

DISS TOWN COUNCIL

MINUTES

Minutes of the meeting of the Town Council held in the **Council Chamber** at **Diss Corn Hall** on **Wednesday 13th July 2022** at **7.15pm**.

Present: Councillors S. Browne
M. Gingell
A. Kitchen
K. Murphy
S. Olander (ex-officio)
R. Peaty
J. Robertson
E. Taylor (ex-officio)
S. Warren
J. Welch
J. Wooddissee

In attendance: S. French (Deputy Town Clerk)
District Councillor Minshull

FC0722/01 **APOLOGIES**

Apologies were received and accepted from Councillors Collins (Covid) & Kiddie (ill health of family member).

FC0722/02 **DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS**

Minute No.	Councillors Name	Personal/Other Interest	Pecuniary Interest	Reason
FC0722/13	J. Wooddissee	X		This councillor was involved in the project team proposing confidential item 13.

FC0722/03 **MINUTES**

It was

RESOLVED: That the minutes of the meeting of Full Council held on 15th June 2022 were approved as a true record and were signed by the Town Mayor.

Cllr Simon Olander entered the meeting.

FC0722/04 **PUBLIC PARTICIPATION**

There was one member of the public present. District cllr Minshull gave apologies on behalf of County / District cllr Kiddie who was unable to attend due to prior commitments. The District Council has identified two possible town central locations for their customer enquiry service, which should open by September operating 9am – 5pm Monday - Friday. Their new building will open in November.

The Local Government Association is currently providing feedback on the Authority's operations in the capacity of a critical friend. The South Norfolk Community awards are being held tomorrow at Barnham Broom with several candidates from the Diss area.

The Town & Parish Council Forum, which meets once per month via Zoom for up to 2 hours was publicised as an opportunity for the District Council to brief Officers and Councillors from Town & Parishes regarding forthcoming opportunities and services and for the two authorities to engage on relevant issues. The Town Clerk attended earlier

today and suggested she'd forward the slides to all members in case any were interested in attending a future session.

(Action: Clerk; once slides are received)

FC0722/05 **ITEMS OF URGENT BUSINESS**

There were none.

FC0722/06 **FINANCE**

a) Members noted bank outgoings for June 2022. There were two queries regarding payments for the Ford Ranger and Corn Hall emergency lighting. It was agreed that the RFO would supply further details.

(Action: RFO; immediately)

b) Members noted Income & Expenditure for June 2022.

c) Members noted Earmarked Reserves (EMR) for June 2022.

FC0722/07 **ANNUAL ACCOUNTS 2021/22**

Members received the Council's internal Audit report for the financial year to 31st March 2022. The RFO and Finance Assistant was thanked for the quality of the accounting records they have maintained. A query was raised regarding investments and loans on p27 of the agenda pack given that only £85k has been diversified into an account other than Barclays to date. N.B. If the bank(s) were to dissolve, the government compensation scheme protecting up to £85k of the funds would not apply to Town Councils. It was noted that the role of Internal Controls Officer is proposed to change from cllr Gingell to cllr Peaty given cllr Gingell's role of Chairman of the Executive committee. It was

RESOLVED: to approve the proposals of the RFO relating to the Internal Auditor report recommendations and that the RFO would further investigate diversification of Council funds.

(Action: RFO; by 31.10.22)

FC0722/08 **COMMUNITY GRANT SCHEME**

Members considered recommendations from the Grants Panel regarding three funding applications. It was noted that the reserves for the Norfolk Community Law Service are around £0.5m. There was a query regarding whether the grants are paid as S137 funds, which are capped to around £8 per elector. The grant pot is a separately allocated budget of £20k per year with only £643 spent to date. It was noted that it may be difficult to administer concessions for Diss residents attending events at the Corn Hall. Detailed justifications for the Grant Panel's recommendations to Council are included in their meeting outcome reports. It was

RESOLVED: 1. To refuse the grant application from the Norfolk Community Law Service due to significant reserves.
 2. To refuse the grant application from Diss Corn Hall Trust due to lack of information provided.
 3. To support the grant application from Dove Dementia Care but with an amended value of £720 to support the project for one year.

(Action: Clerk / RFO; immediately)

FC0722/09 **PROGRESS REPORT**

Members noted the progress on decisions made at the last meeting of Council. There was a query regarding the review of the application procedure to consider the inclusion of applicant attendance at Full Council. It was agreed that the existing process was satisfactory, and applicants are made aware they can attend meetings. The cost-of-living payments from the District Council have not been received by some residents and it was agreed the Clerk would follow this up with District Councillor Minshull.

(Action: Clerk; immediately)

FC0722/10 **MEMBER FORUM**

Members considered information or issues relevant to Council from members for brief discussion, action, or inclusion on a future agenda. It was noted that around 19 people attended the 1-year anniversary of the Diss litter picking group and that applications for co-option would be disseminated in the e-agenda pack for the September meeting of Council.

FC0722/11 **DATE OF NEXT MEETING**

Members noted that the next meeting of Full Council is scheduled for Wednesday 7th September 2022 at 7.15pm.

FC0722/12 **PUBLIC BODIES (ADMISSIONS TO MEETINGS)**

To consider 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.

FC0722/13 **STAFFING RESTRUCTURE**

Members considered the Executive committee's recommendation to adopt the new staffing structure, the associated job descriptions and model B (report reference 13/2223 referred). Cllr Wooddissee was again thanked for his work on the proposal. It was agreed that the 6-month review would allow for any adjustments where required. There were comments made at the informal meeting of councillors relating to staff TOIL, which should be addressed by the Council's TOIL policy. It was noted that staff holiday would not be permitted the week prior to key events going forwards. With one abstention from cllr Welch, it was

RESOLVED: That Full Council approve the recommendation from the Executive Committee to adopt the new staffing structure, the associated job descriptions and model B with a review after six months post implementation (March 2023).

(Action: Clerks / RFO; by 31.08.22 & Clerks / JWo / MG; by 31.03.23)

Meeting Closed: 8pm.

Councillor Taylor
TOWN MAYOR