

Please ask for: Sarah Richards
Our ref: EX 04.12.19
Date: 28 November 2019

NOTICE OF MEETING

Dear Members of the Public and Press,

You are cordially invited to attend a meeting of the **Executive Committee** to be held in the **Council Chamber** at **Diss Corn Hall** on **Wednesday 4th December 2019** at **7:15pm** to consider the business detailed below.



Town Clerk

AGENDA

1. **Apologies**
To receive and consider apologies for absence.
2. **Nomination of Substitute Representatives**
To note nominated substitute representatives attending in place of those who have sent their apologies.
3. **Declarations of Interest ¹ and Requests for Dispensations**
To note any declarations of members' pecuniary and/or non-pecuniary/other interests pertaining to items on the following agenda, to note any dispensations granted in respect of business to be discussed and to consider any requests for dispensations.
4. **Minutes**
To confirm as a true record, the minutes of the Executive Committee held on 6th November 2019 (copy herewith).
5. **Public Participation**
To consider a resolution under Standing Orders 3d to 3h to suspend the meeting to hear comments from members of the public on items to be discussed on the agenda. (*Members of the public are entitled to speak for a maximum of three minutes*).
6. **Items of URGENT business**
To discuss any item(s) of business which the Chairman has previously been informed at least 24 hours before the meeting and decides should be considered as a matter of urgency (*Councillors are reminded that no resolutions can be made under this agenda item*).
7. **Budget**
To consider recommendations from the Budget Action Group regarding the 2020/21 budget (report reference 26/1920 to be tabled)
8. **Progress Report**
To note progress on decisions made at the last meeting of the Executive Committee (copy details herewith).
9. **Member Forum**
To consider information or issues relevant to this committee from members for brief discussion, action or inclusion on a future agenda.
10. **Date of Next Meeting**
To note that the next meeting of the Executive Committee is scheduled for 4th March 2020.

11. Public Bodies (Admissions to Meetings)

To consider 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.

12. Cemetery Chapel

To consider quotes received (to be tabled) to undertake a structural survey of the Cemetery Chapels to determine future maintenance costs to inform the budgeting process for 2020/21.

COMMITTEE MEMBERSHIP:

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

FOR INFORMATION:

Town Clerk Deputy Town Clerk
Responsible Finance Officer

Councillors:

D. Collins
A. Kitchen
J. Welch
Diss Express Diss Mercury

NOTES

1 - Council has a statutory legal duty under the Localism Act 2011 s2 and has adopted a code dealing with the conduct that is expected of members in order to promote high standards of conduct as required by the Act. Members' disclosable pecuniary interests are kept on a register available to view on the Council's website. Allegations about the conduct of a councillor may be made to the district council's monitoring officer. Diss Town Council has also adopted a dispensation policy.

The reports and enclosures referred to in this agenda are supplied to councillors only. They are available (unless marked confidential) for public inspection at the Council Offices during normal opening hours or on our website at www.diss.gov.uk/your-council/our-committees/ Please note that the Council Chamber is currently on the first floor of the Corn Hall. Anyone wishing to attend the meeting who will require access to the lift should contact the Deputy / Town Clerk prior to the start of the meeting.

DRAFT MINUTES

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

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

In attendance: Miss S. Richards (Town Clerk)
1 member of the public

EX1119/01 APOLOGIES

There were none.

EX1119/02 NOMINATION OF SUBSTITUTE REPRESENTATIVES

There were none.

EX1119/03 DECLARATIONS OF INTEREST

Minute No.	Councillors Name	Personal/ Other Interest	Pecuniary Interest	Reason
EX1119/07	S. Kiddie S. Browne	✓		These councillors are members of the Diss Carnival Committee.
EX1119/14	J. Mason	✓		This councillor is a family member of the contractor quoting at item 14.

EX1119/04 MINUTES OF THE LAST MEETING

The minutes of the Executive Committee held on 9th October 2019 were confirmed as a true record.

