

# DISS TOWN COUNCIL

## MINUTES

Minutes of the meeting of the **Town Council** held in the Council Chamber at The Corn Hall on **Wednesday 11<sup>th</sup> September 2019** at **7.15pm.**

Present: Councillors S. Browne (ex-officio)  
D. Collins  
M. Gingell  
N. Howard  
J. Mason  
S. Olander (ex-officio)  
S. Kiddie  
D. Poulter  
J. Robertson  
E. Taylor

In attendance: Sarah Richards, Town Clerk  
Sonya French, Deputy Town Clerk  
One member of the public

**FC0919/01 TO CONSIDER APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Councillor Kitchen.

**FC0919/02 DECLARATIONS OF INTERESTS AND REQUESTS FOR DISPENSATIONS**

There were none.

**FC0919/03 MINUTES**

It was

RESOLVED: That the minutes of the meeting of Full Council held on 14<sup>th</sup> August were confirmed and would be signed as a true record with one amendment to the County Councillor's report to include follow up on the drainage issue on Park Road outside the Park Hotel.

**FC0919/04 PUBLIC PARTICIPATION**

Councillors considered a resolution under Standing Orders 3d.,e.,f.,g. & h.to suspend the meeting to receive reports from the District and County Councillors, on behalf of the Police and to hear comments from members of the public on items to be discussed on the agenda.

Apologies were received from District Councillors Minshull, Wilby and District/County Councillor Kiddie. District/County Councillor Kiddie had provided a written report. There were no questions raised in relation to his report. It was noted that the change of the Town Council's meeting date had affected District / County Council attendance.

There was one member of the public in attendance, observing only.

**FC0919/05 ITEMS OF URGENT BUSINESS**

The Clerk provided an update on the Mere's Mouth Toilets and Streetlighting items.

It was noted that the agreed specification for the refurbishment works to the Mere's Mouth toilets is being annexed to the management agreement for signature. South Norfolk Council is meeting with their contractor next week regarding a programme of works.

All capital funds have now been received from South Norfolk Council for all streetlights, now owned by the Town Council including the additional two lights on Factory Lane.

**FC0919/06 FINANCE**

- a) Councillors noted payment of accounts for July & August 2019.
- b) Councillors received the summary of income, expenditure and Earmarked Reserves for the month ending July & August 2019.

**FC0919/07 SCHEDULE OF COUNCIL MEETINGS 2019/20**

Councillors reviewed two proposed meeting schedules for 2019/20 (report reference 12/1920 refers). There was discussion around the benefits of earlier distribution of agendas to councillors and the impact on staff workload. Councillors were encouraged to contact the Clerks with any queries regarding the agendas in advance of the meeting. Councillors felt that the Clerk's proposal provided insufficient opportunity to discuss Council business. A discussion was held around the purpose of meetings to make decisions based on research that has been undertaken outside of the meetings. Councillors discussed the effectiveness of working parties and the responsibility of councillors to ensure that tasks are completed. There was further discussion around resource availability to administer meetings and scheduling additional meetings as and when required.

It was agreed that the Chairs of committees/Council should support the Clerks in drafting meeting agendas, writing and reviewing reports, reviewing actions group task list as well as approving the minutes.

**(Action: Chairs/Clerk; prior to committee meetings)**

Given that councillors had already put forward their committee preferences, it was

- RESOLVED:
- a) To approve the proposed Schedule of Meetings at Appendix B.
  - b) Not to fix the size of committee membership at five/six and retain the current membership minimum of six.
  - c) Not to increase the size of committee membership to seven once Full Council membership is reached.
  - d) To continue to distribute the agenda packs on a Thursday prior to the Wednesday meetings.
  - e) To include only those items requiring a decision on an agenda for all meetings.

**(Action: Clerk; immediately)**

*Former member of staff, Roy Bloomfield and four members of his family arrived for the next item.*

**FC0819/08      RECOGNITION OF SERVICE**

Councillors recognised the long service to and retirement from Diss Town Council of Roy Bloomfield. The Council Leader thanked Mr Bloomfield for his 17 years' service to the town and highlighted the importance of acknowledging the contribution of staff to the work of the Council.

**FC0819/09      PROGRESS REPORT**

Councillors noted progress on decisions made at the last meeting of Council.

**FC0819/10      DATE OF NEXT MEETING**

Councillors noted the next meeting of Council is scheduled for 16<sup>th</sup> October 2019.

**FC0819/11      PUBLIC BODIES (ADMISSIONS TO MEETINGS)**

Councillors considered a resolution under the Public Bodies (Admissions to Meetings) Act 1960 and Standing Orders 1c 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.

**FC0819/12      EXECUTIVE COMMITTEE**

Staffing - Councillors considered a pay scale re-evaluation request from the Deputy Town Clerk (confidential report reference 13/1920 refers). There was a discussion around the level of work relevant to the position and it was noted that the revised job description accurately reflects the additional responsibilities of the role. It was

- RESOLVED:    to approve the pay scale request of SCP 25-31 starting at 25 for the Deputy Town Clerk.

Meeting Closed: 8.30pm.

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Councillor Browne  
TOWN MAYOR