

# Diss Town Council

## Minutes

**Draft**

Minutes of the meeting of the **Executive Committee** held in the **Council Chamber** at **Diss Corn Hall** on **Wednesday 15<sup>th</sup> January 2025** at **7.15pm**.

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

In attendance: Sarah Villafuerte-Richards (Town Clerk / Chief Executive Officer)  
Cllr Sinfield

### EX0125/01 Apologies

Councillor's Name	Apologies Received	Absent Without Apology	Reason / Approval
S. Olander	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

### EX0125/02 Nomination of Substitute Representatives

Cllr Sinfield substituted for Cllr Olander.

### EX0125/03 Declarations of Interest

Minute No.	Councillor's Name	Personal/Other Interest	Pecuniary Interest	Reason
EX0125/10	All members	<input checked="" type="checkbox"/>	<input type="checkbox"/>	All elected members are entitled to receive councillor allowances

### EX0125/04 Minutes

Members received the minutes of the Executive Committee meeting on Wednesday 16<sup>th</sup> October 2024. It was

**Resolved:** To approve the minutes of the meeting of the Executive Committee held on Wednesday 16<sup>th</sup> October 2024 as a true record and were signed by the Chair.

### EX0125/05 Public Participation

There were no members of the public in attendance.

### EX0125/06 Items of Urgent Business

There were no items of urgent business raised.

### EX0125/07 Financial Regulations

Members reviewed new Financial Regulations based on the NALC Model for recommendation to Full Council. Given the considerable changes to this model compared to the existing version, it was proposed that a working group of the Chair & Vice-Chair of the Executive committee along with the Finance Officer and Clerk meet to edit the model to suit the Council's requirements. It was

**Resolved:** That the Chair and Vice-Chair of the Executive Committee, Clerk and Finance Officer meet to edit the NALC Model Financial Regulations for recommendation to the February Full Council.

**(Action: Clerk / RP / DC / Finance Officer; by 19.02.25)**

### EX0125/08 Banking Review

Members considered proposals (report 46/2425 referred) regarding banking changes for presentation to the February meeting of Full Council. It was agreed that proposals would be run past the Council's internal auditor. It was

**Resolved:** That these recommendations will be presented to the February Full Council meeting.  
**(Action: Clerk; by 19.02.25)**

- EX0125/09 TOIL Policy**  
Members reviewed a proposed amendment to the TOIL policy to include rate of time and a half for all events, not only Carnival. It was also suggested that the Chair and Vice Chair of the Executive committee should act as the 2<sup>nd</sup> & 3<sup>rd</sup> approvers in the absence of the Line Manager. It was
- Resolved:** to approve the two amendments to the TOIL policy.  
**(Action: Clerk; immediately)**
- EX0125/10 Member Allowances Policy**  
Members considered the member allowances policy (report 47/2425 referred). There was discussion regarding the responsibilities of Town Councillors versus smaller parish councillors particularly regular attendance at the Council offices, budgetary accountabilities and commitments outside of meetings. It was
- Resolved:** to continue to pay councillor allowances to elected members.
- EX0125/11 Staff Performance Management Review**  
Members considered a new staff performance management procedure (report 48/2425 referred). Feedback was positive including an improved format that is clear and not too lengthy. They liked the prompts for the line manager and felt that the procedure should better engage employees in the appraisal process. There was a request to remind staff to add individual comments in the box beneath the table and it was noted that the new scheme would be reviewed and refined once used. It was
- Resolved:** To recommend to Full Council the adoption of the new staff appraisal scheme with associated forms, policy and subject to final comments from members and staff.  
**(Action: Clerk; by 19.02.25)**
- EX0125/12 Progress Report**  
Members noted progress on decisions made at the last meeting of this committee.
- EX0125/13 Date of Next Meeting**  
Members noted that the next meeting of the Executive Committee is scheduled to take place on Wednesday 16<sup>th</sup> April 2025 at 7.15pm.
- EX0125/14 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.
- EX0125/15 Staffing Review**  
Members considered an update regarding the staffing review (confidential report 49/2425 referred). It was noted that the head count in the office has reduced by two members but the workload remains the same and therefore a review of staff pay will determine that all staff are being paid fairly and it will be an incentive for recruitment and retention. At least three quotes are being requested for consideration by Full Council although it was noted that one contractor is only able to provide a job evaluation service. The Council's current HR company will be asked to quote. Cllrs Craggs & Taylor offered to assist in the staff review process. It was
- Resolved:** To confirm that the details of the quote provided by LCC are an appropriate specification for the staffing review to ensure that quotes are comparable when considered by Full Council.  
**(Action: Clerk; by 19.02.25)**

Meeting closed: 8.14pm.

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Councillor R. Peaty  
Chair