



Town Clerk (CEO)
Mrs S. Villafuerte-Richards (CiLCA)

Our Ref: FC 08.01.25
Date: 02/01/2025

For Information:
Diss Express

Diss Town Council
Council Offices, 11-12 Market Hill,
Diss, Norfolk, IP22 4JZ

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Notice of Meeting

Dear Members of the Public and Press,

You are cordially invited to attend a meeting of **Full Council** to be held in the **Ceremony Room** at **Diss Council Offices** on **Wednesday 18th December 2024** at **7.15pm** to consider the business detailed below.

Town Clerk / Chief Executive Officer

Agenda

- 1. Apologies**
To receive and consider apologies for absence.
- 2. Declarations of Interest and Requests for Dispensations¹**
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.
- 3. Minutes**
To confirm as a true record, the minutes of Full Council on Wednesday 18th December 2024 (copy herewith).
- 4. 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 (*The period of designated time for public participation is 20 minutes, unless directed by the Chair of the meeting, and individual members of the public are entitled to speak for a maximum of five minutes each*).
- 5. Items of Urgent Business**
To discuss any item(s) of business which the Town Mayor or Town Clerk 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*).
- 6. Finance**
 - a) To note bank outgoings for December 2024 (copy herewith).
 - b) To note the Income & Expenditure report for December 2024 (copy herewith).
 - c) To note the Earmarked Reserves report for December 2024 (copy herewith).
- 7. Budget**
To approve the budget and precept request for the 2025-26 financial year (report reference 45/2425 herewith refers).
- 8. Deputy Mayor**
To reconsider the election of a Deputy Mayor prior to the May elections (copy details herewith).
- 9. Clerk's report**
To note the Clerk's report will be presented to the February meeting of Council given the Christmas break.

10. Progress Report

To note progress on decisions will be reviewed at the February meeting of Council.

11. Date of Next Meeting

To note that the next meeting of Full Council is scheduled for Wednesday 19th February 2025 at 7.15pm.

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 available (unless marked confidential) for public inspection at the Council Offices during normal opening hours or on our website at <https://www.diss.gov.uk/full-council>.

Diss Town Council

Minutes

Draft

Minutes of the meeting of the **Town Council** held in the **Ceremony Room** at **Diss Council Office** on **Wednesday 18th December 2024** at **7.15pm**.

Present: Councillors: S. Browne, D. Craggs, A. Goulder, S. Kiddie, K. Murphy (Chair), J. Robertson, R. Peaty, E. Taylor, J. Welch

In attendance: Sarah Villafuerte-Richards (Town Clerk/CEO)
Susan Hurst (Finance Officer)
County / District Councillor Kiddie
District Councillor Minshull
1 member of the public

FC1224/01 Apologies

Councillor's Name	Apologies Received	Absent Without Apology	Reason / Approval
D. Collins	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ill health & house move
A. Kitchen	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Work commitments
S. Olander	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
L. Sinfield	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Holiday

FC1224/02 Declarations of Interest

Minute No.	Councillor's Name	Personal/Other Interest	Pecuniary Interest	Reason
FC1224/16	S. Browne	<input checked="" type="checkbox"/>	<input type="checkbox"/>	This councillor presents on Park Radio Ltd
	J. Welch	<input checked="" type="checkbox"/>	<input type="checkbox"/>	This councillor knows one of the Park Radio Ltd presenters well.
FC1224/10	K. Murphy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	This councillor is a member of South Norfolk Council.

FC1224/03 Minutes

Members received the minutes of the Full Council meeting on Wednesday 20th November 2024. It was

RESOLVED: To approve the minutes of the meeting of the Full Council held on Wednesday 20th November 2024 as a true record and were signed by the Chair.

FC1224/04 Public Participation

There were three members of the public in attendance. County Councillor Kiddie distributed a leaflet detailing help with living costs. He reported that flood prevention works have been taking place in Roydon, Bellrope Lane and in Frenze Hall Lane and patching work in Walcot Green. The gritters have been out and it was reported that the grit bin at Mere's Mouth has not been refilled.

(Action: KK; immediately)

Cllr Kiddie talked about the recent white paper regarding the biggest organisation of local government in England for over 50 years. It is likely that district councils will be incorporated into

wider authorities and initial thinking is that areas will encompass half a million people. This could equate to three areas in Norfolk (920k) and Suffolk (700k). Changes are not currently proposed to Town and Parish Councils with a timescale of at least two years.

As previously reported, all districts are required to start collecting food waste weekly from April 2025 (schools, hospitals, 10+ employees) and domestic April 2026. Vehicles are being ordered now for next year to save money. They are negotiating with the Norfolk Diocese to purchase land for a depot to accommodate the additional vehicles and addressing the recruitment challenge.

District councillor Minshull reported that changes to bin collections will be communicated in the Link magazine, on their website and app. He asked people to look out for vulnerable people over the festive period and confirmed that their Early Help Team is available throughout. The Community Connectors are the best source of information regarding support to elderly people and they can attend social groups with them.

The swimming pool is on schedule to re-open on 13th January. The John Grose site will be cleared early 2025 when discussions around moving the drainpipe from under Aldi to this site should commence.

The Octagon building will be closed and rented for retail once the swimming pool re-opens and a member of staff will be on site to deal with customer enquiries. Cllr Minshull is insured to drive their community vehicle (Octagon on wheels) should it be required.

The Town Council was asked to consider locating a dog poo bin on Stuston Road just past Waveney caravan park due to complaints of bags being disposed of via gardens.

(Action: FBM; by 31.03.24)

Given the widespread usage of the Skateboard Park across the district, Cllr Minshull was asked if they could contribute to the cost of improvements. It was noted that grants cannot be transferred from the district to the town council in this way.

Cllr Browne recently attended the Fair Green Neighbourhood Association's AGM and will report to a future meeting.

(Action: Clerk / SB; by 31.03.24)

FC1224/05 Items of Urgent Business

There were no items of urgent business raised.

FC1224/06 Finance

- a) Members noted bank outgoings for November 2024.
- b) Members noted the Income & Expenditure report for November 2024.
- c) Members noted the Earmarked Reserves report for November 2024.
- d) Members noted the reconciliations of income and expenditure with the Council's bank account statements for August, September & October 2024.

FC1224/07 Budget

Members received an update (report 41/2425 referred) regarding the draft budget. It was noted that the precept increase for a Band D householder was originally at 7.79%, which has been reduced to 4.79% supported by an increase in the tax base by approximately 70. It was

RESOLVED: To approve the current budget with the increase of 4.79%, pending any further adjustments before the final budget-setting meeting in January.

(Action: Clerk; by 02.01.24)

FC1224/08 Schedule of Meeting 2025-2026

Members considered a proposed Schedule of Meetings for 2025-2026. It was noted that the Clerk had tried to schedule 6 meetings of the proposed merged committee. It was

RESOLVED: To approve the proposed Schedule of Meetings for 2025-26 including the merged Assets, Infrastructure & Events Committee.

(Action: Clerk; immediately)

FC1224/09 Diss Youth & Community Centre

Members received a verbal project update from the DYCC Action Group. It was noted that the online survey had been publicised and several community engagement sessions have taken place in

Morrisons with one scheduled on the Market Place on Friday. Diss High School have been consulted. Over 200 responses have been received to date, but these are relatively small numbers and percentages should be considered accordingly. This is the first step in the process to engage. Initial data analysis suggests that few respondents have been affected by the DYCC closure, the majority of respondents believe that providing refurbished or new youth and community facilities in Diss is a good and worthwhile idea and that the least expensive options 1 & 2 are the most popular.

It was noted that we should consider different days and times for future consultations to increase the reach and that we need to continue to publicise the survey via the Diss Community Noticeboard on Facebook.

The deadline for completion is 13th January and FMG Consulting will present their findings to the February meeting of Council.

Members also discussed Park Radio relocating to the Corn Hall in early 2025 and discussions with the District Council regarding not duplicating any community facility provision.

FC1224/10 Madgett's Walk

Members considered a proposal to incorporate Madgett's Walk in the District Council's John Grose site (report 42/2425 referred). It was

RESOLVED: To approve that the Madgett's Walk sleeper beds are Heras fenced off within the John Grose development site early 2025 with access for maintenance when required and leaving the footpath open for access.

(Action: Clerk; immediately)

FC1224/11 Christmas Lights Switch-On

Members noted a report (reference 43/2425) regarding the cancellation of the Christmas Lights Switch-on event 2024. It was noted that the Council's current insurer doesn't do extreme weather cover. Other brokers do but it is costly.

FC1224/12 Clerk, Council Leader, Town Mayor & Chair Forum

Members considered updates from or questions to the Clerk, Council Leader, Town Mayor and Committee Chairs on their activities since the last meeting. The Clerk was thanked for her report.

FC1224/13 Progress Report

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

FC1224/14 Date of Next Meeting

Members noted that the next meeting of the Full Council is scheduled to take place on Wednesday 8th January 2025 at 7.15pm.

FC1224/15 Public Bodies (Admissions to Meetings)

Members considered a resolution under the Public Bodies (Admissions to Meetings) Act 1960 and Standing Orders 3d 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.