EX1119/05 PUBLIC PARTICIPATION

There was one member of the public present here to speak on the Carnival item.

EX1119/06 ITEMS OF URGENT BUSINESS

There were none.

EX1119/07 CARNIVAL

Members considered a request from the Carnival sub-committee for expenditure on entertainment for Diss Carnival 2020. The Chair of the Carnival Committee explained that she is aiming to improve on the successful event year on year and would like to purchase the services of Titan, a robot with a worldwide following, appearances on many TV shows at a cost of £2640 (inclusive VAT) for the 2020 event. It was noted that this fee includes publicity by the supplier, which will help boost the event's reach. Members reviewed the event's forecasted expenditure and income and it was agreed that the committee has worked very hard to achieve a healthy financial situation and Titan can be afforded. It was

RESOLVED: to approve the request from the Carnival sub-committee for expenditure of £2,640 including VAT on Titan as part of the entertainments programme for Diss Carnival 2020.

(Action: RFO; immediately)

EX1119/08 COMMUNITY GRANT SCHEME

Members considered a request from the Diss Organ Festival organiser for grant funding. It was noted that a grant of £2,200 has been requested and that there is £800 remaining in this financial

year's grant pot. There was discussion around the significant increase in footfall brought about by the event in its first year, which benefitted local businesses. It was also noted that attendees visited from far afield. The Norfolk & Norwich Festival is including the event its programme and funding is being sought from various sources including the Heritage Lottery Fund. There was discussion around the importance of supporting events like the organ festival and that is a good example of the type of project that the Council's Community Grant Scheme should support.

It was noted that the request was double that of the grant given by the Town Council in 2018 and members discussed that the difference between the amount requested and the amount available could be considered during the 2020/21 budgeting process. There was discussion around the Council's agreed deadlines for considering grant applications given the date of this event and it was agreed that these should be reviewed as part of the budgeting process. It was

- RESOLVED:
- a) to grant the remaining £800 from the Council's Community Grant Scheme budget to the Diss Organ Festival organiser to support the Diss Organ festival for 2020.
 - b) to consider the deadlines and processes relating to the Council's Community Grant scheme as part of future budgeting.
 - c) to review the same application from the Diss Organ Festival organiser and consider a grant of the remaining £1,400 as part of the 2020/21 budgeting process.

(Action: Clerk; immediately)

EX1119/09

BUDGET

Members considered proposals from the Budget Action Group regarding the 2020/21 budget (report reference 18/1920 referred). It was noted that the report summarised the discussion at the Action's Group's initial meeting and that the Group would meet again in two weeks. There was discussion around some of the items such as the Nunnery wall. Should the ownership not be proven, an estimation of 50% of the repair costs had been included. There was also discussion on the proposal to include a cost for purchasing equipment to help clean Mere Street and it was noted this requires a coordinated approach between the South Norfolk District Council (SNDC), traders, the general public and the Town Council. It was noted that cleanliness has improved since the Town Council has been involved and that the maintenance team members would be able to more efficiently undertake this work with the appropriate equipment. Members discussed SNDC's role in supporting market towns given the Future High Streets report, which would be circulated to all and noted that a letter would be distributed to all building owners in Mere Street requesting support in improving the appearance of their buildings via the former Town Team, now Diss Community Team.

Members were reminded that there are several more opportunities to feed into the budgeting process as detailed in the report. The Council's new Responsible Finance Officer advised that this was her first attempt at collating the required information, which would be refined over the next two months prior to approval in January. It was agreed that both positive and negative variances would be explained.

