

DISS TOWN COUNCIL MINUTES

Minutes of the meeting of the **Executive Committee** held in the Council Chamber at Diss Corn Hall on **Thursday 12th July 2018** at **7:15pm.**

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

In attendance: Miss S. Richards (Town Clerk)
One member of the public

EX0718/01 **APOLOGIES**
There were no apologies.

EX0718/02 **NOMINATION OF SUBSTITUTE REPRESENTATIVES**
There were none.

EX0718/03 **DECLARATIONS OF INTEREST** ¹
There were none.

EX0718/04 **MINUTES OF THE LAST MEETING**
It was

RESOLVED: That the minutes of the meeting of the Executive Committee held on 30th May 2018 were a true record and were duly signed by the chairman.

EX0718/05 **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 was one member of the public in attendance who spoke on item 15 regarding the Community Planter Project. The rationale behind the initiative is to engage local community groups in taking on responsibility for maintaining garden beds around the town including those owned by the Town Council but he requires additional support of the Town Council in getting the initiative off the ground.

EX0718/06 **ITEMS OF URGENT BUSINESS**
There were none.

EX0718/07 **ACTION REPORT**
a) Councillors reviewed a list of outstanding Council projects that have been committed to over the years, some of which are incorporated in the Strategy Action Plan and most relate to Council owned property. It was

RESOLVED: to set up an Action Group of Councillors Howard & Liggett and the Clerk to review the Council's priorities.

(Action: NH/CL/Clerk; by 20.07.18)

b) Councillors received an update from the Chairs regarding a proposal to consolidate Task & Finish Groups (T&FG). It was agreed that T&FGs should be renamed to Action Groups, with the number of members limited & a lead allocated to each one. Chairs will share progress against actions at the Chairs meeting with the Council Leader and report back to the relevant committee.

(Action: Clerk / Chairs / JM; as appropriate)

- c) Councillors noted the progress of actions since the last meeting including relevant human resources matters.

EX0718/08 **BANKING**

Councillors considered giving delegated authority to the Responsible Finance Officer to review and make recommendations regarding the Council's banking options including investments. It was

RESOLVED: to give delegated authority to the Responsible Finance Officer to review and make recommendations regarding the Council's banking options including investments.
(Action: RFO; immediately)

EX0718/09 **HUMAN RESOURCES**

a) Councillors reviewed the Admin Wages budget in light of staffing changes. It was noted that additional costs would be incurred from paying two Clerks for several months and the fixed term to permanent contract change. It was recommended that Earmarked Reserves is utilised to cover these additional costs and that the job description of the existing Finance Assistant role will be broadened to include administrative duties. It was

RESOLVED: To use Earmarked Reserves to pay for the additional wages costs & appoint a permanent Finance / Administrative Assistant.
(Action: RFO/Clerk; immediately)

b) Councillors noted that one application has been received for the remaining Councillor vacancy, which was being promoted up to the deadline of 9th July.

EX0718/10 **GENERAL DATA PROTECTION REGULATION**

Councillors received an update on progress towards complying with the General Data Protection Regulation. It was noted that the file document will be distributed to all councillors imminently with databases yet to be reviewed. It was

RESOLVED: to circulate the GDPR file document to all councillors and review databases.
(Action: Clerk; 31.07.18)

EX0718/11 **COUNCIL'S RESILIENCE PLAN**

Councillors received an update from Councillor Robertson regarding the Council's Resilience Plan. It was noted that responses are awaited from the three emergency services before approaching the higher tier authorities to determine how the Town Council can support pre-existing plans.

(Action: JR; by 30.08.18)

EX0718/12 **POLICY REVIEWS**

- a) Councillors noted the review all policies is underway, and recommendations will be put forward at the September meeting of this committee
- b) Councilors noted that the Council's communications policy will be reviewed along with a proposal for improved communications, which will be presented to the September meeting of this committee.

