



COMMITTEE MEMBERSHIP:

S. Browne, D. Craggs (Acting Vice-Chair), K. Murphy (ex-officio),
S. Olander (ex-officio), R. Peaty (Acting Chair), J. Robertson, E. Taylor

FOR INFORMATION:

D. Collins, A. Goulder, S. Kiddie, A. Kitchen, L. Sinfield, J. Welch
Town Clerk

Diss Express

DISS TOWN COUNCIL

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TOWN CLERK (CEO)

Mrs S Villafuerte-Richards (CiLCA)

Our ref: EX 16.10.24

Date: 11/10/2024

NOTICE OF MEETING

Dear Members of the Public and Press,

You are cordially invited to attend a meeting of **Executive Committee** to be held in the **Council Chamber** at **Diss Corn Hall** on **Wednesday 16th October 2024** at **7.15pm** to consider the business detailed below.

Town Clerk/Chief Executive Officer

AGENDA

- 1. Election of Chairman of the Executive Committee**
To elect a new Chairman of the Executive Committee until the end of the Municipal Year 2024/25.
- 2. Apologies**
To receive and consider apologies for absence.
- 3. Election of Vice-Chairman of the Executive Committee**
To elect a new Vice Chairman of the Executive Committee until the end of the Municipal Year 2024/25.
- 4. Nomination of Substitute Representatives**
To note nominated substitute representatives attending in place of those who have sent their apologies.
- 5. Declarations of Interest and Requests for Dispensations¹**
To note any declarations of member's pecuniary and/or non-pecuniary/other interests pertaining to items on the following agenda, to note any dispensations granted in respect of business to be discussed and to consider any requests for dispensations.
- 6. Minutes**
To confirm as a true record, the minutes of the Executive Committee meeting held on 26th June 2024. (copy herewith)

- 7. Public Participation**
To consider a resolution under Standing Orders 3d to 3h to suspend the meeting to hear comments from members of the public on items to be discussed on the agenda (*the period of designated time for public participation is 20 minutes unless directed by the Chairman of the meeting and individual members of the public are entitled to speak for a maximum of five minutes each*).
- 8. Items of URGENT business**
To discuss any item(s) of business which the Chair or Town Clerk has previously been informed at least 24 hours before the meeting and decides should be considered as a matter of urgency (*councillors are reminded that no resolutions can be made under this agenda item*).
- 9. Finance**
To note that the 2nd quarterly financial report will be presented to the October Full Council meeting.
- 10. Budget**
To note that a budget briefing document will be presented to the October meeting of Full Council.
- 11. Banking**
To note that the Locum RFO will be reviewing the Council's bank accounts and a report with recommendations to transfer funds into higher interest accounts will be presented to the next Full Council meeting.
- 12. Internal Control Councillor**
To appoint councillor Craggs as the Council's new Internal Control Councillor.
- 13. Progress report**
To note progress on decisions made at the last meeting of this committee (copy herewith).
- 14. Date of Next Meeting**
To note that the next meeting of the Executive Committee is scheduled to take place on Wednesday 15th January 2025 at 7.15pm.
- 15. 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 in order to discuss the following items which are properly considered to be of a confidential nature.
- 16. Staffing**
 - a) To consider recommendations (report reference 30/2425 herewith) for staff salary increases.
 - b) To receive an update (report reference 31/2425 herewith) regarding staffing.

NOTES

1 - Council has a statutory legal duty under the Localism Act 2011 s2 and has adopted a code dealing with the conduct that is expected of members in order to promote high standards of conduct as required by the Act. Members' disclosable pecuniary interests are kept on a register available to view on the Council's website. Allegations about the conduct of a councillor may be made to the district council's monitoring officer. Diss Town Council has also adopted a dispensation policy.

The reports and enclosures referred to in this agenda are available (unless marked confidential) for public inspection on our website.

DISS TOWN COUNCIL

MINUTES

DRAFT

Minutes of the meeting of the Executive Committee held in the **Council Chamber** at **Diss Corn Hall** on **Wednesday 26th 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)

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 6th 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 18th 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 £4,200.

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

Progress Report

Committee	Minute Ref	Subject	Action	Assigned to	Timescale	Comments or further action
Executive	EX0624/01	Election of Chairman of The Executive Committee for The Municipal Year 2024/25	To elect Councillor Gingell as the Chairman of the Executive Committee for the Municipal Year 2024/25.	Clerk/CEO	Immediately	On agenda
Executive	EX0624/03	Election of Vice-Chairman of The Executive Committee for The Municipal Year 2024/25	To elect Councillor Browne as the Vice-Chairman of the Executive Committee for the Municipal Year 2024/25.	Clerk/CEO	Immediately	On agenda
Executive	EX0624/09	Internal Auditors Report (Final 23-24)	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.	Re-enrolment of Pension for all staff; RFO	18.09.24	Completed
Executive	EX0624/10	New Staffing Contracts & Staffing Handbook	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.	Clerk	6 months	No update
Executive	EX0624/14	Photocopier Savings	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.	Clerk	Immediately	Contract in place
Executive	EX0624/15	The Cornhall	To agree to Ben's Gutters Commercial undertaking the cleaning and essential maintenance of the Cornhall roof for the cost of £4,200. The funds to come from the Cornhall EMR code.	B&FM	Immediately	Completed. Company recommends annual clean and could not access the gutters at the front due to pigeon proofing.
Executive	EX0624/16	RFO	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.	Clerk	Immediately	It was agreed at FC that a staffing review would be undertaken in due course. Proposed that this is undertaken in 2025 once the budget is agreed and existing staffing arrangements bed in.