

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

*The Chair reminded members of Standing Orders and abiding by them including standing to speak and not speaking over others.*

Minutes of the meeting of the **Town Council** held in the **Council Chamber** at **Diss Corn Hall** on **Wednesday 12<sup>th</sup> June 2024** at **7.15pm.**

Present: Councillors: S. Browne, A. Goulder, S. Kiddie, A. Kitchen, K. Murphy (Chair), R. Peaty, J. Robertson, E. Taylor & J. Welch

In attendance: Sarah Villafuerte-Richards (Town Clerk/Chief Executive Officer)  
Sonya French (Deputy Town Clerk / RFO Temporary)  
County / District Councillor Kiddie  
District Councillor Minshull  
1 member of the public

**FC0624/01 APOLOGIES**

Apologies were received and accepted from councillors Collins, Craggs, Gingell and Sinfield.

**FC0624/02 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS**

<b>Minute No.</b>	<b>Councillors Name</b>	<b>Personal /Other Interest</b>	<b>Pecuniary Interest</b>	<b>Reason</b>
FC0624/12	J. Robertson	X		This councillor is a Trustee of Diss Parochial Charity.

**FC0624/03 MINUTES**

Members received the minutes of the Full Council meeting on 8<sup>th</sup> May 2024. It was

**RESOLVED:** To approve the minutes of the meetings of Full Council held on 8<sup>th</sup> May 2024 as a true record and signed by the Town Mayor.

**FC0624/04 PUBLIC PARTICIPATION**

There were 3 members of the public in attendance. County / District Councillor Kiddie explained that the period of purdah period due to the forthcoming election will restrict what update he can give. The potholes on Shelfanger Road & Walcot Green were filled by a new piece of equipment. Unfortunately, the Beacon cycle signage has been vandalised - sprayed green & turned to face the wrong way. The swimming pool project is going well. When they moved the sauna there was no floor underneath, which is an additional unexpected cost. He will be attending a meeting tomorrow for an update on the John Grose site development project & there is a suggestion that a wellbeing hub will be sited on the additional John Grose land on the south side of Park Road.

In his capacity as Chair of the Health & Safety committee at Diss High School he is awaiting the report from the audit undertaken today. The school has been undertaking a huge amount of work to ensure compliance. He asked for volunteers to assist on Sunday with the road closures for Carnival and should meet him at he school at 11.30am.

District Councillor Minshull confirmed that the Clare House development is due to be completed this week and members have been invited to its opening on Monday. It should have paid for itself within one year and will then be making money instead of losing funds. The District Council celebrated its 50<sup>th</sup> birthday in May as did the Town Council as was

formed from the Diss Urban District Council in 1974. He encouraged members to sign up to the World Café being held on Saturday 13<sup>th</sup> July at Diss Football Club for which they will be given an incentive of £20 and refreshments to provide views on different subjects. A future topic for this event will be to consider a Women's Charter – a safer place for ladies to live, work & thrive.

Former Town Councillor George Waterman spoke of his recent co-option to Roydon Parish Council. He explained the background behind his decision which included having more time alongside his new job than he expected particularly with the support of his partner. He wants to continue to support the Town Council with projects and feels that he will be able to develop stronger links between the two parishes in his new role.

**FC0624/05**    **ITEMS OF URGENT BUSINESS**

There were no items of urgent business raised.

**FC0624/06**    **FINANCE**

- a) Members noted bank outgoings for May 2024.
- b) Members noted the Income & Expenditure reports for April & May 2024.
- c) Members noted the Earmarked Reserves reports for April & May 2024.

**FC0624/07**    **ANNUAL ACCOUNTS 2023/24**

Members considered and approved the annual accounts for the financial year to 31st March 2024. The Officers involved were complimented for their hard work and well-presented documentation.

**FC0624/08**    **ANNUAL AUDIT 2023/24**

- a) Members considered the Annual Audit 2023/24 documents and

RESOLVED:

- a) To approve the Annual Internal Audit report of the Annual Governance & Accountability Return.
- b) To approve Section 1 of the Annual Governance & Accountability Return (Annual Governance Statement) for the Financial Year ending 31<sup>st</sup> March 2024. The statements were read out and the document was signed by the Chair & Clerk.
- b) To approve Section 2 of the Annual Governance & Accountability Return, which the Chair signed.
- c) To approve the dates for the notice of public rights and publication of unaudited Annual Governance & Accountability Return.

