

**DISS TOWN COUNCIL**  
**MINUTES**

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Minutes of the meeting of the Executive Committee held in the Council Chamber at **Diss Corn Hall** on **Wednesday 4th March 2020 at 7:15pm.**

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

In attendance:              Miss S. Richards (Town Clerk)

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**EX0320/01      APOLOGIES**

Apologies were received and accepted from Councillor Kiddie.

**EX0320/02      NOMINATION OF SUBSTITUTE REPRESENTATIVES**

Councillor Welch substituted for Councillor Kiddie.

**EX0320/03      DECLARATIONS OF INTEREST**

There were none.

**EX0320/04      MINUTES OF THE LAST MEETING**

It was

RESOLVED:      to approve the minutes of the Executive Committee held on 4<sup>th</sup> December 2019 as a true record of the meeting.

**EX0320/05      PUBLIC PARTICIPATION**

There were no members of the public in attendance.

**EX0320/06      ITEMS OF URGENT BUSINESS**

There were none.

**EX0320/07      POLICIES**

a) Members considered a new Maternity / Adoption / Paternity / Parental Leave policy. It was noted that three additional clauses have been added to p2 under the Parental Bereavement leave heading to account for Jack's law coming into force from 6<sup>th</sup> April. It was also agreed that to qualify for parental leave under clause 2 was a and b, c or d and under clauses 5 & 6, that a total of 18 weeks' parental leave would be afforded to anyone with legal parental responsibility including an adoptive parent up to each child's 18<sup>th</sup> birthday. It was

RESOLVED:              to adopt the Maternity / Adoption / Paternity / Parental Leave policy with three additional clauses under Parental Bereavement Leave and amends to clauses 2 and 5/6 under Parental Leave Procedure.  
**(Action: Clerk; immediately)**

b) Members considered a new Whistleblowing policy. It was noted that the Deputy Town Clerk would cover for the Clerk if absent. It was

RESOLVED:              to adopt the Whistleblowing policy as presented.  
**(Action: Clerk; immediately)**

c) Members considered a revised TOIL policy. There was discussion regarding what constituted 'the appropriate rate' under clause 6. It was

RESOLVED: to adopt the Staff TOIL policy with the removal of clause 6 and associated amend to clause 5.

**(Action: Clerk; immediately)**

**EX0320/08** **COMMUNITY GRANT SCHEME**

a) Members considered a review of the Council's Community Grant Scheme. Councillors thanked Councillor Gingell for his work on reviewing the grant scheme. There were comments regarding the application form questions and requirement for two types of grant. It was noted that the additional questions on the application form will help to inform decision making and the evaluation form provides a clear justification for awarding grants. Members discussed the Diss Surveyors Allotment Charity grant awards and it was noted that funds had historically been used for larger capital projects, which provided a lasting legacy for Diss. It was noted that the RFO is investigating with the Charity Commission whether the policy allows for expenditure above the interest gained. Members also agreed that the new proposed procedure will allow members to more easily assess the benefits of different projects. It was

RESOLVED: to appoint Councillors Gingell, Poulter and Olander to work with the Clerk to finalise the grant application form and guidance notes with delegated authority to the Clerk to approve the new Community Grant Scheme to take affect from 1<sup>st</sup> April 2020.

**(Action: MG / DP / SO / Clerk; by 31.03.20)**

b) Members considered a grant application for £4k from MTM Youth Services. It was noted that most of the new proposed criteria had been met by this application. Members agreed that a project working with disaffected young people would have additional positive benefits with the wider youth audience. It was noted that this project is a proven model, that 150hrs across a year is sufficient time and that the applicant requires financial support. Members discussed the requested amount given the total grant budget of £20k, but it was agreed that the outcomes would only be achievable with full financial support. There was discussion around the two deadlines for applications and it was agreed that the benefits of such are that the Council can better manage expenditure and it provides a more flexible system for applicants. It was

RESOLVED: to grant £4k to MTM Youth Services for its youth and community work.

**(Action: Clerk / RFO; 30.04.20)**

c) Members considered a grant application for £10k from Menta, a not-for-profit company providing business advice, skills training and networking opportunities for local communities. There was discussion about the background to the company and its financial status. It was noted there was little financial data provided with the application.

RESOLVED: to decline the grant request from Menta.

**(Action: Clerk; immediately)**

**EX0320/09** **PROGRESS REPORT**

Members noted progress on decisions made at the last meeting of the Executive Committee. It was agreed that the dates against the Town Mayor's Protocol and Resilience Plan would be amended accordingly.

**(Action: Clerk; immediately)**

**EX0320/10** **MEMBER FORUM**

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

**EX0320/11** **DATE OF NEXT MEETING**

Councillors noted that the next meeting of the Executive Committee is scheduled for 6<sup>th</sup> May 2020.

**EX0320/12** **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.

**EX0320/13** **STAFFING**

Members received a confidential report regarding staffing matters.

EX0320/14

**NUNNERY WALL**

Members considered confidential correspondence regarding the Nunnery Wall adjacent to Diss Park. The history of the wall and its ownership since 1972 was summarised and it was noted that despite works to repair the wall over this time, the Town Council has only been consulted in relation to recent proposed works by the current applicant. The previous owner of the Nunnery has not replied to the Council solicitor's request for a signed statement confirming that they understood the wall belonged to the Nunnery.

It was noted that the Council's resolution in December 2018 to contribute 50% towards the works to re-build the wall was passed on the condition the wall was re-built on a like for like basis. Planning consent has now been given to re-build the wall at a lower height. The applicant has not been able to provide legal evidence to confirm that the wall is not in his ownership despite a request for the deeds of the Nunnery. There was also discussion regarding getting the water fountain working. It was

RESOLVED: to refer to Full Council a recommendation from the Executive Committee to confirm that the Council does not agree to fund the re-build of the boundary wall between the Nunnery and Diss Park nor sign an agreement given it does not own it.

**(Action: Clerk; by 12.03.20)**

Meeting Closed at 8.54pm.

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Chairman: Councillor Howard