

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

**Our Ref:** FC 12.03.25  
**Date:** 06/03/2025

**For Information:**  
Town Clerk

Diss Express

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

**Telephone:** 01379 643848  
**Email:** [towncouncil@diss.gov.uk](mailto:towncouncil@diss.gov.uk)

## 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 **Council Chambers at Diss Corn Hall** on **Wednesday 12<sup>th</sup> March 2025 at 7.15pm** to consider the business detailed below.

Town Clerk / Chief Executive Officer

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## Agenda

- 1. Apologies**  
To receive and consider apologies for absence.
- 2. Declarations of Interest and Requests for Dispensations<sup>1</sup>**  
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 19<sup>th</sup> February 2025 (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. Co-Option**  
To consider one application for co-option to Diss Town Council (copy details herewith).
- 7. Finance**
  - a) To note bank outgoings for February 2025 (copy herewith).
  - b) To note the Income & Expenditure report for February 2025 (copy herewith).
  - c) To note the Earmarked Reserves report for February 2025 (copy herewith).
- 8. Internal Controls**  
To receive the interim internal audit report (copy herewith) for period ending 31.12.24 and note that the one recommendation has been completed.
- 9. Community Grant Scheme**  
To consider recommendations from the Grants Panel & Clerk regarding four funding applications (report reference 60/2425 herewith).

**10. Clerk's Report**

To note the Clerk's report will be presented at the April Full Council meeting.

**11. Progress Report**

To note progress on decisions made at the last meeting of Council (copy herewith).

**12. Date of Next Meeting**

To note that the next meeting of Full Council is scheduled for Wednesday 23<sup>rd</sup> April 2025 at 7.15pm.

**13. Public Bodies (Admissions to Meetings)**

To consider 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 items which are properly considered to be of a confidential nature.

**14. Diss Youth & Community Centre**

To receive a presentation from FMG Consulting Ltd following their feasibility study on the DYCC.

**15. Council Leader**

To consider the removal of the title of Council Leader from councillor Simon Olander as per the protocol and Standing Orders 9.

**16. Electricity Contract Renewal**

To consider recommendations for renewal of the Council's electricity contract (*confidential* report reference 61/2425 herewith).

**17. Rectory Meadow**

To consider quotes received for fencing and a planting scheme to replace the hedge at Rectory Meadow (*confidential* report reference 62/2425 herewith).

**18. Honoured Citizen Awards**

To consider nine nominations received for the Honoured Citizen awards (*confidential* copy details herewith).

**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 **Council Chamber** at **Diss Corn Hall** on **Wednesday 19<sup>th</sup> February 2025** at **7.15pm**.

Present: Councillors: D. Craggs, A. Goulder, S. Kiddie, A. Kitchen, J. Robertson, R. Peaty, L. Sinfield, E. Taylor (Chair), J. Welch

In attendance: Sarah Villafuerte-Richards (Town Clerk/CEO)  
6 members of the public

*In the absence of the Town Mayor, councillor Taylor opened the meeting.*

#### FC0225/01 Apologies

Councillor's Name	Apologies Received	Absent Without Apology	Reason / Approval
S. Browne	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Family bereavement
D. Collins	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Living temporarily out of area
K. Murphy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Attending South Norfolk Council District Council Budget meeting
S. Olander	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

#### FC0225/02 Election of Chairman

In the absence of the Town Mayor, it was

**Resolved:** To elect Councillor Taylor to chair this meeting in the absence of the Town Mayor.

#### FC0225/03 Declarations of Interest

There were none.

#### FC0225/04 Minutes

Members received the minutes of the Full Council meeting on Wednesday 8<sup>th</sup> January 2025. It was

**Resolved:** To approve the minutes of the meeting of the Full Council held on Wednesday 8<sup>th</sup> January 2025 as a true record and were signed by the Chair.

#### FC0225/05 Public Participation

There were six members of the public in attendance. Apologies were received from County Councillor Kiddie and District Councillor Minshull as they are attending an important District Council Budget meeting. Another two members of the public were in attendance for items 8, 10, 12, 13 and 14b on the agenda and were happy to await those items to speak. It was confirmed by the Chair of the Town Council's Planning Committee that there will be a public meeting regarding the Norfolk Homes planning application off Shelfanger / Heywood Road after their plans are submitted. Some of the concerns raised have already been addressed specifically that five attenuation ponds will manage the water levels and traffic calming measures.

The Clerk advised that County / District Councillor Kiddie had updated her that pavement resurfacing is scheduled from the junction of Sunnyside & Shelfanger Road to the catholic church in May, that more graffiti has appeared on the Beacon cycle signage, he has ordered 11 food waste vehicles ready for April 2025/26 & 75k caddies to get the best price and the bins and portaloos for Carnival have been booked.

#### FC0225/06 Items of Urgent Business

There were no items of urgent business raised.

**FC0225/07****Finance**

- a) Members noted bank outgoings for January 2025. It was noted that the floodlight operating at the DYCC improves the functionality of the CCTV system protecting the maintenance equipment.
- b) Members noted the Income & Expenditure report for January 2025.
- c) Members noted the Earmarked Reserves report for January 2025.
- d) Members noted the reconciliations of income and expenditure with the Council's bank account statements for November 2024 – January 2025.
- e) Members received the 3rd quarterly financial report (report reference 54/2425). Members comments that it is good to see the budget performing well towards the end of year.

**FC0225/08****Banking**

- a) Members received recommendations from the Executive Committee for new banking arrangements (report 55/2425 referred). The level of dissatisfaction with Barclays was noted and it was confirmed that the proposal is to transfer all accounts from Barclays to Unity. It was

**Resolved:**

1. Keep the Nationwide savings account as it is, as it attracts favourable interest for minimal work.
2. Keep the Lloyds account, so we can continue to utilise their longer-term savings for Earmarked Reserves funds.
3. Open a Unity Trust account, with a current and savings account, with councillors Craggs, Kitchen, Peaty, Robertson, Sinfield & Taylor as signatories.
4. Close the Barclays accounts.

**(Action: Finance Officer; by 31.03.25)**

- b) Members noted that the maturing Lloyds 1-Year Term account has been invested into a 95-day notice account.

**FC0225/09****Diss Youth & Community Centre**

- a) Members received a verbal project update from the DYCC Action Group. It was noted that a 70-page report has been received by the Group who also met with the consultant to review a draft presentation to Full Council. The recommendations broadly categorise into conducting more research, more stakeholder engagement, and a detailed review of the preferred options.

The response rate of 330 with approximately a third being non-Diss residents i.e. less than 2% of the population is too low to be statistically significant although it was noted that the survey was intended to gauge initial public opinion and not provide an immediate answer. There is broadly a lot of support for further exploring a new roof or building on the same site with access being the primary concern for the Sports Ground site. A key issue is affordability as very few are prepared to pay substantially more Council Tax to contribute to the considerable costs of any option.

Critical to planning are the District Council's decisions around the John Grose site development to avoid duplication and in light of the proposals to reorganise local government. Monthly meetings are scheduled with the relevant District Officer to maximise engagement and maintain strong relations. Further research will include liaising with the District Council on capital planning and spending thresholds, assessing the demand for the facility, developing a business case including options appraisal and financial analysis and seeking external grants given the considerable expenditure required.

The Group met with a Reinforced Autoclaved Aerated Concrete (RAAC) specialist who confirmed that the technical survey the Council had received was of high quality.

It was noted that the Council believed the consultancy report, which has been funded by a Pride in Place award, has been good value for money, particularly in bringing external expertise to the project not available within Diss Town Council. Cllr Goulder was thanked for her comprehensive report.

- b) Members considered a proposal to site the community garden on the DYCC site. This followed the original proposal to site it in the wildlife gardens at the rear of the Council offices. The Council had concerns regarding potential vandalism and the openness of this site and suggested that the allotments off Louies Lane may be more appropriate. Although the Allotment Association was supportive of the idea, they no longer have space and had some concerns regarding insurance. The DYCC site was proposed as it already accommodates the community fridge and

composter and is centrally located not far from the hotel. The space is enclosed on three sides and is a good size for a couple of beds. It was noted that the organising body for the group / activity would need to cover the insurance liability. It was noted that the amenity is intended to involve residents in town as well as providing an activity for the Park Hotel inhabitants.

It was agreed that this would only be a temporary solution given the potential development of the site. There was discussion regarding the destination for the produce from the community allotment and it was agreed that the community fridge, The Shelf at the Citizens Advice, Waveney Foodbank at Hope church and cooking sessions at the Taylor Road meeting room and local churches could be explored.

One member talked about the primary outcome of the project is bringing the community together with the by-product of the scheme food and there was a request to extend an invitation to veterans. It was

**Resolved:** to approve the usage of the grassed area at the rear of the Diss Youth & Community Centre as a community allotment temporarily (until such time the site might be developed) and subject to insurance cover being provided by the organising body.

**(Action: George / Clerk; immediately)**

**FC0225/10**

### **IT Support**

Members considered proposals for continuing the IT support contract with VMit Ltd (report 56/2425 referred). There was discussion regarding the importance of operational sustainability for the staffing team, productivity improvements in the office and cost savings being made on the staffing head count. VMit has performed well to date and staff are happy with the service. It was

**Resolved:** 1. To enter into a three-year contract with VMit Ltd from April 2025 – March 2028 at an annual cost of £7,752.  
2. Replace the Lenovo laptop at an estimated cost of £750 - £1k from the 2024-25 budget.  
3. To add Last Pass and Microsoft 365 Premium licenses to the Council's IT contract from April 2025 and September 2025 respectively.

**(Action: Clerk; immediately)**

**FC0225/11**

### **Mayor Elect**

Members considered the role of Mayor Elect, a role to shadow the Mayor leading up to the May election. It was agreed that this would be a helpful transition period from one Mayor to another and provides an opportunity for the Mayor Elect to exchange knowledge with the existing Mayor as well as develop a closer relationship with the Clerk. It creates a transparent and accountable process. Councillor Craggs is still interested in undertaking the role. It was

**Resolved:** That councillor Craggs was appointed as the Mayor Elect leading up to the May election.

**(Action: Clerk; immediately)**

**FC0225/12**

### **Staff Performance Management Review**

Members considered a recommendation from the Executive Committee to adopt the new staff appraisal scheme with associated forms and policy (report 57/2425 referred). It was agreed that staff should be rewarded for good performance and a meaningful structured appraisal is essential to provide a two-way dialogue. The form provides the opportunity for both the employee and employer to assess performance against criteria with a free field box for additional comments. There were comments regarding the requirement for the fourth column, but the scheme will be reviewed after the first appraisals have been undertaken. Measures of success include retention, training and development. Cllr Welch wished for his abstention vote to be recorded. It was

**Resolved:** To adopt the new staff appraisal scheme with associated forms and policy with a review by 31<sup>st</sup> March 2026.

**(Action: Clerk; immediately)**

**FC0225/13**

### **Anglian Memorial Garden**

Members reconsidered the proposed repairs and refurbishment to the Anglian Memorial Garden following a response from the contractor (report 58/2425 referred). The member of the public spoke given he would be the Supervisor on the contract. He stated that he is confident the proposed work

is the best solution, and the materials proposed will last longer than existing. He confirmed that the tree roots are not currently against the wall but that he couldn't guarantee they wouldn't affect the integrity of the wall long term. They would ensure that water can run off to minimise water ingress and a good maintenance programme should ensure longevity. They require permission to work on the pathway with vehicles.

It was also noted that a memorial stone to commemorate the Friendly Invasion, funded by South Norfolk Council, is being proposed for installation near the Gardens like the one already installed for the Anglian Regiment. A mock-up of the design was shared, and wording is to be agreed. VE & VJ Day 80 is proposed to be commemorated on the Park beacon seat panels. It was

**Resolved:** To appoint the Garden Project Team to complete the works in the Anglian Memorial Garden for the price of £9,283 plus VAT allocated to Community Infrastructure Levy funds.

**(Action: FBM; immediately)**

**FC0225/14 Clerk's Report**

Members received the Clerk's report on activities since the last meeting. It was agreed that the Clerk would contact the Corn Hall to resolve the last remaining queries regarding the sublease to Park Radio Ltd so they can relocate as soon as possible.

**(Action: Clerk; immediately)**

**FC0225/15 Items for Noting**

a) Progress Report – members noted progress on decisions made at the last meeting of Council.  
b) Planning – members noted that the 'Norfolk Homes' public consultation regarding proposed housing and open space on land off Shelfanger / Heywood Road is scheduled to take place on 21<sup>st</sup> February, 3-7pm at Diss Corn Hall with the deadline for responses by 7<sup>th</sup> March.

**FC0225/16 Date of Next Meeting**

Members noted that the next meeting of the Full Council is scheduled to take place on Wednesday 12<sup>th</sup> March 2025 at 7.15pm.

**FC0225/17 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.

**FC0225/18 Staffing Review**

Members considered quotations received for a staffing review (confidential report 59/2425 referred). It was noted that the rationale for the review is to ensure staff are being paid fairly for the tasks they undertake, particularly given the recent loss of two key staff members and the hours being undertaken and absorbed by less well-paid staff. The second part of the review will consider the Council's structure to ensure the right level of resourcing is achieved to deliver against the Council's plans. It was

**Resolved:** To appoint LCC to undertake a staffing review for a total cost of £2,190 excluding mileage as per quote received allocated to Legal/Financial/Prof fees (4675) and schedule from April 2025.

**(Action: Clerk; by 31.03.25)**

Meeting closed: 21.15.

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Councillor E. Taylor  
Pp Chair / Town Mayor

# DISS TOWN COUNCIL



11-12 Market Hill,  
Diss, Norfolk, IP22 4JZ.  
Telephone: (01379) 643848  
Email: [towncouncil@diss.gov.uk](mailto:towncouncil@diss.gov.uk)  
Website: [www.diss.gov.uk](http://www.diss.gov.uk)

## **APPLICATION FOR CO-OPTION** **Supporting Notes**

Thank you for expressing an interest in standing as a councillor for Diss Town Council to fill the current vacancy(s).

Diss Town Council was formed in 1974 following the reorganisation of Local Government at that time. It is a very active council with a strong desire to ensure that Diss develops in such a way that it benefits the town for the future. It owns or has responsibility for the management of a number of buildings and sites around the town including the Park, Mere, Mere's Mouth, the Market Place, St Mary's Churchyard, Rectory Meadow, The Lowes, The Entry, Diss Cemetery, Diss Sports Ground, Diss Youth & Community centre, the Council Offices and the Corn Hall, amongst others.

The Town Council is a statutory consultee for all planning applications which are considered by the Planning Committee. It works closely with the Highways Authority and other departments at the County Council, the District Council, Norfolk Constabulary, local community groups and businesses for the benefit of the town.

It receives most of its funding through the collection of council tax from those residents who live within the parish of Diss and consequently it is required to be accountable to the electorate for how this money is spent. The Council must conduct itself in accordance with the many relevant statutes including the Accounts and Audit Regulations 2011, the Local Audit and Accountability Act 2014 and the Local Government Act 1972 to name but a few.

Becoming a councillor provides an opportunity to be informed of many issues facing Diss and to become involved in the decision making that affects our town. It is a significant time commitment but can be very rewarding. Meetings of Council are held on Wednesday evenings throughout the year. There may be requirements for you to attend meetings additional to these to further investigate specific issues. All councillors are summoned to meetings (ie have a duty to attend) and must give apologies in advance if they are unable to attend. Councillors are all volunteers and receive no remuneration apart from a small allowance for expenses, paid annually.

Once co-opted or elected, all new councillors are provided with training, support and advice.

In order to be eligible to become a councillor, candidates must be 18 years of age or older; must either live in the parish, or within 3 miles of the boundary, or have their principle or main place of work in the parish at the time of standing; must not be a declared bankrupt; and must not have had a criminal conviction within the last five years which involved a custodial sentence of three months or more.

For more information about the Town Council, please visit our website at [www.diss.gov.uk](http://www.diss.gov.uk).

If you have any further questions, please do not hesitate to contact us (details above and on our website). And if you're still interested in becoming a Town Councillor, please complete the attached application and return to us.

# DISS TOWN COUNCIL



11-12 Market Hill,  
Diss, Norfolk, IP22 4JZ.  
Telephone and Fax: (01379) 643848  
Email: [towncouncil@diss.gov.uk](mailto:towncouncil@diss.gov.uk)  
Website: [www.diss.gov.uk](http://www.diss.gov.uk)

## APPLICATION FOR CO-OPTION

1. Name Catherine Dente

Address



2. Please provide a brief description of the nature of your employment throughout your working life and any skills, training or experience you have which may be useful to the Council:

I have over two decades of experience in the property sector, starting at 18 and have worked my way up through the industry. Most recently, I held the position of Head of Property Management for the largest corporate estate agency group \* PTC

3. Please explain your interest in Diss and why you would be interested in becoming a Councillor:

Having lived in Diss since the age of 3 I have over the years been actively involved in the community, participating in and benefiting from various local clubs. Now also having opened up a new business in the town, this has afforded me the time to be able to give back to the community



2\* In the UK, where I managed substantial budgets, ensured regulatory compliance and delivered results within strict deadlines. I have now embarked on a new venture as the owner of Hus Estates,

4. Please list any other voluntary or community work that you are currently or have previously been involved in:

We actively support local initiatives, we ~~are~~ donate £150 per transaction to local charities, we fund Diss High Schools breakfast club & free fruit initiative & give a monthly contribution to The Shelf so we try take a key role in giving back. I am also club secretary for Diss Athletics Club.

5. Please provide any other information that you feel may be of interest to the Council in considering your application for co-option:

I think Diss is a wonderful town and I am keen to take a role in its future.

Please also complete the nomination papers attached and arrange for two current members of Council to propose and second your application.

Thank you for taking the time to complete this application form. Once received, applications for co-option are usually considered at the next meeting of Full Council. You are welcome to attend this meeting (all meetings of Council are open to the public) and if co-opted will be invited to join members at the table. Meetings of Full Council are formal.

# DISS TOWN COUNCIL



## CO-OPTION OF A TOWN COUNCILLOR

### NOMINATION PAPER

I would like to be considered for co-option as a Councillor with Diss Town Council. I understand that I must seek nomination by two existing town councillors (one to nominate me and one to second the nomination). The period of service is from the date of co-option to the next local government parish elections or until you stand-down or are no longer eligible to hold the office of councillor.

#### CANDIDATE

Surname	Dente
Other names in full	Catherine
Title (please delete as appropriate)	Mr / (Mrs) Miss / Other (please state)
Home address in full	[REDACTED]

#### PROPOSER

I, DECLAN CRAGGS (print name) being a serving Member of Diss Town Council do hereby PROPOSE the above-named individual for the vacancy of councillor with Diss Town Council.

.....  
Signed

21/2/25  
Date

#### SECONDER

I, KIERAN MURPHY (print name) being a serving Member of Diss Town Council do hereby SECOND the proposal for the above-named individual to be co-opted to fill the vacancy of councillor with Diss Town Council.

.....  
Signed

4<sup>th</sup> March 2025  
Date

Nomination papers **MUST** be delivered to the Clerk of the Council at the Council Offices, 11-12 Market Hill, Diss, Norfolk, IP22 4JZ by \_\_\_\_\_.

#### For office use only

No. of Nomination Paper (in order of delivery)	Date Delivered	Hour Delivered	Received by:

Under Section 80 of the Local Government Act 1972 there are some reasons why a person is disqualified from being a Town Councillor, including these reasons:

I confirm that (please tick **all** which apply to you):

i.	I am not employed by the Town Council or hold paid office under the Town Council;	<input checked="" type="checkbox"/>
ii.	I am not employed by an entity controlled by the Town Council;	<input checked="" type="checkbox"/>
iii.	I am not the subject of a bankruptcy restrictions order or an interim bankruptcy restrictions order or a debt relief restrictions order or an interim debt relief restrictions order;	<input checked="" type="checkbox"/>
iv.	I have not within the last five years, been convicted in the UK, Channel Islands or Isle of Man of any offence and been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine;	<input checked="" type="checkbox"/>
v.	I am not otherwise disqualified under Part III of the Representation of the People Act 1983 (relating to corrupt or illegal electoral practices and offences relating to donations) or the Audit Commission Act 1998.	<input checked="" type="checkbox"/>

### Use of Personal Information

The Council will use the information provided on this form to assess your eligibility to be co-opted as a Town Councillor. The information will be treated as confidential by the Council and Councillors and will not be retained after the co-option meeting unless your application is successful, when it will be destroyed after your resignation from Council.

### Declaration & Consent (please tick all which apply to you):-

I have read the section entitled 'Use of Personal Information' and by signing this form I consent to the use and disclosure of my information included in this application form.	<input checked="" type="checkbox"/>
I will complete a Declaration of Acceptance of Office, Declaration of Interests form, and I will comply at all times with the Council's Code of Conduct.	<input checked="" type="checkbox"/>
I declare the information given on this form to be true and correct.	<input checked="" type="checkbox"/>

Signature  Name (BLOCK CAPITALS) CATHERINE DENTE

Address [REDACTED]

Email Address [REDACTED]

Date of signature 20.02.25

I declare that to the best of my knowledge and belief I am not disqualified from being co-opted by reason of any disqualification set out in section 80 of the Local Government Act 1972 and that the information supplied above is accurate. I understand that by providing misleading or inaccurate information, my nomination may be disqualified.

  
Signed

20.02.25  
Date

No. of Nomination Paper (in order of delivery)	Date Delivered	Hour Delivered	Received by:

### CANDIDATE'S CONSENT TO NOMINATION

I hereby consent to my nomination as a candidate for co-option as a councillor with Diss Town Council. I declare that on the day of my nomination I qualify for co-option.

To be eligible for co-option as a Diss Town Councillor you must satisfy certain criteria. You must satisfy both a and b below and at least one of the options c. to f.