EX0718/13 **COMMUNITY LIAISON**

a) Councillors received an update on Diss Matters. Progress has been stalled as it has not been possible to reach Archant who had agreed to provide space in the Diss Mercury for a reduced version of the publication at no cost. There was discussion around using other channels of communication such as the electronic screen on the former Tourist Information Centre.

(Action: K H-C / NH; immediately)

b) Councillors received an update on the website. It was noted that the meeting minutes are now available from a prominent position on the Council's homepage to ease navigation and that new photos of the area would be incorporated in due course.

(Action: K H-C; by 30.08.18)

c) Councillors received an update on Council-owned site signage including town centre maps. It was noted that a meeting of key stakeholders would be scheduled and that a plan of existing signage would be prepared in advance including input from the District Council. It was

RESOLVED: i) to prepare a plan of existing town centre signage

ii) to schedule a meeting of key stakeholders to make recommendations for improved town centre signage.

(Action: Clerk / SO; by 30.08.18)

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

RESOLVED: for the members of the Council's Grant Panel to meet and review the requirement for a monitoring form.

(Action: NH / FW / JR; 30.08.18)

EX0718/14 WILDLIFE GARDENS LEASE

Councillors received information regarding the proposed Heads of Terms regarding the lease of the Wildlife Gardens behind the Council Offices to the Diss Heritage Triangle Trust. It was noted that given the associated legal costs of drawing up a lease for both parties, it was prudent to review the requirement for such with the HTT prior to reviewing the draft terms.

(Action: Clerk; by 30.08.18)

EX0718/15 COMMUNITY PLANTER PROJECT

Councillors received an update regarding the Community Planter Project and considered Council support of such. It was noted that the Diss Surveyors Allotment Charity might be able to financially support such a project. It was

RESOLVED: That Councillor Browne would work with Andy Rackham to support the community planter project.

(Action: SB / AR; by 30.08.18)

EX0718/16 STREETLIGHTING

Councillors received an update from the Streetlighting Sub-Group. It was noted that the information provided by South Norfolk Council requires review although it doesn't affect the total number of lights. It was

RESOLVED: That the Clerk would forward Councillor Wenman's email to South Norfolk Council & Councillor Wenman would as lead of group report to the next meeting.

(Action: Clerk / TW / Sub-group; immediately / 30.08.18)

EX0718/17 IT SUPPORT

Councillors received an update regarding the Council's IT support. It was reported that given the Council's IT consultant's new and demanding external role, alternative support would be investigated to ensure an appropriate level of IT service.

(Action: Clerk; immediately)

EX0718/18 EXECUTIVE SUB-GROUP

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

EX0718/19 MEMBER FORUM

Councillors considered information or issues relevant to this committee from members for brief discussion, action or inclusion on a future agenda. It was agreed that the Town Council needs to re-connect with the District Council to work for the benefit of the town both at District Councillor and Officer level particularly in the absence of dual hatter Town/District Councillors. It was noted that the Clerk intends to write to Officers at the District Council in her new role to start this process. The issue of vehicles continuing to park illegally in the Heritage Triangle should be addressed as the maintenance costs of repairing the surface will increase. It was also noted that a new Welcome to Diss leaflet is required for use by the Visitor Information Point and businesses and that is hoped the meeting with stakeholders to improve signage will be the catalyst for holistic working on a promotional materials.

(Action: Clerk; by 30.08.18)

EX0718/20 DATE OF NEXT MEETING

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

EX0718/21 PUBLIC BODIES (ADMISSIONS TO MEETINGS)

Councillors 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 is properly considered to be of a confidential nature.

EX0718/22 STAFFING

Councillors considered a proposal from the Town Clerk regarding Terms of Employment. It was

RESOLVED: to defer the proposal from the Town Clerk regarding Terms of Employment to next week's Full Council meeting to allow all councillors to vote.

(Action: Clerk; immediately)

Meeting Closed: 9.45pm.

Councillor Howard
CHAIRMAN