There was discussion on the review of monitoring forms completed by organisations in receipt of grant funds. It was noted that some groups are more reliant on funds than others given account balances/reserves. It was noted that weighting criteria would be difficult due to interrelated items such as 4 & 5. It was agreed that the monitoring form should be reviewed for robustness to determine the amount of operational costs in reserves and how organisations deliver on the Council's vision and objectives. The Clerk also advised before making any final decisions on grant funding, that discussions may need to be held with relevant organisations. It was

- RESOLVED:
- a) for the Budget Action Group to continue its work
 - b) That Councillors Mason and Poulter join Councillor Robertson and the RFO & Deputy Town Clerk in an Action Group to review budget requirements prior to the Facilities committee meeting.

(Action: BAG / JM / DP / JR / RFO / DepTC; by 21.11.19)

EX1119/10

ITEMS FOR NOTING

- a) Progress Report - Members noted progress on decisions made at the last meeting of the Executive Committee.
- b) S106/CIL Funds - Members noted the updated allocations against S106 monies/Community Infrastructure Levy funds. A revised version was tabled at the meeting. Members were advised that the original estimated cost of the upstairs refurbishment works at the DYCC was based on a

previous quote received from a contractor via a former councillor and it was noted that the specification had changed considerably since receipt. Given the high quotations that have been received to date, there are insufficient funds available to carry out the works. It was also noted that as part of the budgeting process, estimated staffing costs per site would help to ascertain overall true costs versus income, which may determine that the works are not a worthwhile investment. Members discussed whether there is a requirement for office space in the town given planning applications received to convert office space into residential and that pending the staffing cost exercise, the specification of works could be revised to reduce costs. It was noted that three different organisations didn't wish to rent the existing office space due to access arrangements and lack of privacy. It was agreed that the Facilities committee would consider this in more detail.

(Action: DepTC; by 21.11.19)

EX1119/11 **MEMBER FORUM**

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

EX1119/12 **DATE OF NEXT MEETING**

Councillors noted that the next meeting of the Executive Committee is scheduled for 4th December 2019.

EX1119/13 **PUBLIC BODIES (ADMISSIONS TO MEETINGS)**

Members 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.

EX1119/14 **DYCC**

Members considered quotations received for replacing the external staircase at the Diss Youth & Community Centre using monies earmarked in reserves for the DYCC. It was noted that the staircase is the building's secondary fire exit, that all users have been requested not to use the staircase and that advice has been sought from the Council's Fire Risk Assessor. One of the suppliers proposed a straight staircase, which appears large & bulky particularly given the photo provided reflected a staircase approximately half of the height required. There was no photo provided of the spiral option. It was noted that confirmation was required that both options adhere fire escape regulations. It was

RESOLVED: To give delegated authority to the Clerk & Councillor Taylor to approve the preferred supplier of the replacement external staircase at the Diss Youth & Community Centre following further research using up to £9,250 (excluding VAT) of the DYCC Earmarked Reserves.

(Action: Clerk / ET; immediately)

Meeting Closed at 8.38pm.

Chairman: Councillor Howard

**DISS TOWN COUNCIL**

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Report Number:
26 /1920

Report to:	Executive Committee
Date of Meeting:	4 th December 2019
Authorship:	Town Clerk / Responsible Finance Officer (RFO)
Subject:	Budget Setting Report 3

Introduction

1. At the November meeting of the Executive Committee, members considered proposals from the Budget Action Group regarding the 2020/21 budget (report reference 18/1920 referred) and resolved for the Budget Action Group to continue its work including a review of budget requirements for the Facilities committee.
2. The Facilities committee at its meeting on 27th November approved a recommendation to this committee of a budget allocation of £66,780 (subject to change) for project related Facilities expenditure.
3. The RFO has compiled a summary budget document (Appendix A) incorporating the Facilities committee resolution, which provides expenditure / income data for the previous year alongside projected expenditure and income for the current and forthcoming years against significant budget headings. The final two columns in the first summary sheet show the percentage variation between this year's budget and recommendation for 2020/21 against committees with an explanation in the Notes column if above 5%.
4. Also included is a more detailed budget document for the Facilities and Executive Committees (Appendix B).

