

DISS TOWN COUNCIL

MINUTES

Minutes of the meeting of the Executive Committee held in the **Council Chamber** at **Diss Corn Hall** on **Wednesday 7th December 2022 at 7.15pm.**

Present: Councillors: J. Robertson
J. Wooddissee
R. Peaty
E. Taylor (ex-officio)
L. Sinfield
G. Waterman
K. Murphy

In attendance: S. French (Deputy Town Clerk)

EX1222/01 APOLOGIES

Apologies were received and accepted from Councillors M Gingell, S Browne and S. Olander.

EX1222/02 NOMINATION OF SUBSTITUTE REPRESENTATIVES

Councillor Waterman attended the meeting and was nominated as a substitute representative for Councillor Gingell.

EX1222/03 DECLARATIONS OF INTEREST

There were none.

EX1222/04 MINUTES

Members confirmed that the minutes of the Executive Committee meeting held on 28th September 2022, were a true record.

EX1222/05 PUBLIC PARTICIPATION

There were no members of the public present.

EX1222/06 ITEMS OF URGENT BUSINESS

Members discussed item(s) of business which the Chair or Town Clerk has previously been informed 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*).

There were no matters discussed under this item.

EX1222/07 POLICIES

a) Members discussed the Hand/Arm Vibration Policy. It was

RESOLVED: To approve the Hand/Arm Vibration Policy.

(Action: Dep TC to upload to website immediately)

a) Members discussed the revised Fire Safety Policy. It was

RESOLVED: To approve the Fire Safety Policy.

(Action: Dep TC to upload to website immediately)

b) Members discussed the revised Annual Leave Policy. They would like point 4 changed from 44 days which they believe is a typo, on point 14 would like the wording changed to staff requiring holiday of less than 3 days would need to submit the request to their line manager with at least 2 weeks' notice. It was

RESOLVED: To approve the Annual Leave Policy once these changes had been implemented.

(Action: Dep TC to make changes and upload to website immediately)

- c) Members discussed the revised Protocol for marking death of senior Royal. They noted that some of the information was incorrect regarding senior royal titles and would like these checked and changed. It was

RESOLVED: To approve the Protocol for marking the death of a senior royal once the titles had been checked and any necessary changes made.

(Action: TC to make the required changes and then pass to Dep TC to upload to website immediately)

EX1222/08

FINANCE

Members received the 2nd quarterly financial report. The RFO updated Council on the budget and explained that we are currently running at 54% of the current budget and we are 6 months into the budget year, council were made aware that at this current rate of expenditure we will stay within the yearly budget for 2022/23.

Council would like to move some of the funds that are not going to be utilised by the Council in the short term to gain a better rate of interest than we are currently receiving at 0.01%.

The RFO stated that she believes that the Council Financial Regs would not allow for Council money to be put into a higher interest rate bank account. It was noted by Council that the Financial Regs are a council document, and they could be changed to allow Council to diversify funds into higher rate bank accounts.

The RFO stated that the Regulations are due to be upgraded in March 2023.

Council asked the RFO to look at our business rates at the DYCC to see whether we can claim some relief on these rates due to the DYCC being rented out to charities.

(Action: RFO to investigate whether we can diversify money into other accounts with better interest rate returns for our money; immediately)

(Action: RFO to investigate whether we can receive a refund on our business rates at the DYCC and bring back the information to Executive in March 2023).

EX1222/09

BUDGET

Members considered the Executive committee budget recommendations for 2023/24 for approval by Full Council on 21st December 2022. It was

RESOLVED:

- 1) To approve the budget allocation for the executive committee related expenditure of £522,756 and income of £500 to Full Council on 21st December.
- 2) To approve the total precept request of £586,972 to Full Council on 21st December including £10K to EMR projects D & E.
- 3) To approve transfer of £693 from the communication strategy EMR to the cemetery chapel EMR.
(Action: RFO; immediately)

EX1222/10

RIALTUS UPGRADE

Members considered a report (reference 42/2223 herewith refers) on upgrading Rialtus software from a site based to cloud-based system. Councillors agreed that the cloud system would be significantly more expensive, and they would like some clarity on whether we needed to change to a cloud-based system. Members would like it confirmed whether we have a system to back up data daily. If we do have this system in place, then they believe that the cloud-based system would not be cost effective. It was

RESOLVED: 1. If rialtus system is being backed up daily then no new cloud based system is required. If rialtus system is not being backed up daily then council would like the Dep TC to bring the Rialtus report back to next Executive meeting to consider the option of purchasing a new cloud based system.

(Action: Dep Town Clerk; immediately)

EX1222/11

STRATEGIC PLAN

Members considered progress on the Strategic Plan actions. Councillors would like another visit to the sports ground to look at where we can update the site to find ways to increase the income generated at this site, they would like to consider a new strategic action plan at the sports ground. Councillors talked through the Carbon footprint/Mere diversity on the strategic plan and agree that they would need an officer assigned to each of these strategic objectives to ensure that the items move forward.

(Action: Dep TC to arrange an appointment for Councillors to visit the Sports Ground with a view to implementing a new strategic plan item; immediately).

(Action: TC to assign officer to both the Carbon Footprint and Mere diversity objectives on the strategic plan and to arrange future meetings with relevant Councillors to move the projects forward; immediately).

EX1222/12

MEMBER FORUM

Members considered information or issues relevant to this committee from members for brief discussion, action, or inclusion on a future agenda.

Members discussed how they would like to receive the agenda going forwards, they would like the agenda to be sent to them via email rather than being put into the diaries as there seems to be an issue with these on a regular basis.

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.

EX1222/13

DATE OF NEXT MEETING

Members noted that the next meeting of the Executive Committee is scheduled to take place on Wednesday 1st March 2023.

EX1222/14

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. It was

EX1222/15

GOVERNANCE QUALIFICATION

Members received an update from the Deputy Town Clerk/COO on the first year of her community governance qualification.

EX1222/16

PROGRESS REPORT

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

Meeting closed at: 20:34.

Chairman: Kieran Murphy