

DISS TOWN COUNCIL

MINUTES

Minutes of the meeting of the Executive Committee held in the **Council Chamber at Diss Corn Hall** on **Wednesday 1st September 2021 at 7.15pm.**

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

In attendance: S. French (Deputy Town Clerk)
A. Jamieson (Responsible Finance Officer)

EX0921/01 **APOLOGIES**
Apologies were received and accepted by Councillor Poulter (Chair).

EX0921/02 **NOMINATION OF SUBSTITUTE REPRESENTATIVES**
Councillor Warren substituted for Councillor Poulter.

EX0921/03 **DECLARATIONS OF INTEREST**
There were no declarations of interest.

EX0921/04 **MINUTES OF THE LAST MEETING**
It was

RESOLVED: That the minutes of the meeting of the Executive Committee held on 2nd June 2021 are a true record of the meeting and were duly signed by the Chair.

EX0921/05 **PUBLIC PARTICIPATION**
There was one member of the public present.

EX0921/06 **ITEMS OF URGENT BUSINESS**
There were no items of urgent business.

EX0921/07 **QUARTERLY REPORT**
Members received the first quarterly report of the Financial Year 2021-22 (report ref 19/2122 referred).

EX0921/08 **POLICIES**

- a. Councillors considered the sickness and absence policy and discussed whether elective surgery should be included as paid sick leave, as opposed to unpaid leave or holiday entitlement. It was agreed that elective surgery should be added to the policy as sick leave due to the current pandemic and hospital waiting times. Members would like the policy reviewed again in 2 years as opposed to 4 years to reconsider the elective surgery clause. It was

RESOLVED: to change the clause regarding elective surgery at 5.6e to be at the discretion of the Clerk and Executive Chair and to review the policy again in 2 years.

- b. Councillors reviewed the new flexible working policy. They agreed that this was a very well written policy and there were no changes needed. It was

RESOLVED: to approve the new Flexible Working policy.

- c. Members considered the revised Staff Probationary Appraisal policy. It was

RESOLVED: to approve the Staff Probationary Policy.

- d. Members adopted the proposed new Continuous Performance Policy in place of the Council's existing Staff Appraisal Policy (report reference 20/2122 referred). It was

RESOLVED: To adopt the proposed new Continuous Performance Policy with two amendments agreed by the committee.

- e. Councillors considered a revised Expenses Policy. Members would like approval by both the Clerk and another member of staff and would like 'and RFO' added at 1.4. It was

RESOLVED: to approve the revised Expenses Policy once the revisions have been made.

- f. Members considered a revised Lone Worker Policy. It was

RESOLVED to approve the revised Lone Worker policy.

(Action: Dep Town Clerk make changes and add to handbook by 01.10.21)

EX0921/09 **STRATEGIC PLAN**

Members considered progress on the Strategic Plan.

EX0921/10 **BUDGET 2022/23**

Members considered the need to appoint the Chairs of Committees and a councillor with finance knowledge to an action group to draft the 2022/23 budget. It was

RESOLVED: To appoint the Chairs of Committees and Councillor Gingell to the Budget Action Group to work alongside the Responsible Finance Officer and Clerks to draft the budget proposals for the 2022/23 financial year.

(Action: RFO/Clerks by 20.10.21)

EX0921/11 **JOB DESCRIPTIONS**

Councillors noted that the job descriptions did not show the changes and would like the changes highlighted for them to note. It was

RESOLVED: To bring back the Clerks' Job descriptions to the December Executive meeting with changes highlighted.

(Action: Clerks by 1.12.21)

EX0921/12 **COUNCILLOR EMAILS**

Members approved Diss Town Council exchange mailboxes for all councillors (report ref 22/2122). It was

RESOLVED: To approve the cost of £42 + VAT per month for VMIT to provide up to 14 exchange licenses for all councillors.

(Action: Dep Town Clerk; immediately)

EX0921/13 **HIRE FEES**

Members considered a proposal to offer free access to the Council's facilities to those community groups who are engaged in charitable objectives with no financial gain. It was

RESOLVED: to provide free access to council facilities to those community groups who are engaging in charitable objectives with no financial gain.

(Action: Dep Town Clerk; by 01.11.21)

EX0921/14 **PROGRESS REPORT**

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

EX0921/15 **MEMBER FORUM**

There were no issues relevant to this committee from members for brief discussion, action or inclusion on a future agenda.

EX0921/16 **DATE OF NEXT MEETING**

Members noted that the next meeting of the Executive Committee is scheduled for Wednesday 8th December 2021.

Meeting closed at 20:19.

Chairman: Councillor Gingell