FC1224/16 Corn Hall

Members considered a confidential sublease to Park Radio Ltd for use of space at Diss Corn Hall (report 44/2425 referred). There was discussion regarding the financial risk to the Town Council, whether this risk in the context of leases is routine and if the Corn Hall's insurance would cover the reinstatement of Park Radio space should the organisation fold. Members also discussed the need for a Town Council Trustee on the Corn Hall Trust board and a review of their next financial accounts from January 2025. It was

RESOLVED:

1. To give delegated authority to the Clerk to work with the Chairs of the 'Assets, Infrastructure & Events' and Executive committees to finalise the details of the sublease subject to the amendments and financial risk and insurance queries being answered and in liaison with the Diss Corn Hall Trust and Park Radio Ltd.
2. To allocate £500 towards the cost of the sublease to the legal fees budget code.
3. To liaise with Corn Hall regarding financial situation.

Meeting closed: 8.55pm.

Councillor K. Murphy
Chair / Town Mayor

BANK OUTGOINGS DECEMBER 2024				
<u>Date Paid</u>	<u>Payee Name</u>	<u>Bacs Ref</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
02.12.2024	Red5 Networks Ltd	DD620	£ 112.04	Phone/Broadband Dec 24 - Council Office, CCTV Broadband Dec 24 - Skatepark
04.12.2024	Barclays Bank Plc	B.Net	£ 20.00	Barclays.Net Monthly Charges
10.12.2024	British Gas Trading Ltd	DD621	£ 75.77	Electricity 1st-22nd November 2024 - Meres Mouth WC
18.12.2024	Alliance Disposables Ltd	Bacs2473	£ 279.01	Sanitary Products - All Sites
18.12.2024	Diss Cornhall Trust	Bacs2474	£ 50.00	Council Chamber Hire - November 2024
18.12.2024	Diss Parochial Church Council	Bacs2475	£ 200.00	Hire of St Marys Church for Town Mayors Carol Concert
18.12.2024	ESPO	Bacs2476	£ 497.63	Gas Supplied November 2024 - Council Office & DYCC
18.12.2024	Low Carbon Products Ltd	Bacs2477	£ 1,151.87	Plastic Planter for Christmas Tree - Mere Street/Victoria Road
18.12.2024	LR Wyard-Scott Ltd	Bacs2478	£ 233.01	Machinery & Van Fuel November 2024
18.12.2024	Mary Moppins Ltd	Bacs2479	£ 1,793.40	Opening & Cleaning of Meres Mouth and Park Toilets - November 2024
18.12.2024	P Cottrell	Bacs2480	£ 25.00	Window Cleaning at Council Offices and Museum - November 2024
18.12.2024	Pearce & Kemp Ltd	Bacs2481	£ 1,512.96	Christmas Tree & Lights on Mere Street/Victoria Road Junction
18.12.2024	Simonds Garage Services	Bacs2482	£ 507.13	MOT & Service of Ford Transit Connect LC18 NGU
18.12.2024	Suffolk County Council	Bacs2483	£ 1,544.40	Structural Testing of 78 Lighting Columns
18.12.2024	Travis Perkins Trading Co Ltd	Bacs2484	£ 24.02	Silicon, Trap & Waste for Gents Hand Basin in Park Toilets
18.12.2024	VMIT Ltd	Bacs2485	£ 880.15	IT Software & Supports for December 2024 - Council & DDNP
19.12.2024	Anglian Water Business Ltd	DD622	£ 18.30	Water Supplied Sept - Dec 2024 - Park
20.12.2024	British Gas Trading Ltd	DD623	£ 768.68	Electricity November 2024 - Sportsground
20.12.2024	British Gas Trading Ltd	DD624	£ 738.06	Electricity November 2024 - DYCC
20.12.2024	British Gas Trading Ltd	DD625	£ 554.65	Electricity November 2024 - Fountain
20.12.2024	British Gas Trading Ltd	DD626	£ 167.18	Electricity November 2024 - Park WC
20.12.2024	British Gas Trading Ltd	DD627	£ 140.07	Electricity November 2024 - Council Office
20.12.2024	British Gas Trading Ltd	DD628	£ 1.61	Electricity November 2024 - Market
20.12.2024	Employees	BACS	£ 17,928.05	Salaries Month 9
23.12.2024	Barclaycard	Nov-24	£ 879.11	Vehicle Tax (GM16 OSL), Laptop Repairs SR, Receipt Books - Council Office, Books - Santas Grotto Prizes
27.12.2024	EE Ltd	DD629	£ 49.73	Mobile Phones 18th December 2024 - 17th January 2025
31.12.2024	HM Revenue & Customs	BACS	£ 4,500.95	NI/PAYE Month 9
31.12.2024	Norfolk Pension Fund		£ 6,315.53	Pension Contributions Month 9
			£ 40,968.31	

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Diss Town Council 2024/2025

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Detailed Income & Expenditure by Budget Heading 01/12/2024

Month No: 9

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Agency Services</u>							
1000 Agency Services Income	3,848	4,040	192			95.2%	
Agency Services :- Income	3,848	4,040	192			95.2%	0
4000 NCC Grasscutting	80	100	20		20	79.9%	
Agency Services :- Indirect Expenditure	80	100	20	0	20	79.9%	0
Net Income over Expenditure	3,768	3,940	172				
<u>120 Allotments</u>							
1120 Allotment Rent	1,000	525	(475)			190.5%	
Allotments :- Income	1,000	525	(475)			190.5%	0
4020 Allotment Expenditure	29	30	1	3,600	(3,599)	12096.3	
Allotments :- Indirect Expenditure	29	30	1	3,600	(3,599)	12096.3	0
Net Income over Expenditure	971	495	(476)				
<u>140 Amenities</u>							
1140 Amenities Income	4,458	2,000	(2,458)			222.9%	
Amenities :- Income	4,458	2,000	(2,458)			222.9%	0
4030 Park Enhancement Costs (470)	312	0	(312)		(312)	0.0%	
4040 Gardens/Floral Scheme	534	2,000	1,466		1,466	26.7%	
4060 Town/Park - R&R	17,801	22,000	4,199	2,512	1,686	92.3%	
4061 Play Equipment R&R	907	5,000	4,093	174	3,919	21.6%	
4062 Boardwalk Maintenance	1,220	1,000	(220)		(220)	122.0%	338
4070 Van x 2 Running Costs	3,500	7,000	3,500	235	3,265	53.4%	
4071 Van Insurance	1,748	1,865	117		117	93.7%	
4075 Tree Management	23,625	18,000	(5,625)	8,080	(13,705)	176.1%	4,095
4080 Bus Shelter Cleaning - EMR	90	0	(90)	30	(120)	0.0%	30
4085 Closed Churchyard - R&R	33	100	67	2,065	(1,998)	2098.3%	
4090 Manorial Rights - R&R	5	10	5		5	52.0%	
4095 Mere - Water/drainage	0	2,000	2,000		2,000	0.0%	
4100 Mere - Fountain	10	2,000	1,990	2,032	(42)	102.1%	
4101 Mere - Fountain Electricity	3,847	7,131	3,284		3,284	53.9%	
4102 Mere Fountain/Kiosk -Insurance	160	170	10		10	94.0%	
4110 Park - Water Rates	55	100	45		45	55.0%	
4115 Park - Electricity	2,419	1,903	(516)		(516)	127.1%	
4120 Mere's Mouth - Rent	100	100	0		0	100.0%	
4125 Mere's Mouth - Business Rates	424	424	(0)		(0)	100.0%	
4130 Mere's Mouth Water Rates	0	500	500		500	0.0%	

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Detailed Income & Expenditure by Budget Heading 01/12/2024

Month No: 9

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4140 Park - Insurance	1,819	1,940	121		121	93.8%	
Amenities :- Indirect Expenditure	<u>58,611</u>	<u>73,243</u>	<u>14,632</u>	<u>15,128</u>	<u>(496)</u>	<u>100.7%</u>	<u>4,463</u>
Net Income over Expenditure	<u>(54,152)</u>	<u>(71,243)</u>	<u>(17,091)</u>				
7000 plus Transfer from EMR	4,463						
Movement to/(from) Gen Reserve	<u>(49,689)</u>						
<u>145 Mini Recycling Centre Adopter</u>							
1150 Mini Recycling Adopter Payment	450	450	0			100.0%	
Mini Recycling Centre Adopter :- Income	<u>450</u>	<u>450</u>	<u>0</u>			<u>100.0%</u>	<u>0</u>
Net Income	<u>450</u>	<u>450</u>	<u>0</u>				
<u>150 Bank Interest</u>							
1090 Interest Received	11,535	6,500	(5,035)			177.5%	
Bank Interest :- Income	<u>11,535</u>	<u>6,500</u>	<u>(5,035)</u>			<u>177.5%</u>	<u>0</u>
4202 Bank Charges	286	350	64		64	81.6%	
Bank Interest :- Indirect Expenditure	<u>286</u>	<u>350</u>	<u>64</u>	<u>0</u>	<u>64</u>	<u>81.6%</u>	<u>0</u>
Net Income over Expenditure	<u>11,249</u>	<u>6,150</u>	<u>(5,099)</u>				
<u>160 Capital Expenditure</u>							
4200 PWLB Repayment	22,683	41,007	18,324		18,324	55.3%	
Capital Expenditure :- Indirect Expenditure	<u>22,683</u>	<u>41,007</u>	<u>18,324</u>	<u>0</u>	<u>18,324</u>	<u>55.3%</u>	<u>0</u>
Net Expenditure	<u>(22,683)</u>	<u>(41,007)</u>	<u>(18,324)</u>				
<u>180 Cemetery</u>							
1180 Cemetery Interment/Chapel Fees	16,684	25,000	8,316			66.7%	
1185 Cemetery Memorial Fees	6,789	10,000	3,211			67.9%	
Cemetery :- Income	<u>23,473</u>	<u>35,000</u>	<u>11,527</u>			<u>67.1%</u>	<u>0</u>
4250 Cemetery - Grounds - R&R	3,119	9,300	6,181	1,440	4,741	49.0%	
4260 Cemetery - Chapels - R&R	350	1,000	650		650	35.0%	
4270 General Equipment	3,696	6,000	2,304	525	1,778	70.4%	
4271 General Equipment Insurance	146	156	10		10	93.9%	
4272 Ride on Mower Insurance	425	424	(1)		(1)	100.2%	
4275 Cemetery - Water Rate	44	150	106		106	29.4%	
4280 Cemetery - Electricity	582	1,151	569		569	50.6%	
4285 Cemetery - Insurance	512	545	34		34	93.9%	
Cemetery :- Indirect Expenditure	<u>8,874</u>	<u>18,726</u>	<u>9,852</u>	<u>1,965</u>	<u>7,887</u>	<u>57.9%</u>	<u>0</u>
Net Income over Expenditure	<u>14,599</u>	<u>16,274</u>	<u>1,675</u>				

