

DISS TOWN COUNCIL

MINUTES

DRAFT

Minutes of the meeting of the Executive Committee held in the **Council Chamber** at **Diss Corn Hall** on **Wednesday 1<sup>st</sup> March 2023 at 7.15pm.**

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

In attendance: S. French (Deputy Town Clerk)

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**EX0323/01** **APOLOGIES**

Apologies were received from Councillor Browne.

**EX0323/02** **NOMINATION OF SUBSTITUTE REPRESENTATIVES**

Councillor Welch was nominated as a substitute member of the Executive Committee in place of Councillor Browne.

**EX0323/03** **DECLARATIONS OF INTEREST**

There were none.

**EX0323/04** **MINUTES**

Members confirmed that the minutes of the Executive Committee meeting held on 7<sup>th</sup> December 2022, were a true record and signed by the Chairman.

**EX0323/05** **PUBLIC PARTICIPATION**

There were no members of the public present.

**EX0323/06** **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*).

**EX0323/07** **POLICIES**

a) Members discussed a NEW Credit Card Policy. It was.

**RESOLVED:** To approve the NEW Credit Card policy.

**(Action: DepTC to upload new credit card policy to website; immediately)**

b) Members discussed the revised LGPS employers discretion policy. It was.

**RESOLVED:** To approve a revised LGPS employers discretion policy.

**(Action: DepTC to upload revised LGPS policy to website; immediately)**

c) Members discussed a revised communications policy. Councillors noted at section 7.3 there was a paragraph that needed to be added to their email addresses which is the following:-

(This email and any files transmitted with it are confidential and may be legally privileged and are intended solely for the use of the individual or entity to whom that they are addressed. If you are not the intended recipient, any use, disclosure, copying or forwarding of this email and/or its attachments is unauthorised. If you have received this email by mistake please notify the sender immediately before deleting it)

Members agreed that they would like guidance on how to add this to their signature blocks on their emails from the office staff. It was.

**RESOLVED:** To approve the revised communications policy.

**(Action: Dep TC to upload new communications policy to the website; immediately)**  
**(Action: Dep TC to provide guidance on how to add sections to signature blocks to councillors; immediately)**

d) Councillors discussed a new co-option policy.

**RESOLVED:** To approve a new co-option policy.

**(Action: Dep TC to upload new co-option policy to the website; immediately)**

e) Members discussed a revised co-option application form. It was.

**RESOLVED:** To approve a revised co-option application form.

**(Action: Dep TC to upload revised co-option application to the website; immediately)**

**EX0323/08**

**STRATEGIC PLAN**

Members considered:

- a) Progress on the Strategic Plan actions.
- b) Recommendations regarding potential for market growth (reference report 55/2223).  
Councillors agreed no resolutions were required as advertisement of this space would be a normal operational requirement.

**EX0323/09**

**PROGRESS REPORT**

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

**EX0323/10**

**FINANCE**

Members received:

- a) The 3<sup>rd</sup> Finance quarterly report (reference 59/2223 herewith refers). There were no queries from councillors on the quarterly report. It was.

**RESOLVED:** To forward the report and resolutions to Full Council on 15<sup>th</sup> March 2023 to agree the resolutions.

**(Action: RFO & CEO to add to FC agenda on 15.03.23; immediately)**

- b) Report regarding the review of internal controls (reference 57 & 58/2223). Council discussed the report and the appendices and would like some changes before it goes to Full Council on the 15.03.23.

Councillors would like the section under expenses in Financial regs to state that all expenses to be paid within two weeks upon receipt. Appendix H – Investment & Strategy Plan there is a typo and the date should read 15<sup>th</sup> March 2023 as opposed to 1<sup>st</sup> March 2023.

During discussion around the items insured by Diss Town Council, Councillors noted that both the streetlights and CCTV are not listed, they would like an explanation from the RFO & CEO as to why these are not included in the document. It was.

**RESOLVED:** That once the changes are made to the documents, they are forwarded to Full Council on 15<sup>th</sup> March 2023 to consider the resolutions.

**(Action: RFO & CEO to add to FC agenda on 15.03.23; immediately)**

**EX0323/11**

**MEMBER FORUM**

Members considered information or issues relevant to this committee from members for brief discussion, action, or inclusion on a future agenda. Members were updated on answers to questions that were asked during the member forum at the previous Executive meeting in December 2022.

Council would like a single sentence on each policy to state CEO/Town Clerk and COO/Deputy Town Clerk are interchangeable titles. Members want these amendments to just be added to policies and there is no requirement to bring them back to council once completed.

Councillors discussed the interest they are receiving through Nationwide by putting some of their funds in a high interest account, they would like more Council funds to be diversified into other high interest accounts to ensure that we are making a good return on our capital.

Members would like this added as an Agenda item for FC on the 15.03.23 with a timescale to complete the work being 3 months.

**(Action: CEO to add to FC agenda; immediately)**

Council discussed the need for a complainant to attend an Executive meeting for their complaint to be heard, they would like the Chairman of Executive to invite the complainant to an Extraordinary meeting of Executive which will be held on either the 22<sup>nd</sup> or 29<sup>th</sup> March 23.

**(Action: Executive Chairman to invite complainant to meeting; immediately)**

The Chair of Executive commented during this section that he was surprised to read in the minutes of the previous meeting in relation to EX1222/12 'Councillor Taylor stated that they would like the agenda to be submitted without any further reports or amendments added to the agenda before meetings, they felt that agendas on several occasions are being changed or reports are being tabled which is unnecessary.'

Council were updated by the COO that some investigations had been undertaken in relation to this comment and that no items on both Executive and Facilities had been tabled for the previous two years apart from at one meeting whereby the COO was on annual leave.

**EX0323/12**      **DATE OF NEXT MEETING**

Members noted that the next meeting of the Executive Committee is scheduled to take place on Wednesday 28<sup>th</sup> June 2023.

Meeting closed at: 20:55.

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Chairman: Mark Gingell