

DISS TOWN COUNCIL

MINUTES

DRAFT

Minutes of the meeting of the Executive Committee held in the **Council Chamber** at **Diss Corn Hall** on **Wednesday 28<sup>th</sup> June 2023 at 7.15pm.**

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

In attendance: S. French (COO/Deputy Town Clerk)

**EX0623/01 ELECTION OF CHAIRMAN OF THE EXECUTIVE COMMITTEE FOR THE MUNICIPAL YEAR 2023/24.**

Members discussed the election of the Chair of the Executive Committee. It was

RESOLVED: To elect Councillor Gingell to continue as the Chair of the Executive Committee.  
**(Action: COO immediately)**

**EX0623/02 APOLOGIES**

There were none.

**EX0623/03 ELECTION OF VICE-CHAIRMAN OF THE EXECUTIVE COMMITTEE FOR THE MUNICIPAL YEAR 2023/24**

Members discussed the election of a new Vice-Chair of the Executive Committee. Councillor Browne put herself forward for the role. It was

RESOLVED: To elect Councillor Browne as the new Vice Chair of the Executive Committee.  
**(Action; COO immediately)**

**EX0623/04 NOMINATION OF SUBSTITUTE REPRESENTATIVES**

There were none.

**EX0623/05 DECLARATIONS OF INTEREST**

There were none.

**EX0623/06 MINUTES**

Members confirmed that the minutes of the Executive Committee meeting held on 1<sup>st</sup> March 2023, were a true record and signed by the Chairman.

**EX0623/07 PUBLIC PARTICIPATION**

There were no members of the public present.

**EX0623/08 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*).

**EX0623/09 ASSET REGISTER REVIEW**

Members noted the contents of the Asset Register Review (report ref: 08/2324).

Councillors discussed the clocks on the Asset Register, there were discussions around whether to utilise them or put them up for sale as per the RFO recommendations in the Asset Report. Councillors noted that one of the clocks was manufactured in Diss and would be of significant value to the Town and should be displayed. In the Council Chamber.

Councillors were advised that if they wanted to discuss the clocks further and make a resolution they would need to contact the Clerk to have the item placed on the Full Council agenda. Council discussed the variances in the figures of some of the assets owned by the Council in the Asset Register.

Committee would like an explanation of the variances in a report by the RFO to the next Executive Committee in September.

**(Action; RFO by September Executive Committee meeting)**

**EX0623/10**     **INTERNAL AUDITORS REPORT (FINAL 22-23)**

Members received the Councils Internal Audit report for the financial year to 31<sup>st</sup> March 2023 (ref: 06/2324) It was

**RESOLVED:** To note the contents of the internal audit report 2022/23 (final) (Appendix A).  
To approve proposed actions as appropriate responses to the internal audit report's recommendations for ratification at the July Full Council meeting.

**(Action; RFO immediately)**

**EX0623/11**     **STRATEGIC PLAN**

Members noted progress on the Strategic Plan.

**EX0623/12**     **POLICIES TO BE READ IN ADVANCE OF THE MEETING, COMMENTS TO BE SENT TO COO OR CHAIR OF EXECUTIVE COMMITTEE**

Members discussed the new dignity at work, bullying and harassment policy and agreed that it was too corporate and seemed a little wordy. It was:

**RESOLVED**

a) To agree to bring back the bullying and harassment policy to the September meeting with changes made to the document as agreed by Committee.

b) To approve a new document control and records management policy.

c) To approve the revised staff TOIL policy document.

**(Action; COO immediately)**

**EX0623/13**     **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.

**EX0623/14**     **DATE OF NEXT MEETING**

Members noted that the next meeting of the Executive Committee is scheduled to take place on Wednesday 20<sup>th</sup> September 2023.

**EX0623/15**     **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 item which is properly considered to be of a confidential nature.

**EX0623/16**     **STAFF TRAINING**

Members considered a request by the Chief Operations Officer / Deputy Town Clerk to complete level 5 in Community Governance (Confidential report ref 07/2324). Council discussed the request. It was

**RESOLVED:** 1. To agree funding for the COO to enrol, attend and complete a Degree in Community Governance from the University of De-Montford.

2. To agree to the same conditions as were agreed by Council at Level 4.  
**(Action, COO immediately)**

Meeting closed at: 20:07

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Chairman: Mark Gingell