

DISS TOWN COUNCIL
MINUTES
DRAFT

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

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

In attendance: Miss S. Richards (Town Clerk)
Miss S. French (Deputy Town Clerk)
Two members of the public
One member of the press

EX1218/01 **APOLOGIES**
Apologies were received from Councillor F. Wenman.

EX1218/02 **NOMINATION OF SUBSTITUTE REPRESENTATIVES**
Councillor Crawford substituted for Councillor F. Wenman.

EX1218/03 **DECLARATIONS OF INTEREST**

Minute No.	Councillors Name	Personal/ Other Interest	Pecuniary Interest	Reason
F1218/08	J. Mason	✓		The Councillor is known to the event organiser.

EX1218/04 **MINUTES OF THE LAST MEETING**
It was

RESOLVED: That the minutes of the meeting of the Executive Committee held on 7th November 2018 were a true record and were duly signed by the chairman.

EX1218/05 **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 two members of the public in attendance, one of whom was in attendance for item EX1218/08 and one member of the press.

EX1218/06 **ITEMS OF URGENT BUSINESS**
There was one item. Councillor Mason informed members that he is resigning as Council Leader for personal reasons. Thanks were extended to him for his efforts during this term.
(Action: Clerk; immediately)

EX1218/07 **PROGRESS REPORT**
Councillors noted the progress of actions since the last meeting including relevant human resources matters. There was a question relating to actions points arising from the minutes and it was agreed that this would be covered under the relevant agenda item.

EX1218/08 **GIG IN THE PARK**
Councillors considered a costings proposal regarding Gig in The Park. The Action Group reviewed the duration of the event (2.5 days for event & 2.5 days partial unavailability for set up), the size of space occupied, the loss of amenity & Council's existing tariffs (community, not for profit

& commercial) when determining its figure. It also acknowledged that the event was a success & valued well run events for the town. It was noted that the risk should be on the event organiser and not the Town Council. It was

RESOLVED: to propose to Full Council a fee of £2,500 for GITP 2019 rising to £5k from 2020 subject to a review of the 2019 event and VAT implications.

(Action: Clerk; by 6.12.18)

EX1218/09

DRAFT BUDGET

Councillors considered budgeting decisions for 2019/20. It was agreed that clarity would be required regarding the transfer of streetlighting from the District Council to the Town Council & the loss of central government grant from 2019. There was discussion around maximizing the use of certain facilities to lessen the gap between income and expenditure given the requirement of the TC to provide or support services for the community's benefit and being more commercially minded regarding fees. It was agreed that it is incumbent on the Council to perform in a businesslike manner and demonstrate good value for money. It was agreed the budget document would be formatted to ease review. The TC element (10%) of the total tax bill was discussed & it was agreed that the tangible benefits of the budget should be communicated. It was noted that different ways of staffing were being considered to maximise efficiencies but that wages are low in comparison to higher tier authorities. There was discussion around allocating a percentage of expenditure to the grant pot & better promoting the Diss Surveyors Allotment Charity funds. It was noted that the Council is tied into five-year utilities contracts ending in 2020 & 2023, but that costs savings would be considered during 2019-20. It was

RESOLVED: to agree in principle with the proposed budget and refer it to Full Council with a review of the grant allocation & subject to minor formatting amends.

(Action: RFO/Clerk/NH; immediately)

EX1218/10

BANKING

Councillors received an update regarding the migration to online banking. It was noted that good progress was being made with the migration scheduled for early in the New Year. The approval of online access for the Clerk & RFO would be an item on the Full Council agenda.

(Action: Clerk; immediately)

EX1218/11

DISS MATTERS

Councillors received an update on the quarterly Diss Matters publication. It was noted that copywriting may need checking in certain areas & it was agreed that the number of advertisers' is indicative of the value of the publication. It was agreed the Spring issue would be a timely vehicle for a budget article.

(Action: DepTC/KJ; by 04.02.19)

EX1218/12

POLICY REVIEWS

- a) Councillors noted the policy manual will be reviewed in the New Year.
- b) Councillors noted that the Council's communications strategy will be reviewed in the New Year.

EX1218/13

MEMBER FORUM

There was no information or issues relevant to this committee raised from members for brief discussion, action or inclusion on a future agenda.

EX1218/14

DATE OF NEXT MEETING

Councillors noted that the next meeting of the Executive Committee is scheduled for 6th February 2019.

EX1218/15

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 item which is properly considered to be of a confidential nature.

EX1218/16

IT Support

Councillors received a report with recommendations for a new IT support provider. It was noted that call outs would be rare as most issues should be dealt with remotely and Council only needs to commit for the first year to review the service provided. Members were also informed that due to ongoing issues with another team member's laptop, flexibility in the budget may be required. It was

RESOLVED: to appoint S2 Computers Ltd to provide the Council's IT hardware and support for a minimum of one year with a service review in December 2019.

(Action: DepTC; immediately)

Meeting Closed at 8.54pm.

Chairman: Councillor Howard