

DISS TOWN COUNCIL MINUTES

Minutes of the meeting of the **Executive Committee** held in the Council Chamber at Diss Corn Hall on **Wednesday 7th November 2018** at **7:15pm.**

Present: Councillors N. Howard (Chair)
J. Mason
J. Robertson
E. Taylor

In attendance: Miss S. Richards (Town Clerk)

EX1118/01 APOLOGIES

Apologies were received from Councillors Browne, Gibson, Liggett & F & T Wenman.

EX1118/02 NOMINATION OF SUBSTITUTE REPRESENTATIVES

There were none.

EX1118/03 DECLARATIONS OF INTEREST

There were none.

EX1118/04 MINUTES OF THE LAST MEETING

It was

RESOLVED: That the minutes of the meeting of the Executive Committee held on 5th September 2018 were a true record and were duly signed by the chairman.

EX1118/05 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.

EX1118/06 ITEMS OF URGENT BUSINESS

There were none.

EX1118/07 ACTION REPORT

a) It was noted that revised Action Group document would be reviewed at the next meeting. It was

RESOLVED: to defer the Action Group review until the next meeting.

(Action: NH / Clerk; by 29.11.18)

b) Councillors noted the progress of actions since the last meeting including relevant human resources matters. It was agreed that the Council's IT support requirement should be a priority, and due to capacity issues with DropBox, attachments from the Clerk would be forwarded in the short term. It was also noted that the action to set up dedicated councillor emails would be on hold until IT support is resolved.

(Action: Clerk; by 29.11.18)

EX1118/08 DRAFT BUDGET

Councillors reviewed the first draft budget headline information for 2019/20 report reference 09/1819 referred. It was noted that the summary spreadsheet includes the estimated income and expenditure data for top-line budget headings, the likely maximum expenditure has been predicted in all cases with a contingency in most to account for inevitable unpredicted expenses. Key discussion points included the costs of running facilities outweighing income received & excluded the staff cost attributed to such; the unchanged fee for the Cemetery bungalow; the grant allocation particularly given the availability of the Diss Surveyors Allotment Charities funds and the increased costs of maintenance at the Corn Hall.

There was discussion around reducing the burden on Diss taxpayers of covering the cost of facilities used by neighbouring parishes, increasing fees to offset expenditure, undertaking further cost reduction exercises particularly regarding utilities, exploring ways of generating additional income and

reviewing staffing costs. It was also noted that the grant passed from central government has stopped, that the Council is charged with achieving best value for taxpayers & consideration should be given to those activities we must do versus what the Council would like to achieve for the town. There was also discussion around an appropriate percentage of precept, community involvement in budget setting, the requirement to make difficult decisions, that the budget document is constantly evolving & the communications around the impact of the streetlighting becoming the responsibility of the Council from April 2019.

EX1118/09 **POLICY REVIEWS**

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

EX1118/10 **COUNCIL'S RESILIENCE PLAN**

Councillors received an update on the review of the Council's Resilience Plan. Members were advised that a review of the District Council's detailed emergency plan has informed the outline for the Council's Resilience Plan, which would be presented in its draft form in the New Year. There was also a question around higher tier authority guidance for Parish Councils regarding any plans for a no deal Brexit situation.

(Action: Clerk / JR; by 03.01.19)

EX1118/11 **MEMBER FORUM**

Councillors considered information and issues relevant to this committee from members for brief discussion, action or inclusion on a future agenda. There was a request to receive minutes of meetings within a few days of meetings and the drafting of a celebratory events calendar to ensure the Council can consider appropriate involvement.

(Action: Clerk; immediately)

EX1118/12 **DATE OF NEXT MEETING**

Councillors noted that the next meeting of the Executive Committee is scheduled for 5th December 2018.

Meeting Closed at 9pm.

Chairman: Councillor Howard