

Diss Town Council

Minutes

Draft

Minutes of the meeting of the **Executive Committee** held in the **Council Chamber** at **Diss Corn Hall** on **Wednesday 3rd December 2025** at **7.15pm**.

Present: Councillors: S. Browne, D. Craggs (Vice-Chair & ex-officio), R. Peaty (Chair), J. Robertson (ex-officio).

In attendance: Sarah Villafuerte-Richards (Town Clerk)
1 member of the public

EX1225/01 Apologies

Councillor's Name	Apologies Received	Absent Without Apology	Reason / Approval
K. Murphy	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
L. Sinfield	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Holiday

EX1225/02 Nomination of Substitute Representatives

There were none.

EX1225/03 Declarations of Interest

There were none.

EX1225/04 Minutes

Members received the minutes of the Executive Committee meetings on Wednesday 3rd September and Wednesday 24th September 2025. It was

Resolved: To approve the minutes of the meetings of the Executive Committee held on Wednesday 3rd and 24th September 2025 as a true record and were signed by the Chair.

EX1225/05 Public Participation

There was one member of the public in attendance observing only.

EX1225/06 Items of Urgent Business

There were no items of urgent business raised.

EX1225/07 Staff Contracts

Members considered a change of wording in the employment contracts following staff feedback. Two clauses in the contract, 7 & 23, have been reworded. It was

Resolved: To approve the amended wording of both clauses 7 & 23 in the revised employment contracts.

(Action: Clerk; immediately)

EX1225/08 Visit Diss

Members reviewed the visuals and timescales for launching the Visit Diss website and Facebook page in the New Year. It was emphasised that this website is generic to ensure the content remains valid when events expire or businesses close for example. Updates will be publicised & shared via the Visit Diss Facebook page with a link to the website. Diss Town Council will manage the tourist feedback quote visuals whilst No. 8 Marketplace representatives focus on the remaining content and engagement on the Visit Diss social media.

(Action: KJ; immediately)

EX1225/09 Accounting Software
Members received an update regarding the Council's accounting software (report 36/2526 referred). It was noted that we have not been able to approve a payment from the Diss Surveyors Allotment Charity account despite several phone calls to Barclays and requests for new authentication cards with the incorrect card sent for the previously closed Town Council account and therefore a move to Unity Trust is likely for the DSAC account also. It was

Resolved: 1. To approve the recommendations to remain with Rialtas and not to move to Scribe or purchase Civic.ly.
2. To review the financial software again once the projects at the Cemetery have been completed.

(Action: RFO; as required)

EX1225/10 Data Protection
Members reviewed the outcomes of the data protection audit. A response from the Data Protection contractor is awaited. Members were happy with progress, which will be regularly reviewed via the progress report. Copies of the General Data Protection Awareness councillor checklist will be brought to the December Full Council meeting for signing by members. It was

Resolved: 1. To approve the timescales for actioning the red risk areas with yellow & green risk areas to follow.
2. That all councillors review and complete the General Data Protection Awareness Councillor Checklist at the December Full Council meeting.
3. To schedule GDPR training for all councillors & staff early in 2026.

(Action: Clerk; immediately / 17.12.25 / 31.01.26)

EX1225/11 Progress Report
Members noted progress on decisions made at the last meeting of this committee. It was noted that councillor Craggs has reviewed the museum lease & will liaise with the Clerk who is prioritising sourcing a new solicitor. The insurance responsibilities require review and there will likely be some legislative updates. Cllr Craggs requested he was sent the other leases which require review.

(Action: DC; by 31.01.25)

EX1225/12 Member Updates
There were no information or issues relevant to this committee from members for brief discussion, action or inclusion on a future agenda.

EX1225/13 Date of Next Meeting
Members noted that the next meeting of the Executive Committee is scheduled to take place on Wednesday 4th March 2025 at 7.15pm.

Meeting closed: 19.51.

Councillor R. Peaty
Chair