

DISS TOWN COUNCIL
MINUTES

Minutes of the extraordinary meeting of the **Town Council** held in the **Council Chamber** at **Diss Corn Hall** on **Wednesday 28th August 2024** at **7.15pm.**

Present: Councillors: D. Collins
D. Craggs
A. Goulder
S. Kiddie
A. Kitchen
K. Murphy
S. Olander (Chair / Ex-officio)
R. Peaty
L. Sinfield
E. Taylor (Vice-Chair / Ex-officio)
J. Welch

In attendance: Sarah Villafuerte-Richards (Town Clerk/Chief Executive Officer)
1 member of the public

FC0824/01 **APOLOGIES**

Apologies were received and accepted from councillor Robertson.

FC0824/02 **DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS**

There were none.

FC0824/03 **MINUTES**

Members received the minutes of the Full Council meeting on 17th July 2024. It was

RESOLVED: To approve the minutes of the meetings of Full Council held on 17th July 2024 as a true record and signed by the Town Mayor.

FC0824/04 **PUBLIC PARTICIPATION**

There was one member of the public present observing only.

FC0824/05 **FINANCE**

- a) Members received a request for changes to budget coding for expenditure on pest control. It was

RESOLVED: to approve the changes to budget coding for expenditure on pest control (minute reference F0724/10) from 4425 (Health & Safety) to 4540 (DYCC) and 4060 (Town & Park).

(Action: Finance Officer; 30.09.24)

- b) Members approved a change to budget coding for expenditure on allotment hedge cutting. It was

RESOLVED: to approve a change to budget coding for expenditure on allotment hedge cutting (minute reference F0524/15) from Community Infrastructure Levy to 4020.

(Action: Finance Officer; 30.09.24)

FC0824/06 **DATE OF NEXT MEETING**

Members noted that the next meeting of Full Council is scheduled for Wednesday 11th September 2024 at 7.15pm.

It was noted that the resignation of councillor Gingell has been received and due process will be followed.

FC0824/07 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 items which are properly considered to be of a confidential nature.

FC0824/08 DYCC

Members considered a recommendation for expenditure of funds on a feasibility study to determine the future development of the Diss Youth & Community Centre. Cllr Goulder presented slides regarding the progress of the Action Group. It was noted that the feasibility study will consider a number of options, determine the likely demand for community facilities, engage with relevant stakeholders & provide projected levels of income and operating costs to ensure best value for the community. A funding bid is being submitted which is hoped will cover the costs of the study, South Norfolk District Council has been supportive of the process and the study should be completed before the end of the year. It was

RESOLVED: to approve expenditure of up to £10,000k from Earmarked Reserves Diss Youth & Community Centre on appointing FMG Consulting Ltd to undertake the feasibility study.

(Action: Clerk; immediately)

FC0824/09 STAFFING

Members received an update regarding the Responsible Finance Officer position and a recommendation for a short-term staffing solution (confidential report 23/2425 referred).

There was discussion regarding how best to cover the financial and administrative gaps both in the short and longer term. It was noted that longer-term a higher qualified RFO for fewer hours should be considered potentially as a job share with another local town. It was

RESOLVED: A) to review the required specified administrative tasks, associated additional hours and corresponding salary scale point over a 6-month trial period for discussion with the Office Administrator.

(Action: Clerk; immediately)

B) Subject to A, to request that LCC find a Locum Responsible Finance Officer / Deputy Town Clerk to work 24 - 30 hours per week for up to six months from mid-September.

(Action: Clerk; immediately)

C) to consider appointing a management consultancy to review longer-term staffing needs.

(Action: Clerk; Jan 2025)

Meeting Closed: 8.47pm.

Councillor Murphy
TOWN MAYOR