**(Action: RFO; immediately)**

**FC0624/09**    **MAYOR'S CADETS**

Members considered appointing Mayor's Cadets to serve until the end of the 2025 mayoral year. There was discussion about the two nominations for Air Cadet and agreed that members would support the recommendation with the second Cadet being a Deputy. It was

RESOLVED: That Sergeant Dobell was appointed as the Mayor's Cadet (Air), Corporal Eleanor Lamb as the Mayor's Cadet (Army) & Sgt Williams as the Deputy Mayor Cadet (Air).

**(Action: Clerk; immediately)**

**FC0624/10**    **CODE OF CONDUCT**

Members considered the model Code of Conduct for Diss Town councillors last reviewed in March 2023 with no proposed amendments. A minor amendment was proposed at 8.1 c) changing the word 'equalities' to 'equality'. It was noted that the South Norfolk District Council Monitoring Officer consider any breaches of the Code. It was

RESOLVED: to approve the model Code of Conduct subject to amendment at 8.1 c.

**(Action: Clerk; immediately)**

**FC0624/11 DISPENSATION POLICY**

Members reviewed the Council's Dispensation policy with no proposed amendments. It was

RESOLVED: to approve the Dispensation policy.

**(Action: Clerk; immediately)**

**FC0624/12 REPRESENTATIVES ON OUTSIDE BODIES**

Members considered and re-appointing Mrs Janet Blight as Trustee to Diss Parochial Charity from 1<sup>st</sup> August 2024 for four years. It was

RESOLVED: To re-appoint Mrs Janet Blight as Trustee to Diss Parochial Charity from 1<sup>st</sup> August 2024 for four years.

**(Action: Clerk; immediately)**

**FC0624/13 SCHEDULE OF MEETINGS**

This was no longer a requirement to consider this item.

**FC0624/13 PROGRESS REPORT**

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

**FC0624/14 DATE OF NEXT MEETING**

Members noted that the next meeting of Full Council is scheduled for Wednesday 31<sup>st</sup> July 2024 at 7.15pm.

**FC0624/15 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.

**FC0624/16 DISS YOUTH & COMMUNITY CENTRE**

Members received a *confidential* update regarding the outcomes of the Action Group meetings relating to the DYCC. Five options are being considered, two in addition to the three discussed at recent meetings. The Group has been talking to key stakeholders including South Norfolk District Council with whom they are meeting next week. They are awaiting a structural survey of the DYCC to determine whether it can support a new roof (options 1/2). The current deficit on the DYCC is high and it has been confirmed that business rates are still payable despite reduced usage and discussions are ongoing with current tenants. It was noted that this is a long-term project for which significant funding will be required. The Group will report back again at the next meeting of Full Council.

**(Action: DYCC AG; by 25.07.24)**

**FC0624/17 ANGLIAN GARDEN MEMORIAL**

Members received a *confidential* report (06 / 2425) regarding a proposal to replace and install a new raised sleeper bed for the Anglian Garden Memorial. There was discussion regarding the number of quotes provided and whether the roots of the tree which have in part caused the movement will lead to a reoccurrence of the problem in another 10 years. The workmanship of the recommended contractor is highly regarded and they are using durable materials secured to a solid base that should be long-lasting. It was

RESOLVED:

1. To liaise with the Council's tree surgeon to determine whether the roots of the tree are likely to cause future movement post-works. With assurances from the tree surgeon to go ahead with recommendations 2 and 3 below.
2. To appoint the Garden project Team to complete the works at Anglian Garden for the price of £9,283.00 plus VAT.
3. To utilise Community Infrastructure Levy funds to cover the cost of this enhancement to the town centre.

**(Action: Deputy Town Clerk / Facilities & Buildings Manager; by 31.08.24)**

Meeting Closed: 8.18pm.

*Cllr Robertson thanked the DDAY80 committee lead by the Clerk for putting on such a fitting, well-organised and attended event on 6<sup>th</sup> June.*

*Post-meeting note – a message of apologies was received from councillor Olander at 6.45pm but not seen until after the meeting.*

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Councillor Murphy  
TOWN MAYOR