I confirm that (please tick **all** which apply to you):-

a. I am 18 years of age or over	✓
b. I am a British citizen or a citizen of the Commonwealth or a citizen of any other member state of the European Union	✓
c. I am registered as a local government elector for the Town at this address (give address)	
d. I have, during the whole of the twelve months preceding my application occupied, as owner or tenant, land or other premises in the Town (give address)	✓
e. My principal or only place of work during those twelve months has been in the Town (give details and address)	
f. I have during the whole of those twelve months resided in the Town or within three miles of it (give address)	✓



<b>BANK OUTGOINGS FEBRUARY 2025</b>				
<u>Date Paid</u>	<u>Payee Name</u>	<u>Bacs Ref</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
03.02.2025	Red5 Networks Ltd	DD647	£ 109.84	Phone & Broadband February 2025
03.02.2025	South Norfolk Council	DD648	£ 2,200.92	Waste Collections Jan-Mar 2025, Extra Bins for Christmas Lights Event
03.02.2025	Barclays Bank Plc	B.Net	£ 20.00	Barclays.Net Monthly Charge
14.02.2025	Alliance Disposables Ltd	Bacs2520	£ 115.52	Bin Bags - All Sites
14.02.2025	Baldwin Skip Hire Ltd	Bacs2521	£ 254.04	Skip Hire - All Sites
14.02.2025	Brian Simmonds	Bacs2522	£ 11.20	Refund of Market stallage for 24.01.2025 - Cancelled due to High Winds
14.02.2025	Diss Cornhall Trust	Bacs2523	£ 50.00	Council Chamber Hire January 2025
14.02.2025	First Choice Homecare	Bacs2524	£ 36.00	Refund of Market stallage - Paid in advance and then cancelled
14.02.2025	FMG Consulting Ltd	Bacs2525	£ 5,850.00	DYCC Feasability Study - Final Balance
14.02.2025	LR Wyard-Scott	Bacs2526	£ 192.98	Diesel for Vans January 2025
14.02.2025	Metro Rod (Newfoundlands Ltd)	Bacs2527	£ 5,518.79	Mere Drainage Works completed under Aldi Carpark
14.02.2025	Pearce & Kemp Ltd	Bacs2528	£ 233.16	Supply & Fit Replacement LED Floodlights - DYCC
14.02.2025	Photo Elite	Bacs2529	£ 24.00	2x Frames for Honoured Citizen at Annual Town Meeting
14.02.2025	Sandy Lane Nursery Ltd	Bacs2530	£ 430.74	Plants for Lowes for Spring Planting Scheme
14.02.2025	Simonds Garage Services	Bacs2531	£ 607.09	Service and MOT on Ford Ranger CY15 KUO
14.02.2025	Simon Wick	Bacs2532	£ 24.64	Refund of Market stallage for 24.01.2025 - Cancelled due to High Winds
14.02.2025	Star Plumbing, Heating & Renewables Ltd	Bacs2533	£ 102.00	Repair Water Heater at Park Toilets
14.02.2025	The Play Inspection Company Ltd	Bacs2534	£ 369.60	Outdoor Play Equipment Annual Inspection - Mere Park & Skatepark
14.02.2025	Travis Perkins Trading Co Ltd	Bacs2535	£ 45.38	Builders Gloves & Easy Joint Carbon - Market Place
14.02.2025	Vmit Ltd	Bacs2536	£ 937.27	IT Support and Software February 2025 - Council & DDNP
17.02.2025	Evolve Business Solutions (EA)	DD649	£ 141.09	Colour/Black & White Copying Charges Oct 24 to Jan 25
22.02.2025	British Gas Trading Ltd	DD650	£ 834.82	Electricity February 2025 - DYCC
22.02.2025	British Gas Trading Ltd	DD651	£ 436.04	Electricity February 2025 - Sportsground
22.02.2025	British Gas Trading Ltd	DD652	£ 673.22	Electricity February 2025 - Mere Fountain
22.02.2025	British Gas Trading Ltd	DD653	£ 74.86	Electricity February 2025 - Cemetery
22.02.2025	British Gas Trading Ltd	DD654	£ 370.39	Electricity February 2025 - Park Toilets
22.02.2025	British Gas Trading Ltd	DD655	£ 158.67	Electricity February 2025 - Council Office
22.02.2025	British Gas Trading Ltd	DD656	£ 109.98	Electricity February 2025 - Mere Mouth Toilets
22.02.2025	British Gas Trading Ltd	DD657	£ 61.67	Electricity February 2025 - Marketplace
25.02.2025	Employees	BACS	£ 17,972.67	Salaries Month 11
26.02.2025	EE Ltd	DD658	£ 49.73	Mobile Phones 18/02 to 17/03 - Clerk, Maintenance Manager & Maintenance Team

28.02.2025	Broadland District Council	Bacs2537	£	109.00	Intermediate Excel training Course - M.Hawkes
28.02.2025	ESPO	Bacs2538	£	763.87	Gas Supplied January 2025 - Council Office & DYCC
28.02.2025	E.Taylor	Bacs2539	£	152.00	Councillor Allowance 2024/25
28.02.2025	Florencos Coffee	Bacs2540	£	16.37	Refund of Market Stallage cancelled 24.01.2025 but paid in advance
28.02.2025	Garrod Construction Ltd	Bacs2541	£	2,340.00	Sportsground Carpark & Band Sealing of Footpath at Skateboard Park
28.02.2025	J.Welch	Bacs2542	£	88.00	Councillor Allowance 2024/25
28.02.2025	K.Murphy	Bacs2543	£	318.00	Councillor Allowance 2024/25
28.02.2025	L.Sinfield	Bacs2544	£	88.00	Councillor Allowance 2024/25
28.02.2025	Mary Moppins Ltd	Bacs2545	£	1,646.40	Opening & Cleaning of Public Toilets February 2025 - Meres Mouth & Park
28.02.2025	Paul Rackham	Bacs2546	£	1,872.00	Grave Digging December 2024 - February 2025
28.02.2025	P.Cottrell	Bacs2547	£	25.00	Window Cleaning Feb 2025 - Council Office & Museum
28.02.2025	Protec Direct	Bacs2548	£	58.40	Maintenance Uniform - Hi-Vis Jacket & Shorts
28.02.2025	R.Peaty	Bacs2549	£	152.00	Councillor Allowance 2024/25
28.02.2025	S.Browne	Bacs2550	£	88.00	Councillor Allowance 2024/25
28.02.2025	Screwfix Direct Ltd	Bacs2551	£	16.99	Titan Heat Gun - General Use
28.02.2025	Simonds Garage Services	Bacs2552	£	71.00	VAT missed off Previous Service/MOT Invoice
28.02.2025	S.Kiddie	Bacs2553	£	88.00	Councillor Allowance 2024/25
28.02.2025	S.Olander	Bacs2554	£	318.00	Councillor Allowance 2024/25
28.02.2025	Travis Perkins Trading Co Ltd	Bacs2555	£	35.44	Bitumen Tarmac - Market Place, Concrete - Mere Street Bin Seating
28.02.2025	Norfolk Pension Fund	BACS	£	6,315.70	Pension Contributions Month 11
28.02.2025	HM Revenue & Customs	BACS	£	4,501.36	NI/PAYE Month 11
			£	<b>57,079.84</b>	

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## Detailed Income &amp; Expenditure by Budget Heading 28/02/2025

Month No: 11

## 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	<b>3,848</b>	<b>4,040</b>	<b>192</b>			<b>95.2%</b>	<b>0</b>
4000 NCC Grasscutting	80	100	20		20	79.9%	
Agency Services :- Indirect Expenditure	<b>80</b>	<b>100</b>	<b>20</b>	<b>0</b>	<b>20</b>	<b>79.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>3,768</b>	<b>3,940</b>	<b>172</b>				
<u>120 Allotments</u>							
1120 Allotment Rent	1,525	525	(1,000)			290.5%	
Allotments :- Income	<b>1,525</b>	<b>525</b>	<b>(1,000)</b>			<b>290.5%</b>	<b>0</b>
4020 Allotment Expenditure	3,629	30	(3,599)		(3,599)	12096.3	
Allotments :- Indirect Expenditure	<b>3,629</b>	<b>30</b>	<b>(3,599)</b>	<b>0</b>	<b>(3,599)</b>	<b>12096.3</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(2,104)</b>	<b>495</b>	<b>2,599</b>				
<u>140 Amenities</u>							
1140 Amenities Income	6,122	2,000	(4,122)			306.1%	
Amenities :- Income	<b>6,122</b>	<b>2,000</b>	<b>(4,122)</b>			<b>306.1%</b>	<b>0</b>
4030 Park Enhancement Costs (470)	312	0	(312)		(312)	0.0%	
4040 Gardens/Floral Scheme	893	2,000	1,107		1,107	44.7%	
4060 Town/Park - R&R	22,245	22,000	(245)	3,849	(4,094)	118.6%	
4061 Play Equipment R&R	1,061	5,000	3,939	426	3,513	29.7%	
4062 Boardwalk Maintenance	1,220	1,000	(220)		(220)	122.0%	338
4070 Van x 2 Running Costs	4,785	7,000	2,215	2,889	(674)	109.6%	
4071 Van Insurance	1,748	1,865	117		117	93.7%	
4075 Tree Management	30,065	18,000	(12,065)	4,395	(16,460)	191.4%	4,095
4080 Bus Shelter Cleaning - EMR	120	0	(120)		(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	4,599	2,000	(2,599)		(2,599)	229.9%	
4100 Mere - Fountain	1,914	2,000	86		86	95.7%	
4101 Mere - Fountain Electricity	4,774	7,131	2,357		2,357	67.0%	
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 &amp; Expenditure by Budget Heading 28/02/2025

Month No: 11

## 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	<b>78,753</b>	<b>73,243</b>	<b>(5,510)</b>	<b>13,624</b>	<b>(19,134)</b>	<b>126.1%</b>	<b>4,463</b>
<b>Net Income over Expenditure</b>	<b>(72,630)</b>	<b>(71,243)</b>	<b>1,387</b>				
7000 plus Transfer from EMR	4,463	0	(4,463)				
<b>Movement to/(from) Gen Reserve</b>	<b>(68,167)</b>	<b>(71,243)</b>	<b>(3,076)</b>				
<u>145 Mini Recycling Centre Adopter</u>							
1150 Mini Recycling Adopter Payment	450	450	0			100.0%	
Mini Recycling Centre Adopter :- Income	<b>450</b>	<b>450</b>	<b>0</b>			<b>100.0%</b>	<b>0</b>
<b>Net Income</b>	<b>450</b>	<b>450</b>	<b>0</b>				
<u>150 Bank Interest</u>							
1090 Interest Received	16,455	6,500	(9,955)			253.2%	
Bank Interest :- Income	<b>16,455</b>	<b>6,500</b>	<b>(9,955)</b>			<b>253.2%</b>	<b>0</b>
4202 Bank Charges	355	350	(5)		(5)	101.6%	
Bank Interest :- Indirect Expenditure	<b>355</b>	<b>350</b>	<b>(5)</b>	<b>0</b>	<b>(5)</b>	<b>101.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>16,100</b>	<b>6,150</b>	<b>(9,950)</b>				
<u>160 Capital Expenditure</u>							
4200 PWLB Repayment	22,683	41,007	18,324		18,324	55.3%	
Capital Expenditure :- Indirect Expenditure	<b>22,683</b>	<b>41,007</b>	<b>18,324</b>	<b>0</b>	<b>18,324</b>	<b>55.3%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(22,683)</b>	<b>(41,007)</b>	<b>(18,324)</b>				
<u>180 Cemetery</u>							
1180 Cemetery Interment/Chapel Fees	18,913	25,000	6,087			75.7%	
1185 Cemetery Memorial Fees	7,064	10,000	2,936			70.6%	
Cemetery :- Income	<b>25,977</b>	<b>35,000</b>	<b>9,023</b>			<b>74.2%</b>	<b>0</b>
4250 Cemetery - Grounds - R&R	5,101	9,300	4,199		4,199	54.8%	
4260 Cemetery - Chapels - R&R	350	1,000	650		650	35.0%	
4270 General Equipment	4,327	6,000	1,673		1,673	72.1%	
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	66	150	84		84	44.3%	
4280 Cemetery - Electricity	713	1,151	438		438	62.0%	
4285 Cemetery - Insurance	512	545	34		34	93.9%	
Cemetery :- Indirect Expenditure	<b>11,640</b>	<b>18,726</b>	<b>7,086</b>	<b>0</b>	<b>7,086</b>	<b>62.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>14,337</b>	<b>16,274</b>	<b>1,937</b>				

## Detailed Income &amp; Expenditure by Budget Heading 28/02/2025

Month No: 11

## 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	6,460	0	(6,460)			0.0%	
Cemetery Gravedigging :- Income	<b>6,460</b>	<b>0</b>	<b>(6,460)</b>				<b>0</b>
4300 Cemetery Gravedigging Exp.	6,772	0	(6,772)		(6,772)	0.0%	
Cemetery Gravedigging :- Indirect Expenditure	<b>6,772</b>	<b>0</b>	<b>(6,772)</b>	<b>0</b>	<b>(6,772)</b>		<b>0</b>
<b>Net Income over Expenditure</b>	<b>(312)</b>	<b>0</b>	<b>312</b>				
<u>200 Christmas Lights</u>							
1230 Christmas Lights	250	0	(250)			0.0%	
Christmas Lights :- Income	<b>250</b>	<b>0</b>	<b>(250)</b>				<b>0</b>
4320 Christmas Lights	19,839	21,000	1,161	546	615	97.1%	
4322 Insurance re. Christmas Lights	81	81	(0)		(0)	100.6%	
Christmas Lights :- Indirect Expenditure	<b>19,920</b>	<b>21,081</b>	<b>1,161</b>	<b>546</b>	<b>614</b>	<b>97.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(19,670)</b>	<b>(21,081)</b>	<b>(1,411)</b>				
<u>220 Corn Hall</u>							
4350 Corn Hall - Maint./R&R	3,031	6,000	2,969		2,969	50.5%	
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	<b>7,219</b>	<b>8,846</b>	<b>1,627</b>	<b>0</b>	<b>1,627</b>	<b>81.6%</b>	<b>1,520</b>
<b>Net Expenditure</b>	<b>(7,219)</b>	<b>(8,846)</b>	<b>(1,627)</b>				
7000 plus Transfer from EMR	1,520	0	(1,520)				
<b>Movement to/(from) Gen Reserve</b>	<b>(5,699)</b>	<b>(8,846)</b>	<b>(3,147)</b>				
<u>240 Council Properties</u>							
1240 Office Rent/Service Charge	6,653	6,864	212			96.9%	
Council Properties :- Income	<b>6,653</b>	<b>6,864</b>	<b>212</b>			<b>96.9%</b>	<b>0</b>
4400 Office R&R	2,674	4,500	1,826	85	1,741	61.3%	
4405 Office Building Maintenance	175	1,000	825	200	625	37.5%	
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	9,264	12,000	2,736	2,305	431	96.4%	
4445 Pk Toilets - Insurance	396	422	26		26	93.8%	
4450 Pk Toilet- Electricity	1,615	1,783	168		168	90.6%	

## Detailed Income &amp; Expenditure by Budget Heading 28/02/2025

Month No: 11

## 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	1,818	2,000	182		182	90.9%	
4465 Mere's Mouth Toilets	11,740	15,000	3,260	1,532	1,728	88.5%	
4466 Mere's Mouth Electricity	1,380	722	(658)		(658)	191.1%	
4475 Staff Uniforms/Replacements	344	250	(94)		(94)	137.5%	
<b>Council Properties :- Indirect Expenditure</b>	<b>30,085</b>	<b>42,077</b>	<b>11,992</b>	<b>4,122</b>	<b>7,870</b>	<b>81.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(23,432)</b>	<b>(35,213)</b>	<b>(11,781)</b>				
<u>260 Diss Youth &amp; Community Centre</u>							
1260 DYCC Hire Fees	8,118	5,181	(2,937)			156.7%	
<b>Diss Youth &amp; Community Centre :- Income</b>	<b>8,118</b>	<b>5,181</b>	<b>(2,937)</b>			<b>156.7%</b>	<b>0</b>
4500 DYCC - Electricity	5,856	14,103	8,247		8,247	41.5%	
4505 DYCC - Gas	666	830	164		164	80.2%	
4510 DYCC - Business Rates	5,040	5,200	160		160	96.9%	
4515 DYCC - Water Rates	800	800	0		0	100.0%	
4520 Licences - Music	0	250	250		250	0.0%	
4525 DYCC - Insurance	1,129	1,204	75		75	93.8%	
4530 Annual Service Costs	366	1,000	634		634	36.6%	
4540 DYCC - General R&R	12,551	9,000	(3,551)		(3,551)	139.5%	
<b>Diss Youth &amp; Community Centre :- Indirect Expenditure</b>	<b>26,408</b>	<b>32,387</b>	<b>5,979</b>	<b>0</b>	<b>5,979</b>	<b>81.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(18,290)</b>	<b>(27,206)</b>	<b>(8,916)</b>				
<u>280 Administrative Overheads</u>							
1050 Donations	80	0	(80)			0.0%	
<b>Administrative Overheads :- Income</b>	<b>80</b>	<b>0</b>	<b>(80)</b>				<b>0</b>
4610 Council Office Business Rates	4,853	4,860	7		7	99.9%	
4615 Council Office - Gas	2,556	1,800	(756)		(756)	142.0%	
4620 Council Office - Electricity	1,298	1,630	332		332	79.7%	
4625 Council Office - Telephone	2,844	2,000	(844)		(844)	142.2%	
4630 Council Office - Insurance	910	970	60		60	93.8%	
4657 IT Equipment, Software & Suppo	20,555	24,000	3,446		3,446	85.6%	
<b>Administrative Overheads :- Indirect Expenditure</b>	<b>33,016</b>	<b>35,260</b>	<b>2,244</b>	<b>0</b>	<b>2,244</b>	<b>93.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(32,936)</b>	<b>(35,260)</b>	<b>(2,324)</b>				
<u>300 Grants</u>							
4720 General Grants	3,100	10,000	6,900		6,900	31.0%	
4750 Sam Speed Sign	35	0	(35)		(35)	0.0%	
<b>Grants :- Indirect Expenditure</b>	<b>3,135</b>	<b>10,000</b>	<b>6,865</b>	<b>0</b>	<b>6,865</b>	<b>31.4%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(3,135)</b>	<b>(10,000)</b>	<b>(6,865)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 28/02/2025

Month No: 11

## 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	<b>705</b>	<b>0</b>	<b>(705)</b>				<b>0</b>
4785 Neighbourhood Plan	486	1,000	514		514	48.6%	486
Highways :- Indirect Expenditure	<b>486</b>	<b>1,000</b>	<b>514</b>	<b>0</b>	<b>514</b>	<b>48.6%</b>	<b>486</b>
<b>Net Income over Expenditure</b>	<b>219</b>	<b>(1,000)</b>	<b>(1,219)</b>				
7000 plus Transfer from EMR	486	0	(486)				
<b>Movement to/(from) Gen Reserve</b>	<b>705</b>	<b>(1,000)</b>	<b>(1,705)</b>				
<u>320 Market</u>							
1320 Market Stallage	21,103	21,000	(103)			100.5%	
Market :- Income	<b>21,103</b>	<b>21,000</b>	<b>(103)</b>			<b>100.5%</b>	<b>0</b>
4810 Market Place - Water Rates	116	50	(66)		(66)	231.7%	
4815 Market Place - Business Rates	2,470	2,800	330		330	88.2%	
4830 Market Expenditure	464	528	64		64	87.8%	
Market :- Indirect Expenditure	<b>3,050</b>	<b>3,378</b>	<b>328</b>	<b>0</b>	<b>328</b>	<b>90.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>18,053</b>	<b>17,622</b>	<b>(431)</b>				
<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	<b>1,005</b>	<b>900</b>	<b>(105)</b>	<b>0</b>	<b>(105)</b>	<b>111.7%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(1,005)</b>	<b>(900)</b>	<b>105</b>				
<u>360 Precept</u>							
1076 Precept	668,148	668,148	0			100.0%	
Precept :- Income	<b>668,148</b>	<b>668,148</b>	<b>0</b>			<b>100.0%</b>	<b>0</b>
<b>Net Income</b>	<b>668,148</b>	<b>668,148</b>	<b>0</b>				
<u>370 General Expenditure</u>							
4600 Town Mayor's Allowance	(252)	1,500	1,752	900	852	43.2%	
4605 Ccl Members' Allowance & Exp	1,456	2,136	680		680	68.2%	
4635 Subscriptions	2,134	2,500	366		366	85.3%	
4640 Audit	2,487	2,500	13		13	99.5%	
4645 Training	3,665	4,500	835	308	527	88.3%	

## Detailed Income &amp; Expenditure by Budget Heading 28/02/2025

Month No: 11

## 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	4,041	4,000	(41)		(41)	101.0%	
4660 Postage	108	100	(8)		(8)	108.0%	
4665 Wages - General Admin.	172,186	217,272	45,086		45,086	79.2%	
4666 Wages - General Maint.	170,318	187,033	16,715		16,715	91.1%	
4667 Staff Mileage	489	500	11		11	97.7%	
4670 NI/PAYE/Pension	(126)	0	126		126	0.0%	
4675 Legal/Financial/Prof fees	0	2,000	2,000		2,000	0.0%	
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%	
<b>General Expenditure :- Indirect Expenditure</b>	<b>364,191</b>	<b>433,139</b>	<b>68,948</b>	<b>1,208</b>	<b>67,740</b>	<b>84.4%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(364,191)</b>	<b>(433,139)</b>	<b>(68,948)</b>				
<u>375 Rechargeable</u>							
1280 Rechargeable Exp. Refunded	2,322	0	(2,322)			0.0%	
<b>Rechargeable :- Income</b>	<b>2,322</b>	<b>0</b>	<b>(2,322)</b>				<b>0</b>
4685 Rechargeable Expenditure	832	0	(832)		(832)	0.0%	
<b>Rechargeable :- Indirect Expenditure</b>	<b>832</b>	<b>0</b>	<b>(832)</b>	<b>0</b>	<b>(832)</b>		<b>0</b>
<b>Net Income over Expenditure</b>	<b>1,490</b>	<b>0</b>	<b>(1,490)</b>				
<u>380 S 137</u>							
4870 S 137 - Expenditure	19	0	(19)		(19)	0.0%	
<b>S 137 :- Indirect Expenditure</b>	<b>19</b>	<b>0</b>	<b>(19)</b>	<b>0</b>	<b>(19)</b>		<b>0</b>
<b>Net Expenditure</b>	<b>(19)</b>	<b>0</b>	<b>19</b>				
<u>400 Sports Ground</u>							
1400 Sports Ground Hire Fees	13,415	10,500	(2,915)			127.8%	
<b>Sports Ground :- Income</b>	<b>13,415</b>	<b>10,500</b>	<b>(2,915)</b>			<b>127.8%</b>	<b>0</b>
4900 Track Maintenance	1,950	4,000	2,050		2,050	48.8%	
4910 Pavilion Maintenance	545	2,500	1,955		1,955	21.8%	
4915 General Sports Ground Maint.	36	0	(36)		(36)	0.0%	
4920 Ground Maintenance	2,943	5,000	2,057		2,057	58.9%	
4930 Sports Grnd-Water Rate	368	600	232		232	61.3%	
4935 Sports Ground - Electricity	3,343	4,767	1,424		1,424	70.1%	

