

# DISS TOWN COUNCIL

## MINUTES

### DRAFT

Minutes of the meeting of the Executive Committee held in the Council Chamber at Diss Corn Hall on Wednesday 16<sup>th</sup> October 2024 at 7.15pm.

Present: Councillors: D. Craggs  
K. Murphy (ex-officio)  
S. Olander (ex-officio)  
R. Peaty  
J. Robertson  
E. Taylor

In attendance: S. Villafuerte-Richards (Town Clerk/Chief Executive Officer)

*Cllr Taylor chaired the first item in the absence of the Vice-Chair.*

#### **EX1024/01 ELECTION OF CHAIRMAN OF THE EXECUTIVE COMMITTEE**

Members considered the election of a new Chairman of the Executive Committee. It was

**RESOLVED:** to elect councillor Peaty as Chairman of the Executive Committee until the end of the Municipal Year 2024/25.

*Cllr Peaty took the chair.*

#### **EX1024/02 APOLOGIES**

Apologies were received and accepted from councillor Browne.

#### **EX1024/03 ELECTION OF VICE-CHAIRMAN OF THE EXECUTIVE COMMITTEE**

Members considered the election of a new Chairman of the Executive Committee. It was

**RESOLVED:** to elect councillor Craggs as Vice-Chairman of the Executive Committee until the end of the Municipal Year 2024/25.

#### **EX1024/04 NOMINATION OF SUBSTITUTE REPRESENTATIVES**

There were none.

#### **EX1024/05 DECLARATIONS OF INTEREST**

There were none.

#### **EX1024/06 MINUTES**

Members received the minutes of the Executive Committee meeting on 26<sup>th</sup> June 2024. It was

**RESOLVED:** To approve the minutes of the meeting of the Executive Committee held on 26<sup>th</sup> June 2024 as a true record and were signed by the Chair.

#### **EX1024/07 PUBLIC PARTICIPATION**

There were no members of the public in attendance.

#### **EX1024/08 ITEMS OF URGENT BUSINESS**

There were no items of urgent business raised.

#### **EX1024/09 FINANCE**

Members noted that the 2<sup>nd</sup> quarterly financial report will be presented to the October Full Council meeting.

#### **EX1024/10 BUDGET**

Members noted that the locum RFO will be reviewing the council's bank accounts and a report with recommendations to transfer funds into higher interest accounts will be presented to the next full council meeting.

**EX1024/12**      **INTERNAL CONTROL COUNCILLOR**

Members considered the appointment of an additional internal control councillor. It was

RESOLVED:    to appoint councillor Craggs as an additional internal control councillor.

**EX1024/13**      **PROGRESS REPORT**

Members noted progress on decisions made at the last meeting of this committee. It was agreed to push back the revisions to the staffing handbook and review to June 2025. Cllr Taylor offered his time to help with policy reviews.

**(Action: Clerk / ET; by June 2025)**

**EX1024/14**      **DATE OF NEXT MEETING**

Members noted that the next meeting of the Executive Committee is scheduled to take place on Wednesday 15<sup>th</sup> January 2025 at 7.15pm.

**EX1024/15**      **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 the press to discuss the following items which are carefully considered to be of a confidential nature.

**EX1024/16**      **STAFFING**

a) Members considered recommendations (confidential report reference 30/2425) for staff salary increases. Councillor Taylor summarised his views on the staff performance management reviews. He feels the process should be reviewed. It was agreed that the Town Clerk would share the completed performance management reviews with the Chair and Vice-Chair of the Executive committee. It was

RESOLVED:

1. That one salary scale increment is awarded to 10 of the 11 members of staff in the October / November salary payment back paid to April 2024 with a total value of £8,399.

2. That the Chair, Vice-Chair & cllr Taylor of the Executive Committee work with the Clerk to review the performance management policy and recommendations for future consideration by the Executive Committee.

b) Members received a confidential update (report reference 31/2425) regarding staffing. It was agreed that a quotation for the staffing review detailing outcomes would be requested from the Locum RFO.

**(Action: Clerk / KK; by 15.01.25)**

It was

RESOLVED:            To approve the payment of the Clerk's 3.5 days of TOIL accrual from August – September due to the staffing shortfall.

**(Action: Finance Officer / RP; by 25.10.24)**

Meeting Closed: 20:15.

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Councillor Peaty  
CHAIR OF EXECUTIVE