been completed.

9d. Councillors reviewed the annual leave policy. Members discussed whether to add in the pro rata calculation for staff annual leave, it was decided that due to this calculation being available for all staff to access it would not be required in the policy.

FOR NOTING: MM would like the sickness policy to be reviewed at the next Executive meeting in Sept. It was

RESOLVED: To approve the Annual Leave Policy.

(Action:Dep TC to make changes by 06.06.21)

EX0621/10

STRATEGIC PLAN

Members considered progress on the Strategic Plan actions. Councillors discussed and agreed that the tasks outstanding on the plan would need to be considered further by the executive committee members. If the plan is to carry on moving forwards Councillors would need to become more involved in executing some of the tasks alongside officers.

Councillors agreed they will consider what tasks they could undertake or be involved with, Councillors will email the Chair of executive which tasks they could be involved with so that he can produce a resource plan.

- EX0621/11** **OFFICE OPENING HOURS**
Members received an update regarding the temporary reduction in office hours due to long-term staff sickness. the revised opening hours would be from 09.30 until 13.00 hours Monday to Friday.
- EX0621/12** **PROGRESS REPORT**
Councillors noted progress on decisions made at the last meeting of this committee.
- EX0621/13** **MEMBER FORUM**
Member discussed the level of delegated financial authority that the Clerk has, and whether this was sufficient for the effective running of services. Councillors agreed that this should be placed on the next facilities agenda for discussion.
- EX0621/14** **DATE OF NEXT MEETING**
Councillors noted that the next meeting of the Executive Committee is scheduled for Wednesday 1st September 2021.
- EX0621/15** **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 items which are properly considered to be of a confidential nature.
- EX0621/16** **IT**
Members considered changes to the Council's IT provider (report ref 06/2122)

Councillors considered the report and agreed that the report highlighted the needs to change the IT provision for the Council. It was

RESOLVED:
a. to appoint vmit as the Council's IT supplier at a monthly cost of £222.25 plus VAT plus support at an hourly rate of £78.00 per hour, providing 1 months termination to S2.
b. that vmit undertakes the full initial health check at a cost of £1773.00 plus VAT.
c. to review vmit's IT provision in December 2022 to review contract and ensure compliance.
(Action: Dep TC to action immediately)
- EX0621/17** **COUNCILLOR EXIT INTERVIEW**
Members noted former Councillor Mason's exit interview undertaken by Councillor Taylor. Councillor Taylor gave an account of the exit interview that he conducted with Councillor Mason considerations were given to some comments regarding workloads of members of staff.
- EX0621/18** **STAFFING**
Members considered a report recommending a change to the working hours of both the Deputy Town Clerk and Marketing/Admin Assistant. It was

RESOLVED: To approve the request for the change in working hours on the job descriptions for both the Deputy Town Clerk, (reducing from 33 to 30 hours per week) and the Marketing/Admin Assistant (increasing from 19 to 22 hours per week).

Meeting closed at 20.45 hours.

Chairman: Councillor Poulter