## Detailed Income &amp; Expenditure by Budget Heading 28/02/2025

Month No: 11

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4940 Sports Ground - Phone	0	300	300		300	0.0%	
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	154	1,000	846	1,325	(479)	147.9%	
<b>Sports Ground :- Indirect Expenditure</b>	<b>11,230</b>	<b>20,184</b>	<b>8,954</b>	<b>1,325</b>	<b>7,629</b>	<b>62.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>2,184</b>	<b>(9,684)</b>	<b>(11,868)</b>				
<u>420 Events</u>							
1145 Beacon Project Income	1,521	0	(1,521)			0.0%	1,521
<b>Events :- Income</b>	<b>1,521</b>	<b>0</b>	<b>(1,521)</b>				<b>1,521</b>
4760 Remembrance Service Costs	413	800	387		387	51.6%	
4991 General Events Expenditure	94	200	106		106	47.0%	
4993 Beacon Expenditure	7,134	0	(7,134)		(7,134)	0.0%	7,134
<b>Events :- Indirect Expenditure</b>	<b>7,641</b>	<b>1,000</b>	<b>(6,641)</b>	<b>0</b>	<b>(6,641)</b>	<b>764.1%</b>	<b>7,134</b>
<b>Net Income over Expenditure</b>	<b>(6,120)</b>	<b>(1,000)</b>	<b>5,120</b>				
7000 plus Transfer from EMR	7,134	0	(7,134)				
8001 less Transfer to EMR	1,521	0	(1,521)				
<b>Movement to/(from) Gen Reserve</b>	<b>(507)</b>	<b>(1,000)</b>	<b>(493)</b>				
<u>425 Christmas Switch on Event</u>							
1235 Christmas Switch On Income	4,360	1,400	(2,960)			311.4%	
<b>Christmas Switch on Event :- Income</b>	<b>4,360</b>	<b>1,400</b>	<b>(2,960)</b>			<b>311.4%</b>	<b>0</b>
4990 Christmas Switch on Event	5,195	2,650	(2,545)		(2,545)	196.0%	
<b>Christmas Switch on Event :- Indirect Expenditure</b>	<b>5,195</b>	<b>2,650</b>	<b>(2,545)</b>	<b>0</b>	<b>(2,545)</b>	<b>196.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(835)</b>	<b>(1,250)</b>	<b>(415)</b>				
<u>430 Carnival</u>							
1435 Carnival Income	11,506	10,000	(1,506)			115.1%	1,506
<b>Carnival :- Income</b>	<b>11,506</b>	<b>10,000</b>	<b>(1,506)</b>			<b>115.1%</b>	<b>1,506</b>
4996 Carnival	14,100	12,750	(1,350)		(1,350)	110.6%	1,350
<b>Carnival :- Indirect Expenditure</b>	<b>14,100</b>	<b>12,750</b>	<b>(1,350)</b>	<b>0</b>	<b>(1,350)</b>	<b>110.6%</b>	<b>1,350</b>
<b>Net Income over Expenditure</b>	<b>(2,594)</b>	<b>(2,750)</b>	<b>(156)</b>				
7000 plus Transfer from EMR	1,350	0	(1,350)				
8001 less Transfer to EMR	1,506	0	(1,506)				
<b>Movement to/(from) Gen Reserve</b>	<b>(2,750)</b>	<b>(2,750)</b>	<b>0</b>				

## Detailed Income &amp; Expenditure by Budget Heading 28/02/2025

Month No: 11

## 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>
<b>Net Income over Expenditure</b>	<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>
<b>Net Income over Expenditure</b>	<u>(5,416)</u>	<u>0</u>	<u>5,416</u>				
7000 plus Transfer from EMR	6,921	0	(6,921)				
8001 less Transfer to EMR	1,505	0	(1,505)				
<b>Movement to/(from) Gen Reserve</b>	<u>0</u>	<u>0</u>	<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	1,705	4,000	2,295		2,295	42.6%	
4970 Streetlighting	1,287	9,500	8,213		8,213	13.5%	
Streetlighting :- Indirect Expenditure	<u>2,992</u>	<u>13,500</u>	<u>10,508</u>	<u>0</u>	<u>10,508</u>	<u>22.2%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>11,608</u>	<u>(13,500)</u>	<u>(25,108)</u>				
<b>Grand Totals:- Income</b>	<b>816,294</b>	<b>771,608</b>	<b>(44,686)</b>			<b>105.8%</b>	
Expenditure	<b>662,529</b>	<b>771,608</b>	<b>109,079</b>	<b>24,526</b>	<b>84,553</b>	<b>89.0%</b>	
<b>Net Income over Expenditure</b>	<u><b>153,765</b></u>	<u><b>0</b></u>	<u><b>(153,765)</b></u>				
plus Transfer from EMR	21,874	0	(21,874)				
less Transfer to EMR	4,532	0	(4,532)				
<b>Movement to/(from) Gen Reserve</b>	<u><b>171,107</b></u>	<u><b>0</b></u>	<u><b>(171,107)</b></u>				

## SUMMARY REPORT OF EARMARKED RESERVES 2024-25

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 28th February 2025	
320	37	Facilities	Cemetery	Cemetery Bungalow Sale	£ 268,842		£ 268,842	£ 268,842	
330	1	Executive	By-election	By-election costs	£ 5,000		£ 5,000	£ 5,000	
335	2	Facilities	Facilities	Flock Project	£ 9,999		£ 9,999	£ 9,999	
342	3	Executive	Events	Christmas Lights switch on	£ 3,847		£ 3,847	£ 3,847	
344	4	Executive	Events	Carnival	£ 5,286	£ 250	£ 5,036	£ 5,442	
370	5	Facilities	Cemetery	Cemetery Grounds (Inc Monuments)	£ 4,500		£ 4,500	£ 4,500	
372	6	Facilities	Cemetery	Cemetery Chapels	£ -		£ -	£ -	
375	7	Facilities	Corn Hall	Corn Hall	£ 25,975	£ 1,520	£ 24,455	£ 24,455	
384	8	Facilities	Council Offices	Building maintenance	£ 30,590		£ 30,590	£ 30,590	
390	9	Facilities	DYCC	Van Replacement	£ 8,000		£ 8,000	£ 8,000	
392	10	Facilities	DYCC	Replacement Ride-On Lawnmower	£ 6,345		£ 6,345	£ 6,345	
398	11	Facilities	DYCC	DYCC	£ 14,860		£ 14,860	£ 14,860	
400	12	Facilities	Market	Maintenance Market	£ 21,500		£ 21,500	£ 21,500	
412	13	Facilities	Mere	Boardwalk	£ 338	£ 338	£ -	£ -	
414	14	Facilities	Mere	Maintenance Mere's Mouth	£ 1,530		£ 1,530	£ 1,530	
416	15	Facilities	Mere	Mere Fountain	£ 22,815		£ 22,815	£ 22,815	
422	16	Facilities	Park	Park General - Beacon Project	£ 6,842	£ 7,134	£ -292	£ 1,521	£ 1,229
424	17	Facilities	Park	Play Equipment	£ 500		£ 500	£ 500	
426	18	Facilities	Park	Park Toilets	£ 16,000		£ 16,000	£ 16,000	
430	19	Facilities	SPG	Athletics maintenance	£ 11,000		£ 11,000	£ 11,000	
432	20	Facilities	SPG	SPG Floodlights	£ -		£ -	£ -	
434	21	Facilities	SPG	SPG Pav maintenance	£ -		£ -	£ -	
436	22	Facilities	SPG	SPG - Skateboard Park	£ -		£ -	£ -	
440	23	Facilities	St Marys	Closed churchyard repairs	£ 18,579		£ 18,579	£ 18,579	
450	24	Facilities	Facilities	Tree Management	£ 4,095	£ 4,095	£ -	£ -	
469	25	Facilities	Maintenance	5 Yr Electrical Testing	£ 3,300		£ 3,300	£ 3,300	
470	26	Facilities	Park	Park Enhancement Project	£ 12,140		£ 12,140	£ 12,140	
455	27	HTP	HTP	HTP	£ 8,634		£ 8,634	£ 8,634	
460	28	Infrastructur	Infrastructure	Bus Shelters maintenance	£ 15,601	£ 30	£ 15,571	£ 15,571	
462	29	Infrastructur	Infrastructure	Streetlights	£ 4,416		£ 4,416	£ 4,416	
464	30	Infrastructur	Infrastructure	Community Infrastructure Levy (CIL)	£ 111,638	£ 6,921	£ 104,717	£ 106,222	
466	31	Infrastructur	Infrastructure	CCTV	£ 1,675		£ 1,675	£ 1,675	
468	32	Infrastructur	Infrastructure	D&D Neighbourhood Plan	£ 4,177	£ 486	£ 3,691	£ 3,691	
472	34	Infrastructur	Infrastructure	Parking Scheme	£ 10,000		£ 10,000	£ 10,000	
445	36	Infrastructur	Infrastructure	Parish Partnership Works	£ 5,000		£ 5,000	£ 5,000	
				TOTAL	£ 663,024	£ 20,774	£ 642,250	£ 645,682	

	% of EMR	Balances	YTD Balance
Facilities	74%	£487,749.57	£476,184
HTP	1%	£8,633.59	£8,634
Infrastructur	23%	£152,507.65	£146,576
Executive	2%	£14,133.17	£14,289
TOTAL		£663,024.01	£645,682

28.02.2025	Current Year End balance (Precept)	£ 153,740
	General Reserves	£ 310,401
	EMR	£ 645,682
	Total Funds	£ 1,109,823

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



## DISS INTERIM INTERNAL AUDIT – 2024 – 2025

## Report to Diss Town Council

### Interim Internal Audit of the Accounts for the Period Ending 31<sup>st</sup> December 2024

Smaller authorities are required by the Accounts and Audit Regulations 2015 to ‘undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance’.

The primary objective of Internal Audit will be to independently review, appraise and provide assurance upon the control environment, making sure that controls are mitigating the Council from increased risk exposure, and to achieve this, the internal auditor will adopt a predominantly systems-based approach to audit.

The Accounts for the period ending 31<sup>st</sup> December 2024 can be summarized as follows:

Income to date:	£793,309
Expenditure to date:	£553,935
Precept figure for the year:	£668,148
General Reserves for the period-end:	£310,395
Earmarked Reserves for the period-end:	£645,688
Current period-end position:	£236,674

The following Internal Audit work was carried out on the adequacy of systems of internal control in accordance with the scope previously approved by the Council with particular emphasis upon the following:

- Review and assess the soundness, adequacy, effectiveness and reliability of financial and performance management systems
- Review and assess the efficiency and effectiveness of internal control arrangements and working practices and make recommendations to improve these where appropriate
- Review and assess the adequacy of procedures to ensure the Council's assets and interests are adequately protected and risks are identified and effectively managed
- Check for compliance with legislation and the Council's integrity and ethical standards, policies and procedures

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- Review and test the books, accounts, transactions and vouchers on a sample basis in order to arrive at an opinion on the systems in place.

Comments and any recommendations arising from the review are made below:

Subject & tests carried out	Comments/Recommendations
<p><b>1. Proper book-keeping.</b>  <b>Examination of</b></p> <ul style="list-style-type: none"> <li>• <b>Cashbook</b></li> <li>• <b>Reconciliations of cashbook</b></li> </ul>	<p>The council continues with its use of the Rialtas Financial Software accounting package which produces a suite of tools to allow for reporting on an income and expenditure basis.</p> <p>As has previously been stated, the accounting procedure utilised by the RFO gives a more accurate presentation of the authority's true financial position by ensuring that there is detailed focus on the balance of economic benefits under the council's control, rather than just its bank balance. The financial software used by the Council allows the automation of many of its transactions involving income and expenditure and employee payroll, as well as reports and financial statements.</p> <p>The cashbook is reconciled on a monthly basis, regularly verified against bank statements and contains entries from day to day of all sums of money received and expended by the council along with matters to which the income and expenditure relates. In accordance with good practice, the accounting records also contain a record of income and expenditure in relation to claims made for contribution, grant or subsidies from a government department or other public body. The reconciliations conducted allow for the process of comparing internal records against statements from financial institutions and other external sources to ensure money that exits in an account matches money spent.</p> <p>By focusing on the actual movement of cash within the council, the RFO is able to ensure that there is an efficient system of cash flow management by utilising strategic practices such as timely invoicing, prudent inventory management, and negotiating favourable credit terms with suppliers.</p> <p>Spot checks were made and were found to be correct. Journal entries between cost codes for the year under review were seen and verified with supporting documentation reviewed. The RFO has ensured that the cash book is the focus for</p>

DISS INTERIM INTERNAL AUDIT – 2024 – 2025

	<p>day-to-day accounting and is aware that the balancing off and reconciliation to the bank statement remains the most important control over the accounting system.</p>
<p><b>2. Payment controls.</b>  <b>Examination of:</b></p> <ul style="list-style-type: none"> <li>• <b>Understanding of the process involved for reclaiming VAT</b></li> <li>• <b>Expenditure controls</b></li> <li>• <b>Internet Banking controls</b></li> <li>• <b>Procurement controls</b></li> <li>• <b>Tenders submitted</b></li> <li>• <b>General power of competence</b></li> </ul>	<p>VAT is identified in the cash book and reclaimed on a quarterly basis. The VAT Assessment Files for the remaining quarter to 31<sup>st</sup> March 2024, as produced by the accounting package operated by the Finance Officer, were scrutinised against cashbook and banking records. Settlement of the account submitted for this quarter was verified as being in accordance with the year-end position as at 31<sup>st</sup> March 2024 and settled in April 2024.</p> <p>The VAT Assessment File for the first and second quarters, as produced by the accounting package operated by the Finance Officer were reviewed and verified as being settled in July and October 2024. Sample tests were undertaken by the Internal Auditor to ensure that the VAT element within payments is being clearly identified and appropriately accounted for within the accounting system. For the period under review, the Finance Officer has ensured that VAT has been appropriately identified in relation and correctly coded according to the council’s business and non-business activities within the financial records of the software used thereby confirming that robust arrangements are in place for managing its responsibilities regarding VAT.</p> <p><i>Comment: council has ensured that it has complied with section 33 of the 1994 VAT Act which allows local authorities and other public bodies to recover VAT incurred on costs associated with: non-business activities, taxable business activities where the body is VAT registered (subject to the normal rules), and exempt business activities (where the input tax incurred in relation to exempt activities is considered to be insignificant).</i></p> <p>In accordance with relevant guidelines, partial exemption is applied where VAT input is to average less than £625 per month or £7,500 per annum or be less than 5% of the total VAT incurred.</p> <p>In accordance with its own Financial Regulation 5.2, all expenditure is presented to Council on a monthly basis for review and authorisation for payment is made by resolution. Council has ensured that, for the settlement of its invoices by the BACS system, and in accordance with Financial Regulation 5.7, there is a two-tier authorisation system which ensures that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories. A review of the procedures followed for receipt of invoices, agreement of invoice detail and confirmation of goods or services delivery along with approval for payments was undertaken on thirty-five (35) individual payments in the period between 1<sup>st</sup> March</p>

	<p>and 31<sup>st</sup> December 2024. In the actions undertaken in committing the council's resources, Council is operating within Financial Regulations 5.2 through to 5.30.</p> <p>Council continues to show good practice by ensuring that, on receipt of invoices, (and in accordance with Financial Regulation 5.3) verification that the relevant goods or services have been received is obtained and invoices checked to ensure that the arithmetic is correct, agreed discounts have been deducted and everything is acceptable regarding reclaiming the VAT.</p> <p><i>Comment: this system continues to protect the Responsible Financial Officer as well as fulfilling an internal control objective to ensure the safeguarding of public money thereby allowing Council to ensure that it has maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.</i></p> <p>A further spot check of items paid via Direct Debit system from the Council's Accounts were cross checked against cashbook, bank statements and invoices. All were found to have an underlying audit trail with appropriate documentation in place.</p> <p><i>Comment: in accordance with Financial Regulation 5.16, payments for utility supplies which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation may be made by variable Direct Debit provided that the instructions are signed by two Officers and any payment made are reported to Council.</i></p> <p>The Council's Purchase Order file for items ordered in accordance with Council's own Financial Regulations was reviewed during the internal audit visit. A random sample of orders placed during the period under review shows that Council has operated within its own Financial Regulations within the limits set for the purchase of goods and services above which three estimates or quotes should be invited from persons or firms competent to do the work.</p> <p><i>Comment: Council follows good practice by ensuring that an official order is issued for all work, goods and services unless a formal contract is to be prepared, or an official order would be inappropriate. Council further demonstrates good practise by understanding that official orders both commit a supplier to a price and help prevent unauthorised credit being granted in the authority's name. In accordance with proper practises, on receipt of invoices, verification that the relevant goods or services have been received is obtained and invoices are checked to ensure that the arithmetic is correct, agreed discounts have been deducted and everything is acceptable regarding</i></p>
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DISS INTERIM INTERNAL AUDIT – 2024 – 2025

	<p><i>reclaiming the VAT. The Purchase Order file is numerically held and controlled by the Responsible Financial Officer/Clerk. All orders are authorised in accordance with Financial Regulation 10.1.</i></p> <p>Council, having declared that it fulfilled the eligibility criteria to use the general power of competence (at least two-thirds elected members and a qualified Clerk (CiLCA or higher)), resolved at the meeting of 17<sup>th</sup> May 2023, to use the power until the next relevant Annual Council Meeting (post May 2027).</p> <p>Council operates a Community Grants Scheme (with an Annual Budget of £10,000) with grants being awarded under the terms of its Grants Policy. <i>Comment: the Council operates the above grants within the remit of its Grants Policy which aims to ensure that funding is distributed to those who provide a service that benefits the residents of Diss as a whole; a service that benefits a specific category of residents of Diss, particularly disadvantaged or vulnerable sections of the population; a service or facility not currently offered elsewhere in Diss; add to or improve existing facilities; make better use of under-used Town Council facilities (such as the DYCC or sports ground) and are freely available to all sections of the community. The policy is adhered to, regularly reviewed and considered fit for purpose.</i></p> <p>The council has three Public Works Board Loan (Heritage Triangle Project and Boardwalk and Gardens). The balance outstanding as at 31<sup>st</sup> March 2024 was £80,660.77. Repayments for the period ending 31<sup>st</sup> December 2024 totalled £22,682.66 in accordance with the instalment repayment schedule as issued. Loan types are fixed, and the repayment method is via an annuity.</p>
<p><b>3. Budgetary controls.</b> <b>Examination of:</b></p> <ul style="list-style-type: none"> <li>• <b>Verification of process of setting of budget</b></li> <li>• <b>Monitoring of budget</b></li> <li>• <b>Reporting of expenditure and variances</b></li> </ul>	<p>The minutes of 10<sup>th</sup> January 2024 show that Council agreed to formally adopt the budget recommendations resulting in approval for a precept request of £668,148 equating to £235.76 for a Band D property reflecting a 13.03% increase over that set for the previous year. The approved budgeted expenditure was agreed at £771,608 with budgeted income at £103,460.</p> <p><i>Comment: to ensure clarity and transparency, council has followed best practice by expanding the minutes to show not only the percentage (%) but also the financial increase (£) the precept being set would have on a Band D Council Tax dwelling, taking into account movement in the tax base, over that set for the previous year.</i></p> <p>Evidence was seen of budget report to actual with committed expenditure and funds available for the period April - September 2024 (submitted 23<sup>rd</sup> October 2024).</p>

DISS INTERIM INTERNAL AUDIT – 2024 – 2025

	<p>The written report from the RFO, in accordance with Financial Regulations, clause 4.8, reports on variances in income and expenditure exceeding 15% of the budget. Within the report submitted this provided clarity on the codes with variances beyond the tolerances of 42.5% and 57.5%. The report submitted by the RFO provides clarity on the day-to-day functioning of the revenue budgets along with transactions to/from Earmarked Reserves allowing for an understanding of the use of the annual precept funds and existing funds in the context of the Council’s overall budget assessment process. For the period under review, there were no significant unexplained variances from the budget, and it was considered that the budget was overperforming for that time of the year with no concerns to be brought to the council’s attention.</p> <p><i>Comment: Council shows good practice by following the recommended key stages as to the budgetary process to be followed for the year and ensures that in its monitored actual performance against its budget during the year taking corrective action where necessary.</i></p> <p>Council continues to operate within the parameters of its own FR 4.2 by ensuring that virements between budgets are considered by the Council as and when they arise, “No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate (‘virement’).” The Clerk is authorised to incur expenditure in cases of extreme risk to the delivery of Council services, whether or not there is any budgetary provision for the expenditure, in accordance with the limits imposed under Financial Regulation 4.5 (£5,000).</p> <p><i>Comment: Council is mindful of the requirement for such authority to be evidenced by a minute or by an authorisation slip duly signed by the Clerk and where necessary also by the appropriate Chair.</i></p> <p>A scan of the minutes did not give rise to any unusual financial activity and there were no actions of a potentially unlawful nature being considered.</p>
<p><b>4. Income controls.</b>  <b>Examination of:</b></p> <ul style="list-style-type: none"> <li>• <b>Precept</b></li> <li>• <b>Other income:</b></li> </ul>	<p>Council received precept in the sum of £668,148 from South Norfolk District Council for the period under review in April and September 2024 as reported within the Income and Expenditure Reports for the months of May (submitted to the meeting of 12<sup>th</sup> June 2024) and September (as submitted to the meeting of 23<sup>rd</sup> October 2023).</p>

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<ul style="list-style-type: none"> <li>➤ CIL</li> <li>➤ Burial and associated fees</li> <li>➤ Allotment fees</li> <li>➤ Hall hire fees</li> <li>➤ Market fees</li> <li>➤ Bank Interest</li> <li>• Aged Debtor Listings</li> </ul>	<p>Evidence was provided showing a full audit trail from Precept being discussed and approved to being served on the Charging Authority to remittance advice showing the Precept to be paid and receipt of same in the Council’s Bank Account.</p> <p>For the period under review Council received CIL Receipts in the sum of £3,462.02 (April) and £48,734.05 (October). CIL receipts are reported to full Council as part of its overall Income and Expenditure Reports.</p> <p>As a Burial Authority and in accordance with proper practices, Council has ensured that it maintains a formal burial register which is up-to-date and accurately held. A review of a sample of interments and memorials will be conducted at the annual internal audit review to ascertain whether they can be appropriately evidenced, and fees have been charged at the correct approved rate and recovered within a reasonable time. A review of the council’s cemetery fees was last undertaken by the Facilities Committee at its meeting of 31<sup>st</sup> May 2023.</p> <p>During the year under review, council received income from a number of identified sources all of which was banked intact with the transactions identified within the accounting system operated by the Responsible Financial Officer. In accordance with Financial Regulation 8.3, Council understands that it should review all fees and charges annually, with increases as deemed appropriate, following a report as submitted by the Responsible Financial Officer. The budgetary papers for the setting of the budget for the year 2025/2026 make reference to the decision taken for a nil increase to the market traders with the ambition of increasing the number of stall holders instead. Revised / new regulations and appropriate risk assessments for all hirings are delegated to the Facilities Committee.</p> <p>Fee reviews are essential to ensure that the council’s income module remains competitive as well as ensuring profitability is maintained. This will ensure that the council’s revenue streams are fully optimized allowing for adjustments where necessary.</p> <p><i>Comment: council should aim to ensure that an annual review of all fees and charges is carried out to ensure that alternative ways of generating income are fully explored.</i></p> <p>A sample review of the control rents for the market, allotments, hall hire and sports ground hire fees along with associated documentation was undertaken during the internal audit visit and all expected income was found to be based on the correct</p>
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DISS INTERIM INTERNAL AUDIT – 2024 – 2025