Detailed Income & Expenditure by Budget Heading 01/12/2024

Month No: 9

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>190 Cemetery Gravedigging</u>							
1190 Cemetery Gravedigging Fees	5,212	0	(5,212)			0.0%	
Cemetery Gravedigging :- Income	<u>5,212</u>	<u>0</u>	<u>(5,212)</u>				<u>0</u>
4300 Cemetery Gravedigging Exp.	4,900	0	(4,900)	936	(5,836)	0.0%	
Cemetery Gravedigging :- Indirect Expenditure	<u>4,900</u>	<u>0</u>	<u>(4,900)</u>	<u>936</u>	<u>(5,836)</u>		<u>0</u>
Net Income over Expenditure	<u>312</u>	<u>0</u>	<u>(312)</u>				
<u>200 Christmas Lights</u>							
1230 Christmas Lights	250	0	(250)			0.0%	
Christmas Lights :- Income	<u>250</u>	<u>0</u>	<u>(250)</u>				<u>0</u>
4320 Christmas Lights	15,832	21,000	5,168	4,553	615	97.1%	
4322 Insurance re. Christmas Lights	81	81	(0)		(0)	100.6%	
Christmas Lights :- Indirect Expenditure	<u>15,914</u>	<u>21,081</u>	<u>5,167</u>	<u>4,553</u>	<u>614</u>	<u>97.1%</u>	<u>0</u>
Net Income over Expenditure	<u>(15,664)</u>	<u>(21,081)</u>	<u>(5,417)</u>				
<u>220 Corn Hall</u>							
4350 Corn Hall - Maint./R&R	2,931	6,000	3,069		3,069	48.9%	
4355 Corn Hall - Earmarked Spend	1,520	0	(1,520)		(1,520)	0.0%	1,520
4360 Corn Hall - Insurance	2,668	2,846	178		178	93.8%	
Corn Hall :- Indirect Expenditure	<u>7,119</u>	<u>8,846</u>	<u>1,727</u>	<u>0</u>	<u>1,727</u>	<u>80.5%</u>	<u>1,520</u>
Net Expenditure	<u>(7,119)</u>	<u>(8,846)</u>	<u>(1,727)</u>				
7000 plus Transfer from EMR	1,520						
Movement to/(from) Gen Reserve	<u>(5,599)</u>						
<u>240 Council Properties</u>							
1240 Office Rent/Service Charge	4,960	6,864	1,904			72.3%	
Council Properties :- Income	<u>4,960</u>	<u>6,864</u>	<u>1,904</u>			<u>72.3%</u>	<u>0</u>
4400 Office R&R	1,886	4,500	2,614		2,614	41.9%	
4405 Office Building Maintenance	175	1,000	825		825	17.5%	
4410 Office Stairlift	0	400	400		400	0.0%	
4415 Cemetery Bungalow	391	1,500	1,109		1,109	26.0%	
4425 Health & Safety	289	2,500	2,211		2,211	11.6%	
4435 Pk Toilets Servicing	7,643	12,000	4,357	2,978	1,380	88.5%	
4445 Pk Toilets - Insurance	396	422	26		26	93.8%	
4450 Pk Toilet- Electricity	1,043	1,783	740		740	58.5%	

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Detailed Income & Expenditure by Budget Heading 01/12/2024

Month No: 9

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4460 Pk Toilets - Water Rates	1,411	2,000	589		589	70.6%	
4465 Mere's Mouth Toilets	10,204	15,000	4,796	2,978	1,818	87.9%	
4466 Mere's Mouth Electricity	1,154	722	(432)		(432)	159.8%	
4475 Staff Uniforms/Replacements	295	250	(45)		(45)	118.0%	
Council Properties :- Indirect Expenditure	24,887	42,077	17,190	5,955	11,235	73.3%	0
Net Income over Expenditure	(19,926)	(35,213)	(15,287)				
<u>260 Diss Youth & Community Centre</u>							
1260 DYCC Hire Fees	7,494	5,181	(2,313)			144.6%	
Diss Youth & Community Centre :- Income	7,494	5,181	(2,313)			144.6%	0
4500 DYCC - Electricity	4,535	14,103	9,568		9,568	32.2%	
4505 DYCC - Gas	490	830	340		340	59.1%	
4510 DYCC - Business Rates	5,040	5,200	160		160	96.9%	
4515 DYCC - Water Rates	600	800	200		200	75.0%	
4520 Licences - Music	0	250	250		250	0.0%	
4525 DYCC - Insurance	1,129	1,204	75		75	93.8%	
4530 Annual Service Costs	330	1,000	670		670	33.0%	
4540 DYCC - General R&R	7,460	9,000	1,540	4,875	(3,335)	137.1%	
Diss Youth & Community Centre :- Indirect Expenditure	19,584	32,387	12,803	4,875	7,928	75.5%	0
Net Income over Expenditure	(12,090)	(27,206)	(15,116)				
<u>280 Administrative Overheads</u>							
1050 Donations	80	0	(80)			0.0%	
Administrative Overheads :- Income	80	0	(80)				0
4610 Council Office Business Rates	4,853	4,860	7		7	99.9%	
4615 Council Office - Gas	1,641	1,800	159		159	91.1%	
4620 Council Office - Electricity	994	1,630	636		636	61.0%	
4625 Council Office - Telephone	2,569	2,000	(569)		(569)	128.4%	
4630 Council Office - Insurance	910	970	60		60	93.8%	
4657 IT Equipment, Software & Suppo	18,950	24,000	5,050		5,050	79.0%	
Administrative Overheads :- Indirect Expenditure	29,916	35,260	5,344	0	5,344	84.8%	0
Net Income over Expenditure	(29,836)	(35,260)	(5,424)				
<u>300 Grants</u>							
4720 General Grants	3,100	10,000	6,900		6,900	31.0%	
Grants :- Indirect Expenditure	3,100	10,000	6,900	0	6,900	31.0%	0
Net Expenditure	(3,100)	(10,000)	(6,900)				

Detailed Income & Expenditure by Budget Heading 01/12/2024

Month No: 9

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>310 Highways</u>							
1303 DDNP Income	705	0	(705)			0.0%	
Highways :- Income	705	0	(705)				0
4785 Neighbourhood Plan	480	1,000	520		520	48.0%	480
Highways :- Indirect Expenditure	480	1,000	520	0	520	48.0%	480
Net Income over Expenditure	225	(1,000)	(1,225)				
7000 plus Transfer from EMR	480						
Movement to/(from) Gen Reserve	705						
<u>320 Market</u>							
1320 Market Stallage	16,064	21,000	4,936			76.5%	
Market :- Income	16,064	21,000	4,936			76.5%	0
4810 Market Place - Water Rates	88	50	(38)		(38)	175.3%	
4815 Market Place - Business Rates	2,470	2,800	330		330	88.2%	
4830 Market Expenditure	346	528	182		182	65.6%	
Market :- Indirect Expenditure	2,904	3,378	474	0	474	86.0%	0
Net Income over Expenditure	13,161	17,622	4,461				
<u>340 Promotion</u>							
4840 Promotion	1,005	600	(405)		(405)	167.5%	
4845 Website/Intranet Hosting/Maint	0	300	300		300	0.0%	
Promotion :- Indirect Expenditure	1,005	900	(105)	0	(105)	111.7%	0
Net Expenditure	(1,005)	(900)	105				
<u>360 Precept</u>							
1076 Precept	668,148	668,148	0			100.0%	
Precept :- Income	668,148	668,148	0			100.0%	0
Net Income	668,148	668,148	0				
<u>370 General Expenditure</u>							
4600 Town Mayor's Allowance	(576)	1,500	2,076	28	2,048	(36.5%)	
4605 Ccl Members' Allowance & Exp	0	2,136	2,136		2,136	0.0%	
4635 Subscriptions	2,079	2,500	421		421	83.1%	
4640 Audit	2,487	2,500	13		13	99.5%	
4645 Training	3,466	4,500	1,034	199	835	81.4%	

