

DISS TOWN COUNCIL

MINUTES

Minutes of the meeting of the Executive Committee held in the **Marriage Room** at **Diss Town Council Offices** on **Wednesday 6th December 2023 at 7.15pm.**

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

In attendance: S. French (Chief Operations Officer/Deputy Town Clerk)
S. Hurst (Responsible Finance Officer)

EX1223/01 **APOLOGIES**
There were none.

EX1223/02 **NOMINATION OF SUBSTITUTE REPRESENTATIVES**
There were none.

EX1223/03 **DECLARATIONS OF INTEREST**
There were none.

EX1223/04 **MINUTES**
Members confirmed that the minutes of the Executive Committee meeting held on 20th September 2023, were a true record and signed by the Chairman.

EX1223/05 **PUBLIC PARTICIPATION**
There were no members of the public present.

EX1223/06 **ITEMS OF URGENT BUSINESS**
There were no items of urgent business.

EX1223/07 **FINANCE**
Members received the 2nd quarterly financial report (ref 43/2223) and noted the contents.

EX1223/08 **BUDGET**
Members considered the Executive committee budget recommendations for 2024/25 budget for approval by Full Council on 20th December 2023 (report ref 44/2223). It was

RESOLVED:

1) To approve the budget allocation for the executive committee-related expenditure of £526,549 and income of £500 to Full Council on 20th December 2023 subject to changes regarding the agreement to new staffing proposals at item 14 on the agenda.

2) To approve the total precept request of £645,390 to Full Council on 20th December including £18,000 to Tree Management Earmarked Reserves subject to agreement to new staffing proposals on item 14 on the agenda.

3) To approve the transfer of £10,593 from the Street Cleaner EMR to the DYCC EMR.
(Action: RFO immediately)

EX1223/09 **POLICIES**
a) Members approved the revised sickness and absence policy.

- b) Members approved a revised Extreme Weather Policy.
- c) Members approved a recommendation by the Infrastructure Committee to adopt the Biodiversity policy as amended.
- d) The Green Corridor Network Action Group are to consider the implementation of the biodiversity policy specifically items b-d, f-l & k.

(Action:COO/CEO immediately)

EX1223/10 **HR EMPLOYMENT SERVICES**

Council members were presented with a report on professional employment services (report ref 45/2324). The consensus among the Council was that adopting these services would result in time savings for staff and equip the Council with specialised knowledge on all HR-related matters. It was

RESOLVED: To appoint Worknest to provide an employment law and HR support service from 7th December allocated to an HR support budget code from 1st April 2024 for 36 months at a total cost of £8,100.

(Action: CEO; immediately)

EX1223/11 **PROGRESS REPORT**

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

EX1223/12 **DATE OF NEXT MEETING**

Members noted that the next meeting of the Executive Committee is scheduled to take place on Wednesday 6th March 2024 at 7.15pm.

EX1223/13 **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.

EX1223/14 **STAFFING UPDATE**

Council members were briefed on the current staffing situation through the presentation of a report (report ref 46/2324). All members had the opportunity to review the CEO's report beforehand. The Chair provided a historical context for the confidentiality of this item, and the report outlined various possibilities regarding staffing changes and corresponding recommendations. It was

RESOLVED:

Please note that this section of the minutes had confidential items discussed, and resolutions made in the confidential session are recorded separately. These minutes are kept in the Clerks Secure folder.

Meeting closed at:

Chairman: Mark Gingell