	<p>price, properly recorded and promptly banked with VAT (where appropriate) accounted for.  <i>Comment: in accordance with proper practices, Council has ensured that there are appropriate control procedures in place along with documentation to provide a clear audit trail through to invoicing and recovery of all such income.</i></p> <p>Further spot checks during the internal audit visit on further items paid under BACS / Direct Credit into the Council's Accounts were cross checked against cashbook, bank statements and invoices raised by the Council. A review of the Omega transaction reports was undertaken to ensure income was coded to the appropriate nominal income code and all were found to be in order with appropriate control procedures and documentation to provide a clear underlying audit trail through to invoicing and recovery of all such income. Overall income is recorded in accordance with Financial Regulations and reported to Full Council within the monthly Income and Expenditure reports.</p> <p>The outstanding sales ledger invoices for the period ending 31<sup>st</sup> December 2024 was reviewed and verified. The Finance Officer has advised that there are no irrecoverable accounts for consideration as bad debts.  <i>Comment: Council is aware that Proper Guidance states that uncollectible amounts, including bad debts, should only be written off with the approval of members, or under delegated authority by the Responsible Financial Officer and that such approval should be shown in the accounting records.</i></p>
<p><b>5. Petty cash/expenses procedure.</b></p>	<p>The Council does not operate a petty cash system.</p>
<p><b>6. Payroll controls.</b>  <b>Examination of:</b></p> <ul style="list-style-type: none"> <li>• Management of payroll</li> <li>• PAYE/NIC system in place</li> <li>• Compliance with HMRC procedures</li> <li>• Mayor's Allowance</li> </ul>	<p>The council's payroll function has been outsourced to the Norfolk Associated of Local Councils and has been operated properly and overseen by the council as an employer.  <i>Comment: There are robust payroll arrangements in place which ensures the accuracy and legitimacy of payments of salaries and wages, and associated liabilities and as such the Council has complied with its duties under employment legislation and has met its pension obligations.</i></p> <p>At period-end Council had 11 employees on its payroll, all which are members of the Local Government Pensions Scheme as operated by Norfolk County Council.  <i>Comment: Council is aware that every three years an employer it must put certain staff back into a pension scheme. This is known as 're-enrolment'. This is an</i></p>



	<p><i>employer’s legal duty and Council’s must let the Pension Regulator know when they have completed the task by completing and submitting a re-declaration of compliance.</i></p> <p>In accordance with Proper Practices, PAYE taxes and employee and employer National Insurance contributions (NIC) are calculated and recorded for every employee. Salaries are paid in accordance with contracted hours worked, appropriate pay scales for staff and as per the relevant staff point on the national NJC scales.</p> <p><i>Comment: in accordance with Proper Practices, Council has ensured that the remuneration payable to all employees has been approved in advance by the Council. Minutes of the Executive Committee demonstrate that, under delegated powers, amendments to staff salaries are considered and express permission is granted for amendments to remuneration and matters relating to staff policies.</i></p> <p>Cross-checks were therefore completed on items each of salary, PAYE and pension contributions and reviewed against the relevant pay scales, appropriate tax and NI contributions deduction tables and pension deductions for staff. The verification of net pay to employees was undertaken in relation to the monthly payrolls for April, June and December 2024 and all were found to be in order. The Internal Auditor can also confirm that PAYE taxes, employee and employer National Insurance contributions (NIC) and pension contributions are calculated and recorded for every employee. Deductions are paid to HM Revenue and Customs and Norfolk Pension Fund on or before the dates prescribed. Of the samples reviewed, gross pay due is correctly calculated in accordance with the approved spinal point on the NJC scale and also with the contracted hours.</p> <p>In accordance with Council’s FR 6.2 payments to employees and appropriate creditor of the statutory and discretionary deductions are recorded in a separate confidential record (cash book) which is only open to inspection or review under circumstances outlined under FR 6.4 a-c.</p> <p>Council’s re-declaration of compliance with regards to re-enrolment was seen and verified as having been submitted and accepted by the Pension Regulator on 4<sup>th</sup> October 2022.</p> <p><i>Comment: within five months of the third anniversary of the council’s start date (if this was the council’s first re-declaration), or the previous re-enrolment date for</i></p>
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DISS INTERIM INTERNAL AUDIT – 2024 – 2025

	<p><i>subsequent re-declarations, council will need to complete a further re-declaration of compliance informing the Pensions Regulator as to how it has met its legal duties.</i></p> <p>Within the annual budget set is a sum for the Mayor’s Allowance. For the year 2024-2025 this was set at £1,500. Expenditure incurred totalled £1,038 for the period under review.  <i>Comment: Council is aware that section 15(5) of the LGA 1972 provides that Parish (and Town) Councils may for its Mayor “for the purpose of enabling them to meet the expenses of their office such allowance as the council think reasonable”.</i></p> <p>Within the annual budget set is a sum for Member’s Allowances. For the year 2024-2025 this was set at £1,000. To date, nil expenditure has been incurred. At the meeting of the Executive Committee of 15<sup>th</sup> January 2025, it is noted that the committee, under delegated powers, voted to continue to pay councillor allowance to elected members.  <i>Comment: council is aware that under The Local Authorities (Members’ Allowances) (England) Regulations 2003, application of the allowance is limited to members who, unless otherwise specified, are elected members of the parish council.</i></p> <p><i>Officers are aware of the taxation of members’ allowances and expenses as detailed under HMRC Guidance EIM65970 Local Government Councillors and civic dignitaries in England.</i></p>
<p><b>7. Asset control</b>  <b>Examination of:</b></p> <ul style="list-style-type: none"> <li>• <b>Asset Register</b></li> <li>• <b>Checks on existence of assets</b></li> <li>• <b>Recording of fixed asset valuations</b></li> <li>• <b>Cross checking on insurance cover</b></li> </ul>	<p>The Asset Register is held on a computerised system and covers those items listed under insurance and within the parish council’s remit for maintenance and ownership. The Asset Register as at 31<sup>st</sup> March 2024 stood at £8,205,247.35. The register details assets held by the Council which have been defined as Fixed Assets broken down into Community assets (£7,307,603.86) and Equipment, Fixture and Fittings (£897,643.49). There are appropriate measures in place to allow for the tracking of additions and disposals from the previous year to the current year. The approved itemised list as at 31<sup>st</sup> March 2025 will form the basis of Box 9 of the Annual Governance and Accountability Guide.</p> <p>A full review of the asset register along with a spot check of a number of assets against insurance valuations will be undertaken at the annual review once the register has been formally reviewed by council’s officers at year-end.</p>

DISS INTERIM INTERNAL AUDIT – 2024 – 2025

	<p><i>Comment: the council has understood the guidance issued ensuring that it maintains a formal asset register which is routinely updated to record new assets at historic cost price, net of VAT and to remove any disposed of / no longer serviceable assets.</i></p>
<p><b>8. Bank reconciliation.</b>  <b>Examination of:</b></p> <ul style="list-style-type: none"> <li>• <b>Reconciliations</b></li> <li>• <b>Cashbook</b></li> <li>• <b>Bank Statements</b></li> <li>• <b>Credit Card Transactions</b></li> <li>• <b>Monitoring of investments</b></li> </ul>	<p>Bank reconciliations are completed on a regular basis and reconcile with the cash sheets. Overall there is regular reporting of bank balances within the detailed financial reports submitted to Council. The importance of bank reconciliations is part of the mechanism by which proper management and monitoring of cash flow enables the Council to confirm the accuracy of its financial transactions at a given point in time.</p> <p>A review of sample of transactions from the cashbooks from the months of October 2023 to March 2024 across the accounts held by the Council was undertaken to verify the detail held within the cashbooks to that shown on the bank statement. There were no matters arising from the review which suggested that there were errors in the entries and there was no identification of signs of fraud or duplicate entries (for which explanations or corrections were not forthcoming).</p> <p>Bank balances as at period-end 31<sup>st</sup> December 2024 agree with the year-end bank statements and demonstrate that Council has ensured that its accounts remain in balance. Overall Council's has a year-end balance of £1,176,968.64 across the accounts held in the name of Diss Town Council.</p> <p><i>Comment: Council is aware that, in accordance with Proper Practices, the bank reconciliation is a key tool for management as it assists with the regular monitoring of cash flows which aids decision-making, particularly when there are competing priorities. In accordance with Proper Practices, Council has implemented a system whereby the monthly reconciled bank accounts are presented to the Council appointed Internal Controller ensuring that there is access to not only the reconciliation of the cash book to bank statements but also the underlying background evidence upon which the reconciliation is based.</i></p> <p>The full reconciliations for the months of April through to December 2024 were made available to the Internal Auditor for full scrutiny. Approval of the bank reconciliation by the authority or an authority nominee is not only good practice but is also a safeguard for the Responsible Financial Officer and fulfils one of the authority's internal control objectives. The Audit Log for Bank Reconciliations was reviewed and found to be appropriately signed off.</p>

	<p>Detailed Balance Sheets along with Detailed Profit and Loss Account Reports are also submitted in accordance with the timescales prescribed within council’s Standing Orders and form part of the minutes that are retained in hard copy by the council.</p> <p>Spot checks were conducted on the Credit Card statements for the period under review and statements were interrogated to ensure a clear audit trail from point of purchase to allocation on the statement. The account is subject to automatic payment in full at each designated date for the month-end. In accordance with proper practices, credit card transactions are kept as a separate cash book and entered into the bank account. Once statement is received, the Finance Officer ensures that the account is reconciled and inter accounts transfers carried out to clear down the account. The account is reconciled in full on a monthly basis.  <i>Comment: with reference to council’s own Financial Regulation 5.26, council has ensured that it adheres to the specific control procedure for the use of any payments by a credit card with the limits authorised by the council.</i></p> <p>In accordance with Council’s own Financial Regulation 5.5b, the Clerk and Responsible Financial Officer are given delegated authorisation for fund transfers between the Council’s savings and current accounts to cover expenditure due with a limit as to the reserve level that may be maintained. Where appropriate, Council approves the temporary suspension of financial regulations to allow transfer between the Council bank accounts of more than the current limit of the precept. Financial Regulation 5.5c, provides clarity on the manner in which the suspension of council’s financial regulations will come into force: “Transfers of more than £40,000 can be transferred when Council receives a large amount of money into the bank account due to the sale of an Asset or the Precept allocation being received. If transfers are made of over £40,000 due to the above then these would need to be authorised by the RFO and 2 councillors signatures on an authority to transfer slip”.  <i>Comment: Officers are aware that fund transfers within the councils banking arrangements as per Financial Regulation 5.5b are acceptable, provided that a list of such payments shall be submitted to the next appropriate meeting of the council and any such payment is in accordance with the limits set.</i></p> <p>Council’s adopted investment policy, defines the authorisation, investment reports and responsibility as follows: within the provisions of the policy, (amendments to which may be made by the Executive Committee, subject to approval by full council) investments will be undertaken by the Responsible Finance Officer in consultation</p>
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DISS INTERIM INTERNAL AUDIT – 2024 – 2025

	<p>with the Chairperson of the Executive Committee who will ensure that deposits are placed with banks, building societies, local authorities or other public authorities or other recognised funds specifically targeted at the Public Sector. The choice of institution and length of deposit will be at the discretion of the Responsible Financial Officer, in consultation with the Chairperson of the Executive Committee.</p> <p><i>Comment: Council is aware that proper practices defines long-term investments as being for more than 12-month terms and must be reported as Assets in the AGAR at section 2, line 9 – see External Audit below – and that council is currently reviewing its investment strategy and will take appropriate action once the long-term accounts reach maturity.</i></p>
<p><b>9. Internal Audit:</b>  <b>Examination of:</b></p> <ul style="list-style-type: none"> <li>• <b>Reporting of Previous Internal Audit Reports</b></li> <li>• <b>Review of internal audit</b></li> <li>• <b>Appointment of internal auditor</b></li> </ul>	<p>The narrative Internal Audit Report for the year ending 31<sup>st</sup> March 2024 was considered at a meeting of full Council on 12<sup>th</sup> June 2024, following a review of the report by the executive committee. Members of the Executive Committee resolved to note the contents of the final internal audit report. Members received the internal audit report and considered proposed actions relating to the auditor’s comments covering publication of information in accordance with transparency requirements (contracts); amendments to standing orders (procurements); treatment of long-term investments. The meeting further agreed that all staff should be re-enrolled into the council operated pension scheme in accordance with current legislative requirements.</p> <p>There were no formal recommendations which required the completion of a separate audit plan.</p> <p><i>Comment: Council has followed guidance which confirms that, in accordance with Proper Practices, the annual review of internal audit should be received and recorded as such by the Council (or delegated committee). Any actions planned from the outcomes of the tests undertaken along with the narrative reports from the Internal Auditors should be the subject of an audit plan detailing actions to be undertaken, members or officers responsible for delivering improvement and deadlines for the completion of the actions.</i></p> <p>Following the review of the original audit plan and having regard to the statutory requirements for internal audit in terms of size, scope and current financial arrangements, Mrs Waples was reconfirmed as having been appointed to act as the Council’s independent internal auditor, for the period October 2022 until March 2025 (appointed first approved at meeting of 16<sup>th</sup> March 2022). A letter of engagement has been provided to the Council detailing the provision of audit services for the year</p>

DISS INTERIM INTERNAL AUDIT – 2024 – 2025

	<p>2024-2025 covering the audit work to be carried out in relation to the year ending 31<sup>st</sup> March 2025.</p> <p><i>Comment: Council has understood that it should have a letter of engagement detailing roles and responsibilities for internal audit, audit planning and timing of visits, reporting requirements; access to information; period of engagement and remuneration.</i></p>
<p><b>10. External Audit</b></p> <p><b>Examination of:</b></p> <ul style="list-style-type: none"> <li>• <b>Reporting of External Audit Report</b></li> <li>• <b>Publication of final certificate</b></li> </ul>	<p>The External Audit Report and Certificate for the year ending 31<sup>st</sup> March 2024 having been received by the Council in September 2024 was submitted to and noted by Full Council with formal adoption at the meeting of 23<sup>rd</sup> October 2024. Members had been forewarned at the meeting of 11<sup>th</sup> September 2024 that amendments would be required for this and prior year’s comparatives in relation to the treatment of long-term assets and investments.</p> <p>Members noted the comment from the external auditor: “The AGAR was not accurately completed before submission for review. Please ensure that amendments are corrected in the prior year comparatives when completing next year’s AGAR: “Information received from the smaller authority indicates that long term investments of £200,000 has been incorrectly included in Section 2, Box 8. The figures in Boxes 6,7, 8, and 9 for the current year should read respectively £560,060, £756,083, £763,270 and £8,405,247. The Practitioners’ Guide states that all long-term investments (i.e., those with a maturity of greater than 12 months) should be included within Section 2, Box 9”.</p> <p>There were no other matters which came to the attention of the external auditor that gave cause for concern that relevant legislation and regulatory requirements that have not been met.</p> <p><i>Comment: Council has noted Regulation 20 (in part) which states that the annual audit letter received from the auditor must be considered by the authority and published (including publication on the authority’s website) and to permit copies to be purchased.</i></p> <p>The Internal Auditor is able to verify that the external auditor report and certificate along with the conclusion of the external audit have been published on the Council’s website. Details as to how copies may be purchased have also been included.</p> <p><i>Comment: in order to comply with the Regulation 16 of the Accounts and Audit Regulations 2015, Council has demonstrated that it is aware that, as soon as it is reasonably practical after the conclusion of the audit, it should publish a statement</i></p>

DISS INTERIM INTERNAL AUDIT – 2024 – 2025

	<p>saying that the audit has been concluded, giving the details of the public’s rights of inspection under section 25 of the 2014 Act (Local Audit and Accountability Act 2014) and saying where and when those rights may be exercised.</p>
<p><b>11. Publication requirements been met in accordance with the Audit &amp; Accounts Regulations of 2015.</b>  <b>Examination of:</b></p> <ul style="list-style-type: none"> <li>• <b>Publication requirements</b></li> </ul>	<p>The Internal Auditor is able to confirm that the Council has complied with the requirements of the Accounts and Audit Regulations 2015 for smaller authorities with income and expenditure exceeding £25,000 and published the following for the year 2023/24 on a public website:</p> <p>Section 1 – Annual Governance Statement of the AGAR  Section 2 – Accounting Statements of the AGAR  Section 3 – The External Auditor Report and Certificate  Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.  Notice of Conclusion of Audit  Section 3 – External Auditor Report and Certificate  Sections 1 and 2 of the AGAR as audited.</p> <p><b>Recommendation: Council might wish to note best practice which states that the Annual Internal Audit Report (page 3 of the AGAR) should also be published. This is to avoid any potential confusion by local electors and interested parties.</b></p>
<p><b>12. Period-end procedures.</b>  <b>Examination of:</b></p> <ul style="list-style-type: none"> <li>• <b>Appropriate accounting procedures used</b></li> <li>• <b>Bank Statements and Cash Book agree</b></li> <li>• <b>Debtors and Creditors properly recorded</b></li> </ul>	<p>the Internal Auditor confirms that having reviewed the period-end files, there is a full underlying financial trail from financial records to the accounts produced. Debtors and creditors have been properly recorded and the RFO has continued to ensure that the council’s accounting software contains and records details on its assets and liabilities including the asset and investment register and other debts.</p> <p>As is generally recognised, having produced Income and Expenditure Accounts with debtors, creditors and period end cut-off, council uses a proprietary accounting software thereby allowing accurate tracking of transactions that will allow for comparisons over differing accounting periods.</p> <p><i>Comment: Council is aware that its balance sheet provides a snapshot at a given point in time of the council’s net worth thereby identifying its assets and liabilities and that year-end procedures will allow the Council to ascertain the result of either a surplus or a deficit for the year under review.</i></p>
<p><b>13. Transparency Code.</b>  <b>Examination of:</b></p> <ul style="list-style-type: none"> <li>• <b>Transparency code requirements</b></li> </ul>	<p>The Council has worked towards ensuring compliancy with the minimum datasets that should be published as per the requirements as set out in the Local Government Transparency Code (2015), which provides that a larger parish/town council with a gross annual income and expenditure (whichever is the higher) exceeding £200,000, must publish a number of documents relating to the current year. For Diss Town Council, the transparency code requirements include the publication of quarterly</p>

DISS INTERIM INTERNAL AUDIT – 2024 – 2025

	<p>reporting of spending transactions valued over £500; quarterly reporting of invitation to tender for contracts over £5,000; quarterly publication of details of every transaction on a government procurement card; the annual reporting of organisational charts; annual reporting of details of remuneration and job title of certain senior employees whose salary is at least £50,000; annual reporting of all grants made to voluntary, community and social enterprise organisations and the annual reporting of the location of public land and assets.</p> <p><i>Comment: Council has considered the frequency of information that is to be uploaded to its website and has taken steps to publish relevant data applicable to the town council.</i></p>
<p><b>14. Summary</b></p>	<p>The Internal Auditor offers her appreciation for the assistance given by the Chief Executive Officer and her staff in completing this audit. The period-end files were extremely well presented for review and the Finance Officer is to be commended.</p> <p>It is reconfirmed that overall Council has demonstrated effective governance arrangements and can show evidence of strong governance and good financial practice. The internal audit review, undertaken on the documentation provided during both visits to the Council’s Offices, has provided evidence of the overall adequacy of the financial arrangements in place within the council.</p> <p>The examination of the period-end accounts and supporting documentation has further confirmed that the Responsible Financial Officer has satisfactorily undertaken the administration of the Council’s financial affairs and produced satisfactory financial management information to enable the Council to make well-informed decisions.</p> <p>Recommendations made and/or commentary provided are to enhance the systems in place as opposed to detract from the positive assurance that can be given as to the manner in which the Council’s finances are managed.</p> <p><i>For further information and for the year effective 1<sup>st</sup> April 2024 please refer to Governance and Accountability for Smaller Authorities in England - A Practitioners' Guide to Proper Practices to be applied in the preparation of statutory annual accounts and governance statements - March 2024.</i></p>

Date of Internal Audit Visit: 11.02.25

Date of Year-end Internal Audit Report: 24.02.25



DISS INTERIM INTERNAL AUDIT – 2024 – 2025

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## DISS TOWN COUNCIL

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Report Number:  
**60 / 2425**

Report to:	Full Council
Date of Meeting:	12 <sup>th</sup> March 2025
Authorship:	Grants Panel / Town Clerk
Subject:	Grant applications (2 <sup>nd</sup> round of 2)

### **Introduction**

1. Four applications were received for Council grant funding by the deadline of 31<sup>st</sup> January. This deadline was extended from 30<sup>th</sup> November.
2. There is currently £6,900 remaining in the grant budget of a total annual budget of £10k.
3. The total request for funding from the four applicants totals £15,205.
4. A further £10k has been budgeted for 2025-26.
5. The Grants Panel has met to consider the applications and has made recommendations below for Full Council's consideration. The Clerk has also commented accordingly.

### **Diss Corn Hall Trust**

6. The Diss Corn Hall Trust has applied for a development grant of £3,710 to host a monthly Open Mic Night (see Appendix A).
7. This is a great initiative, supported by the Panel, but most of the costs relate to paying staff (salaries), which is something the scheme states in clause 10g of the policy it will not fund.
8. Therefore, the Panel recommends that a total of £590 is granted to The Corn Hall Trust to cover the additional expenses, namely venue contribution and building costs (£240) and marketing & promotion (£350).

### **Clerk's comments**

9. I feel quite strongly that the Town Council should support this initiative as much as possible given the primary target audience is young people and as stated in my last Clerk's report, it is important the Council is supporting youth engagement.
10. We have also said the Corn Hall should be looking to reach out to new audiences which it is endeavouring to do but it will lose more income if we don't support it.
11. One of the exclusions under clause 10g of the grant policy, 'routine' running costs, is utilities, which is included under the venue costs.

12. I would propose that the practitioner 'expenses' of £1200 could also be covered.
13. If members were minded to support this venture to include 12 above, the total grant allocation would be £1,790 i.e. 48% of grant request or 26% of the grant funds available. I hope this means that their project is more viable.

### **My Period**

14. My Period has applied for a project grant of £3,500 to provide free accessible period products and advance education (see Appendix B).
15. The applicant was asked several questions by the panel regarding a breakdown of costs included in box 27 (Financials), advised to omit any salary / staffing costs as these are not covered and why both yes and no boxes have been selected under match funding as presumably the total cost of the project is not £7k.
16. The Panel is of the view that if the applicant responds with satisfactory info, they are likely to recommend an award of £1k.
17. The applicant has since responded with a cost breakdown included below, which has reduced the total grant project request to £2,850.

ITEM	TOTAL	NOTES
1. Period products	£2,000	Hey Girls sustainable Period Products - regular and super period pads (boxed and loose), cardboard app and non applicator organic tampons - enough product to reach over 200 individuals with a couple of packets each plus loose products for caught short pick up. Selection of reusable period products including 25 Full Cycle Kits (reusable period pad kits), 75 pairs of period pants/shorts mix sizes, 25 period cups.
2. Cardboard display unit and stickers/posters	£125	Print
3. Education session with local staff to enable ongoing knowledge sharing	£525	Workshop session tailored to support local need
4. Information resources to hand out	£200	Includes minimum: 75 Hey Girls Time of the Month books, 25 Pads 4 Dads booklets.
5. PickUpMyPeriod app pin point live	n/a	My Period team
6. My Period - project management and additional resource support	n/a	My Period team
<b>SUB TOTAL</b>	<b>£2,850</b>	

18. The applicant has also confirmed that the project management fee that would have covered admin and further resources to deliver the project has been removed and My Period will cover that through volunteers and that the project is not match-funded.

### **Clerk's Comment**

19. That the grant form financials section is amended to include a request for a breakdown of costs plus total project costs so members can see what proportion is being requested as a grant.

20. The Norfolk Community Law Service (NCLS) has applied for a development grant of £1,000 to host drop-in sessions in Diss once a month attended by one of their Mobile Legal Advisers (see Appendix C).
21. The Grant Panel recommends refusing this application. They were unclear about where the funds were going and did not feel that this would enhance the current provision of legal advice already in the town through Citizens Advice. It was assumed the funds would cover staff costs to deliver advice.