Staffing Costs

5. The total estimated staffing costs of £302k in 2020/21, an overall decrease of 4% on the current year's budget and accounts for the following:
 - a) National Insurance & Pension Contributions
 - b) Cost of living increase of 2% (yet to be announced but based on research from national Clerk's forum & current year's increase)
 - c) Incremental salary rises
6. It is recommended that members allow for potential long-term staff sickness, absence or statutory entitlements and the average staffing cost over 12-month period based on a 23-hour week, SCP12 is £13,420. This will increase the budget to £315k.
7. The cost of replacing the member of the maintenance team who retired based on 20 hours per week SCP3 is £9,765 per annum, which would increase the total staffing budget forecast to £325k. This would be an increase of 3% on the current year's budget.
8. There is a predicted underspend of £40k in the wages budget at the end of this financial year (maintenance team retirement & gap of RFO role) and there is £18k in Earmarked Reserves for wages.

9. It is therefore recommended that members consider a 0% increase in the staffing budget for 2020/21 and allocate the potential cost of replacing the member of the maintenance team from Earmarked Reserves Wages, reducing this to approximately £8k.
10. Please note that the proposed National Living Minimum Wage increases do not affect any members of staff.
11. The RFO has also estimated staffing costs per site in order that the Income and Expenditure reports account for all costs (see Appendix C). An example of this for the Diss Youth & Community Centre is attached at Appendix D. This demonstrates that the DYCC is not covering its costs when taking account of staffing costs.
12. The recommendation to allocate £24k against the DYCC for 2020/21 will cover projected expenditure. As there is £12.5k remaining in Reserves, it is recommended that £6k of this is allocated to cover the estimated costs of the ground floor works. The benefits of this work mean that hirers of the main hall will have immediate access to a kitchen facility, which frees up the small meeting room downstairs for potential additional use by Park Radio given its extended reach. The existing income from Park Radio over the three remaining years of their lease equates to £6,840.

Income

13. The RFO has worked with the Admin / Finance Assistant to undertake a review of Hire Fees for the forthcoming year and the outcomes are summarised below. The overall impact of the recommendations equates to a projected income increase of £283.
14. According to the Office for National Statistics, the October 2019 CPI was 1.5% and RPI was 3.1%. The average of the two is 2.3%.

Council Offices

15. Part of the Council Offices are hired to Norfolk County Council to run their registration services. The last formal rent evaluation was carried out in 2017 and it has since been determined that the rental value has decreased. It is therefore proposed that there is no change to the current rent charged.

Office Description	Current annual rent	Comments
Reception/Waiting Area	£1,205	Shared space and NCC pay for 81%
Registry Office	£1,521	NCC invoiced total
Marriage Room	£1,667	Shared space and NCC pay 67% (excl. Mon-Tues)
	£4,393	TOTAL INCOME

Cemetery

16. The Cemetery fees were comprehensively reviewed in 2018 and significant increases were approved. Anticipated income for this year is expected to be 36% above budget and it is therefore proposed not to change the fees for 2020/21.
17. The annual rent received for the Cemetery Bungalow is £4,416 (this includes a 35% discount to reflect the tenant's commitment to opening and closing the Cemetery gates/Chapel 365 days per year). An increase of 2% was applied from 2016 and another of 3% in this year. A further 2% increase for 2020/21 would equate to £4,504, or £88 annually. Members should consider whether a rental increase of 2% should be applied for the Cemetery Bungalow.

Sports Ground

18. Sports Ground hire charges were increased by 3% this year. At the halfway point of the financial year income is 35% to budgeted income, but this is expected as last year 66% of the annual income was accounted for in the winter months in line with seasonal use. Projected income for 2019/20 is £8,554. A 2% increase would equate to £8,725, an increase of £171.

