

# DISS TOWN COUNCIL

## MINUTES

Minutes of the meeting of the **Executive Committee** held in the Council Chamber at Diss Corn Hall on **Wednesday 6<sup>th</sup> February 2019** at **7:15pm.**

Present: Councillors S. Browne (Vice-Chair & ex-officio)  
M. Crawford  
C. Liggett  
J. Mason  
J. Robertson  
E. Taylor  
T. Wenman (ex-officio)

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

### **EX0219/01 APOLOGIES**

Apologies were received from Councillors Gibson, Howard (Chair) & Mrs Wenman. Vice Chair Councillor Browne chaired the meeting.

### **EX0219/02 NOMINATION OF SUBSTITUTE REPRESENTATIVES**

There were none.

### **EX0219/03 DECLARATIONS OF INTEREST**

Minute No.	Councillors Name	Personal/ Other Interest	Pecuniary Interest	Reason
EX0219/10	S. Olander	✓		The applicant of the Nunnery is known to this councillor.

### **EX0219/04 MINUTES OF THE LAST MEETING**

It was

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

### **EX0219/05 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.

### **EX0219/06 ITEMS OF URGENT BUSINESS**

It was reported that councillors are still receiving the winmail.dat message and no attachments to emails. It was noted that the Council's IT Support contractor was continuing to investigate the issue.  
**(Action: DepTC; immediately)**

### **EX0219/07 PROGRESS REPORT**

It was agreed that the Council's insurer would be contacted to resolve the remaining issue reference the draft agreement for maintenance of the gardens and boardwalk. It was also agreed that a meeting to review databases in light of the General Data Protection Regulation would be a priority.

**(Action: Clerk; immediately)**

### **EX0219/08 BANKING**

Councillors noted the contents of report 22/1819 regarding the migration to online banking.

**EX0219/09**

**POLICY REVIEWS**

- a) Members considered a report (23/1819 referred) regarding the review of Council policies. Various amends were suggested, and it was agreed that the policies would be reviewed to ensure they are all in the third person, the appraisal form would be included as an appendix, the appropriate line manager would be included where appropriate & that a definition and examples of Time Off In Lieu would be considered. There was also discussion around the appropriate tone of the Disciplinary & Dismissal Policy & members were advised that the policies are deemed fit for purpose from a legal standpoint. The different roles of Council / members & staff would be clarified in the foreword & timeframes should be included wherever practical. It was noted that the stages of the disciplinary process required review and that ACAS had removed the verbal warning stage. It was

RESOLVED: That the Policy Handbook be approved subject to feedback from all committee members being received by the Deputy Town Clerk & committee with amendments being made accordingly.

**(Action: Dep TC; by w/e 22.02.19)**

- b) Members noted that the Council's communications strategy will be reviewed at a future meeting.

**(Action: Clerks; by 30.04.19)**

**EX0219/10**

**NUNNERY WALL**

Members considered recommendations (report 24/1819 referred) regarding the wall that borders the Nunnery and Diss Park. There was discussion about the reduction of the height of the wall given that the plan had not been provided. It was

RESOLVED: to instruct the Council's solicitor to reply to the latest correspondence and agree the conditions as set out by the applicant subject to:

- a) Site of proposed works to wall
- b) Approval from Planning Authority for said works
- c) Provision of the previously completed planning application
- d) The applicant placing temporary heras fencing in front of the wall on the Park side as previously agreed.

**(Action: Clerk; immediately)**

**EX0219/11**

**COMMUNITY GRANT SCHEME**

- a) Members received an update regarding grant applications. It was noted that a budget of £20k has been allocated for grants for the 2019-20 financial year. Given £19k has been earmarked as operational grants & approved as part of the budget setting process, the Council only has £1k remaining. Two grant applications have been received with the total request exceeding that available and forwarded to the grants panel for review and recommendation to the March meeting of Full Council. There was discussion about the best way to request reports from grant recipients to determine effectiveness of the funding as per the procedure. It was

RESOLVED: 

- i) That the grants panel of Councillors Howard, Mrs Wenman and Robertson review the applications received with recommendations to the March meeting of Full Council.
- ii) That the letter to grant recipients requesting a report to determine the effectiveness of the funding be reviewed and contact made with the recipients prior to receipt of the letter with their grant cheques.
- iii) That the Council website is updated to reflect the grant pot available.

**(Action: NH/FW/JR; Clerks; by 13.03.19 / 30.04.19)**

- b) It was noted that the grant application form would be reviewed, if necessary, based on further feedback from applicants but that it is currently fit for purpose.

**EX0219/12**

**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.

**EX0219/13**

**DATE OF NEXT MEETING**

Councillors noted that the next meeting of the Executive Committee is scheduled for 27<sup>th</sup> March 2019. Councillors Mason and Olander gave their apologies in advance of the meeting.

Meeting Closed at 8.47pm.

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Chairman: Councillor Howard