

# DISS TOWN COUNCIL MINUTES

Minutes of the meeting of the **Executive Committee** held in the Council Chamber at Diss Corn Hall on **Wednesday 5<sup>th</sup> September 2018** at **7:15pm.**

Present: Councillors S. Browne  
N. Howard (Chair)  
C. Liggett  
J. Robertson  
E. Taylor  
F. Wenman  
T. Wenman (ex-officio)

In attendance: Miss S. Richards (Town Clerk)

**EX0918/01**

## **APOLOGIES**

Apologies were received from Councillors Gibson and Mason.

**EX0918/02**

## **NOMINATION OF SUBSTITUTE REPRESENTATIVES**

There were none.

**EX0918/03**

## **DECLARATIONS OF INTEREST<sup>1</sup>**

There were none.

**EX0918/04**

## **MINUTES OF THE LAST MEETING**

It was

RESOLVED: That the minutes of the meeting of the Executive Committee held on 12<sup>th</sup> July 2018 were a true record and were duly signed by the chairman.

**EX0918/05**

## **PUBLIC PARTICIPATION**

Councillors considered a resolution under Standing Orders 3 d., e., f., g., & h. to suspend the meeting and receive comments from members of the public on items to be discussed on the agenda. There were no members of the public in attendance.

**EX0918/06**

## **ITEMS OF URGENT BUSINESS**

There were none.

**EX0918/07**

## **ACTION REPORT**

a) Councillors received an update regarding the review of Council's priorities. The document presented at the last meeting has been reviewed & a revised action plan has been devised, which will help to manage key projects going forwards.

**(Action: All; by 11.10.18)**

b) The revised Action Groups document was not available for review. It was

RESOLVED: That the Action Groups document is reviewed by the relevant committee Chairs with an update for the next meeting of this committee.

**(Action: SO/NH; by 11.10.18)**

c) Councillors noted the progress of actions since the last meeting including relevant human resources matters. It was reported that a site meeting had taken place to review the existing planters but that the sleepers surrounding the Madgett's Walk garden bed required replacement. It was noted that the Council's existing gardener is only contracted to maintain the beds until the end of September, so an alternative supplier may need to be sought.

**(Action: SB/MM; by 11.10.18)**

**EX0918/08**

## **BANKING**

a) Councillors received a report & recommendations (06/1819) from the Responsible Finance Officer regarding the Council's banking options. It was noted that the smart cards allow signatories to approve payments in conjunction with the reader and there was discussion

around the practicalities regarding the number of readers. Subject to confirmation that it was not Full Council which resolved to consider using Barclays, it was

- RESOLVED: i) To migrate Council's current accounts to Barclays.Net  
ii) To purchase nine smart cards and four smart card readers  
iii) To request a Barclaycard Flex credit card facility

**(Action: RFO; immediately)**

- b) Councillors noted that a review of the Council's investment options will follow.

**EX0918/09**

**BUDGETING**

- a) Councillors received information regarding the responsibilities of the Town Council for the three aspects of the Heritage Triangle Project and considered budgeting implications. It was noted that the highlighted rows indicated comments from the Project's Programme Manager, the additional text was the Clerk's responses to such & that quotations are awaited for some items. It was noted that lease / license arrangements with the Corn Hall Trust & Heritage Triangle Trust would need to be reviewed to reflect ongoing responsibilities. The Project will be fully completed to include the Arts & Heritage Activity Plan in the Spring when the final monies are released from the Heritage Lottery Fund. It was

- RESOLVED: i) for the Action Group of Councillors Gibson, Liggett, Wenman and the Heritage Triangle Programme Manager to review the responsibilities for Heritage Triangle Project document  
ii) agree respective responsibilities with the Diss Corn Hall Trust & Heritage Triangle Trust alongside any resultant amendments to the lease / license arrangements  
iii) for the Action Group to make recommendations to Full Council on the above.