Detailed Income & Expenditure by Budget Heading 01/12/2024

Month No: 9

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4646 Liability Insurance	4,686	5,098	412		412	91.9%	
4650 Conference Expenditure	9	0	(9)		(9)	0.0%	
4651 Meeting Room Hire	100	0	(100)		(100)	0.0%	
4655 Printing & Stationery	3,424	4,000	576	35	541	86.5%	
4660 Postage	84	100	16		16	84.2%	
4665 Wages - General Admin.	145,845	217,272	71,427		71,427	67.1%	
4666 Wages - General Maint.	139,164	187,033	47,869		47,869	74.4%	
4667 Staff Mileage	452	500	48		48	90.5%	
4670 NI/PAYE/Pension	(126)	0	126		126	0.0%	
4675 Legal/Financial/Prof fees	3,500	2,000	(1,500)	360	(1,860)	193.0%	
4680 Vacancy Advert	0	1,000	1,000		1,000	0.0%	
4690 HR Support	2,700	2,800	100		100	96.4%	
4992 Annual Town Meeting	192	200	8		8	95.9%	
General Expenditure :- Indirect Expenditure	307,485	433,139	125,654	622	125,032	71.1%	0
Net Expenditure	(307,485)	(433,139)	(125,654)				
<u>375 Rechargeable</u>							
1280 Rechargeable Exp. Refunded	1,537	0	(1,537)			0.0%	
Rechargeable :- Income	1,537	0	(1,537)				0
4685 Rechargeable Expenditure	397	0	(397)		(397)	0.0%	
Rechargeable :- Indirect Expenditure	397	0	(397)	0	(397)		0
Net Income over Expenditure	1,140	0	(1,140)				
<u>380 S 137</u>							
4870 S 137 - Expenditure	19	0	(19)		(19)	0.0%	
S 137 :- Indirect Expenditure	19	0	(19)	0	(19)		0
Net Expenditure	(19)	0	19				
<u>400 Sports Ground</u>							
1400 Sports Ground Hire Fees	9,376	10,500	1,124			89.3%	
Sports Ground :- Income	9,376	10,500	1,124			89.3%	0
4900 Track Maintenance	0	4,000	4,000		4,000	0.0%	
4910 Pavilion Maintenance	524	2,500	1,976		1,976	20.9%	
4920 Ground Maintenance	2,890	5,000	2,110	1,839	271	94.6%	
4930 Sports Grnd-Water Rate	249	600	351		351	41.5%	
4935 Sports Ground - Electricity	2,276	4,767	2,491		2,491	47.7%	
4940 Sports Ground - Phone	0	300	300		300	0.0%	

Detailed Income & Expenditure by Budget Heading 01/12/2024

Month No: 9

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4945 Sports Ground - Insurance	1,376	1,467	91		91	93.8%	
4955 Skateboard Pk - Insurance/Insp	515	550	35		35	93.7%	
4965 Skateboard Pk-Maint. Materials	0	1,000	1,000		1,000	0.0%	
Sports Ground :- Indirect Expenditure	7,829	20,184	12,355	1,839	10,515	47.9%	0
Net Income over Expenditure	1,547	(9,684)	(11,231)				
<u>420 Events</u>							
1145 Beacon Project Income	1,521	0	(1,521)			0.0%	1,521
Events :- Income	1,521	0	(1,521)				1,521
4760 Remembrance Service Costs	413	800	387	299	88	89.0%	
4991 General Events Expenditure	94	200	106		106	47.0%	
4993 Beacon Expenditure	7,134	0	(7,134)		(7,134)	0.0%	7,134
Events :- Indirect Expenditure	7,641	1,000	(6,641)	299	(6,940)	794.0%	7,134
Net Income over Expenditure	(6,120)	(1,000)	5,120				
7000 plus Transfer from EMR	7,134						
8001 less Transfer to EMR	1,521						
Movement to/(from) Gen Reserve	(507)						
<u>425 Christmas Switch on Event</u>							
1235 Christmas Switch On Income	4,414	1,400	(3,014)			315.3%	
Christmas Switch on Event :- Income	4,414	1,400	(3,014)			315.3%	0
4990 Christmas Switch on Event	5,351	2,650	(2,701)	44	(2,745)	203.6%	
Christmas Switch on Event :- Indirect Expenditure	5,351	2,650	(2,701)	44	(2,745)	203.6%	0
Net Income over Expenditure	(937)	(1,250)	(313)				
<u>430 Carnival</u>							
1435 Carnival Income	11,506	10,000	(1,506)			115.1%	1,506
Carnival :- Income	11,506	10,000	(1,506)			115.1%	1,506
4996 Carnival	13,850	12,750	(1,100)	250	(1,350)	110.6%	1,100
Carnival :- Indirect Expenditure	13,850	12,750	(1,100)	250	(1,350)	110.6%	1,100
Net Income over Expenditure	(2,344)	(2,750)	(406)				
7000 plus Transfer from EMR	1,100						
8001 less Transfer to EMR	1,506						
Movement to/(from) Gen Reserve	(2,750)						

Detailed Income & Expenditure by Budget Heading 01/12/2024

Month No: 9

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>440</u> <u>Town Mayor's Charity</u>							
1440 Town Mayor's Charity	1,172	0	(1,172)			0.0%	
Town Mayor's Charity :- Income	<u>1,172</u>	<u>0</u>	<u>(1,172)</u>				<u>0</u>
4795 Town Mayor's Charity Exp	1,172	0	(1,172)		(1,172)	0.0%	
Town Mayor's Charity :- Indirect Expenditure	<u>1,172</u>	<u>0</u>	<u>(1,172)</u>	<u>0</u>	<u>(1,172)</u>		<u>0</u>
Net Income over Expenditure	<u>(1)</u>	<u>0</u>	<u>1</u>				
<u>460</u> <u>CIL</u>							
1460 CIL - CIL Income	1,505	0	(1,505)			0.0%	1,505
CIL :- Income	<u>1,505</u>	<u>0</u>	<u>(1,505)</u>				<u>1,505</u>
5000 CIL - Expenditure	6,921	0	(6,921)	3,700	(10,621)	0.0%	6,921
CIL :- Indirect Expenditure	<u>6,921</u>	<u>0</u>	<u>(6,921)</u>	<u>3,700</u>	<u>(10,621)</u>		<u>6,921</u>
Net Income over Expenditure	<u>(5,416)</u>	<u>0</u>	<u>5,416</u>				
7000 plus Transfer from EMR	6,921						
8001 less Transfer to EMR	1,505						
Movement to/(from) Gen Reserve	<u>0</u>						
<u>470</u> <u>Streetlighting</u>							
1470 Streetlighting	14,600	0	(14,600)			0.0%	
Streetlighting :- Income	<u>14,600</u>	<u>0</u>	<u>(14,600)</u>				<u>0</u>
4730 CCTV Costs	1,613	4,000	2,387		2,387	40.3%	
4970 Streetlighting	1,287	9,500	8,213		8,213	13.5%	
Streetlighting :- Indirect Expenditure	<u>2,900</u>	<u>13,500</u>	<u>10,600</u>	<u>0</u>	<u>10,600</u>	<u>21.5%</u>	<u>0</u>
Net Income over Expenditure	<u>11,700</u>	<u>(13,500)</u>	<u>(25,200)</u>				
Grand Totals:- Income	<u>793,309</u>	<u>771,608</u>	<u>(21,701)</u>			<u>102.8%</u>	
Expenditure	<u>553,935</u>	<u>771,608</u>	<u>217,673</u>	<u>43,767</u>	<u>173,906</u>	<u>77.5%</u>	
Net Income over Expenditure	<u>239,374</u>	<u>0</u>	<u>(239,374)</u>				
plus Transfer from EMR	21,618						
less Transfer to EMR	4,532						
Movement to/(from) Gen Reserve	<u>256,460</u>						

