

DISS TOWN COUNCIL

MINUTES

Minutes of the meeting of the Executive Committee held in the **Council Chamber** at **Diss Corn Hall** on **Wednesday 29th June 2022 at 7.15pm.**

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

In attendance: S. French (Deputy Town Clerk)

EX0622/01 **ELECTION OF CHAIRMAN**

Members elected a new Chairman of the Executive Committee.

RESOLVED: To appoint Councillor Mark Gingell as Chair of the Executive Committee.

(Action: Dep TC; to arrange document update by next meeting)

EX0622/02 **APOLOGIES**

There was one apology received from Councillor E. Taylor.

EX0622/03 **ELECTION OF VICE-CHAIRMAN**

Members elected a new Vice-Chairman of the Executive Committee. It was

RESOLVED: To appoint Councillor K. Murphy as Vice-Chair of the Executive Committee.

(Action: Dep TC; to arrange document update by next meeting)

EX0622/04 **NOMINATION OF SUBSTITUTE REPRESENTATIVES**

Councillor Welch was nominated as a substitute for Councillor Taylor.

EX0622/05 **DECLARATIONS OF INTEREST**

There were none.

EX0622/06 **MINUTES**

Members confirmed as a true record, the minutes of the Extraordinary Executive Committee meeting held on 2nd March 2022.

EX0622/07 **PUBLIC PARTICIPATION**

There were no members of the public present.

EX0622/08 **ITEMS OF URGENT BUSINESS**

Councillor Valori had been nominated as the council representative on the Charity Commission, due to her resignation as a Councillor this item will need to be brought to the next Executive meeting.

(Action: Dep TC; immediately).

EX0622/09 **FINANCE**

- a) Members received a utilities review (report ref 10/2223). Councillors would like clarity around Point 12 which states (our contract should expire 2023). Members would like the RFO to check this point and clarify whether this is correct.
- b) Members received a review of the Asset Register (report ref 11/2223). Some of the figures were queried by members and need clarification/checking. The Chair recommended that the RFO consults with the Executive Chair regarding the figures prior to the meeting and how these are calculated, also, can these be put into a report for next year. The issue of Planters needs to be clarified, in respect to those gifted from SNC. Clerk to update council and whether the planters from Triangle Trust have been included into the insurance and taken on by DTC.

There was much debate by Committee into the frequency of valuations in respect to the item on the agenda. Members would like the Chair to discuss with the RFO, the valuations for rebuild and cost implications, as ideally they would prefer them to be agreed bi-annually. It was

RESOLVED:

1. To amend the resolution to bring the document back in September to revisit the recommendation as in the minutes.
2. Defer the recommended approval until Executive September Meeting 2022. Where it will be discussed and a decision made.

(Action; RFO to bring item back to September Executive meeting).

(Action: RFO; immediately)

(Action; Clerk by next meeting)

EX0622/10

POLICIES

- a) Members approved a revised CCTV Policy. Councillors would like the clerk to check the form to see if it is fit for members of the public, solicitors, and businesses.

(Action: Clerk to check form is adaptable for both public, solicitors and businesses; immediately)

(Action: Dep TC to add to Policy Handbook; immediately)

- b) Members approved a revised Child Safeguarding Policy. Due to the clerk being the Safeguarding officer they would like to ensure that the clerk undertakes some training on safeguarding.

(Action: Clerk to arrange appropriate training as advised above; immediately).

- c) Members approved a revised Maternity, Adoption, Paternity, and parental leave Policy. One amendment needs to be made to point 4, (change to as soon as possible).

(Action: Dep TC to make changes and add to Policy Handbook; immediately).

- d) Members approved a revised Protocol for recording of council meetings Policy.

(Action: Dep TC to add to Policy Handbook; immediately).

- e) Members approved a revised Recording of Officer Decisions Policy.

(Action: Dep TC to add to Policy Handbook; immediately).

- f) Members approved a revised Staff Use of Vehicles on Council Business Policy. Members would like vaping added to point 7.2.

(Action: Dep TC to make changes and add to Policy Handbook; immediately).

RESOLVED: To adopt all policies and add them to the Policy Handbook.

EX0622/11

STRATEGIC PLAN

Members considered progress on the Strategic Plan actions. Members would like the Clerk to update council with progress on footfall within the Town centre.

(Action: Clerk; by next meeting).

EX0622/12

USE OF MARKET PLACE/ MERE'S MOUTH BY NFP / CHARITY ORGANISATIONS

Members approved Free Use of the Council Facilities for NFP and Charity Organisations. It was

RESOLVED: Clerk to determine the free use of the marketplace and Meres mouth for charities and not for profit organisations under her delegated powers.

(Action: Clerk; immediately)

EX0622/13

SPORTS GROUND INCOME

Members noted the changes of income at the Sportsground (report ref 07/2223). Council would like to thank the Deputy Town Clerk for the work completed on this project and the new projected income, moving to a cost neutral position ahead in a much smaller time frame.

EX0622/14

PROGRESS REPORT

Members noted progress on decisions made at the last meeting of this committee. Councillor Browne and Murphy would like it noted that they will look at the work required for the carbon footprint after the summer break

EX0622/15 **MEMBER FORUM**

Members considered information or issues relevant to this committee from members for brief discussion, action, or inclusion on a future agenda.
Council noted that members of the press have not been present to any council meetings since the pandemic and would like the clerk to investigate why this has happened.
(Action: Clerk to investigate why the Press are no longer attending any council meetings; by next meeting).

EX0622/16 **PUBLIC BODIES (ADMISSIONS TO MEETINGS)**

To consider a resolution under the Public Bodies (Admissions to Meetings) Act 1960 and Standing Orders 3d to exclude members of the public and press to discuss the following item which is properly considered to be of a confidential nature.

EX0622/17 **DISS TOWN COUNCIL STAFF REORGANISATION**

Members considered the revised staff structure, job descriptions and associated staffing costs to council (report ref 08/2223). Council would like to thank councillor Wooddissee for the work completed on this project and he stated that he would not have been able to take all the thanks and he extended his thanks to the Clerk and Deputy Clerk for their work on the staff reorganisation.

Council believed that work within the council is currently reactive instead of proactive due to lack of staff and there is a need for a succession plan due to the councils aging workforce. Council agreed that having an apprentice was a great idea and stated they were happy for this to be a new role within the admin team. Councillors discussed point 23 in admin officer role, and they felt that this part of the job specification needed to be removed as it was the role of the clerks to take the minutes. This amendment was proposed, seconded and approved by the members. It was

RESOLVED: That the Executive committee recommend to Full Council at its July meeting the adoption of the new staffing structure, the associated job descriptions, and model.

(Action: Dep TC to inform Clerk to add this agenda item to FC meeting for July; immediately)

EX0622/18 **DATE OF NEXT MEETING**

Members noted that the next meeting of the Executive Committee is scheduled to take place on Wednesday 21st September 2022 at 7.15pm.

Meeting closed at 20.44 hours

Chairman: Mark Gingell