

DISS TOWN COUNCIL
MINUTES

Minutes of the meeting of the Executive Committee held in the **Council Chamber** at **Diss Corn Hall** on **Wednesday 6th March 2024 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)

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

EX0324/01 **APOLOGIES**

There were none.

EX0324/02 **NOMINATION OF SUBSTITUTE REPRESENTATIVES**

There were none.

EX0324/03 **DECLARATIONS OF INTEREST**

There were none.

EX0324/04 **MINUTES**

Members confirmed that the minutes of the Executive Committee meeting held on 6th December 2023, were a true record and signed by the Chairman.

EX0324/05 **PUBLIC PARTICIPATION**

There were no members of the public present.

EX0324/06 **ITEMS OF URGENT BUSINESS**

There were no items of urgent business.

EX0324/07 **POLICIES**

Members considered the revised Data & Document Retention Policy. It was

RESOLVED: To agree and adopt the new revised Data & Document Retention Policy.

(Action: Deputy Town Clerk; immediately)

EX0324/08 **PROGRESS REPORT**

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

EX0324/09 **FINANCE**

Members received the 3rd finance quarterly report (report reference 54/2324 refers). Councillors deliberated on the extent of the underestimated funds in the current budget and received an update from the Chair on the reasons behind the oversight. Additionally, councillors discussed the expenses related to the Corn Hall and the future funding considerations for maintaining the building's structure.

EX0324/10 **INTERNAL CONTROLS**

Members received a report on the Internal Control documents, (report reference 55/2324) they discussed the changes to the documents and agreed on some minor amendments they would like implemented.

- a) Insurance Schedule – No changes required.
- b) Financial Regulations 2024 – The amendments to be implemented were to put 4.2 in bold.

- c) External & Internal Audit Policy – No amendments.
- d) Financial Reserves Policy – No amendments.
- e) Financial Statement Control Policy – Amendments to Appendix 1.3 should state meetings to start in April and then bi-monthly.
- f) Governance and Risk Management Policy – Councillors would like the sudden loss of councillors likelihood looked at again.
- g) Investment Strategy

It was.

RESOLVED: To recommend to Full Council the adoption of the following internal control documents once the minor amendments have been completed.

(Action: Deputy Town Clerk; immediately)

EX0324/11

MEMBER FORUM

Members considered information or issues relevant to this committee from members for brief discussion, action or inclusion on a future agenda.-

Councillors brought up the subject of the performance of the Maintenance Team and their operational strategies, particularly regarding their consistent deployment in pairs and some identified challenges within their workflow. Members expressed a desire for a thorough assessment of the team to be conducted to explore the feasibility of engaging contractors rather than retaining a full-time in-house staff. This assessment should encompass a comprehensive cost-benefit analysis to inform future decision-making. It was suggested that a report detailing these findings be prepared for presentation to Full Council no later than June. This timeline is to ensure that this course of action is considered before the new budgeting cycle.

Additionally, the council deliberated on the recent discussions within the Diss Community noticeboard regarding the recent increase in Diss Town Council's portion of the Council Tax. There was a consensus amongst the councillors to create an informational flyer, the intent of the flyer is to facilitate public understanding of the factors contributing to the increase in their council tax and ensure transparency. This would like the flyer made available on our website for public access.

(Action: Town Clerk; immediately)

EX0324/12

DATE OF NEXT MEETING

Members noted that the next meeting of the Executive Committee is scheduled to take place on Wednesday 26th June 2024 at 7.15pm.

EX0324/13

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 properly considered to be of a confidential nature.

EX0324/14

ACTING RFO UPDATE

Members received a report on updates implemented by the new Acting RFO. (Report reference 56/2324).

EX0324/15

COMMUNITY GOVERNANCE – ACADEMIC STUDY DAY

Members received a report on upcoming academic study days and the associated costs for Council. (Report reference 57/2324). It was

RESOLVED: To agree to the resolutions as per report reference 57/2324.

(Action: Deputy Town Clerk; immediately)

The meeting closed at 20:46

Chairman: Mark Gingell