**(Action: CL / MG / TW / SM-K; by 15.11.18)**

**EX0918/10**

**HUMAN RESOURCES**

- a) Councillors received an update regarding the recruitment of the Deputy Town Clerk. Five interviews have been scheduled for week commencing 13<sup>th</sup> September and several candidates have local government and business management experience.
- b) Councillors noted the requests from two Officers of Council to review their job roles in light of the additional work responsibilities they have. It was noted that this would be reviewed post recruitment of the Deputy Town Clerk.
- c) Councillors received information regarding mobile phones for two members of staff. It was noted that the best value deals are being sought to provide staff with good network coverage and required functionality. There would be a one-off expenditure of up to £400 to purchase the devices with sim only deals of around £12 per month thereafter. It was

- RESOLVED: to purchase two mobile phones for the Clerk and Maintenance Manager with sim-only contract deals.

**(Action: Clerk; immediately)**

**EX0918/11**

**POLICY REVIEWS**

- a) Councillors received report reference 07/1819 regarding the review of Council policies. Councillor Taylor was thanked for his work on reviewing the policies. It was noted that only the policies and not the associated appendices had been reviewed. It was

- RESOLVED: i) To approve the appraisal policy with a subsequent review of the probationary assessment form  
ii) To approve the new Computer, Internet & Communications policy  
iii) To approve the non-employment related policies

**(Action: Clerk; immediately)**

- b) Councillors noted that the Council's communications strategy will be reviewed and presented to a future meeting of this committee.

**EX0918/12**

**COMMUNITY LIAISON**

- a) Councillors received an update on Council-owned site signage. A map of all existing signage is being drawn up to include highways signs, finger posts and town centre maps. This will be used to inform the meeting of all key stakeholders, which is proposed for the Autumn. Proposals for improved signage were welcomed.

**(Action: Clerk / SO; by 28.09.18)**

- b) Councillors received an update from the Council's Grants Panel. It was

RESOLVED: That a meeting of the Council's Grant Panel will take place in the next few weeks to consider the two applications received and review the grant monitoring form.

**(Action: TW / FW / NH / JR; by 19.09.18)**

**EX0918/13 WILDLIFE GARDENS LEASE**

Councillors received information on the proposed Heads of Terms regarding the lease of the Wildlife Gardens behind the Council Offices to the Diss Heritage Triangle Trust. The Trust has confirmed that they would be happy to support an exchange of letters between the two parties rather than a lease at considerable cost. Public & employer liability insurance cover would need to be reviewed. It was noted that plans to refurbish and install the swootman plough lower down in the gardens are being drawn up, that the Trust has agreed to donate 50% of the income from the plaques to the Town Council to support ongoing maintenance and that they had funds to support other work in the gardens. The Trust has taken on responsibility for the Triangle planters & has scheduled a planting day for 23<sup>rd</sup> September and covers and/or feet for such would be investigated to minimise damage particularly to the resurfaced areas. It was

RESOLVED: That the advice of the Council's solicitor would be sought regarding the proposed letter drafted by the Heritage Triangle Trust regarding the ongoing maintenance of the wildlife gardens.

**(Action: Clerk; immediately)**

**EX0918/14 STREETLIGHTING**

It was noted that the Streetlighting Sub-Group had not yet met, and it was

RESOLVED: That the Streetlighting Sub-Group would meet to review the figures and the Clerk would confirm timelines with the District Council for the transfer of streetlights to the Town Council.

**(Action: TW / SB / MC / MG /Clerk; immediately)**

**EX0918/15 EXECUTIVE SUB-GROUP**

Councillors noted that the Executive Sub-Group will review internal processes once the Deputy Town Clerk has been recruited.

**EX0918/16 MEMBER FORUM**

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

**EX0918/17 DATE OF NEXT MEETING**

Councillors noted that the next meeting of the Executive Committee is scheduled for 10<sup>th</sup> October 2018.

Meeting Closed: 8.58pm.

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Chairman: Councillor Howard