SUMMARY REPORT OF EARMARKED RESERVES 2024-25

Project Ref	NC	Committee	Site	EMR	Balance as at 1st April 2024	Less: Actual Year to date Expense	Balance	Add: Year to date receipts	Balance as at 31st December 2024	
NEW	320	37	Facilities	Cemetery	Cemetery Bungalow Sale	£ 268,842		£ 268,842	£ 268,842	
RF	330	1	Executive	By-election	By-election costs	£ 5,000		£ 5,000	£ 5,000	
NEW	335	2	Facilities	Facilities	Flock Project	£ 9,999		£ 9,999	£ 9,999	
RF	342	3	Executive	Events	Christmas Lights switch on	£ 3,847		£ 3,847	£ 3,847	
RF	344	4	Executive	Events	Carnival	£ 5,286	£ 250	£ 5,036	£ 406	£ 5,442
I	370	5	Facilities	Cemetery	Cem Roads, Cem Monuments	£ 4,500				£ 4,500
L	375	7	Facilities	Corn Hall	Corn Hall	£ 25,975	£ 1,520	£ 24,455		£ 24,455
M	384	8	Facilities	Council Offices	Building maintenance	£ 30,590		£ 30,590		£ 30,590
D	390	9	Facilities	DYCC	Van Replacement	£ 8,000		£ 8,000		£ 8,000
K	392	10	Facilities	DYCC	Replacement Ride-On Lawnmower	£ 6,345		£ 6,345		£ 6,345
O	398	11	Facilities	DYCC	DYCC	£ 14,860		£ 14,860		£ 14,860
P	400	12	Facilities	Market	Maintenance Market	£ 21,500		£ 21,500		£ 21,500
C	412	13	Facilities	Mere	Boardwalk	£ 338	£ 338	£ -		£ -
H	414	14	Facilities	Mere	Maintenance Mere's Mouth (Resurfacing)	£ 1,530		£ 1,530		£ 1,530
G	416	15	Facilities	Mere	Mere Fountain	£ 22,815		£ 22,815		£ 22,815
A	422	16	Facilities	Park	Park General - Beacon Project	£ 6,842	£ 7,134	£ -292	£ 1,521	£ 1,229
B	424	17	Facilities	Park	Play Equipment	£ 500		£ 500		£ 500
Y	426	18	Facilities	Park	Park Toilets	£ 16,000		£ 16,000		£ 16,000
Q	430	19	Facilities	SPG	Athletics maintenance	£ 11,000		£ 11,000		£ 11,000
F	440	23	Facilities	St Marys Churchyard	Closed churchyard repairs	£ 18,579		£ 18,579		£ 18,579
E	450	24	Facilities	Facilities	Tree Management	£ 4,095	£ 4,095	£ -		£ -
N	469	25	Facilities		5 Yr Electrical Testing	£ 3,300		£ 3,300		£ 3,300
U	470	26	Facilities		Park Enhancement Project	£ 12,140		£ 12,140		£ 12,140
RF	455	27	HTP	HTP	HTP	£ 8,634		£ 8,634		£ 8,634
RF	460	28	Infrastructure	Infrastructure	Bus Shelters maintenance	£ 15,601	£ 30	£ 15,571		£ 15,571
RF	462	29	Infrastructure	Infrastructure	Streetlights	£ 4,416		£ 4,416		£ 4,416
RF	464	30	Infrastructure	Infrastructure	Community Infrastructure Levy (CIL)	£ 111,638	£ 6,921	£ 104,717	£ 1,505	£ 106,222
RF	466	31	Infrastructure	Infrastructure	CCTV	£ 1,675		£ 1,675		£ 1,675
RF	468	32	Infrastructure	Infrastructure	D&D Neighbourhood Plan	£ 4,177	£ 480	£ 3,698		£ 3,698
W	472	34	Infrastructure	Infrastructure	Park Scheme	£ 10,000		£ 10,000		£ 10,000
RF	445	36	Infrastructure	Infrastructure	Parish Partnership Works	£ 5,000		£ 5,000		£ 5,000
					TOTAL	£ 663,024	£ 20,768	£ 642,256	£ 3,432	£ 645,688

	% of EMR	Balances	YTD Balance
Facilities	74%	£487,749.57	£476,184
HTP	1%	£8,633.59	£8,634
Infrastructure	23%	£152,507.65	£146,582
Executive	2%	£14,133.17	£14,289
TOTAL		£663,024.01	£645,688

31/12/2024	Current Year End balance (Precept)	£ 236,674
	General Reserves	£ 310,395
	EMR	£ 645,688
	Total Funds	£ 1,192,757

Streetlighting Funds Breakdown		
Capital Reserves (ring fenced)		£ 4,096
EMR General		£ 320
		£ 4,416



DISS TOWN COUNCIL

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Report Number:
45 / 2425

Report to:	Full Council
Date of Meeting:	8 th January 2024
Authorship:	Finance Officer
Subject:	Precept Request

Introduction

1. At the Full Council meeting held on 18th December 2024, members approved the recommendation in report 41/2425 including the precept request for the financial year 2025/26 (see appendix 1).
2. The precept request must be submitted to South Norfolk Council by 10th January 2025.

Budget Conclusions

3. The proposed budget ensures adequate funding for Diss Town Council's services and assets. It aims to tackle increasing supplier and staffing costs and will utilise other sources of income where appropriate.
4. It was confirmed that £42,000 from the precept will be allocated to the Earmarked Reserves (EMR) for the agreed projects (see appendix 2).
5. No further revisions are proposed for the budget.
6. It is therefore recommended that Full Council approve the precept request of £717,191, or £247.05 reflecting a 4.79% increase for each Band D householder for the financial year 2025/26.

Recommendation

To approve the precept demand to South Norfolk Council of £717,191 or £247.05 for each Band D householder for the financial year 2025/26.

	Last Year		Current Year				Next Year
	Budget 23-24	Actual 23-24	Budget 24-25	Actual YTD 24-25	Projected 24-25	Forecast 24-25	Budget 25-26
Agency Services							
Total Income	£3,456	£3,848	£4,040	£3,848	£0	£3,848	£3,848
Overhead Expenditure	-£100	-£98	-£100	-£55	-£96	-£151	-£100
Income Less Expenditure	£3,356	£3,750	£3,940	£3,793	-£96	£3,697	£3,748
Allotments							
Total Income	£500	£500	£525	£1,000	£500	£1,500	£525
Overhead Expenditure	-£28	-£28	-£30	-£29	£0	-£29	-£1,030
Income Less Expenditure	£472	£472	£495	£971	£500	£1,471	-£505
Amenities							
Total Income	£2,085	£19,700	£2,000	£3,188	£1,400	£4,588	£2,000
Overhead Expenditure	-£55,567	-£57,190	-£73,243	-£24,465	-£48,716	-£73,181	-£93,137
Income Less Expenditure	-£53,482	-£37,490	-£71,243	-£21,277	-£47,316	-£68,593	-£91,137
Mini Recycling Centre Adopter							
Total Income	£450	£450	£450	£450	£0	£450	£450
Overhead Expenditure		£0					
Income Less Expenditure	£450	£450	£450	£450	£0	£450	£450
Bank Interest rec'd/Bank Charges							
Total Income	£500	£12,995	£6,500	£7,503	£8,104	£15,607	£14,000
Bank Charges	-£240	-£457	-£350	-£190	-£180	-£370	-£400
Income Less Expenditure	£260	£12,538	£6,150	£7,313	£7,924	£15,237	£13,600
Capital Expenditure - Loans	-£41,007	-£41,007	-£41,007	-£20,504	-£18,414	-£38,918	-£27,589
Cemetery							
Total Income	£35,500	£39,994	£35,000	£23,093	£16,127	£39,220	£33,000
Overhead Expenditure	-£10,118	-£62,924	-£12,146	-£7,248	-£1,430	-£8,678	-£13,320
Income Less Expenditure	£25,382	-£22,930	£22,854	£15,845	£14,697	£30,542	£19,680
Cemetery Bungalow							
Total Income	£0	£1,401	£0	0	£0	£0	£0
Overhead Expenditure	-£2,000	-£3,128	-£1,500	-£391	-£826	-£1,217	£0
Income Less Expenditure	-£2,000	-£1,727	-£1,500	-£391	-£826	-£1,217	£0
General Equipment							
Overhead Expenditure	-£3,554	-£1,243	-£6,580	-£3,306	-£800	-£4,106	-£4,596
Christmas Lights							
Total Income	£0	£0	£0	0	£0	£0	£0
Overhead Expenditure	-£21,079	-£18,950	-£21,081	-£3,815	-£17,371	-£21,186	-£19,083
Income Less Expenditure	-£21,079	-£18,950	-£21,081	-£3,815	-£17,371	-£21,186	-£19,083
Corn Hall							
Overhead Expenditure	-£8,582	-£9,764	-£8,846	-£5,299	-£1,308	-£6,607	-£8,846
Council Offices							
Total Income	£5,500	£6,584	£6,864	£3,268	£2,200	£5,468	£6,536
Overhead Expenditure	-£12,768	-£17,546	-£17,160	-£7,313	-£9,506	-£16,819	-£19,080
Income Less Expenditure	-£7,268	-£10,962	-£10,296	-£4,045	-£7,306	-£11,351	-£12,544
Other Council Properties							
Health & Safety	-£2,500	-£1,936	-£2,500	-£79	-£2,417	-£2,496	-£2,500
PK Toilet Servicing	-£12,000	-£10,224	-£12,000	-£4,483	-£7,347	-£11,830	-£14,000
PK Toilet Insurance	-£384	-£384	-£422	-£396	£0	-£396	-£422
PK Toilet Electricity	-£1,720	-£2,192	-£1,783	-£773	-£892	-£1,665	-£1,783
PK Toilet B Rates	£0	£0	£0	£0	£0	£0	£0
PK Toilet Water Rates	-£2,070	-£699	-£2,000	£1,051	-£3,121	-£2,070	-£2,000
Mere's Mouth Toilet	-£16,500	-£12,806	-£15,722	-£7,794	-£10,262	-£18,056	-£18,500
Staff Uniforms/Replacements	-£250	£0	-£250	-£290	-£250	-£540	-£500
Total Expense	-£35,424	-£28,241	-£34,677	-£12,764	-£24,289	-£37,053	-£39,705
Diss Youth & Community Centre							
Total Income	£20,000	£17,492	£5,181	£1,871	£3,080	£4,951	£0
Overhead Expenditure	-£21,330	-£25,598	-£32,387	-£9,944	-£11,414	-£21,358	-£19,880
Income Less Expenditure	-£1,330	-£8,106	-£27,206	-£8,073	-£8,334	-£16,407	-£19,880
Grants							
Grants Expenditure	-£10,000	-£10,475	-£10,000	£0	£0	£0	-£10,000

