

# DISS TOWN COUNCIL MINUTES

**DRAFT**

Minutes of the meeting of the **Executive Committee** held in the Council Chamber at Diss Corn Hall on **Wednesday 30<sup>th</sup> May 2018** at **7:15pm**.

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

In attendance: Miss S. Richards (Deputy Town Clerk)

**EX0518/01**

## **APOLOGIES**

Apologies were received and accepted from Councillor J. Mason (ex-officio).

**EX0518/02**

## **NOMINATION OF SUBSTITUTE REPRESENTATIVES**

There were none.

**EX0518/03**

## **ELECTION OF VICE CHAIRMAN**

Councillors elected a Vice Chairman of the Executive Committee for the Municipal Year 2018/19. It was

RESOLVED: to elect Councillor Browne as Vice Chairman of the Executive Committee for the Municipal Year 2018/19.

**EX0518/04**

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

There were none.

**EX0518/05**

## **MINUTES OF THE LAST MEETING**

It was

RESOLVED: That the minutes of the meeting of the Executive Committee held on 14<sup>th</sup> March 2018 were a true record and were duly signed by the chairman.

**EX0518/06**

## **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.

**EX0518/07**

## **ITEMS OF URGENT BUSINESS**

There were none.

**EX0518/08**

## **HUMAN RESOURCES**

a) Councillors received an update on progress from the Task & Finish Group appointed to develop a plan for reporting to this committee on relevant human resources matters. The progress report provided updates on each item. It was noted that the Clerk has TOIL that will need to be considered regarding her departure date.

b) Councillors received an update on external contractors. Councillor Howard informed committee of the potential implications of not having a procedure in place prior to engaging contractors. It was noted that the provision of contractor equipment could be misconstrued and that the job specification should include critical success factors. It was

RESOLVED: to incorporate the tabled items into the Council's existing procedure for managing contracts subject to minor amends as per above.

**(Action: TC; by 28.06.18)**

- c) Councillors received an update on councilor training including requirement for Chairman training. It was noted that existing Council policy states that councillors must have Chairman training prior to chairing meetings. It was noted that councillors who have recently attended chairmanship training found it useful particularly the legal references. It was agreed that the policy should be reworded to remove the requirement for Chairmanship training, that councillor training notes should be circulated for the benefit of all & that all councillors should receive information regarding relevant training. It was

RESOLVED: to continue to circulate councillor training opportunities and evaluate training opportunities for all councillors by the start of the next Mayoral year 2019/20.

**(Action: Clerk / NH; ongoing / by March 2019)**

- d) Councillors considered a revised draft job description for the Town Clerk. It was

RESOLVED: to approve the revised draft job description for the Town Clerk subject to the necessary amends including cross referencing with the existing job description.

**(Action: Clerk / T&F Group; immediately)**

- e) Councillors considered the allocation of the cost of the Deputy Town Clerk's additional hours whilst acting Town Clerk to Earmarked Reserves. It was

RESOLVED: To approve the allocation of the cost of the Deputy Town Clerk's additional hours whilst acting Town Clerk to Earmarked Reserves if necessary.

**(Action: RFO; when necessary)**

- f) Councillors considered the potential additional expenses as a result of the Town Clerk's extended absence period. It was

RESOLVED: To approve the potential additional expenses as a result of the Town Clerk's extended absence period to Earmarked Reserves if necessary.

**(Action: RFO; when necessary)**

- g) Councillors noted that the remaining councilor vacancy can now be filled by co-option.

**EX0518/09**

**POLICY REVIEW**

- a) Councillors noted the review all non-HR policies will be conducted for the next meeting of this committee.
- b) Councillors noted that Councillor Robertson is reviewing the Council's Resilience Plan.

