

**DISS TOWN COUNCIL**  
**MINUTES**

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Minutes of the meeting of the Executive Committee held in the **Council Chamber** at **Diss Corn Hall** on **Wednesday 26<sup>th</sup> June 2024 at 7.15pm.**

Present: Councillors: S. Browne (Vice-Chair)  
D. Craggs  
M. Gingell (Chair)  
K. Murphy (Ex-officio)  
J. Robertson  
E. Taylor

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

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**EX0624/01 ELECTION OF CHAIRMAN OF THE EXECUTIVE COMMITTEE FOR THE MUNICIPAL YEAR 2024/25**

Members discussed and elected a new Chairman of the Executive Committee. It was.

**RESOLVED:** To elect Councillor Gingell as the Chairman of the Executive Committee for the Municipal Year 2024/25.

**(Action: Clerk/CEO; immediately)**

**EX0624/02 APOLOGIES**

Apologies were received and accepted from Councillor Peaty and Councillor Olander.

**EX0624/03 ELECTION OF VICE-CHAIRMAN OF THE EXECUTIVE COMMITTEE FOR THE MUNICIPAL YEAR 2024/25**

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

**RESOLVED:** To elect Councillor Browne as the Vice-Chairman of the Executive Committee for the Municipal Year 2024/25.

**(Action: Clerk/CEO; immediately)**

**EX0624/04 NOMINATION OF SUBSTITUTE REPRESENTATIVES**

There were none.

**EX0624/05 DECLARATIONS OF INTEREST**

There were none.

**EX0624/06 MINUTES**

Members confirmed that the minutes of the Executive Committee meeting held on 6<sup>th</sup> March 2024, were a true record and signed by the Chairman.

**EX0624/07 PUBLIC PARTICIPATION**

There were no members of the public present.

**EX0624/08 ITEMS OF URGENT BUSINESS**

There were no items of urgent business to discuss.

**EX0624/09**    **INTERNAL AUDITORS REPORT (FINAL 23-24)**

Members reviewed the Council's internal audit report for the budget year ending 31st March 2024. Councillors were pleased that the focus on VAT compliance was being undertaken, they were happy that the council were now safeguarding public funds and, adherence to best practices was being completed.

Councillors also acknowledged that there were no bad debts this year. Councillors would like all staff to be re-enrolled in the pension scheme following legislative requirements. It was:

**Resolved:** To approve the proposed actions as appropriate responses to the internal audit report recommendations and to forward them to the July FC meeting for ratification.

**(Action: Re-enrolment of Pension for all staff; RFO; by next Executive meeting).**

**EX0624/10**    **NEW STAFFING CONTRACTS & STAFFING HANDBOOK**

Members reviewed and approved new staffing contracts & Staffing Handbook following a review of our HR consultants Worknest which have incorporated all new legislation.

**Contracts -** Councillors reviewed the new contracts provided by Worknest and expressed a preference for minimising working-from-home arrangements. They recommended that any such arrangements be approved by the Executive Committee in conjunction with the Clerk on a case-by-case basis, favouring occasional rather than permanent work-from-home agreements. The Council discussed the section in the contract regarding paying back council-paid courses which in the new contract varied from the already agreed council policy, councillors discussed both options as per the clerk's request. It was.

**RESOLVED:** The Council operates a Return of Service agreement. Any employee receiving training at the Council's expense, which costs £100 or more (or several courses which together cost more than £100) must be aware that should they leave the employment of the Council within one year of completion of the qualification, they may be required to repay all costs associated with the undertaking of such training.

In the case of further education, such as the Certificate in Higher Education or Degree course, employees may be required to repay all costs associated with the study if they leave within two years following the completion of the course.

Decisions will be made on a case-by-case basis by the Executive Committee.

**Handbook -** Councillors reviewed the new handbook produced by Worknest and concluded that additional revisions were necessary before approval. They requested that the handbook align with existing policies and that all highlighted sections be completed to provide clarity on the context. It was

**RESOLVED:** To finalise the revisions to the handbook, ensuring consistency with existing policies and completion of highlighted sections, and to present the updated handbook to the Executive Committee within the next six months.

**(Action: Clerk; by 6 months)**

**EX0624/11**    **PROGRESS REPORT**

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

**EX0624/12**    **DATE OF NEXT MEETING**

Members noted that the next meeting of the Executive Committee is scheduled to take place on Wednesday 18<sup>th</sup> September 2024 at 7.15pm.

**EX0624/13**    **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 to discuss the following item which is carefully considered to be of a confidential nature.

**EX0624/14**    **PHOTOCOPIER SAVINGS**

Members discussed the report regarding the photocopier and agreed that it was a good saving for the council. It was.

**RESOLVED:** To end the contract with the current photocopier contractor and approve the switch to Evolve.

To approve a new contract with a second-hand photocopier at a cost per year of £1795.40 saving the council £730.00 per year.

**(Action: Clerks; immediately)**

**EX0624/15**    **THE CORNHALL**

Members approved a request for work required on the Cornhall roof. It was.

**RESOLVED:** To agree to Ben's Gutters Commercial undertaking the cleaning and essential maintenance of the Cornhall roof for the cost of £2,400.

The funds to come from the Cornhall EMR code.

**(Action: B&FM; immediately)**

**EX0624/16**    **RFO**

Members received a report regarding the RFO position. It was.

**RESOLVED:** That the Clerk collaborate with the Council Leader to develop a new staffing structure and to provide the details to Council during an extraordinary meeting of the Council in July.

**(Action: Clerk; immediately)**

The meeting closed at:

20:55 hours \_\_\_\_\_

Chairman: Mark Gingell