Markets

19. Market fees were increased from £1.20p/ft to £1.25p/ft in 2017. Projected income for 2019/20 is £25k, which is £2,415 over anticipated income and accounts for 21% of all Facilities Committee related income. To retain our existing traders, it is proposed not to increase fees for next year.

Allotments

20. The annual rent for the allotment land is £453 which was increased by 1% from the previous year and is payable in arrears at the end of December. A 2% increase would equate to £462.

Mere

21. The Angling Club pay £887 annually to use the Mere. A 3% increase was implemented this year. It is expected that the Mere has a larger rental potential, which needs to be investigated but given the reduction in fishing swims as a result of the boardwalk project, it is recommended that a 2% increase totalling £905 is considered for 2020/21.

Park

22. Current regulations allow up to eight charitable car boot sales per year at a charge of £50 per event. This charge was increased from £25 in 2013 to reflect the extra time required to clean the toilets and clear litter in the Park following sales. New Park fees were approved this year and the Park Pavilion kiosk lease was reviewed last year so it is suggested they remain unchanged.

Diss Youth & Community Centre

23. Significant changes were made to the fee structure at the DYCC in 2017. Anticipated income for 2019/20 is approximately 40% above budget so no change is recommended.

Community Grant Scheme (KP3)

24. The total grants allocation of £20k for this year has now been spent/allocated.
25. At the last meeting, it was agreed that some organisations in receipt of grant funding are more reliant on them than others given account balances/reserves and that this should be reflected on the monitoring form in future. Some research has been undertaken by the RFO and Councillor Gingell on this and will be available to Full Council at its next meeting.
26. It was also agreed to review the application from the Diss Organ Festival organiser to consider a grant of £1,400 (£2,200 request minus £800 granted from current year) as part of the 2020/21 budgeting process.

Councillor Allowances (KP4)

27. The RFO has proposed a re-profile of the current allocation of £2k including the Town Mayor's allocation to account for eight councillors and reflect the additional responsibilities of the four committee Chairs, the Council Leader and the Town Mayor (see Appendix E).

Publicity (KP5)

28. A short article on the budget setting process has been included in our monthly column, which will be issued on 6th December.
29. Once this committee has reviewed the budget document, the Clerk/RFO will work with the Marketing / Admin Assistant to draft a budget publicity plan. At the last meeting it was agreed that there would need to be a clear plan to ensure that the benefits of relaying information / inviting views outweigh the potential pitfalls.

Precept

30. The tax base has been estimated based on the figures for 2018/19 (2683) and this year (2708). It is expected that the actual projections will be circulated by South Norfolk District Council to Town and Parish Councils by 6th December.

Next Steps

31. 11th December - Full Council to review overall budget
32. 18th December - Infrastructure Committee to review its budget
33. 8th January - Full Council to undertake final review of budget and approve precept
34. By 19th January 2020 – deadline to return 2020/21 Precept to SNC
35. 30th April 2020 – 1st instalment of Council Tax Precept paid over to DTC
36. 30th September 2020 – 2nd instalment of CTP paid over to DTC.

Recommendations

That members recommend to Full Council:

1. A 0% increase in the staffing budget for 2020/21
2. An allocation to cover the potential cost of replacing a member of the maintenance team from Earmarked Reserves.
3. An allocation from Earmarked Reserves DYCC to allow for ground floor improvements.
4. An increase in hire fees of 2% for the Cemetery Bungalow, Sports Ground, Allotments & Mere.
5. Consideration of the 2020/21 grants allocation
6. The re-profile of the current allocation of councillors' allowances including the Town Mayor to reflect the additional responsibilities of the four committee Chairs, the Council Leader and the Town Mayor
7. Consideration of a budget publicity plan