### **Clerk's comments**

22. The NCLS applied for a grant in 2022 and was turned down for the reasons described in Appendix E.
23. Although I feel that a project to help this vulnerable sector of our community is valuable, and they have now demonstrated how they will increase the number of people from Diss accessing their service, the organisation's accounts still show that they have a six-figure reserve.
24. They are also stating that they provide a service or facility not currently provided elsewhere so it is assumed that they provide a different service to Citizens Advice, where their sessions will be held. It is also noted that there is other free legal advice available.

### **Park Radio Ltd**

25. Park Radio Ltd has applied for a project grant of £6,995 to deliver the Voices of Diss - A Community Storytelling & Oral History Project (see Appendix D).
26. The Panel was impressed with this application, which ticks lots of criteria boxes.
27. The recommendation of the Panel is to approve a grant request of £5,310, which is what remains in the grant pot taking into account the previous allocations.
28. The Panel encourages Park Radio to apply again next year for the shortfall if their project is successful.

### **Clerk's Comment**

29. Given my recommendation to increase the Corn Hall's grant, this would reduce the remaining funds in the grant pot to £4,110 for Park Radio Ltd. This equates to 60% of the available funds and please note that the same organisation was recently in receipt of £6,250 from the Diss Surveyor Allotment Charity to relocate to the Corn Hall.

### **Grant comparisons**

30. I have created a table below to compare at a glance the grant requests:

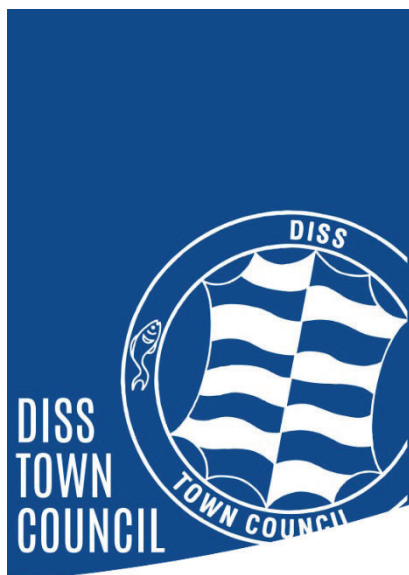
<b>Grant applicant</b>	<b>Corn Hall</b>	<b>My Period</b>	<b>NCLS</b>	<b>Park Radio</b>
<b>Grant requested</b>	£3,710	£3,500	£1,000	£6,995
<b>Total project cost</b>	£3,710	£3,500	£2,400	£6,995
<b>No. of people impacted</b>	240 (directly)	100 +	30-49	100 +
<b>Cost per person</b>	£7.46	£35	£21 - £33	£69.95
<b>Duration of impact</b>	6 months +	3 months -	12 months +	6 – 12 months
<b>Match funding</b>	No	Maybe	Yes	No (unless necessary)

### **Conclusion**

31. All remaining grant funds for 2024-25 i.e. £6,900 are recommended for allocation amongst three of the four applicants; Diss Corn Hall Trust, My Period and Park Radio Ltd.

### **Recommendations**

1. a) The Grant Panel recommends to Full Council that £590 be awarded to Diss Corn Hall Trust to host a monthly Open Mic Night to cover venue contribution and building costs and marketing & promotion OR  
  
b) The Clerk recommends to Full Council that £1,790 be awarded to Diss Corn Hall Trust to o host a monthly Open Mic Night to cover the above plus practitioner expenses.
2. The Grant Panel recommends to Full Council that £1,000 be awarded to My Period to provide free accessible period products and advance education subject to satisfactory information being provided.
3. The Grant Panel recommends to Full Council that the £1,000 grant requested from The Norfolk Community Law Service to host legal advice drop-in sessions be refused.
4. a) The Grant Panel recommends to Full Council that £5,310 be awarded to Park Radio Ltd to deliver the Voices of Diss - A Community Storytelling & Oral History Project.  
  
b) The Clerk recommends to Full Council that £4,110 be awarded to Park Radio Ltd to deliver the Voices of Diss - A Community Storytelling & Oral History Project.
5. That the grant form financials section is amended to include a request for a breakdown of costs plus total project costs.



## DISS TOWN COUNCIL

**Council Offices,**  
**11-12 Market Hill,**  
**Diss, Norfolk, IP22 4JZ.**  
**Telephone & Fax: (01379) 643848**  
**Email: [towncouncil@diss.gov.uk](mailto:towncouncil@diss.gov.uk)**

**Website: [www.diss.gov.uk](http://www.diss.gov.uk)**

### Community Grant Scheme – Application Form

**(To be completed with reference to the accompanying grant policy)**

Diss Town Council is committed to assisting voluntary and not-for-profit organisations working for the benefit of Diss residents and who deliver projects that will make a difference to people living in Diss. One of the ways this is done is through applying for funding through our Community Grant Scheme.

The Council's Financial Year runs from April to March, and applications for grants are considered at two points in the year: Applications received by 30<sup>th</sup> May will be considered in July for payment from September onwards. Applications received by 31<sup>st</sup> January will be considered in February for payment from March onwards.

Applicants are advised to read the accompanying grant policy before completing this form.

### Organisation's / Individual's Details

1.	Nature of grant requested from DTC Is your organisation seeking a one-off Project grant, or a Development Grant?	<input checked="" type="checkbox"/> Project grant <input type="checkbox"/> Development grant
2.	Name of Organisation	Diss Corn Hall Trust
3.	Organisation's Address and Website	Address: The Corn Hall, St Nicholas Street, Diss, Norfolk, IP22 4LB  <a href="http://www.thecornhall.co.uk">www.thecornhall.co.uk</a>
4.	Do we have an up to date copy of your organisations constitution or set of rules?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  <i>If you selected no,</i> <b>We will need a copy of your organisation's constitution or set of rules. You may email a copy to <a href="mailto:towncouncil@diss.gov.uk">towncouncil@diss.gov.uk</a> or post this to us.</b>
5.	Name and contact details of applicant	Name: Lee Johnson Address: The Corn Hall, St Nicholas Street, Diss, Norfolk, IP22 4LB

		Phone: Landline: 01379 652241 Mobile: [REDACTED] Email: <a href="mailto:lee.johnson@thecornhall.co.uk">lee.johnson@thecornhall.co.uk</a>
6.	Position held in organisation	General Manager
7.	How long has this organisation been established? (if applicable)	15 years
8.	How would you describe your organisation / the applicant(s)? (tick all boxes that apply)	<input type="checkbox"/> <del>Voluntary organisation or individuals</del> <input type="checkbox"/> <del>Community/Residents' group</del> <input type="checkbox"/> Registered charity <input type="checkbox"/> <del>Company limited by guarantee</del> <input type="checkbox"/> <del>Trust</del> <input type="checkbox"/> <del>Other – please state:</del>
9.	Is the organisation a charity registered with the Charity Commission for England and Wales	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  <i>If you selected yes,</i> <b>What is your organisation's charity number?</b>  1136553
10.	Company registration number (if applicable)	
11.	How many members are involved in the running of the organisation?  <i>Please provide an organisational structure chart to show how your organisation is managed</i>	8 trustees
12.	Does your organisation have a membership?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> <del>No</del> <input type="checkbox"/> <del>N/A</del>  <i>If you selected yes,</i> <b>Please state current no. of members: 40</b>  <b>Annual subscription cost per member: N/A</b>
13.	Please give details of any other organisation or umbrella group to which your organisation is affiliated (if applicable)	
14.	Please tick if your organisation / group has:  <i>You do not have to provide any of these documents at the time of application, but they may be required before any grant funds are transferred.</i>	<input type="checkbox"/> A formal constitution <input type="checkbox"/> A child protection policy <input type="checkbox"/> A protocol for working with vulnerable adults <input type="checkbox"/> Public Liability insurance <input type="checkbox"/> A disability audit of its own premises <input type="checkbox"/> A risk assessment relating to the activity to which the grant relates.
15.	Please describe the activities undertaken by your organisation, including location and frequency of meetings or activities if applicable.	

16.	<p>Does your organisation have its own premises?</p> <p>If yes, are they:</p>	<p><input type="checkbox"/> Yes</p> <p><input checked="" type="checkbox"/> <del>No</del></p> <p><input checked="" type="checkbox"/> <del>N/A</del></p> <p><input checked="" type="checkbox"/> <del>Owned by the organisation</del></p> <p><input type="checkbox"/> Rented</p> <p><input type="checkbox"/> Other (please state) Leased from Diss Town Council</p>
17.	<p>Are there any restrictions on who can join the organisation?</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p><i>If you selected yes,</i>  <b>Please list the restrictions and why you have them?</b></p>

## Project

18.	<p>Please describe your project / activity: its aims and objectives, what it will deliver, what difference will it make and outline how it will benefit the people of Diss.</p> <p><i>Please continue on a separate sheet if necessary.</i></p>	<p>The Diss Corn Hall Trust is seeking funding to host a monthly Open Mic Night at The Corn Hall, a venue renowned for its cultural activities and community events.</p> <p>Currently, there are no public spaces within Diss which is providing a platform for people to perform in front of a live audience, giving people the chance to hone and develop their skills. The closest place to do this is Norwich. Norwich is 17 miles away from Diss and is only accessible via car or train. Younger people who are studying or economically inactive are unable to get to Norwich. The Open Mic sessions at The Corn Hall will be easily accessible and free to attend allowing younger people the opportunity to perform to an audience in their own town.</p> <p>The Open Mic Night event will provide an inclusive platform for local performers to showcase their talent, foster a sense of community, and create an evening of entertainment for both participants and audiences. This investment will cover costs associated with equipment, marketing, any performer fees such as travel expenses, and venue arrangements which will include staffing costs. The Open Mic Night has been designed to bring people together, celebrate creativity and diversity in all forms, and to encourage local talent.</p> <p>The Open Mic Night will be a free, low-cost event where anyone can perform, regardless of experience or genre. The night will be open to singers, poets, comedians, musicians, and other performers, allowing them to share their work in a welcoming and supportive environment. We aim to create an atmosphere that promotes inclusivity and creativity, where both seasoned</p>
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		<p>performers and newcomers feel comfortable participating. The event will be held in the main hall at The Corn Hall, an easily accessible space, with the capacity to accommodate a diverse audience. By performing on the main stage, this will allow the performers to develop confidence through performance in a purpose designed performance space.</p> <p>The Open Mic sessions will also engage with creative practitioners, and they will be invited to attend these sessions to help with fostering a mentoring service to enable the performers to develop and grow confidence within their chosen skillset and future career path.</p> <p><b>Community Engagement:</b> The event will create a space for individuals of all ages and backgrounds to come together and connect through shared cultural experiences.</p> <p><b>Support for Local Talent:</b> By providing an opportunity for local performers to showcase their skills, The Corn Hall aims to encourage the development of creative talent within the community.</p> <p><b>Cultural Enrichment:</b> The Open Mic Night will contribute to the cultural vibrancy of Diss, adding to the variety of local arts programming available.</p> <p><b>Developing new audiences for The Corn Hall:</b> Hosting this event will draw new audiences to The Corn Hall, helping to build long-term engagement with the venue and its other offerings.</p> <p>The event will appeal to a wide demographic, including:</p> <ul style="list-style-type: none"> <li>• Aspiring and established performers looking for an open platform to share their work</li> <li>• Members of the local community who enjoy live music, poetry, comedy, and diverse forms of artistic expression</li> <li>• Young people and adults interested in engaging in a supportive, creative environment</li> </ul> <p>We will promote the event through local community groups, social media platforms, Diss High School and other local organisations to ensure broad outreach.</p>
19.	When do you expect the project / activity to start?	April 2025
20.	When do you expect the project / activity to finish?	April 2026 – however, if successful, the Trust will look to provide funding to continue these Open Mic Sessions
21.	Is the grant for equipment or something else requiring ongoing maintenance?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
22.	If yes, how will this ongoing maintenance be funded?	N/A

23.	How long will the project actively involve residents of Diss?	<input type="checkbox"/> <del>One day</del> <input type="checkbox"/> <del>Up to one week</del> <input type="checkbox"/> <del>Up to three months</del> <input type="checkbox"/> <del>3-6 months</del> <input type="checkbox"/> 6-12 months <input type="checkbox"/> More than one year
24.	Which of the following categories of activity or groups apply to your grant application?	<input type="checkbox"/> Advice Services <input checked="" type="checkbox"/> Arts and Culture <input type="checkbox"/> Enhancing the environment of Diss <input checked="" type="checkbox"/> Older People <input type="checkbox"/> Sport and Recreation <input type="checkbox"/> Transport <input checked="" type="checkbox"/> Children and Young People <input checked="" type="checkbox"/> Women <input type="checkbox"/> Men <input type="checkbox"/> People with a disability <input type="checkbox"/> Black, minority or ethnic groups <input checked="" type="checkbox"/> LGBTQ + <input type="checkbox"/> People on low income <input type="checkbox"/> Lone parents
25.	Which of the following criteria does your grant application meet?	<input checked="" type="checkbox"/> Benefits the residents of Diss as a whole <input checked="" type="checkbox"/> Benefits a specific category of residents of Diss, particularly disadvantaged or vulnerable sections of the population <input checked="" type="checkbox"/> Provides a service of facility not currently provided elsewhere in Diss <input type="checkbox"/> Adds to or improves existing facilities <input type="checkbox"/> Makes better use of under-used Town Council facilities (i.e. DYCC, Sports Ground) <input checked="" type="checkbox"/> Is freely available to all sections of the community
26.	<p>Approximately how many people will benefit from your grant?</p> <p><i>You will be asked to provide evidence in your end of year report.</i></p>	<p><i>Select one option</i></p> <input type="checkbox"/> 1 - 9 <input type="checkbox"/> 10 - 19 <input type="checkbox"/> 20 - 29 <input type="checkbox"/> 30 - 49 <input type="checkbox"/> 50 - 99 <input checked="" type="checkbox"/> 100+ <p>Over the course of the Open Mic sessions, we will aim to directly engage with 10 to 15 young people (aged 15 to 24) per month and 2 to 5 (aged 25 to 65) per month with an audience of between 30 to 40 people The Corn Hall would be engaging with an estimated 500 to 600 people at the completion of this project.</p>

## Financials

27.	Grant amount requested	<b>£3,710.00</b>
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		<p>Venue contributions: utility and building costs @ £20 per session x 12 sessions = £240.00</p> <p>Sound and Lighting: venue technician costs @ £20 ph per session x 12 sessions = £480.00</p> <p>Marketing, promotion, phone, printing, postage and stationery = £350.00</p> <p>Practitioner expenses: to assist with practitioner support costs such as expenses and or travel costs and other expenses incurred @ £100 per session x 12 sessions = £1200.00</p> <p>Administration and staffing: project admin @ £18 per hour x 4 hours per month x 12 session = £864.00</p> <p>Duty management cover @ £16 per hour x 3 hours per week x 12 sessions = £576.00</p> <p>Total: £3,710.00</p>
28.	Do you intend to secure match funding for this project?	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p><i>If you selected yes, please list all sources and amounts:</i></p>
29.	Is your organisation making any non-financial contributions to the project/activity?	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p><i>If you selected yes, please list all non-financial contributions to the project/activity:</i></p> <p>The Corn Hall will be providing the main hall free of charge for these sessions. The cost of hire for the main hall for a performance is £850.00 The Corn Hall will not be actively booking events to allow these Open Mic sessions to take place. The Corn Hall is asking for a small contribution towards energy costs to ensure the venue is warm and welcoming in the colder months.</p> <p>By not hiring out the hall to ensure the Open Mic sessions can continue, over the course of the year lost income would be on average £10,200.00</p>
30.	Do your current cash reserves exceed the amount of grant you are asking for?	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p><i>If you selected yes, Please explain why you are not using your own funds.</i></p> <p>The current cash reserves are £14,000 and it is felt that under the current funding crisis affecting all artistic venues the Trust is unable to run this project without external investment.</p>

31.	In addition to the above, the following will be required of grant applications.	<input type="checkbox"/> The organisation's / group's Bank or Building Society account details <input type="checkbox"/> Evidence of efforts to generate income from other sources <input type="checkbox"/> Copies of the organisation's latest audited or independently verified accounts, together with a budget / business plan for the period covered by the grant applied for <input type="checkbox"/> A copy of your group's most recent bank account statement. <i>Please provide copies for all accounts you hold. This account must be in the name of your group, and at least two unrelated people must sign each cheque or withdrawal.</i>
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## Outcomes

32.	What are you hoping to achieve from your project / activity and what robust methods will you use to measure success?	<p>Cultural Impact: Increase participation in local arts and entertainment activities.</p> <p>Community Engagement: Strengthen social cohesion by bringing together diverse audiences and performers.</p> <p>Economic Benefits: Boost footfall for local businesses through increased evening visitors.</p> <p>Talent Development: Provide emerging artists with valuable performance experience and exposure.</p> <p>Sustainability: Establish a model that can continue beyond initial funding through partnerships and ticket sales.</p>
33.	<p>How will you measure the outcomes to ensure your project / activity is successful?</p> <p><i>Please ensure your outcomes are specific, measurable, achievable, realistic and timely.</i></p> <p><i>If not included above, please also provide:</i></p>	<p>We will measure success through:</p> <ul style="list-style-type: none"> <li>• Attendance figures and audience feedback.</li> <li>• Performer testimonials and participation rates.</li> <li>• Social media engagement and event reach.</li> <li>• Economic impact assessment through collaboration with local businesses.</li> <li>• Post-event reports detailing achievements and future plans.</li> </ul> <p><input type="checkbox"/> A list of objectives alongside methods of measuring the achievement of those objectives.</p>

*Please add any additional supporting information you would like considered here.*

This form should be returned to The Town Clerk, Diss Town Council, Council Officers, 11-12 Market Hill, Diss, Norfolk, IP22 4JZ, or to [towncouncil@diss.gov.uk](mailto:towncouncil@diss.gov.uk) no later than 30<sup>th</sup> May for grants sought for payment from September, or 31<sup>st</sup> January for grants sought for payment from March.

## **Terms and Conditions**

Before you submit your application, you must read and agree the following Terms and Conditions of Grant. Two signatories for the group should then sign the declaration, which confirms that the organisation understands and agrees to the Terms and Conditions.

Within the Terms and Conditions 'we' and 'our' refers to the applicant organisation. 'Diss Town Council' refers to the service providing the resources for which you are applying.

## **The Grant**

1. We will use the Grant as described in our application form. Any changes must be agreed in writing and in advance by Diss Town Council.
2. We agree to return any Grant if the project cannot proceed.
3. We understand that any resource awarded must be used within the agreed period, which will normally be one year from the date of the Grant letter or as otherwise stated.
4. We will inform Diss Town Council immediately in writing of anything that significantly delays, threatens or makes it unlikely that the Grant will either not be used within the agreed period or not be used for the purpose described in the application.
5. We understand that we may be asked to produce regular progress reports on the use of the Grant. We also understand that a final report must be completed and submitted to Diss Town Council within 3 months of all Grant expenditure being incurred.
6. We understand that Diss Town Council will not increase the Grant if we overspend, and that any unspent Grant at the end of the agreed period should be returned to Diss Town Council.
7. We are aware that any equipment which has been awarded to us is under the charge of our organisation and must be regularly maintained and insured to its full replacement value and kept in a secure premise.
8. We understand that the amount and schedule of payments will be indicated in the formal Grant offer, and that no expenditure should be incurred until the Grant offer has been received, signed and returned to Diss Town Council.
9. We agree that in any publicity or public presentation about the funding, we must include an indication that the project / activity was supported by Diss Town Council.
10. We understand that there is a possibility that Diss Town Council's internal or external auditors may wish to audit funded projects. We agree that any member may be required to make themselves and any relevant documentation available for any visit by auditors at reasonable notice.

## **The Organisation**

11. We will advise Diss Town Council in writing of any change to our constitution and provide a copy of

the revised document.

12. We will advise Diss Town Council in writing of any changes to our bank or building society bank account.
13. We will keep all financial records and accounts, including receipts for items bought with the Grant for two years from the completion of the project for which funding has been awarded. We understand that this does not release us from our legal responsibility to keep records for longer periods.
14. We will make all financial records available for inspection by Diss Town Council as requested. We understand that any documentation supplied will not be returned.
15. We agree to meet all legislation regulating the way that we operate, the work that we carry out, the staff that we employ and the goods that we buy, particularly, but not exclusively covering the areas of Equal Opportunities, Data Protection, Employment and Health & Safety.
16. If appropriate to the Grant, we agree to comply with Diss Town Council's Financial Regulations and Standing Orders and any other guidance as advised by Council Officers. A copy of all such guidance is available on Diss Town Council's website.
17. We understand that Diss Town Council will make public information about our Grant, and that if requested to do so we must prepare and present a short report to either the Annual Town Meeting or Full Council following the completion of the grant funded activity.
18. We understand that we have a duty of care to our members and the public and will ensure that adequate Public Liability Insurance is in place to provide indemnity to our organisation and its members. We will provide these documents to Diss Town Council on request.
19. If appropriate, we will ensure that adequate Employers Liability and Property Insurance is in place. We will produce these documents for Diss Town Council on request.
20. We understand that Diss Town Council will not accept liability or be liable for any damages or injuries associated with projects for which the Council has provided equipment or a Grant.

**Diss Town Council may withhold a Grant or ask for repayment, in whole or in part for the following reasons:**

21. If we fail to keep to these conditions in any way.
22. If members of our governing body, volunteers or staff act or supply information at any time during the application process or project which is dishonest, significantly incorrect or misleading.
23. If, for any reason, the organisation ceases to exist, any unused Grant will be returned to Diss Town Council. We will return any equipment or other assets bought with the Grant to Diss Town Council or, with prior agreement of the Council, transfer the equipment or assets to another organisation with similar objectives.
24. If we sell any asset purchased with a Grant, we will notify Diss Town Council in writing and return an agreed proportion of the sale proceeds agreed with Diss Town Council.
25. If any equipment or asset is stolen, lost or damaged, we will replace it or return monies obtained from insurance to Diss Town Council.


### Declaration by Main Contact

I confirm that the information I have given on this application form is accurate and complete and that I have authorisation to apply for a Grant on behalf of the organisation.

I acknowledge that if I give misleading or inaccurate statements on behalf of the group or organisation we may not receive any Grant, or it may be withdrawn and must be refunded to Diss Town Council.




I confirm that I have read and accept the Terms and Conditions of the Grant.

### PLEASE PRINT

<b>Title (Mr, Mrs, Ms, Miss):</b>	Mr
<b>First name:</b>	Lee
<b>Surname:</b>	Johnson
<b>Signature:</b>	
<b>Date:</b>	29/01/2025
<b>Position within the organisation:</b>	General Manager

*Please Note: This must be completed by the same person as named in Question 5 on the application form.*

### Co-signed by another member of your organisation:

<b>Title (Mr, Mrs, Ms, Miss):</b>	Mrs
<b>First name:</b>	Debbie
<b>Surname:</b>	Gaze
<b>Signature:</b>	
<b>Date:</b>	29/01/2025
<b>Home address:</b>	
<b>Phone number</b>	
<b>Email address:</b>	Debbie.gaze@thecornhall.co.uk

<b>Position within the organisation:</b>	Chair of the Trustees
--	-----------------------

*Please Note: This must be a different person to the one named above.*

**Privacy Notice**

Diss Town Council takes your privacy seriously and will only use your information in relation to your grant application. For further information, please refer to our GDPR Policy at [www.diss.gov.uk](http://www.diss.gov.uk).