**EX0518/10**

**GENERAL DATA PROTECTION REGULATION**

Councillors received an update on progress towards complying with the General Data Protection Regulation (GDPR). 90% of the work has been carried out to cover employees, councillors and customers. All information will be collated into a manual to be distributed to all councillors and staff and the Council's databases are yet to be reviewed. It is hoped that the outstanding required changes will be implemented by early July. It was noted it is possible to employ an external DPO at a relatively small cost. There was discussion around councillors having DTC specific emails and it was agreed the technical side would be investigated and incorporated into the GDPR. There was also discussion around further training, but it was agreed that the costs of online based training are considerable, and it would be reviewed as per minute EX0518/08 C above. It was

RESOLVED: a) To investigate the provision of dedicated DTC emails to councillors  
b) To collate all GDPR related information into a councillor/staff manual

**(Action: Clerk / ET; by 28.06.18)**

**EX0518/11**

**COMMUNITY LIAISON**

- a) Councillors received an update on Diss Matters. There was discussion around the terms of the agreement with Archant for the double-page spread specifically regarding branding and advertisements given that the insertion will be free of charge to the Town council. It was

RESOLVED: That the Clerk would investigate the terms of the agreement with Archant regarding the Diss Matters insertion into the Diss Mercury.

**(Action: Clerk / K H-C; immediately)**

- b) Councillors received an update on the website. It was noted that the new committee structure is now reflected in the website & usability feedback is welcomed. There was discussion about the difficulty in finding minutes of meetings and it was agreed this would be further investigated. It was noted that it would be good to incorporate some of the many great photos taken in and around Diss to the website subject to permissions. It was

RESOLVED: a) To further investigate the location of meeting minutes on the Council's website to ease navigation

b) To seek permission to incorporate more photos of Diss and surrounding area into the Council's website.

**(Action: Clerk / K H-C; immediately)**

- c) Councillors received an update on Council-owned site signage including town centre maps. There was discussion about the various groups who have an interest in and have been recently discussing general town centre signage and that there needs to be a coordinated & holistic approach. It was

RESOLVED: to arrange a meeting with representatives of all stakeholders including South Norfolk Council, Norfolk County Council, Heritage Traders Trust, Diss Town Team, Diss Traders Group, the Diss Railway Group and the Town Council to coordinate town centre signage.

**(Action: Clerk; immediately)**

- d) Councillors reviewed representatives on outside bodies. Given that a good proportion of these outside bodies are also recipients of Town Council operational grants, an update on the new Council grants system was provided. It was noted that three actions are required to complete the work on the grants system including reviews of the existing grants panel, the grant application from the Waveney Food Bank for the 18-19 financial year and of the operational grants. It was also noted that it is useful to have Councillor Liggett as Chair of the Facilities committee as representative on the Diss Traders Group and opportunities to tie in the Town Team & Heritage Triangle Trust are being investigated. It was

RESOLVED: to appoint Councillors Howard, F Wenman & Robertson to the grants panel to review applications received and request information from bodies receiving operational grants.

**(Action: NH / FW / JR; immediately)**

**EX0518/12**

**EXECUTIVE SUB-GROUP**

It was noted that recruitment to the Town Clerk position is the focus of the Executive Sub-Group's work at the moment.

**EX0518/13**

**FINANCE**

- a) Councillors noted that the Council's Internal Auditor will be reviewing year end accounts on 30<sup>th</sup> May 2018.
- b) Councillors noted that the change of bank to Unity Trust for day to day banking and a review of the Council's investments will be completed after year end.
- c) Councillors noted that the electricity budget locations have been adjusted within the overall budget amount according to actual year end readings.

**EX0518/14**

**PROGRESS REPORT**

Councillors noted the progress of actions since the last meeting. It was suggested that a Just Giving page could be set up for the Town Mayor's charities on the Council's website.

**EX0518/15**

**DATE OF NEXT MEETING**

Councillors noted that the next meeting of the Executive Committee is scheduled for 4<sup>th</sup> July 2018.

Meeting Closed: 8.41pm.

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Councillor Howard  
CHAIRMAN