

# DISS TOWN COUNCIL

## MINUTES

Minutes of the meeting of the **Town Council** held in the Council Chamber at The Corn Hall on **Wednesday 16<sup>th</sup> October 2019** at **7.15pm**.

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

In attendance: Sarah Richards, Town Clerk  
Alex Jamieson, Responsible Finance Officer (RFO)  
County / District Councillor Kiddie  
District Councillor Wilby  
3 members of the public  
1 member of the press

**FC1019/01** **TO CONSIDER APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Councillors Howard and Olander (ex-officio).

**FC1019/02** **DECLARATIONS OF INTERESTS AND REQUESTS FOR DISPENSATIONS**

Minute No.	Councillors Name	Personal/ Other Interest	Pecuniary Interest	Reason
FC1019/08	D. Collins	✓	✓	This councillor is a member of the Diss Town Guide Committee.

**FC1019/03** **MINUTES**

It was

RESOLVED: That the minutes of the meeting of Full Council held on 11<sup>th</sup> September were confirmed and signed as a true record.

**FC1019/04** **PUBLIC PARTICIPATION**

There were three members of the public present observing only. District Councillor Wilby and County/ District Councillor Kiddie were in attendance and provided written reports. It was noted that the drainage issue on Park Road raised at a previous meeting had been resolved and the County Councillor was asked to investigate a similar issue on Vinces Road outside the Factory Shop.

**(Action: NCC; by 13.11.19)**

**FC1019/05** **ITEMS OF URGENT BUSINESS**

There were none.

**FC1019/06** **FINANCE**

- Councillors noted payment of accounts for September 2019.
- Councillors received the summary of income, expenditure and Earmarked Reserves for the month ending September 2019. It was noted that the new-look E/R report was approved by the Executive committee & detailed information can be provided when required. It was agreed that Councillor Poulter would meet with the RFO to discuss the reports in more detail.

**(Action: DP/RFO; by 13.11.19)**

**FC1019/07** **STANDING ORDERS**

Councillors reviewed proposed changes to Standing Orders. It was noted that these were based on model Standing Orders 2018 from the Norfolk Association of Local Councils. There was a discussion regarding section 3 and it was also noted that the proposed removal of point d would result in the Council providing more notice of meetings to the public than is statutorily required. It was agreed that the reference to 'standing committees would not be removed in section 4 and that

clause 13c regarding the requirement for dispensation requests in writing to the Proper Officer at least 24 hours before a meeting would be clarified. It was

RESOLVED: to adopt the proposed Standing Orders subject to the retention of 'standing committees' in section 4 and clarification of clause 13c.

**(Action: Clerk; immediately)**

**FC1019/08**

**REPRESENTATIVES ON OUTSIDE BODIES**

a) Councillors reviewed representatives on Outside Bodies. It was noted that different organisations will require different input from the Town Council so it was agreed that except for three bodies who have requested Council representation and the sub-committees of Council, the remaining groups would be contacted to determine requirement. It was agreed that there would be minor updates to the clause regarding voting at meetings when representing the Council to reflect that not all representatives will have voting rights. It was

RESOLVED: to appoint the Town Clerk and the Council Leader as representatives of the Diss Town Team with the Town Mayor as substitute, the Facilities Chair to the Heritage Triangle Trust with its Vice-Chair as substitute and the Facilities Chair and Councillor Collins to the Diss Town Guide Committee with the Facilities Vice-Chair as substitute.

**(Action: Clerk; immediately)**

b) It was agreed that the most effective reporting mechanism for representatives would depend on the organisation and it would therefore be considered once requirements are known.

**(Action: Reps / Clerk; by 12.02.20)**

c) Councillors considered membership of the Heritage Triangle Trust. It was agreed that more information is required regarding the Town Council's involvement and that Councillor Robertson as the newly appointed representative would investigate further. It was also noted that the Trust is in receipt of a £500 grant from the Council, which could cover membership fees. It was

RESOLVED: to refer this item to a future meeting post further investigation by Councillor Robertson as the appointed representative to the Heritage Triangle Trust.

**(Action: JR; by 11.12.19)**

**FC1019/09**

**NEW WELLBEING INITIATIVE**

Councillors considered appointing two or more champions to the Norfolk Association of Local Council's new wellbeing initiative. There was interest from Councillors Browne, Collins and Poulter but it was felt that there was insufficient information provided to make an informed decision. It was

RESOLVED: to refer the appointment of champions of the Norfolk Association of Local Council's new wellbeing initiative to a future meeting subject to further research undertaken by Councillor Browne at the initial mini conference.

**(Action: SB; by 13.11.19)**

**FC1019/10**

**PROGRESS REPORT**

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

**FC1019/11**

**DATE OF NEXT MEETING**

Members noted that the next meeting of Full Council is scheduled for 13<sup>th</sup> November 2019.

**FC1019/12**

**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.

**FC1019/13**

**DEED OF EASEMENT WETHERSPOONS**

Councillors reviewed the legal deed between the Town Council and J D Wetherspoon Plc as per Standing Order 23. There were questions including clarity over ownership of boardwalk post development, share of ongoing maintenance, use of boardwalk for event and responsibilities regarding moving the time locked gate. It was

RESOLVED: That Councillor Poulter and the Clerk will review the questions raised regarding the deed of easement with JD Wetherspoon alongside the Council's solicitor with Councillors Poulter and Robertson approving the execution of the legal deed by 31.10.19.

**(Action: Clerk / DP / JR; by 31.10.19)**

Meeting Closed: 8.37pm.

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Councillor Browne  
TOWN MAYOR