Progress Report - Executive Committee

Item 8

Minute Reference	Item	Action	Assigned to	Timescale (By)	Comments or further action
F0918/07	BUSKING	d) That the Action Group would review the guide to busking dealing with issue resolution and work with traders to fine tune the Code of Conduct.	SB		SNC is keen to discuss moving this forward & an Officer will be in touch. No recent reports of busking received. Low priority.
EX0318/08	TOWN MAYOR'S PROTOCOL	c) Councillor Wenman and the Clerk will prepare a Town Mayor's Protocol prior to the Annual Meeting of the Town Council	Clerk/SB	01/03/20	SB to review & update during her Mayoral year.
EX0318/10	STAFFING Update	a) Leavers – receiving reports of exit interviews from both staff and councillors: b) New starters – to receive results of probationary assessments c) Time Off In Lieu - status against policy d) Appraisal schedule / Salary scale increases approved e) Report on implementation of HR policies to deal with issues including disciplinary, grievance, sickness and absence f) Recorded accidents at work g) Occupational health issues h) Status of volunteers/self-employed contractors	Clerk	Every meeting	a) One leaver from Maintenance Team - offered full time work at District Council b) New RFO's 2 month probationary assessment scheduled for December. c) TOIL policy being adhered to d) One year appraisal with DepTC to be rescheduled. e) No requirement to implement HR issues f) No recorded accidents at work g) No occupational health issues h) 1 volunteer working weekly on Cemetery matters
EX0918/08	BANKING	iii) To request a Barclaycard Flex credit card facility b) Review of Council investment options	RFO	by early 2020	To be reviewed by new RFO post budgeting process.
EX1118/10	COUNCIL'S RESILIENCE PLAN	Draft Resilience Plan to be presented to committee in the New Year	JR / Clerk	by 03.01.19	Framework for Plan drafted. Detail required via contact with relevant parties.
EX1218/16	IT SUPPORT	To review S2 Computers Ltd service provision after one year contract	DepTC	31/12/19	Dep TC to look at during December.
EX0219/07	GDPR	To schedule a meeting to review databases in light of the General Data Protection Regulation.	Clerk	by 30.11.19	Databases reviewed. Updates and amends in progress.
EX1019/10	BUDGET	iii) That the RFO investigates the cllr allowances of other similar sized Town Councils for review at a future meeting.	RFO/ MG/NH /JR/ Clerk	by 6.11.19	On agenda
EX1119/07	CARNIVAL	To approve the request from the Carnival sub-committee for expenditure of £2,640 including VAT on Titan as part of the entertainments programme for Diss Carnival 2020.	RFO	Immediately	Done
EX1119/08	COMMUNITY GRANT SCHEME	a) To grant the remaining £800 from the Council's Community Grant Scheme budget to the Diss Organ Festival organiser to support the Diss Organ Festival for 2020.	Clerk	Immediately	Done
		b) To consider the deadlines and processes relating to the Council's Grant Community Scheme as part of the future budgeting process	Clerk	2020	
		c) To review the same application from the Diss Organ Festival organiser and consider a grant of the remaining £1,400 as part of the 2020/21 budgeting process.	Clerk	by 8.01.20	On agenda
EX1119/09	BUDGET	a) For the Budget Action Group to continue its work	BAG/JM/DP/JR/RFO/ DepTC	by 21.11.19	On agenda
		b) That Councillors Mason and Poulter join Councillor Robertson and RFO & Deputy Town Clerk in an Action Group to review budget requirements prior to the Facilities committee meeting	BAG/JM/DP/JR/RFO/ DepTC	by 21.11.19	Done
EX1119/10	ITEMS FOR NOTING	S106/CIL Funds - It was agreed that the Facilities committee would consider quotations received regarding the proposed works at the DYCC post detailed income / expenditure review including staffing costs & review of requirement for office space	DepTC	by 21.11.19	On agenda
EX1119/14	DYCC	To give delegated authority to the Clerk and Cllr Taylor to approve the preferred supplier of the replacement external staircase at the DYCC following further research using up to £9,250 (exc VAT) of the DYCC Earmarked Reserves	Clerk/ET	Immediately	Done