Annual Budget 2025/2026

	Last Year		Current Year				Next Year
	Budget 23-24	Actual 23-24	Budget 24-25	Actual YTD 24-25	Projected 24-25	Forecast 24-25	Budget 25-26
Highways - Parish Partnership Bid							
Income	£0	£1,525	£0	£0	£0	£0	£0
Parish Partnership Bid	£0	£0	£0	£0	£0	£0	£0
DDNP Contribution	£0	-£1,035	-£1,000	-£325	£0	-£325	-£1,000
Income Less Expenditure	£0	£490	-£1,000	£325	£0	-£325	-£1,000
Market							
Total Income	£20,000	£20,542	£21,000	£10,784	£10,784	£21,568	£21,000
Overhead Expenditure	-£3,228	-£3,512	-£3,378	-£1,534	-£1,578	-£3,112	-£3,180
Income Less Expenditure	£16,772	£17,030	£17,622	£9,250	£9,206	£18,456	£17,820
Promotion							
Overhead Expenditure	-£400	-£1,295	-£900	-£90	-£333	-£423	-£1,300
General Expenditure	-£38,116	-£41,702	-£52,634	-£34,131	-£19,695	-£53,826	-£53,725
Sports Ground							
Total Income	£10,000	£14,437	£10,500	£6,441	£6,441	£12,882	£10,500
Overhead Expenditure	-£15,914	-£19,300	-£20,184	-£4,506	-£14,391	-£18,897	-£31,522
Income Less Expenditure	-£5,914	-£4,863	-£9,684	£1,935	-£7,950	-£6,015	-£21,022
Events							
Event Income	£0	£3,358	£0	0	£0	£0	£0
Overhead Expenditure	-£1,000	-£7,369	-£1,200	-£129	-£600	-£729	-£1,300
Income Less Expenditure	-£1,000	-£4,011	-£1,200	-£129	-£600	-£729	-£1,300
Christmas Switch-On Event							
Total Income	£1,400	£4,023	£1,400	£4,207	£1,200	£5,407	£4,000
Overhead Expenditure	-£2,800	-£5,256	-£1,250	-£395	-£2,759	-£3,154	-£5,250
Income Less Expenditure	-£1,400	-£1,233	£150	£3,812	-£1,559	£2,253	-£1,250
Carnival							
Total Income	£10,000	£13,332	£10,000	£11,506	£0	£11,506	£10,000
Overhead Expenditure	-£11,455	-£13,482	-£2,750	-£13,850	£0	-£13,850	-£12,750
Income Less Expenditure	-£1,455	-£150	£7,250	-£2,344	£0	-£2,344	-£2,750
Wages							
Recharged	£0	£3,293	£0	£1,081	£0	£1,081	£0
Wages Admin	-£199,557	-£198,930	-£219,672	-£94,920	-£117,692	-£212,612	-£219,705
Wages Maint	-£197,102	-£203,087	-£196,033	-£87,966	-£118,567	-£206,533	-£205,552
Income Less Expenditure	-£396,659	-£398,724	-£415,705	-£181,805	-£236,259	-£418,064	-£425,257
Town Mayors Charity							
Total Income	£0	£1,382	£0	£355	£550	£905	£0
Overhead Expenditure	£0	-£2,558	£0	-£1,172	-£1,168	-£2,340	£0
Income Less Expenditure	£0	-£1,176	£0	-£817	-£618	-£1,435	£0
CIL Income							
CIL Income	£0	£52,196	£0	0	£0	£0	£0
CIL Expenditure	£0	-£8,966	£0	-£3,974	£0	-£3,974	£0
Sec 106 Income							
Sec 106 Income	£0	£0	£0	0	£0	£0	£0
Sec 106 Expenditure	£0	£0	£0	0	£0	£0	£0
Streetlighting Income							
Streetlighting Income	£0	£1,525	£0	£14,600	£0	£14,600	£0
Streetlighting Expenditure	-£10,000	-£18,942	-£13,500	-£1,420	-£9,565	-£10,985	-£31,000
Streetlighting Expenditure	-£10,000	-£17,417	-£13,500	£13,180	-£9,565	£3,616	-£31,000
HTP Expenditure							
HTP Expenditure	£0	£0	£0	£0	£0	£0	£0
Total Income	£109,391	£217,052	£103,460	£93,195	£50,386	£143,581	£105,859
Total Expenditure	-£701,369	-£802,083	-£771,608	-£339,735	-£420,697	-£760,107	-£823,050
Precept	-£591,978		-£668,148				-£717,191
Tax Base	2,838		2,834				2,903
Band D Householder	£208.59		£235.76				£ 247.05
Estimated Increase in Band D Equivalent							4.79%

Earmarked Reserves

	Project Description	current	25/26 Budget
320	Cemetery Bungalow Sale	268841.6	
330	By Electon	5000	0
370	Cemetery monument/water test	4500	0
375	Cornhall capital refurb	24455	0
384	Council Office refurbishment	30590	0
390	Van Replacement	8000	2000
392	Ride on mower renewal	6345	0
398	DYCC Refurbishment	14860	0
400	Market Electrical points and resurfacing	21500	0
412	Boardwalk Renovation	0	5000
414	Meres Mouth Resurfacing	1530	0
416	Mere Fountain Renewal	22815	5000
424	New Play Equipment	500	5000
426	Park Toilets Replacement	16000	0
430	SPG Track Renewal	11000	0
432	SPG Flood Lights	0	5000
436	Skateboard Park renewals	0	0
440	St Marys Churchyard Repairs	18579	0
445	Parish Partnership Bid	5000	0
450	Tree Management	0	Bal at Y/End
466	CCTV	1675	0
469	5 yr Electrical Testing	3300	0
470	Park Enhancement	12140	0
472	Residents Parking Scheme	10000	5000

RINGFENCED - (not saving up for)

335	Flock	9999	0
342	Christmas Lights Event	3847	Bal at Y/End
344	Carnival	5692	Bal at Y/End
422	Beacon Project	729	0
455	HTP Mgt	8634	0
460	Bus Shelter Maintenance	15571	0
462	Street Lighting Capital	4416	15000
464	CIL	106222	0
468	DDNP	3704	Bal at Y/End

The Development Management Committee approved the new Aldi store development on the Feather Factory site. They had received lots of emails in favour of the development creating jobs for the town.

The land and funds to build a new GP surgery on the south side of Park Radio has been agreed. The swimming pool development is on schedule and the conversion of Clare House from old persons' residence to accommodation for the homeless is due for completion at the end of May.

It was confirmed that it is likely one of the GPs in the current practice will move freeing up space. Together with a redesigned bus station, this will complete a £16m+ investment in Diss alongside the dry leisure centre and will transform the area from the fire station to the Thatcher's Needle. It was noted that the preliminary planning application from Lawns Medical Centre for an extension on their premises may be at odds with plans.

There was a question regarding whether more buses are planned for Diss given bus access to the railway station. County cllr Kiddie is investigating why the project was signed off as bus exit only as this was not the agreed plan and County funds were used to improve access/egress for the public.

(Action: KK; immediately)

Cllrs Kiddie & Minshull are now Chair & Deputy Chair of Bressingham & Fersfield Parish Council following the resignation of all their councillors.

FC0424/05 **ITEMS OF URGENT BUSINESS**

There were no items of urgent business raised.

FC0424/06 **FINANCE**

a) Members noted bank outgoings for March 2024.

b) Members noted the Income & Expenditure report for March 2024.

c) Members noted Earmarked Reserves for March 2024.

FC0424/07 **QUARTERLY REPORT**

Members received the 3rd finance quarterly report (reference 54/2324) previously seen on the March Executive agenda and the Deputy Town Clerk was thanked.

FC0424/08 **ELECTION OF TOWN MAYOR**

Members discussed a candidate for the role of Town Mayor and considered the election of a Deputy Mayor prior to nomination. The benefits of having a Deputy Mayor include succession planning into the Mayor role, support for the Mayor, the training and shadowing opportunity & the substitute for the Mayor. However, authorities that have a Deputy don't usually also have a Council Leader whose role is to deputise for the Mayor and there are already 6 different senior roles on Council to include the four Chairs.

There was discussion regarding the need to formalise the role and it was agreed that the election of a Deputy Mayor could be reconsidered early 2025 in readiness for the May election(s). The Clerk will also circulate the Mayor's handbook which provides a helpful guide to the role.

Four members indicated that they would like to be considered as Mayor - councillors Browne, Kitchen, Murphy and Taylor, all having had the experience of being Mayor previously and respecting the significance and responsibilities that come with such a role. It was noted that it is an honorary position that should be earned. It was

RESOLVED: To reconsider the election of a Deputy Mayor at the January meeting of Council.

(Action: Clerk; by 02.01.25)

DISS TOWN COUNCIL

MAYORS

HANDBOOK

For review by Full Council on 15th March 2023

Introduction

Foreword

Congratulations on your election as Mayor of Diss, an ancient Market Town in South Norfolk. We hope that you enjoy your role as an ambassador for the town and for the Council remembering that it can help in the promotion of the Council's objectives in the local community. We will do our best to ensure that your year of office is an enjoyable one and will do everything possible to support you.

Never hesitate to ask if you are unsure about any of the processes or your duties as Mayor.

