

DISS TOWN COUNCIL

MINUTES

Minutes of the meeting of the Executive Committee held in the **Council Chamber** at **Diss Corn Hall** on **Wednesday 20th September 2023 at 7.15pm.**

Present: Councillors: M. Gingell (Chair)
S. Browne (Vice-Chair)
R. Peaty
J. Robertson
E. Taylor
K. Murphy (ex-officio)
S. Olander (ex-officio)

In attendance: S. French (Chief Operations Officer/Deputy Town Clerk)

EX0923/01 **APOLOGIES**

Apologies were received and accepted from Councillor J. Wooddissee & Councillor S Olander.

EX0923/02 **NOMINATION OF SUBSTITUTE REPRESENTATIVES**

There were none.

EX0923/03 **DECLARATIONS OF INTEREST**

There were none.

EX0923/04 **MINUTES**

Members noted a small error on the minutes will be rectified namely Councillor K. Murphy was still itemized as Vice-Chair and it should read that Councillor S. Browne is the vice-chair. Councillors concluded that once this error had been changed the minutes of the Executive Committee meeting held on 28th June 2023, were a true record and signed by the Chairman.

EX0623/05 **PUBLIC PARTICIPATION**

There were no members of the public present.

EX0923/06 **ITEMS OF URGENT BUSINESS**

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

Councillor Gingell on behalf of the RFO updated committee that invites to begin the Budget process were underway to Budget Action Group (BAG) Members.

EX0923/07 **FINANCE**

a) Asset Register Variances, Councillors discussed the document and agreed that there should be a review of the document instead of a new document. It was

RESOLVED: That the Executive Committee review the asset register and valuation policy document for approval by a future Executive Committee.

(Action: RFO/Town Clerk by Jul 24)

b) Additional councillors as banking signatories. This item was discussed at Full Council (FC) and no further action was needed on this item as two new signatories came forward at FC.

c) Councillors discussed the bad debt and agreed that they would like the company responsible to be blacklisted from holding any further stalls on any Town Council premises. It was

RESOLVED : that the Executive Committee recommend to Full Council in November that invoice 10036 totaling £38.10 is written off and the trader blacklisted.

(Action: Clerk/RFO immediately)

EX0923/08 **POLICIES TO BE READ IN ADVANCE OF THE MEETING, COMMENTS TO BE SENT TO COO OR CHAIR OF EXECUTIVE COMMITTEE**

a) Councillors discussed the policy and would like a table of contents at the beginning of the document to help navigate the reader more easily. They would also like a table of contents on all policies going forwards. Members discussed the policy and there were a few typo issues brought up that needed attention, these were 1.3 managed needs a comma, 4.2 bullet point list capitalised and 6.4 to be harassment instead of to harassment. It was

RESOLVED: To approve the new Dignity at Work, Bullying and Harassment Policy with the amendments.

b) Councillors discussed the guidance notes and noted a slight error at point 2.3b take out it after participate. It was

RESOLVED: To approve the new dignity at work guidance notes which will work alongside the Dignity at Work Policy.

EX0923/09 **PROGRESS REPORT**

Members noted progress on decisions made at last the meeting of this committee. The RFO requested the Chair to enquire whether any members of the Executive committee would wish to become a signatory, this was discussed and Councillor Peaty is happy to be a new signatory on the Barclays and Lloyds accounts.

EX0923/10 **DATE OF NEXT MEETING**

Members noted that the next meeting of the Executive Committee is scheduled to take place on Wednesday 6th December 2023.

EX0923/11 **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.

EX0923/12 **STAFFING UPDATE**

Members received an update on staffing and were informed of future staffing issues.

Meeting closed at: 20:10

Chairman: Mark Gingell