**Checklist**

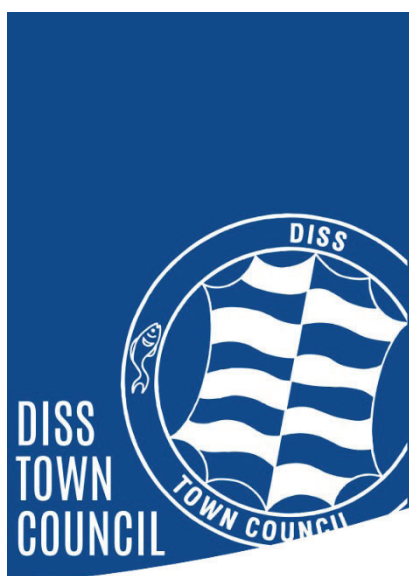
**Before sending us your application, please check that you have done the following:**

	<i>Please tick</i>
Answered all the applicable questions on the application form	✓
The main contact from Question 5 has signed the Declaration	✓
The Declaration has been co-signed by another member of your organisation	✓
<p>Included the following:</p> <ul style="list-style-type: none"> <li>• A copy of the constitution or set of rules that your group has adopted. Your group must have this document to receive a grant from us.</li> <li>• A dated copy of your most recent yearly accounts verified by an independent person.</li> <li>• A projected statement of income and spending for the next 12 months.</li> <li>• A copy of your group’s most recent bank account statement.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>• A copy of the pages in your passbooks showing your group’s name, account number and current balance, stamped and signed by your building society.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>• If you are a new group which has only just set up a bank account, a signed letter from your bank or building society on their headed paper. This letter must show your account name, number and sort code.</li> </ul> <p><b>If your project / activity includes work on a building or land, please also provide:</b></p> <ul style="list-style-type: none"> <li>• Copies of any plans, maps or drawings etc. related to your application for work on a building or land</li> <li>• Copy of planning permission if appropriate</li> <li>• Two quotes for any work to be carried out or items to be purchased over the value of £500</li> <li>• A copy of your Child Protection Policy/Vulnerable Adults Policy where appropriate</li> <li>• A copy of contents/ employer’s liability/public liability insurance policy where appropriate</li> <li>• Confirmation that other statutory/licensing consents have been received (where appropriate)</li> </ul>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>



Copied this application to keep for reference	✓
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**PLEASE NOTE THAT APPLICATIONS CANNOT BE PROCESSED UNTIL ALL OF THE NECESSARY DOCUMENTS ARE RECEIVED BY THE COMMUNITY GRANTS PANEL.**



## DISS TOWN COUNCIL

**Council Offices,**  
**11-12 Market Hill,**  
**Diss, Norfolk, IP22 4JZ.**  
**Telephone & Fax: (01379) 643848**  
**Email: [towncouncil@diss.gov.uk](mailto:towncouncil@diss.gov.uk)**

**Website: [www.diss.gov.uk](http://www.diss.gov.uk)**

### Community Grant Scheme – Application Form

**(To be completed with reference to the accompanying grant policy)**

Diss Town Council is committed to assisting voluntary and not-for-profit organisations working for the benefit of Diss residents and who deliver projects that will make a difference to people living in Diss. One of the ways this is done is through applying for funding through our Community Grant Scheme.

The Council's Financial Year runs from April to March, and applications for grants are considered at two points in the year: Applications received by 30<sup>th</sup> May will be considered in July for payment from September onwards. Applications received by 31<sup>st</sup> January will be considered in February for payment from March onwards.

Applicants are advised to read the accompanying grant policy before completing this form.

### Organisation's / Individual's Details

1.	Nature of grant requested from DTC Is your organisation seeking a one-off Project grant, or a Development Grant?	X <b>Project grant</b> <input type="checkbox"/> Development grant
2.	Name of Organisation	<b>My Period Ltd</b>
3.	Organisation's Address and Website	Address: Unit 43, Hopper Way Sandy Land Diss IP22 4GT  <a href="http://www.myperiod.org.uk">www.myperiod.org.uk</a>
4.	Do we have an up to date copy of your organisations constitution or set of rules?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>  <i>If you selected no,</i> <b>We will need a copy of your organisation's constitution or set of rules. You may email a copy to <a href="mailto:towncouncil@diss.gov.uk">towncouncil@diss.gov.uk</a> or post this to us. <b>I'll email a copy, many thanks</b></b>
5.	Name and contact details of applicant	

		<p>Name: Hannah Cooke</p> <p>Address: Unit 43, Hopper Way, Sandy Lane, Diss IP22 4GT</p> <p>Phone: Landline: Mobile: 07395 286780</p> <p>Email: hannah@myperiod.org.uk</p>
6.	Position held in organisation	Operations Director
7.	How long has this organisation been established? (if applicable)	Ltd Company since 2018 Registered charity since 2023
8.	How would you describe your organisation / the applicant(s)? (tick all boxes that apply)	<input type="checkbox"/> Voluntary organisation or individuals <input type="checkbox"/> Community/Residents' group <input checked="" type="checkbox"/> Registered charity <input type="checkbox"/> Company limited by guarantee <input type="checkbox"/> Trust <input type="checkbox"/> Other – please state:
9.	Is the organisation a charity registered with the Charity Commission for England and Wales	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p><i>If you selected yes,</i>  <b>What is your organisation's charity number?</b>  1202656</p>
10.	Company registration number (if applicable)	12159738
11.	<p>How many members are involved in the running of the organisation?</p> <p><i>Please provide an organisational structure chart to show how your organisation is managed</i></p>	<p>Hannah Cooke, Operations Director  Founder and Trustee: Celia Hodson OBE  Trustees: Maddie Drabble, Molly Brown.</p> <p>Supported with volunteers and volunteered staff resource from Hey Girls CIC for book-keeping, social media and communications design, education.</p> <p>Organisational chart attached with application.</p>
12.	Does your organisation have a membership?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A <p><i>If you selected yes,</i>  <b>Please state current no. of members:</b>  <b>Annual subscription cost per member:</b></p>
13.	Please give details of any other organisation or umbrella group to which your organisation is affiliated (if applicable)	Hey Girls CIC is a proud supporter of My Period.
14.	<p>Please tick if your organisation / group has:</p> <p><i>You do not have to provide any of these documents at the time of application, but</i></p>	<input checked="" type="checkbox"/> A formal constitution <input checked="" type="checkbox"/> A child protection policy <input checked="" type="checkbox"/> A protocol for working with vulnerable adults <input type="checkbox"/> Public Liability insurance <input checked="" type="checkbox"/> A disability audit of its own premises

	<i>they may be required before any grant funds are transferred.</i>	<input checked="" type="checkbox"/> A risk assessment relating to the activity to which the grant relates.
15.	Please describe the activities undertaken by your organisation, including location and frequency of meetings or activities if applicable.	
16.	Does your organisation have its own premises?  If yes, are they:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  <input type="checkbox"/> Owned by the organisation <input checked="" type="checkbox"/> Rented <input type="checkbox"/> Other (please state) .....
17.	Are there any restrictions on who can join the organisation?	Yes <input type="checkbox"/> No <input type="checkbox"/>  <i>If you selected yes,</i> <b>Please list the restrictions and why you have them?</b>

## Project

18.	Please describe your project / activity: its aims and objectives, what it will deliver, what difference will it make and outline how it will benefit the people of Diss.   <i>Please continue on a separate sheet if necessary.</i>	<u>Who we are</u> My Period is a national charity and proud to be based here in Diss.  We are tackling period poverty and inequality in the UK through advancing education and provision of accessible period products. Our charitable goals focus on the prevention / relief of period poverty, in particular, by providing free period products to those who need them and cannot otherwise afford them.  We also deliver the PickUpMyPeriod app, a free period product locator tool, reducing barriers and stigma with access to period information and signposts to wider support services. The app shows the 2,000+ pick-up points in Scotland and Northern Ireland following the legislation to make free period products available to all. My Period is now working to fill the map in England and Wales. We have made some great progress in East Anglia working with Nourishing Norfolk and their network of community hubs and Hey Girls CIC community partner network. We're looking forward to adding a new pin-point on the map in Diss with this project!  We believe that access to period products and education is a right, not a privilege. Period products are not a luxury and everyone should have the opportunity to take part in their daily lives – going to work, going to school or education, taking part in sport. Sadly too many women, girls and people who
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menstruate miss many days because they don't have the period products they need.

It's so important for everyone to have positive conversations about periods and to experience period dignity.

Pre COVID research informed us that 1 in 10 people are affected by period poverty in the UK, and we know this statistic has got worse. Period poverty affects women and girls and people who menstruate. It's shocking that 49% of pupils are missing an entire day at school because of their period.

#### My Period in Diss Project - Aims & objectives

The Diss Community Grant will provide a wonderful opportunity to enable My Period to deliver a project directly in Diss - to offer free education and information about periods, and also supply a pick-up point for accessible, free period products for those who need them.

The community grant will enable My Period to source a range of sustainable and reusable period products to provide a range of free period products for people to take what they need. The opportunity to exercise choice in period product types to suit individual needs.

Alongside this, My Period will provide a stall to offer information and education about periods and period products. This will help reduce issues women and girls might face with stigma and taboo surrounding menstruation. The access point will also enable those who experience period poverty or are at risk of period poverty – that is you are unable to afford the period products you require to participate in daily life – to take home period products. And to give reusable period products a try if that's suitable for them. With the pressures of the cost of living, many are unable to purchase a reusable product despite the financial benefits. Reusable period products such as period cups and period pants are a great option if you experience period health issues such as heavy bleeding, irregular periods.

The My Period pick-up point in Diss will offer a gateway to openly talk about periods, and to talk about sustainable and reusable period products and the benefits they bring, both environmentally and financially. Did you know, over 220m non-sustainable products are flushed away every year which contain plastic and take a very long time to break down, which can cause problems to the sewage network. On average a women will use 11,000 disposable products in her lifetime.

The project aims to promote period dignity and provide free period products in the centre of Diss during the early Summer, whilst sharing information and signposting other support services such as the local foodbanks and community projects.

What it will deliver

To help prevent or relieve period poverty, My Period aims to provide a PickUp Point in the centre of Diss so anyone who needs them, can access free period products. The community grant will enable My Period to source a range of period products and display them in a suitable manner to enable a barrier free access. Alongside this, My Period will provide a stall to offer information and education about periods.

1 in 10 people in the UK can't access or afford period products and are forced to make impossible choices each month. Education, employment and mental health are all impacted by the lack of access to the basic care you need. We will provide reusable and disposable products, encouraging sustainable practices but also offering independence to people facing period poverty.

Project will deliver:

- One My Period pick up point cardboard stand (more if the project budget allows)
- Supply of period products to fill the stand and refill the stand - pads, tampons, reusable period pads, period cups and period pants/shorts, Time of the Month information booklet, Pads4Dads information booklet
- Information stand manned by My Period at scheduled times.
- Pin point added to the PickUpMyPeriod app showing the opening times and location in Diss while in operation.
- One education session for staff in Diss community settings to enable ongoing knowledge sharing and signposting to additional support and information.
- The fund will enable up to 200 individuals to be supported with period products (packet/s of sustainable pads/tampons or a set of reusable products)
- Being positioned in a central Diss location will also enable the My Period stand to

complement and support other services being offered – for example, at The Cornhall the stand could be available while the free parents and tots session is running, and on the Wednesday for Meet Up Wednesday.

My Period will now be liaising with community groups and venues in Diss to discuss positioning the information table and pick up point at their setting. Options include The Cornhall, to be available at when the parents groups is running. The Diss United Reform Church, to be available when the Ukraine support groups are running. The Library. Diss Octagon, The Pavillion on the Park. We will be pleased to discuss preferred locations with Diss Town Council as part of this grant roll out.

The PickUpMyPeriod app is free to use and provides the user access advice links and signposts, information and FAQs about periods. The PickUpMyPeriod locator tool and advice are also available to view on a website browser, for those who do not use a smartphone.

What difference will it make to Diss?

The goal is for 200 individuals to be supported with period products that suit their needs and information and generate wider awareness.

We know that period products are within the top 4 product types people are going to local community pantries / foodbanks for. There is a definite need.

We already support Diss Community Larder at the Diss Youth and Community Centre, and The Shelf at the Diss Citizens Advice Bureau with pin points on the PickUpMyPeriod app to promote the opening times of their support. Both settings also receive donations of period products from Hey Girls CIC. My Period aims to compliment and further boost the offer to Diss residents with this project.

For this grant funded project My Period will provide a pick up point cardboard stand and fill it with a range of sustainable period products from pads and tampons (made with plant based materials) to reusable pads and period pants. My Period will provide information and advice regarding period products, period poverty, period health and period education, signposting to support organisations.

My Period is focused on period equity which includes access to period products, education and information about periods and the opportunity to exercise choice in period product types to suit your individual needs, to have positive conversations about periods and ability to understand your period health, to not experience embarrassment or

		<p>harassment from stigma or taboo in relation to your periods.</p> <p>Projects such as this can make positive change and we look forward to supporting our local community! Thank you for this opportunity.</p>
19.	When do you expect the project / activity to start?	<p>My Period would aim to deliver this project during May/June 2025. To take advantage of the potential need following the expense of the Easter school holiday and in preparation for the long summer school holiday.</p> <p>In a recent discussion with a Norfolk based community pantry – they feedback that surprisingly the attendance at the pantry is less during the school breaks. So with this in mind, I'd like to schedule the My Period stand for an average week period.</p> <p>Depending on the footfall, My Period will aim to man a stand across a two week period – attend 2 Tuesdays and 2 Wednesdays..</p> <p>We'll liaise with The Cornhall, the Library and other community based settings about offering free period products at their venue, reaching out to donation schemes. Hey Girls already donates period products to The Shelf and linked pantries.</p> <p>Remaining products will be left on the stand, with stock with the location (to be agreed) for public pick up.</p> <p>The pick up point will be live on the PickUpMyPeriod app for when the sessions are live.</p>
20.	When do you expect the project / activity to finish?	June 2025
21.	Is the grant for equipment or something else requiring ongoing maintenance?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
22.	If yes, how will this ongoing maintenance be funded?	
23.	How long will the project actively involve residents of Diss?	<input type="checkbox"/> One day <input type="checkbox"/> Up to one week <input checked="" type="checkbox"/> Up to three months <input type="checkbox"/> 3-6 months <input type="checkbox"/> 6-12 months <input type="checkbox"/> More than one year
24.	Which of the following categories of activity or groups apply to your grant application?	<input checked="" type="checkbox"/> Advice Services <input type="checkbox"/> Arts and Culture <input type="checkbox"/> Enhancing the environment of Diss <input type="checkbox"/> Older People



		<input type="checkbox"/> Sport and Recreation <input type="checkbox"/> Transport <input checked="" type="checkbox"/> Children and Young People <input type="checkbox"/> Women <input type="checkbox"/> Men <input type="checkbox"/> People with a disability <input checked="" type="checkbox"/> Black, minority or ethnic groups <input type="checkbox"/> LGBTQ + <input type="checkbox"/> People on low income <input type="checkbox"/> Lone parents
25.	Which of the following criteria does your grant application meet?	<input type="checkbox"/> Benefits the residents of Diss as a whole <input checked="" type="checkbox"/> Benefits a specific category of residents of Diss, particularly disadvantaged or vulnerable sections of the population <input type="checkbox"/> Provides a service of facility not currently provided elsewhere in Diss <input checked="" type="checkbox"/> Adds to or improves existing facilities <input type="checkbox"/> Makes better use of under-used Town Council facilities (i.e. DYCC, Sports Ground) <input checked="" type="checkbox"/> Is freely available to all sections of the community
26.	Approximately how many people will benefit from your grant?  <i>You will be asked to provide evidence in your end of year report.</i>	<i>Select one option</i> <input type="checkbox"/> 1 - 9 <input type="checkbox"/> 10 - 19 <input type="checkbox"/> 20 - 29 <input type="checkbox"/> 30 - 49 <input type="checkbox"/> 50 - 99 <input checked="" type="checkbox"/> 100+

## Financials

27.	Grant amount requested	£3500  <ul style="list-style-type: none"> <li>- Purchase of heavily subsidised period products to support 200+ people including reusable period products.</li> <li>- Cardboard display unit and posters/stickers</li> <li>- Education session with local staff to enable ongoing knowledge sharing</li> <li>- Information resources to hand out.</li> <li>- PickUpMyPeriod app pin point live</li> <li>- My Period team and expertise</li> </ul>
28.	Do you intend to secure match funding for this project?	Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/>

		<p><i>If you selected yes, please list all sources and amounts:</i></p> <p>My Period will purchase period products from social enterprise Hey Girls, which will offer a donation via a heavily subsidised price list.</p>
29.	<p>Is your organisation making any non-financial contributions to the project/activity?</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p><i>If you selected yes, please list all non-financial contributions to the project/activity:</i></p> <ul style="list-style-type: none"> <li>- Volunteers to man the stand and offer education information</li> <li>- Pin point on the PickUpMyPeriod app – free set up and live point for duration of project.</li> <li>- Access to existing My Period Now we're talking education resources.</li> </ul>
30.	<p>Do your current cash reserves exceed the amount of grant you are asking for?</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p><i>If you selected yes, Please explain why you are not using your own funds.</i></p> <p>My Period has an agreed £5,000 buffer in its account, so at all times has a cash reserve of £5,000.</p>
31.	<p>In addition to the above, the following will be required of grant applications.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> The organisation's / group's Bank or Building Society account details</li> <li><input type="checkbox"/> Evidence of efforts to generate income from other sources</li> <li><input type="checkbox"/> Copies of the organisation's latest audited or independently verified accounts, together with a budget / business plan for the period covered by the grant applied for</li> <li><input type="checkbox"/> A copy of your group's most recent bank account statement. <i>Please provide copies for</i></li> </ul>

*all accounts you hold. This account must be in the name of your group, and at least two unrelated people must sign each cheque or withdrawal.*

## Outcomes

32.	<p>What are you hoping to achieve from your project / activity and what robust methods will you use to measure success?</p>	<ul style="list-style-type: none"> <li>- 200 individuals supported with period products and information.</li> <li>- Footfall to visit the pick up point will be measured when manned</li> <li>- Knowledge sharing with leaders of community activities and venues.</li> <li>- Signposting to support services in Diss such as Diss Pantry at Citizens Advice Bureau</li> <li>- Generating awareness of reusable period products and sustainable products, and the importance of choice recognising individual needs.</li> <li>- Helping people have positive conversations about periods, helping dads get involved in the conversation too!</li> <li>- Awareness of the PickUpMyPeriod app free to download and advice / information / signposting it offers. You can use the app across the UK to find free period products near you.</li> </ul>
33.	<p>How will you measure the outcomes to ensure your project / activity is successful?</p> <p><i>Please ensure your outcomes are specific, measurable, achievable, realistic and timely.</i></p> <p><i>If not included above, please also provide:</i></p>	<ul style="list-style-type: none"> <li>- Footfall will be logged of numbers of people visiting the information stand when manned.</li> <li>- Quantity of period products taken will be monitored.</li> <li>- Conversation / advice type logged.</li> <li>- Gather anonymous testimonials or comment from people we meet, where appropriate – evaluation form / survey.</li> <li>- App statistics - feedback form.</li> <li>- Awareness generation for potential businesses or organisations wishing to offer</li> </ul>

		<p>free period products to their community/workforce.</p> <p><input type="checkbox"/> A list of objectives alongside methods of measuring the achievement of those objectives.</p>
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*Please add any additional supporting information you would like considered here.*

This form should be returned to The Town Clerk, Diss Town Council, Council Officers, 11-12 Market Hill, Diss, Norfolk, IP22 4JZ, or to [towncouncil@diss.gov.uk](mailto:towncouncil@diss.gov.uk) no later than 30<sup>th</sup> May for grants sought for payment from September, or 31<sup>st</sup> January for grants sought for payment from March.

### **Terms and Conditions**

Before you submit your application, you must read and agree the following Terms and Conditions of Grant. Two signatories for the group should then sign the declaration, which confirms that the organisation understands and agrees to the Terms and Conditions.

Within the Terms and Conditions 'we' and 'our' refers to the applicant organisation. 'Diss Town Council' refers to the service providing the resources for which you are applying.

### **The Grant**

1. We will use the Grant as described in our application form. Any changes must be agreed in writing and in advance by Diss Town Council.
2. We agree to return any Grant if the project cannot proceed.
3. We understand that any resource awarded must be used within the agreed period, which will normally be one year from the date of the Grant letter or as otherwise stated.
4. We will inform Diss Town Council immediately in writing of anything that significantly delays, threatens or makes it unlikely that the Grant will either not be used within the agreed period or not be used for the purpose described in the application.
5. We understand that we may be asked to produce regular progress reports on the use of the Grant. We also understand that a final report must be completed and submitted to Diss Town Council within 3 months of all Grant expenditure being incurred.
6. We understand that Diss Town Council will not increase the Grant if we overspend, and that any unspent Grant at the end of the agreed period should be returned to Diss Town Council.
7. We are aware that any equipment which has been awarded to us is under the charge of our organisation and must be regularly maintained and insured to its full replacement value and kept in a secure premise.

8. We understand that the amount and schedule of payments will be indicated in the formal Grant offer, and that no expenditure should be incurred until the Grant offer has been received, signed and returned to Diss Town Council.
9. We agree that in any publicity or public presentation about the funding, we must include an indication that the project / activity was supported by Diss Town Council.
10. We understand that there is a possibility that Diss Town Council's internal or external auditors may wish to audit funded projects. We agree that any member may be required to make themselves and any relevant documentation available for any visit by auditors at reasonable notice.

## **The Organisation**

11. We will advise Diss Town Council in writing of any change to our constitution and provide a copy of the revised document.
12. We will advise Diss Town Council in writing of any changes to our bank or building society bank account.
13. We will keep all financial records and accounts, including receipts for items bought with the Grant for two years from the completion of the project for which funding has been awarded. We understand that this does not release us from our legal responsibility to keep records for longer periods.
14. We will make all financial records available for inspection by Diss Town Council as requested. We understand that any documentation supplied will not be returned.
15. We agree to meet all legislation regulating the way that we operate, the work that we carry out, the staff that we employ and the goods that we buy, particularly, but not exclusively covering the areas of Equal Opportunities, Data Protection, Employment and Health & Safety.
16. If appropriate to the Grant, we agree to comply with Diss Town Council's Financial Regulations and Standing Orders and any other guidance as advised by Council Officers. A copy of all such guidance is available on Diss Town Council's website.
17. We understand that Diss Town Council will make public information about our Grant, and that if requested to do so we must prepare and present a short report to either the Annual Town Meeting or Full Council following the completion of the grant funded activity.
18. We understand that we have a duty of care to our members and the public and will ensure that adequate Public Liability Insurance is in place to provide indemnity to our organisation and its members. We will provide these documents to Diss Town Council on request.
19. If appropriate, we will ensure that adequate Employers Liability and Property Insurance is in place. We will produce these documents for Diss Town Council on request.
20. We understand that Diss Town Council will not accept liability or be liable for any damages or injuries associated with projects for which the Council has provided equipment or a Grant.