This booklet is produced to offer some details and insights into the operations of the mayoralty, and is intended as a helpful guide. Whilst some local aspects are based upon custom and practice, which can often be unique to an individual parish, there is much that is founded on "best practice" guidance from the National Association of Civic Officers, or is directed by legal requirements or nationally-accepted conventions and protocols.

Sarah Villafuerte-Richards
Town Clerk

Mayors – how are they appointed and what do they do?

1. Councillors must, by law, elect one of their number as Chairman as the first item of business at the annual meeting of the Council.
2. Election to the role is to be done at the annual meeting, with voting in the normal way – by the simple majority of those present and voting. Any elected Councillor is eligible for nomination. The role is not open to direct election by the public.
3. The Chairman of a parish may be called “Mayor” if the parished area is generally known as a Town. There is no requirement for a Deputy, although one may be elected in the same way. The Deputy, if one is elected, exists solely to deputize in the absence of the Mayor. Neither role can be presumed - they are subject to a “fresh” vote each year. If no Deputy is elected the Council Leader will deputise in the absence of the Mayor.
4. The Mayor, if present, must preside at meetings of the Full Council and has responsibility to promote full participation in debate, and ensure adequate consideration of issues and clear decision making; including use of a casting vote. This should be used to break deadlock, and there is case law precedent on acceptable/unacceptable use of the vote.
5. The Mayor, if present, must preside at the statutory Annual Parish (*electors*) Meeting.
6. A Mayor is the civic ambassador for the town and has a role in representing it and hosting appropriate events. The Mayor officially receives resignations from Councillors or the Clerk.
7. A Mayor continues in that role until formally succeeded by another. If, in an election year, they have not retained their seat in public elections – they retain only a casting vote. They preside at the opening of the following annual Council meeting, and if necessary, use the casting vote to decide the election of their successor. If there is a Deputy, they remain in office until the election of a succeeding Mayor (in case they are needed to preside at that election).
8. A Mayor has no more powers to act individually, or to speak for the Council, than any other councillor, and has no political dimension (not “Council Leader” as is sometimes thought). In common with all Councillors, the Mayor is prohibited from acting individually.
9. The Town Mayor is entitled to an allowance each year which reflects the additional duties of the role.
10. A Council may authorise a budget for expenditure on civic/ceremonial activities, and may allow some discretion on the part of the Mayor in that expenditure, but this must comply with all other financial regulations, operating in consultation with the Responsible Finance Officer and including appropriate *de minimis* thresholds.
11. A female Mayor is styled “Mayor” – the title “Mayoress” is reserved for the wife of a male Mayor, the male partner of a female Mayor, or a female partner other than a wife is “Consort”. The correct form of address for the Mayor of Diss is “Mister/Madam Mayor.

Choosing to stand as Mayor

1. If you are choosing to stand as Mayor you will already be aware that it can be a hugely enjoyable and rewarding job if entered into in the right spirit. You should however consider the following factors which you may face during your year of office:
 - The effect on your family, friends and career as if you have to balance the two in time and energy.
 - The effect on your personal and religious beliefs as you will be unable to deliberately avoid invitations to places merely because of your political and religious views.
 - The effect on non-Council interests as you may not find time to keep your outside interests and hobbies during your term of office.
2. The pomp, circumstance and protocols of the Office of Mayor, especially as Diss is an ancient Market Town in South Norfolk, are traditional and at times very formal and you will have to operate within these constraints whilst adding your own personality and flair to the proceedings.
3. You should ensure that you are in a position to accept 80% of all engagements, expecting the Council Leader to be involved only in the case of unforeseen illness, annual holiday or double booking.
4. The effect on your Mayoral partner as he / she will be expected to play a full part in your Mayoral world although many Mayoral partners enjoy the privileges of office without the need to chair the Council meetings.
5. Last, but by no means least, is the effect on the prospective Mayor themselves. Having considered the effect of being Mayor on others it is important that you do not forget your own needs and feelings.

What is expected of the Mayor

Throughout your term of office, your responsibilities include:

- a) Uphold and promote the purposes of the Council's constitution, the interests of the wider Council and the public
- b) Chair and preside over Full Council meetings positively and assertively with guidance from the Town Clerk
- c) Encourage citizenship and participation in the life of the town
- d) Promote the Council at all functions attended
- e) Not solicit engagements or visits or otherwise procure favours by virtue of office
- f) Carry out your civic duties in a politically impartial way
- g) Promote the town on a local, national and international level
- h) Take an active interest in all aspects of the local community and related issues
- i) Network and socialise without prejudice with all members of the local community
- j) Act as an Ambassador for Diss Town Council and welcome visitors, including dignitaries and in some cases members of the Royal Family

- k) Attend an annual programme of civic events as detailed under 'Engagements'. Attend funerals and memorial services as a representative of the Council, officiate at opening ceremonies and be prepared to make a speech
- l) Attend local events of all kinds
- m) Make speeches of welcome to visitors and speak to the media
- n) Host receptions.

Political Neutrality

The Mayor is expected to be politically neutral and traditionally steps back from politics for the term of office. This may involve putting your political career on ice, but as a good Mayor you will gain widespread political and community respect which can only be of benefit to a councillor's ambitions in the long term.

Initial actions for the Mayor

The Mayor should consider the following before his/her election at the Annual Meeting of the Council in May (the Town Clerk will be very happy to advise):

- Choosing a Mayoress or Mayor's Consort
- Choosing a charity to support during the mayoral year
- Provide a biography for various uses but particularly for Council publicity
- Possibly plan a theme for the year taking into account the needs of Diss as well as your own personal Interests
- Advise the Town Clerk of any important dates where you will not be available during your term of office
- Advise the Town Clerk of any pre-existing medical conditions or disabilities that may affect your ability to carry out the role
- Advise the Town Clerk of any special dietary requirements.

"Mayoral" and "Civic" Budgets

When the Council agrees its budgets each year, an allowance is made for expenses incurred by the Mayor carrying out their civic duties.

In recent years, events attended have included:

- Diss Town Mayor's Car Boot Sale
- Diss Carnival
- Diss Remembrance Service & Parade
- Diss Christmas Lights Switch-On
- Diss Christmas Carol Concert
- Civic Services & Receptions for other Mayors/Chairman of local parishes/towns in Norfolk/Mid Suffolk
- Events organised by others

Please note: This list shown above is an indicative programme of the Councils civic "face" and will mean attending around 40/50 events during a typical Mayoral year. Outside this framework, individual ideas for events or special responses to outside influence (e.g., an unforeseen visit by dignitaries, or an invitation to join with another organisation in a significant celebration) can usually be accommodated, but Council must be asked for approval in advance of any planning.

Mayor's Allowance

It is accepted that the role may involve unusual personal expense. To cover this a Town Mayor's allowance is included in the budget. This can be as simple as an expectation that the Mayor will purchase raffle tickets when attending a third-party event, or make a small donation to a charitable collection. Her Majesty's Revenue & Customs acknowledge this and the Mayor may be paid a higher allowance than other members to offset such costs of office. Expenses of this type should only be incurred after discussion with the Town Clerk as to practical arrangements regarding official duties. Please Note whilst mileage and receipted Expenses can be claimed from the RFO as per the expense policy, claims for charitable donations, raffles etc must also be countersigned by the Town Clerk.

*****Note*****

- Any receipts submitted to claim expenses must include full VAT details.
- Claims for alcoholic drinks will not be paid. For example, you may wish to claim for mulled wine for say the carol concert. However, the RFO follows strict financial regulations and alcohol is a prohibited expense. Far better to try and get your sponsors to supply alcohol rather than food items which are claimable.

Mayoress / Consort

There is no legal obligation to select a Mayoress or Consort, but almost all Mayors do, for support. If you decide not to appoint a Mayoress or Consort then you may choose to have a 'Mayor's Guest' for specific functions and support.

A female Mayor may choose to appoint a Mayor's Consort which would normally be a spouse / partner whereas if you choose to have a relative or friend, he / she would be the Mayor's Escort.

If the Mayoress / Consort is not able to attend an engagement with you then it is essential that you inform the organizer of the function as early as possible to enable the organizer of the function to make alternative arrangements and not cause any embarrassment to either party.

Charity

It is customary (but not obligatory) that the Mayor has a charity to support during the Mayoral year. It must be stressed that such an undertaking is secondary to the function of the Mayor and therefore the setting of fundraising targets is to be avoided. Whilst you are free to choose the beneficiary, you will normally find that a town-based charity receives more support locally than a national charity. You may therefore wish to choose two charities to support – one local and one national – sharing the proceeds equally at the end of the Mayoral year. These charities must be registered with the Charity Commission.

Once a charity is chosen the Town Clerk will contact a representative of the charity in order to explain that the Mayor is prepared to be a 'figure head' for them during his / her year of office and will attend, wherever possible, an event or events organized by them to raise money and their profile.

It is the Mayor's responsibility to organize any fundraising initiatives as the Town Clerk may not have the resources to wholly support this type of activity. The Town Clerk will assist by: the printing of tickets and posters, by organizing raffles at already established events in the civic calendar, by having collecting boxes at suitable events, supporting an event staged by a local organization by putting up posters at the Council Offices or venue.

The Council will act as treasurer and bank all money raised during the Mayoral year. You may then wish to report to Council at the Annual Meeting the results of your charity appeal and make a presentation to the charity prior to the end of your term of office. It will be shown on the budget under the heading Town Mayors Charity. Details of nominated charity should be included in your biography.