## **Diss Town Council may withhold a Grant or ask for repayment, in whole or in part for the following reasons:**

21. If we fail to keep to these conditions in any way.
22. If members of our governing body, volunteers or staff act or supply information at any time during the application process or project which is dishonest, significantly incorrect or misleading.
23. If, for any reason, the organisation ceases to exist, any unused Grant will be returned to Diss Town

Council. We will return any equipment or other assets bought with the Grant to Diss Town Council or, with prior agreement of the Council, transfer the equipment or assets to another organisation with similar objectives.

24. If we sell any asset purchased with a Grant, we will notify Diss Town Council in writing and return an agreed proportion of the sale proceeds agreed with Diss Town Council.
25. If any equipment or asset is stolen, lost or damaged, we will replace it or return monies obtained from insurance to Diss Town Council.

### Declaration by Main Contact

I confirm that the information I have given on this application form is accurate and complete and that I have authorisation to apply for a Grant on behalf of the organisation.

I acknowledge that if I give misleading or inaccurate statements on behalf of the group or organisation we may not receive any Grant, or it may be withdrawn and must be refunded to Diss Town Council.

I confirm that I have read and accept the Terms and Conditions of the Grant.

### PLEASE PRINT

<b>Title (Mr, Mrs, Ms, Miss):</b>	Mrs
<b>First name:</b>	Hannah
<b>Surname:</b>	Cooke
<b>Signature:</b>	<i>Hannah F Cooke</i>
<b>Date:</b>	31/01/2025
<b>Position within the organisation:</b>	Operations Director, My Period

*Please Note: This must be completed by the same person as named in Question 5 on the application form.*

### Co-signed by another member of your organisation:

<b>Title (Mr, Mrs, Ms, Miss):</b>	Mrs
<b>First name:</b>	Celia

<b>Surname:</b>	Hodson
<b>Signature:</b>	<i>Celia Hodson</i>
<b>Date:</b>	31/01/2025
<b>Home address:</b>	[REDACTED] [REDACTED] [REDACTED] IP21 5DN
<b>Phone number</b>	
<b>Email address:</b>	celia@heygirls.co.uk
<b>Position within the organisation:</b>	Founder and Trustee of My Period Co-founder and Director of Hey Girls CIC

*Please Note: This must be a different person to the one named above.*

**Privacy Notice**

Diss Town Council takes your privacy seriously and will only use your information in relation to your grant application. For further information, please refer to our GDPR Policy at [www.diss.gov.uk](http://www.diss.gov.uk).

**Checklist**

**Before sending us your application, please check that you have done the following:**

	<i>Please tick</i>
Answered all the applicable questions on the application form	YES
The main contact from Question 5 has signed the Declaration	YES
The Declaration has been co-signed by another member of your organisation	YES

<p>Included the following:</p> <ul style="list-style-type: none"> <li>• A copy of the constitution or set of rules that your group has adopted. Your group must have this document to receive a grant from us.</li> <li>• A dated copy of your most recent yearly accounts verified by an independent person.</li> <li>• A projected statement of income and spending for the next 12 months.</li> <li>• A copy of your group's most recent bank account statement.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>• A copy of the pages in your passbooks showing your group's name, account number and current balance, stamped and signed by your building society.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>• If you are a new group which has only just set up a bank account, a signed letter from your bank or building society on their headed paper. This letter must show your account name, number and sort code.</li> </ul> <p><b>If your project / activity includes work on a building or land, please also provide:</b></p> <ul style="list-style-type: none"> <li>• Copies of any plans, maps or drawings etc. related to your application for work on a building or land</li> <li>• Copy of planning permission if appropriate</li> <li>• Two quotes for any work to be carried out or items to be purchased over the value of £500</li> <li>• A copy of your Child Protection Policy/Vulnerable Adults Policy where appropriate</li> <li>• A copy of contents/ employer's liability/public liability insurance policy where appropriate</li> <li>• Confirmation that other statutory/licensing consents have been received (where appropriate)</li> </ul>	<p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p>
<p>Copied this application to keep for reference</p>	

**PLEASE NOTE THAT APPLICATIONS CANNOT BE PROCESSED UNTIL ALL OF THE NECESSARY DOCUMENTS ARE RECEIVED BY THE COMMUNITY GRANTS PANEL.**





## DISS TOWN COUNCIL

**Council Offices,  
11-12 Market Hill,  
Diss, Norfolk, IP22 4JZ.  
Telephone & Fax: (01379) 643848  
Email: [towncouncil@diss.gov.uk](mailto:towncouncil@diss.gov.uk)**

**Website: [www.diss.gov.uk](http://www.diss.gov.uk)**

### Community Grant Scheme – Application Form

**(To be completed with reference to the accompanying grant policy)**

Diss Town Council is committed to assisting voluntary and not-for-profit organisations working for the benefit of Diss residents and who deliver projects that will make a difference to people living in Diss. One of the ways this is done is through applying for funding through our Community Grant Scheme.

The Council's Financial Year runs from April to March, and applications for grants are considered at two points in the year: Applications received by 30<sup>th</sup> May will be considered in July for payment from September onwards. Applications received by 30<sup>th</sup> November will be considered in January for payment from February onwards.

Applicants are advised to read the accompanying grant policy before completing this form.

### Organisation's / Individual's Details

1.	Nature of grant requested from DTC Is your organisation seeking a one-off Project grant, or a Development Grant?	<input type="checkbox"/> Project grant <input checked="" type="checkbox"/> Development grant
2.	Name of Organisation	Norfolk Community Law Service
3.	Organisation's Address and Website	Address: 14 Prince of Wales Road, Norwich, NR1 1LB. <a href="http://www.ncls.co.uk">www.ncls.co.uk</a>
4.	Do we have an up to date copy of your organisations constitution or set of rules?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>  <i>If you selected no,</i> <b>We will need a copy of your organisation's constitution or set of rules. You may email a copy to <a href="mailto:towncouncil@diss.gov.uk">towncouncil@diss.gov.uk</a> or post this to us.</b>
5.	Name and contact details of applicant	Name: David Powles Address: 14 Prince of Wales Road, Norwich, NR1 1LB. Phone: Landline: 01603 496623 Mobile: <span style="background-color: black; color: black;">XXXXXXXXXX</span> Email: <a href="mailto:davidpowles@ncls.co.uk">davidpowles@ncls.co.uk</a>

6.	Position held in organisation	CEO
7.	How long has this organisation been established? (if applicable)	39 years
8.	How would you describe your organisation / the applicant(s)? (tick all boxes that apply)	<p>Voluntary organisation or individuals</p> <input type="checkbox"/> Community/Residents' group <input checked="" type="checkbox"/> Registered charity <input type="checkbox"/> Company limited by guarantee <input type="checkbox"/> Trust <input type="checkbox"/> Other – please state:
9.	Is the organisation a charity registered with the Charity Commission for England and Wales	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p><i>If you selected yes,</i>  <b>What is your organisation's charity number?</b></p> <p>1069066</p>
10.	Company registration number (if applicable)	03524607
11.	How many members are involved in the running of the organisation?  <i>Please provide an organisational structure chart to show how your organisation is managed</i>	<p>12 Board Members  4 Senior Managers  5 Service Managers  28 staff  150 volunteers</p>
12.	Does your organisation have a membership?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A  <p><i>If you selected yes,</i>  <b>Please state current no. of members:</b>  <b>Annual subscription cost per member:</b></p>
13.	Please give details of any other organisation or umbrella group to which your organisation is affiliated (if applicable)	Norfolk Community Advice Network (NCAN) NCLS is the lead advice agency.
14.	Please tick if your organisation / group has:  <i>You do not have to provide any of these documents at the time of application, but they may be required before any grant funds are transferred.</i>	<input checked="" type="checkbox"/> A formal constitution <input checked="" type="checkbox"/> A child protection policy <input checked="" type="checkbox"/> A protocol for working with vulnerable adults <input checked="" type="checkbox"/> Public Liability insurance <input checked="" type="checkbox"/> A disability audit of its own premises <input checked="" type="checkbox"/> A risk assessment relating to the activity to which the grant relates.
15.	Please describe the activities undertaken by your organisation, including location and frequency of meetings or activities if applicable.	Our purpose is to identify unmet legal need in Norfolk and to work with partner agencies to develop free services to meet that need. We aim to provide access to justice and equality and we particularly target our services at disadvantaged & vulnerable groups e.g. those on low incomes, offenders, migrant workers, other minority ethnic groups, people with physical disabilities and mental health issues, people with learning difficulties, etc.

		We are based in Norwich and offer free advice in a wide range of legal social welfare issues in person, over the phone and online.
16.	Does your organisation have its own premises?  If yes, are they:	X Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  <input type="checkbox"/> Owned by the organisation X Rented <input type="checkbox"/> Other (please state) .....
17.	Are there any restrictions on who can join the organisation?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>  <i>If you selected yes,</i> <b>Please list the restrictions and why you have them?</b>

## Project

18.	Please describe your project / activity: its aims and objectives, what it will deliver, what difference will it make and outline how it will benefit the people of Diss.  <i>Please continue on a separate sheet if necessary.</i>	<p>Two thirds of the UK population don't know how to get legal advice, and there are still 14 million people who live in poverty and can't afford it. NCLS exists to help such people in Norfolk to have their voice heard.</p> <p>Legal problems can happen to anyone. They might have been unfairly dismissed from their job, had their benefits cut, are not being allowed to see their children, or are being harassed by a former partner. Legal Aid was slashed in 2013, leaving anyone unable to pay for a lawyer to navigate the system alone and to represent themselves at court or tribunal. This is challenging even for a highly educated and confident person; for a vulnerable person it can be impossible.</p> <p>We aim to provide access to justice and our services are mainly accessed by people with complex issues, including those made most vulnerable by society. We cover areas of social welfare law that include Debt, Domestic Abuse, Discrimination, Employment, Family, General, Immigration and Welfare Benefits appeals.</p> <p>As part of our most recent three-year strategy, we outlined improvements to our vital services outside of Norwich as a key priority. We know that whilst many people are aware of our services and able to access them, many still cannot. Rural isolation remains a barrier which prevents many of the most vulnerable from getting the support they need.</p> <p>Evidence shows that those people living within the most deprived areas are most likely</p>
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		<p>to need legal advice around issues such as debt, welfare, immigration and family, but also most likely to be denied proper access to representation.</p> <p>The latest indices of deprivation show that 22pc of the Breckland population live amongst the most deprived communities in the country, but in Diss that figure is 28pc.</p> <p>With this project we aim to host drop-in sessions in Diss once a month attended by one of our Mobile Legal Advisers, so that residents can discuss their legal issues and be passed on to the relevant expert. Our Advisers would also work to build partnerships in the town to raise awareness of what we do and make sure those people who need to access us, can do so in a way that most suits their needs.</p> <p>We have identified Citizen's Advice Diss and Thetford as the location for the sessions and would request £1,000 towards the annual £2,400 cost of holding monthly outreach in the town.</p> <p>This support will make a massive difference to the people we help. The provision of early legal advice helps avoid problems from escalating, so improving clients' physical health and wellbeing, as well as reducing pressure on public services.</p> <p>Over half of people who experience legal problems describe negative impacts including stress-related ill-health, loss of income and family breakdown. All of these are known to impact mental health, which affects physical health as well.</p> <p>By helping vulnerable people in Diss to access the social welfare legal advice they need and supporting them to maximise their income and resolve other issues affecting their health and well-being, we would hope to reduce their feelings of isolation and improve their wellbeing, so reducing barriers and inequalities and improve social contact within their communities. They would also be better placed to pursue employment opportunities.</p>
19.	When do you expect the project / activity to start?	Early 2025
20.	When do you expect the project / activity to finish?	Ongoing
21.	Is the grant for equipment or something else requiring ongoing maintenance?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

22.	If yes, how will this ongoing maintenance be funded?	
23.	How long will the project actively involve residents of Diss?	<input type="checkbox"/> One day <input type="checkbox"/> Up to one week <input type="checkbox"/> Up to three months <input type="checkbox"/> 3-6 months <input type="checkbox"/> 6-12 months <input checked="" type="checkbox"/> More than one year
24.	Which of the following categories of activity or groups apply to your grant application?	<input checked="" type="checkbox"/> Advice Services <input type="checkbox"/> Arts and Culture <input type="checkbox"/> Enhancing the environment of Diss <input checked="" type="checkbox"/> Older People <input type="checkbox"/> Sport and Recreation <input type="checkbox"/> Transport <input checked="" type="checkbox"/> Children and Young People <input checked="" type="checkbox"/> Women <input checked="" type="checkbox"/> Men <input checked="" type="checkbox"/> People with a disability <input checked="" type="checkbox"/> Black, minority or ethnic groups <input checked="" type="checkbox"/> LGBTQ + <input checked="" type="checkbox"/> People on low income <input checked="" type="checkbox"/> Lone parents
25.	Which of the following criteria does your grant application meet?	<input type="checkbox"/> Benefits the residents of Diss as a whole <input checked="" type="checkbox"/> Benefits a specific category of residents of Diss, particularly disadvantaged or vulnerable sections of the population <input checked="" type="checkbox"/> Provides a service of facility not currently provided elsewhere in Diss <input type="checkbox"/> Adds to or improves existing facilities <input type="checkbox"/> Makes better use of under-used Town Council facilities (i.e. DYCC, Sports Ground) <input type="checkbox"/> Is freely available to all sections of the community
26.	<p>Approximately how many people will benefit from your grant?</p> <p><i>You will be asked to provide evidence in your end of year report.</i></p>	<p><i>Select one option</i></p> <input type="checkbox"/> 1 - 9 <input type="checkbox"/> 10 - 19 <input type="checkbox"/> 20 - 29 <input checked="" type="checkbox"/> 30 - 49 <input type="checkbox"/> 50 - 99 <input type="checkbox"/> 100+ <p>Each session can help up to 6 people a time.</p>

## Financials

27.	Grant amount requested	£1,000
28.	Do you intend to secure match funding for this project?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  <i>If you selected yes, please list all sources and amounts:</i>

		<p>We rely on a mix of service level agreements and grants as well as charitable donations to meet our costs. Our strategy for fundraising is to ensure we are not dependent on a few large funders. We have a small but dedicated fundraising team who are constantly working to cover our costs and I am confident we will find the remaining funding needed.</p>
29.	Is your organisation making any non-financial contributions to the project/activity?	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p><i>If you selected yes, please list all non-financial contributions to the project/activity:</i></p>
30.	Do your current cash reserves exceed the amount of grant you are asking for?	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p><i>If you selected yes, Please explain why you are not using your own funds.</i></p> <p>The directors have examined the charity's requirements for reserves in the light of the main risks to the organisation. The directors have established a policy that the charity's revenue reserves, which have not been committed or invested in tangible fixed assets, should represent three to four months of estimated total annual expenditure, which it currently does.</p>
31.	In addition to the above, the following will be required of grant applications.	<ul style="list-style-type: none"> <li><input type="checkbox"/> The organisation's / group's Bank or Building Society account details</li> <li><input type="checkbox"/> Evidence of efforts to generate income from other sources</li> <li><input type="checkbox"/> Copies of the organisation's latest audited or independently verified accounts, together with a budget / business plan for the period covered by the grant applied for</li> <li><input type="checkbox"/> A copy of your group's most recent bank account statement. <i>Please provide copies for all accounts you hold. This account must be in the name of your group, and at least two unrelated people must sign each cheque or withdrawal.</i></li> </ul>

## Outcomes

<p>32.</p>	<p>What are you hoping to achieve from your project / activity and what robust methods will you use to measure success?</p>	<p>Our initial aim is to ensure that we provide improved access to justice to the people of the town who would otherwise be denied a voice. Without our support they would be left having to fight complex legal situations on their own, which is often another barrier to receiving a fair hearing.</p> <p>We measure success in a range of different ways, both qualitative and quantitative. We work hard to gain client feedback, assessing how happy they were with the support received, but also what difference it made.</p> <p>We measure Improvements in client wellbeing (surveys conducted before and after advice using the Warwick-Edinburgh Mental Wellbeing Scale).</p> <p>We also measure amount of debt written off/renegotiated on behalf of clients and success rate of benefit appeals (currently we succeed in overturning decisions in 86% of cases whilst the national average is 70%)</p> <p>We also track population levels across different areas of Norfolk and compare them to both the rate of poverty and numbers of people from those areas NCLS accesses to get a measure for how well we serve each community in Norfolk.</p>
<p>33.</p>	<p>How will you measure the outcomes to ensure your project / activity is successful?</p> <p><i>Please ensure your outcomes are specific, measurable, achievable, realistic and timely.</i></p> <p><i>If not included above, please also provide:</i></p>	<p>We measure the results of our work by:</p> <ul style="list-style-type: none"> <li>• Number of clients advised</li> <li>• Amount of benefit income generated for clients</li> <li>• Reduction in risk of homelessness</li> <li>• Levels of client satisfaction</li> <li>• Qualitative feedback</li> </ul> <p>We will do this on an ongoing basis with milestones at 3 and 6 months and a year.</p>

*Please add any additional supporting information you would like considered here.*


I confirm that I have read and accept the Terms and Conditions of the Grant.

**PLEASE PRINT**

<b>Title (Mr, Mrs, Ms, Miss):</b>	Mr
<b>First name:</b>	David
<b>Surname:</b>	Powles
<b>Signature:</b>	<i>David Powles</i>
<b>Date:</b>	25/11/24
<b>Position within the organisation:</b>	Chief Executive

*Please Note: This must be completed by the same person as named in Question 5 on the application form.*

**Co-signed by another member of your organisation:**

<b>Title (Mr, Mrs, Ms, Miss):</b>	Mrs
<b>First name:</b>	Beverley
<b>Surname:</b>	Marshall
<b>Signature:</b>	<i>Beverley Marshall</i>
<b>Date:</b>	26 <sup>th</sup> November 2024
<b>Home address:</b>	
<b>Phone number</b>	01603496623
<b>Email address:</b>	bev@ncls.co.uk
<b>Position within the organisation:</b>	Finance Manager

*Please Note: This must be a different person to the one named above.*

**Privacy Notice**

Diss Town Council takes your privacy seriously and will only use your information in relation to your grant application. For further information, please refer to our GDPR Policy at [www.diss.gov.uk](http://www.diss.gov.uk).

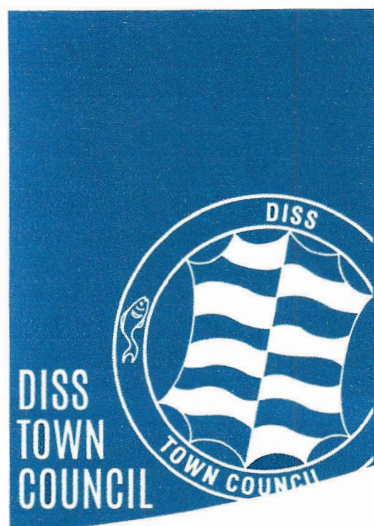
**Checklist**

**Before sending us your application, please check that you have done the following:**



	<i>Please tick</i>
Answered all the applicable questions on the application form	X
The main contact from Question 5 has signed the Declaration	X
The Declaration has been co-signed by another member of your organisation	X
<p>Included the following:</p> <ul style="list-style-type: none"> <li>• A copy of the constitution or set of rules that your group has adopted. Your group must have this document to receive a grant from us.</li> <li>• A dated copy of your most recent yearly accounts verified by an independent person.</li> <li>• A projected statement of income and spending for the next 12 months.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>• A copy of your group's most recent bank account statement.</li> <li>• A copy of the pages in your passbooks showing your group's name, account number and current balance, stamped and signed by your building society.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>• If you are a new group which has only just set up a bank account, a signed letter from your bank or building society on their headed paper. This letter must show your account name, number and sort code.</li> </ul> <p><b>If your project / activity includes work on a building or land, please also provide:</b></p> <ul style="list-style-type: none"> <li>• Copies of any plans, maps or drawings etc. related to your application for work on a building or land</li> <li>• Copy of planning permission if appropriate</li> <li>• Two quotes for any work to be carried out or items to be purchased over the value of £500</li> <li>• A copy of your Child Protection Policy/Vulnerable Adults Policy where appropriate</li> <li>• A copy of contents/ employer's liability/public liability insurance policy where appropriate</li> <li>• Confirmation that other statutory/licensing consents have been received (where appropriate)</li> </ul>	<p>X</p> <p>X</p> <p>X</p> <p>X</p>
Copied this application to keep for reference	

**PLEASE NOTE THAT APPLICATIONS CANNOT BE PROCESSED UNTIL ALL OF THE NECESSARY DOCUMENTS ARE RECEIVED BY THE COMMUNITY GRANTS PANEL.**



## DISS TOWN COUNCIL

Council Offices,  
11-12 Market Hill,  
Diss, Norfolk, IP22 4JZ.  
Telephone & Fax: (01379) 643848  
Email: [towncouncil@diss.gov.uk](mailto:towncouncil@diss.gov.uk)

Website: [www.diss.gov.uk](http://www.diss.gov.uk)

### Community Grant Scheme – Application Form

#### (To be completed with reference to the accompanying grant policy)

Diss Town Council is committed to assisting voluntary and not-for-profit organisations working for the benefit of Diss residents and who deliver projects that will make a difference to people living in Diss. One of the ways this is done is through applying for funding through our Community Grant Scheme.

The Council's Financial Year runs from April to March, and applications for grants are considered at two points in the year: Applications received by 30<sup>th</sup> May will be considered in July for payment from September onwards. Applications received by 31<sup>st</sup> January will be considered in February for payment from March onwards.

Applicants are advised to read the accompanying grant policy before completing this form.