Biography

The Mayor will be required to provide a short biography for use in Council publicity and when requested by the media and other bodies. It should include brief details of family, education, career history and interests together with details of the chosen charity/ies and possibly a theme for the mayoral year.

Civic Service

A Civic Service is the official church service for the Mayor. This is not obligatory. It should be remembered by all that the church service is a traditional way of asking for God's guidance on the Mayor for the forthcoming year and also to mark the strong historic links between Council and Church. The personal belief of the incumbent is of much lesser importance than the symbolism of the service.

The Civic Service is held in St Mary the Virgin Church, Diss and a short time before Christmas a Carol Service will also be held. This has proved immensely popular with both the Council and the parishioners. The Mayor has, in the past, chosen to supply the wine, soft drinks and mince pies for this event.

Photograph

Once elected Mayor of Diss at the Annual Meeting of the Council, arrangements will be made for an official photograph to be taken of you. You will be asked to select one from any proofs. A photograph will also accompany your short biography on the Town Council website.

Chains of Office

The Mayor will be required to wear the chain of office, at Full Council meetings, Remembrance Day and all events attended in the role of Mayor. Civic chains are not permitted outside the town without the express permission of the Chairman or Mayor of the Council of the area at which the event is to be held. Civic insignia cannot be worn at private functions that the Mayor attends in a personal capacity. The Town Clerk will give advice when appropriate.

The Council Leader will wear his or her badge of office whilst deputising for the Mayor and on other occasions with permission from the Mayor.

The Mayors chain of office are of great value and irreplaceable and should therefore be treated with the utmost respect. They should be kept covered in public areas and preferably be worn on arrival at a function and removed at conclusion and should NEVER be left unattended. The chains and badges of office should be kept in their original cases, when not in use. The chain can be taken home as long as the Council has appropriate insurance cover as this is more practical when attending numerous events especially at a weekend when the Council offices are closed. The Town Council at its discretion may supply a small safe to the Mayor for the safe storage of the chain of office.

The Mayor should not attempt to clean any insignia and should report any damage immediately to the Town Clerk.

Robes

1. The scarlet robe edged with faux fur is worn on formal civic occasions, i.e., Annual Meeting of the Council, Full Council (optional) and Remembrance Day.
2. Scarlet is the Royal colour and therefore signifies that the Mayor is the Town's first citizen and representative of the monarch. A lace jabot is worn with the robe. The Mayor will also wear a tri-corn hat.
3. When wearing official robes and hats, the Mayor (both male and female) should remove the hat when:

- Acknowledging salutes
- During the playing of the National Anthem
- In the presence of a member of the Royal Family
- During march pasts, the Mayor should remove and replace the hat:
 - a. As each section passes the salute
 - b. When the colours pass
- Lady Mayors do not remove their hat when in church.

Precedence

1. The Law on precedence is very thin and very often comes down to custom and practice.
2. The Mayor must give precedence to the Lord Lieutenant of the county in his / her area if the Lord Lieutenant is attending in his / her official capacity representing The Queen.
3. The Mayor will naturally give precedence to Her Majesty The Queen and Members of the Royal Family.
4. The Mayor will normally take precedence at all events in Diss organized by Diss Town Council (except when the Lord Lieutenant or a member of the Royal family is present)
5. Traditional civic ceremonies and church services organized by Diss Town Council form an important part of the Mayoral year;
6. They remind us of our past and heritage and are often the public face of the civic office and must, therefore, be carefully and imaginatively prepared. Protocol to be followed at these ceremonies is one of local custom (subject, of course, to the few civic 'rules' of protocol). The civic "line up" is arranged immediately prior to each event (when guests can be accurately defined) so as to avoid an undignified spectacle, or a melee as people try to take their pews in church!
7. The Mayoress or Consort has no legal status, s/he customarily follows immediately after, or besides, the Mayor. The Mayoress or Consort cannot function independently of the Mayor.
8. The Mayor has no status or precedence outside the area of his own Parish.

Engagements

1. NACO, the National Association of Civic Officers, have debated the 'quality v quantity' issue at length and have devised a system that is now widely in use throughout the country. Although this system is aimed at larger councils, all civic heads should be encouraged to create and attend engagements that contribute to both their personal objectives and the corporate aims of the Council. Any engagements received from within Diss will take precedence over those received from outside the area. Once an invitation has been received and accepted you may not change it for a more favourable invitation.
2. Invitations are received by the Town Council Officers and forwarded to the Mayor for consideration. S/he then responds directly and copies in a nominated staff member (Town Clerk will advise who this is) who will keep a record of invites, acceptances and declined invitations. A copy of all invitations will be given to the Mayor for information and it is advisable to keep these in date order along with any accompanying attachments, i.e., tickets, maps etc.
3. Once an invitation has been properly accepted it should not be cancelled unless there is an extreme emergency. All engagements are important, no matter how small. Organizers often put in a lot of effort to make their events successful and your role in promoting their activity is vital. It is not acceptable to change your mind if another invitation is more to your liking.
4. All engagements must be attended punctually as failure to do so means everyone at the function is affected and the reputation of the council is negatively impacted.

5. At functions that cover a lengthy period, it is not necessary to stay to the bitter end but you should not leave until all the meaningful parts have taken place.
6. If you are unavailable for any reason or if two invitations are received for the same date / time, it is expected that the invitation is politely declined.

Title

You will be addressed as 'Mr. Mayor' or 'Madam Mayor' and your Mayoress as 'Mayoress'. A Consort / Escort will be addressed by their name. Whilst wearing your Chains of Office we will respectfully request that you are addressed correctly when attending an engagement.

Speeches

A good Mayor has to fulfil many duties and have many talents. One such talent which suddenly becomes enormously important in the Office of Mayor is public speaking. As a Councillor you will probably be well versed in the art. You may request help and advice from the Town Clerk but you are advised to always do your homework prior to an event.

Speeches will come across better if they are written in your own words and if you have read the speech through, ideally practiced it aloud and generally familiarized yourself with it. Try to speak slowly and clearly with enthusiasm whilst looking at your audience.

If you are unable to find your own background information for a particular engagement, ask the Town Clerk to assist with some research.

Dress Code

1. You will be expected to look smart and well-groomed at all engagements. The Town Clerk can assist with identifying the "sense" of the occasion and can suggest appropriate attire.
2. Male Mayors will be expected to wear a suit at the majority of engagements although a smart jacket / blazer is perfectly acceptable at many less formal engagements.
3. Female Mayors should dress in smart daywear dependent on personal taste, i.e., dress, skirt or trouser suit and on occasion it is advisable to wear a cocktail dress in the evening. It is traditional for ladies to wear a hat for church services although this is entirely up to you.
4. Please bear in mind when choosing clothing for the mayoralty that the chain has quite sharp, open ended, 'pins' to keep it in place which are positioned at the back of the shoulder and may potentially cause damage to clothing.

Travel

You can claim expenses and reimbursement is at the lowest rate i.e., if you travel by public transport, you can claim the equivalent mileage rate unless the train/bus fare is cheaper

Thank You's

Following attendance of some engagements by the Mayor, it is seen as polite and good manners to send a thank you.

Gifts

In accordance with Section 51 of the Local Government Act 2000 Mayors are required to inform the Town Clerk of any gifts or hospitality they have received, or have been offered, over the value of £25. Advice should be sought from the Town Clerk as to whether they should be kept

personally or displayed in the Council Offices. Generally minor tokens of goodwill or flowers can be accepted as personal gifts.

You should always write a thank you letter for any gift received.

Funerals

The Mayor is required to attend funerals of serving councillors, past Mayors and others as appropriate.

Meetings of the Council

1. The Mayor is required to Chair all meetings of Full Council and you should ensure that you are available for all dates in the meeting schedule. If the Mayor is not present at a Council meeting the Council Leader is to preside unless a Deputy Mayor was previously appointed. Robes are now optional for this occasion.
2. As Chairman the Mayor is responsibility for:
 - a. Understanding the business and objectives of the meeting by discussing the agenda with Town Clerk prior to the meeting
 - b. Preserving order in the conduct of those present
 - c. Ensuring that the proceedings are properly conducted according to the law and standing orders
 - d. Ensuring that all shades of opinion are given a fair hearing so far as is practicable
 - e. Ensuring that the sense of the meeting is accurately ascertained
 - f. In the case of a balanced vote, the Mayor has an additional chairman's casting-vote. It is generally accepted best-practice to use this to maintain a status-quo, on the principle that if opinion on the matter really was equally divided, then more research or detail might be most appropriate, before rescheduling the issue for further debate at a later meeting.
3. The Town Clerk usually advises the Mayor of any last-minute updates to matters to be heard during the meeting.

Staff

1. You will have support and guidance to make your mayoral year as enjoyable and stress free as possible. If you have any problems, need advice from what to wear to where to sit, do please contact the Town Clerk who will be happy to help you.
2. Operational support is usually provided by the Clerk. For this reason, please make appointments in advance whenever possible, as s/he will have many other demands upon her/his time.
3. The Town Clerk respects that all Mayors are different in terms of personality, standards and requirements. In order to work with different personalities, it is essential to communicate regularly, possibly at weekly meetings rather than constantly 'popping in'. Regular liaison with the Town Clerk is also necessary on matters pertaining to the Council. Meetings should always be by appointment wherever possible.