#### Organisation's / Individual's Details

1.	Nature of grant requested from DTC Is your organisation seeking a one-off Project grant, or a Development Grant?	<input checked="" type="checkbox"/> Project grant <input type="checkbox"/> Development grant
2.	Name of Organisation	PARK RADIO LTD
3.	Organisation's Address and Website	Address: DYCC, Shelfanger Road, Diss, Norfolk, IP22 4EH  WWW.PARKRADIO.CO.UK
4.	Do we have an up to date copy of your organisations constitution or set of rules?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  <i>If you selected no,</i> <b>We will need a copy of your organisation's constitution or set of rules. You may email a copy to <a href="mailto:towncouncil@diss.gov.uk">towncouncil@diss.gov.uk</a> or post this to us.</b>
5.	Name and contact details of applicant	Name: JAMES GRINT Address: AS ABOVE  Phone: Landline: Mobile: <b>07542222222</b>

		Email: james@parkradio.co.uk
6.	Position held in organisation	STATION DIRECTOR
7.	How long has this organisation been established? (if applicable)	SINCE 2009
8.	How would you describe your organisation / the applicant(s)? (tick all boxes that apply)	<input checked="" type="checkbox"/> Voluntary organisation or individuals <input type="checkbox"/> Community/Residents' group <input type="checkbox"/> Registered charity <input checked="" type="checkbox"/> Company limited by guarantee <input type="checkbox"/> Trust <input type="checkbox"/> Other – please state:
9.	Is the organisation a charity registered with the Charity Commission for England and Wales	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>  If you selected yes, <b>What is your organisation's charity number?</b>
10.	Company registration number (if applicable)	07034812
11.	How many members are involved in the running of the organisation?  <i>Please provide an organisational structure chart to show how your organisation is managed</i>	Approximately 30 volunteers
12.	Does your organisation have a membership?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A  If you selected yes, <b>Please state current no. of members:</b>  <b>Annual subscription cost per member:</b>
13.	Please give details of any other organisation or umbrella group to which your organisation is affiliated (if applicable)	N/A – ALTHOUGH PARK RADIO WILL SHORTLY BE MOVING TO THE CORNHALL
14.	Please tick if your organisation / group has:  <i>You do not have to provide any of these documents at the time of application, but they may be required before any grant funds are transferred.</i>	<input checked="" type="checkbox"/> A formal constitution <input type="checkbox"/> A child protection policy <input type="checkbox"/> A protocol for working with vulnerable adults <input checked="" type="checkbox"/> Public Liability insurance <input type="checkbox"/> A disability audit of its own premises <input checked="" type="checkbox"/> A risk assessment relating to the activity to which the grant relates.
15.	Please describe the activities undertaken by your organisation, including location and frequency of meetings or activities if applicable.	Park Radio is a community broadcaster serving Diss, Harleston, and Eye, offering local news, interviews, entertainment, and community programming. We engage volunteers, schools, charities, and local businesses to support, inform, and connect the community.
16.	Does your organisation have its own premises?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

	If yes, are they:	<input type="checkbox"/> Owned by the organisation <input checked="" type="checkbox"/> Rented <input type="checkbox"/> Other (please state) .....
17.	Are there any restrictions on who can join the organisation?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>  <i>If you selected yes,</i> <b>Please list the restrictions and why you have them?</b>

**Project**

18.	Please describe your project / activity: its aims and objectives, what it will deliver, what difference will it make and outline how it will benefit the people of Diss.  <i>Please continue on a separate sheet if necessary.</i>	"Voices of Diss – A Community Storytelling & Oral History Project" <b>Project Description:</b> The "Voices of Diss" project will celebrate and preserve the town's rich history by recording and broadcasting the stories of local residents. Park Radio will capture personal narratives from older residents, long-standing business owners, community figures, and underrepresented groups. <b>The project will:</b> Record and broadcast 50+ oral history interviews Create a special radio series featuring these stories Develop a public archive available online and in libraries Engage schools by inviting students to interview elders Host a community event to celebrate the project <b>Impact:</b> Strengthen community identity and civic pride Preserve and share local heritage Encourage social inclusion and cross-generational engagement Provide educational opportunities for young people <b>Impact:</b> Strengthen community identity and civic pride Preserve and shares local heritage Encourage social inclusion and cross-generational engagement Provide educational opportunities for young people
19.	When do you expect the project / activity to start?	June 2025
20.	When do you expect the project / activity to finish?	May 2026
21.	Is the grant for equipment or something else requiring ongoing maintenance?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
22.	If yes, how will this ongoing maintenance be funded?	n/a

23.	How long will the project actively involve residents of Diss?	<input type="checkbox"/> One day <input type="checkbox"/> Up to one week <input type="checkbox"/> Up to three months <input type="checkbox"/> 3-6 months <input checked="" type="checkbox"/> 6-12 months <input type="checkbox"/> More than one year
24.	Which of the following categories of activity or groups apply to your grant application?	<input type="checkbox"/> Advice Services <input checked="" type="checkbox"/> Arts and Culture <input type="checkbox"/> Enhancing the environment of Diss <input type="checkbox"/> Older People <input checked="" type="checkbox"/> Sport and Recreation <input type="checkbox"/> Transport <input checked="" type="checkbox"/> Children and Young People <input type="checkbox"/> Women <input type="checkbox"/> Men <input type="checkbox"/> People with a disability <input checked="" type="checkbox"/> Black, minority or ethnic groups <input checked="" type="checkbox"/> LGBTQ + <input type="checkbox"/> People on low income <input type="checkbox"/> Lone parents
25.	Which of the following criteria does your grant application meet?	<input checked="" type="checkbox"/> Benefits the residents of Diss as a whole <input type="checkbox"/> Benefits a specific category of residents of Diss, particularly disadvantaged or vulnerable sections of the population <input checked="" type="checkbox"/> Provides a service of facility not currently provided elsewhere in Diss <input type="checkbox"/> Adds to or improves existing facilities <input type="checkbox"/> Makes better use of under-used Town Council facilities (i.e. DYCC, Sports Ground) <input checked="" type="checkbox"/> Is freely available to all sections of the community
26.	Approximately how many people will benefit from your grant?  <i>You will be asked to provide evidence in your end of year report.</i>	<i>Select one option</i> <input type="checkbox"/> 1 - 9 <input type="checkbox"/> 10 - 19 <input type="checkbox"/> 20 - 29 <input type="checkbox"/> 30 - 49 <input type="checkbox"/> 50 - 99 <input checked="" type="checkbox"/> 100+

## Financials

27.	Grant amount requested	£6,995
28.	Do you intend to secure match funding for this project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>  <i>If you selected yes, please list all sources and amounts:</i>  <input checked="" type="checkbox"/> No, but additional sponsorships will be sought if required.

29.	Is your organisation making any non-financial contributions to the project/activity?	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p><i>If you selected yes, please list all non-financial contributions to the project/activity:</i></p> <p><b>Yes – Volunteers, production expertise, and marketing support.</b></p>
30.	Do your current cash reserves exceed the amount of grant you are asking for?	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p><i>If you selected yes, Please explain why you are not using your own funds.</i></p>
31.	In addition to the above, the following will be required of grant applications.	<p><input type="checkbox"/> The organisation's / group's Bank or Building Society account details</p> <p><input type="checkbox"/> Evidence of efforts to generate income from other sources</p> <p><input type="checkbox"/> Copies of the organisation's latest audited or independently verified accounts, together with a budget / business plan for the period covered by the grant applied for</p> <p><input type="checkbox"/> A copy of your group's most recent bank account statement. <i>Please provide copies for all accounts you hold. This account must be in the name of your group, and at least two unrelated people must sign each cheque or withdrawal.</i></p>

## Outcomes

32.	What are you hoping to achieve from your project / activity and what robust methods will you use to measure success?	<p>The "Voices of Diss" project aims to preserve and celebrate the rich heritage and community spirit of Diss by recording and broadcasting the voices and stories of its residents. This initiative will invite people from all walks of life—including older residents, long-standing business owners, community leaders, and diverse groups—to share their experiences, local history, and cultural traditions.</p> <p>The recorded stories will be:</p> <ul style="list-style-type: none"> <li>• Broadcast on Park Radio, ensuring accessibility to all residents.</li> <li>• Available as podcasts, allowing on-demand listening for broader reach.</li> </ul>
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- Archived for future generations, ensuring the voices of Diss remain documented and accessible for years to come.

By moving into Diss Corn Hall, Park Radio Ltd aims to strengthen cultural and community ties with this key local venue, creating a hub for arts, culture, and community storytelling. This partnership and project will enhance both organisations' contributions to Diss's cultural and artistic life, while encouraging active community engagement in the town's heritage and identity.

Additionally, the project will:

- Elevate the importance of arts, culture, and entertainment in Diss, demonstrating the power of media and heritage in shaping community identity.
- Encourage intergenerational learning, as young people and students interview older residents, strengthening connections between different age groups.
- Empower diverse voices, ensuring stories from all sections of society—including underrepresented and minority groups—are captured and celebrated.

#### **Robust Measures of Success**

To objectively assess the impact of the "Voices of Diss" project, we will use the following quantitative and qualitative measures:

##### **1. Number and Diversity of Participants**

Target: Record and broadcast a minimum of 50 oral history interviews from a diverse range of community members, including older residents, business owners, young people, and minority voices.

Measurement: A participant log will track demographics, background, and topics covered to ensure inclusivity and representation.

##### **2. Engagement & Listenership Metrics**

Target: Achieve a minimum 20% increase in overall listenership on Park Radio and podcast platforms.

Measurement:

Radio listenership data (through station analytics and listener surveys).

Podcast downloads and streaming figures from hosting platforms.

Social media and website engagement, including shares, comments, and interactions on storytelling content.

### **3. Event Participation & Community Interaction**

Target: Organise a community showcase event at Diss Corn Hall with at least 100 attendees.

Measurement:

Attendance figures from ticketing or sign-in records.

Post-event surveys to assess participant satisfaction and learning outcomes.

Event recordings and media coverage documenting engagement levels.

### **4. Educational Impact & Intergenerational Learning**

Target: Facilitate at least 10 student-led interviews between young people and older residents to foster intergenerational learning.

Measurement:

Partnership reports from schools and educational organisations.

Student reflections or creative outputs, such as essays or projects inspired by the interviews.

Teacher and parent feedback surveys evaluating the learning experience.

### **5. Community Feedback & Cultural Impact**

Target: Achieve at least 80% positive feedback from project participants and listeners.

Measurement:

Survey responses from interviewees, community members, and listeners assessing impact, accessibility, and personal value.

Qualitative testimonials and case studies highlighting personal experiences and the significance of sharing their stories.

Media recognition, including local press coverage and endorsements from Diss cultural organisations.

### **6. Long-Term Sustainability & Legacy**

Target: Establish a permanent digital archive of stories accessible via Park Radio's website and Diss Corn Hall.

Measurement:

Website analytics tracking archive visits and downloads.

Inclusion of oral history material in Diss historical societies, libraries, and museums.

Continued community engagement through future oral history projects or similar initiatives.

### **Conclusion**

By implementing these robust measurement methods, the "Voices of Diss" project will ensure meaningful impact, continuous evaluation, and long-term sustainability, while providing a powerful platform for community storytelling and cultural preservation.



<p>33.</p>	<p>How will you measure the outcomes to ensure your project / activity is successful?</p> <p><i>Please ensure your outcomes are specific, measurable, achievable, realistic and timely.</i></p> <p><i>If not included above, please also provide:</i></p>	<p>The "Voices of Diss" project will be evaluated using a range of specific, measurable, achievable, realistic, and timely (SMART) indicators to ensure its success. Our approach includes quantitative data collection, qualitative feedback, and long-term impact assessment.</p> <p><b>1. Number and Diversity of Participants</b>  Outcome: Record and broadcast at least 50 oral history interviews featuring a diverse range of community members (older residents, business owners, young people, and underrepresented groups).  Measurement:  Maintain detailed participant records documenting age, background, and story themes.  Review participant representation to ensure inclusivity.</p> <p><b>2. Audience Engagement &amp; Listenership Metrics</b>  Outcome: Increase listenership for Park Radio's oral history broadcasts by at least 20% during the project period.  Measurement:  Track radio listenership data using analytics from Park Radio's streaming and broadcast reports.  Monitor podcast downloads and streams via hosting platforms.  Measure website engagement through visits to the project's online archive.</p> <p><b>3. Event Participation &amp; Community Involvement</b>  Outcome: Host a community showcase event at Diss Corn Hall, with at least 100 attendees engaging with the project.  Measurement:  Record event attendance figures through sign-in sheets or ticketing systems.  Conduct post-event surveys to measure audience experience and cultural impact.  Collect qualitative feedback from attendees on their engagement with Diss's oral history.</p> <p><b>4. Educational and Intergenerational Impact</b>  Outcome: Facilitate at least 10 student-led interviews between young people and older residents, fostering intergenerational learning.  Measurement:  Obtain feedback from participating schools, teachers, and students.  Collect student reflections (e.g., essays, creative projects inspired by their interviews).  Assess engagement through follow-up activities linking students to Diss's history.</p> <p><b>5. Community Feedback &amp; Cultural Impact</b>  Outcome: Receive at least 80% positive feedback from project participants and listeners.</p>
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		<p>Measurement:  Conduct surveys and interviews with interviewees, listeners, and Diss Corn Hall visitors.  Gather testimonials showcasing the impact of the project on individuals and the community.  Monitor media recognition, including press coverage and local endorsements.</p> <p><b>6. Legacy &amp; Sustainability of the Project</b>  Outcome: Establish a permanent digital archive of all recorded stories, accessible via Park Radio's website and Diss Corn Hall.  Measurement:  Monitor website visits and downloads of archived stories.  Track long-term community engagement, including continued access to the archive by local history groups, schools, and libraries.  Ensure the archive remains active beyond the project's initial funding period.</p> <p><b>Conclusion</b>  By using a combination of quantitative and qualitative methods, we will ensure that the "Voices of Diss" project meets its goals, reaches the community effectively, and leaves a lasting impact. Regular monitoring and reporting will allow us to refine and improve the project throughout its duration.</p> <p><input type="checkbox"/> A list of objectives alongside methods of measuring the achievement of those objectives.</p>
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*Please add any additional supporting information you would like considered here.*

Park Radio Ltd has been a trusted voice in the Diss community for years, providing essential local news, entertainment, and community engagement opportunities. As we move into Diss Corn Hall, this project presents a unique opportunity to merge media, culture, and heritage, strengthening the town's creative and historical identity. "Voices of Diss" will not only preserve the town's rich past but also inspire future generations by capturing and broadcasting authentic local stories. By bringing together residents of all backgrounds, the project will enhance civic pride, foster intergenerational learning, and ensure cultural inclusivity.

This grant will enable Park Radio Ltd to deliver a professionally produced and widely accessible oral history project, reaching a broad audience through radio, digital archives, live events, and podcasts. The funding will ensure high production quality, community-wide engagement, and lasting impact. The collaboration with Diss Corn Hall, schools, local history groups, and businesses makes this initiative a powerful example of community synergy, further demonstrating its value in reinforcing social ties and celebrating the people of Diss.

By awarding this grant, Diss Town Council will be investing in a sustainable, meaningful, and transformative project that will honour local voices, preserve invaluable heritage, and strengthen the town's cultural future. This project aligns perfectly with the Council's objectives, ensuring that the history,

experiences, and community spirit of Diss are not only celebrated today but remain accessible for future generations.

This form should be returned to The Town Clerk, Diss Town Council, Council Officers, 11-12 Market Hill, Diss, Norfolk, IP22 4JZ, or to [towncouncil@diss.gov.uk](mailto:towncouncil@diss.gov.uk) no later than 30<sup>th</sup> May for grants sought for payment from September, or 31<sup>st</sup> January for grants sought for payment from March.

### **Terms and Conditions**

Before you submit your application, you must read and agree the following Terms and Conditions of Grant. Two signatories for the group should then sign the declaration, which confirms that the organisation understands and agrees to the Terms and Conditions.

Within the Terms and Conditions 'we' and 'our' refers to the applicant organisation. 'Diss Town Council' refers to the service providing the resources for which you are applying.

### **The Grant**

1. We will use the Grant as described in our application form. Any changes must be agreed in writing and in advance by Diss Town Council.
2. We agree to return any Grant if the project cannot proceed.
3. We understand that any resource awarded must be used within the agreed period, which will normally be one year from the date of the Grant letter or as otherwise stated.
4. We will inform Diss Town Council immediately in writing of anything that significantly delays, threatens or makes it unlikely that the Grant will either not be used within the agreed period or not be used for the purpose described in the application.
5. We understand that we may be asked to produce regular progress reports on the use of the Grant. We also understand that a final report must be completed and submitted to Diss Town Council within 3 months of all Grant expenditure being incurred.
6. We understand that Diss Town Council will not increase the Grant if we overspend, and that any unspent Grant at the end of the agreed period should be returned to Diss Town Council.
7. We are aware that any equipment which has been awarded to us is under the charge of our organisation and must be regularly maintained and insured to its full replacement value and kept in a secure premise.
8. We understand that the amount and schedule of payments will be indicated in the formal Grant offer, and that no expenditure should be incurred until the Grant offer has been received, signed and returned to Diss Town Council.
9. We agree that in any publicity or public presentation about the funding, we must include an indication that the project / activity was supported by Diss Town Council.
10. We understand that there is a possibility that Diss Town Council's internal or external auditors may wish to audit funded projects. We agree that any member may be required to make themselves and any relevant documentation available for any visit by auditors at reasonable notice.

### **The Organisation**

11. We will advise Diss Town Council in writing of any change to our constitution and provide a copy of

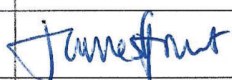
**Declaration by Main Contact**

I confirm that the information I have given on this application form is accurate and complete and that I have authorisation to apply for a Grant on behalf of the organisation.

I acknowledge that if I give misleading or inaccurate statements on behalf of the group or organisation we may not receive any Grant, or it may be withdrawn and must be refunded to Diss Town Council.




I confirm that I have read and accept the Terms and Conditions of the Grant.

**PLEASE PRINT**

<b>Title (Mr, Mrs, Ms, Miss):</b>	Mr
<b>First name:</b>	James
<b>Surname:</b>	Grint
<b>Signature:</b>	
<b>Date:</b>	31 <sup>st</sup> January 2025
<b>Position within the organisation:</b>	Station Director

*Please Note: This must be completed by the same person as named in Question 5 on the application form.*

**Co-signed by another member of your organisation:**

<b>Title (Mr, Mrs, Ms, Miss):</b>	Ms
<b>First name:</b>	Claire
<b>Surname:</b>	Butler
<b>Signature:</b>	
<b>Date:</b>	31 <sup>st</sup> January 2025
<b>Home address:</b>	
<b>Phone number</b>	
<b>Email address:</b>	claire@cbaccounting.co.uk

Position within the organisation:	ACCOUNTANT
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Please Note: This must be a different person to the one named above.

**Privacy Notice**

Diss Town Council takes your privacy seriously and will only use your information in relation to your grant application. For further information, please refer to our GDPR Policy at [www.diss.gov.uk](http://www.diss.gov.uk).

**Checklist**

Before sending us your application, please check that you have done the following:

	<i>Please tick</i>
Answered all the applicable questions on the application form	<input checked="" type="checkbox"/>
The main contact from Question 5 has signed the Declaration	<input checked="" type="checkbox"/>
The Declaration has been co-signed by another member of your organisation	<input checked="" type="checkbox"/>
Included the following:	
<ul style="list-style-type: none"> <li>• A copy of the constitution or set of rules that your group has adopted. Your group must have this document to receive a grant from us.</li> </ul>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>• A dated copy of your most recent yearly accounts verified by an independent person.</li> </ul>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>• A projected statement of income and spending for the next 12 months.</li> </ul>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>• A copy of your group's most recent bank account statement.</li> </ul>	<input checked="" type="checkbox"/>
Or	
<ul style="list-style-type: none"> <li>• A copy of the pages in your passbooks showing your group's name, account number and current balance, stamped and signed by your building society.</li> </ul>	
Or	
<ul style="list-style-type: none"> <li>• If you are a new group which has only just set up a bank account, a signed letter from your bank or building society on their headed paper. This letter must show your account name, number and sort code.</li> </ul>	
<b>If your project / activity includes work on a building or land, please also provide:</b>	
<ul style="list-style-type: none"> <li>• Copies of any plans, maps or drawings etc. related to your application for work on a building or land</li> <li>• Copy of planning permission if appropriate</li> <li>• Two quotes for any work to be carried out or items to be purchased over the value of £500</li> <li>• A copy of your Child Protection Policy/Vulnerable Adults Policy where appropriate</li> <li>• A copy of contents/ employer's liability/public liability insurance policy where appropriate</li> <li>• Confirmation that other statutory/licensing consents have been received (where appropriate)</li> </ul>	

Committee	Minute Ref	Subject	Action	Assigned to	Timescale	Comments or further action
Full Council	FC0923/19	VISIT DISS WEBSITE	To appoint Red Dune Ltd to develop a Visit Diss website as per quotation received with expenditure of £1,500 allocated to General Reserves / Bank Interest and with ongoing annual costs of £390 to be budgeted separately from 2024-25 under Promotion (power – encourage tourism to the council's area / statutory provision LGA 1972, s.144 / General Power of Competence.	Clerk	immediately	A presentation of the new site is scheduled for the April meeting.
Full Council	FC0724/15	DISS CORN HALL	to ask that Diss Town Council be involved in more detailed discussions regarding the Corn Hall following feedback from Trustees and to inform future planning requirements.	Clerk	28.02.25	Chair is liaising with committee ref Chair / VC of Exec being observer at Trustee meetings going forward.
Full Council	FC0924/04	PUBLIC PARTICIPATION	There was also a question regarding the possibility of removing an unused cycle rack outside the library on Church St.	KK	17.10.24	
Full Council	FC0924/04	PUBLIC PARTICIPATION	Town Council may wish to consider additional First Aid blood kits alongside defibs and / or training for residents to use them.	Clerk	31.12.24	I have emailed District cllrs regarding funding some kits following my meeting with a company that supplies these and free training
Full Council	FC0924/04	PUBLIC PARTICIPATION	There was also a suggestion that the District Council could work collaboratively with the Citizens Advice team to support pensioners in getting any extra financial help available.	GM	17.10.24	
Full Council	FC1024/18	SPORTS GROUND	1. To approve the draft Novation agreement amending the agreement between Diss Town Council and G N Rackham & Sons Ltd dated 10th February 1989 relating to the Sports Ground site to be between Diss Town Council and the three current Directors of the company subject to confirmation that its potential future development into a community facility would not be affected. 2. That all legal costs will be covered by the other party. 3. That the Clerk arranges for the agreement to be executed as per Standing Order 23b.	Clerk	30.11.24	Point 1 is already addressed in clause 4.2 of the agreement. Point 2 has been added at clause 6 and will be sent to other party for consideration. Chair of Executive and Clerk is meeting with the landowner mid March.
Full Council	FC1124/10	STAFFING	To request that the full course costs associated with the Community Governance degree study are repaid by the former Deputy Town Clerk given her resignation within two years of course completion with delegated authority to the Clerk to negotiate a payment plan.	Clerk	Immediately	Update will be provided during the confidential part of the meeting.
Full Council	FC1224/04	Public Participation	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.	KK	Immediately	
Full Council	FC1224/04	Public Participation	Cllr Browne recently attended the Fair Green Neighbourhood Association's AGM and will report to a future meeting.	Clerk / SB	31.03.24	
Full Council	FC1224/09	Madgett's Walk	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.	Clerk	Immediately	The project manager has responded explaining that they may not be able to incorporate Madgett's Walk until they start on site due to the impact of the fencing on the root protection zone.
Full Council	FC0125/10	Progress Report	Members noted progress on decisions will be reviewed at the February meeting of Council. There will be another update on the DYCC at the February Full Council meeting.	Clerk	19.02.25	On agenda, item 14
Full Council	FC0225/08	Banking	1. Keep the Nationwide savings account as it is, as it attracts favourable interest for minimal work. 2. Keep the Lloyds account, so we can continue to utilise their longer-term savings for Earmarked Reserves funds. 3. Open a Unity Trust account, with a current and savings account, with councillors Craggs, Kitchen, Peaty, Robertson, Sinfield & Taylor as signatories. 4. Close the Barclays accounts.	Finance Officer	31.03.25	In progress.

## Progress Report

Committee	Minute Ref	Subject	Action	Assigned to	Timescale	Comments or further action
Full Council	FC0225/09	Diss Youth & Community Centre	to approve the usage of the grassed area at the rear of the Diss Youth & Community Centre as a community allotment temporarily (until such time the site might be developed) and subject to insurance cover being provided by the organising body.	George Waterman / Clerk	Immediately	
Full Council	FC0225/10	IT Support	1. To enter into a three-year contract with VMiT Ltd from April 2025 – March 2028 at an annual cost of £7,752. 2. Replace the Lenovo laptop at an estimated cost of £750 - £1k from the 2024-25 budget. 3. To add Last Pass and Microsoft 365 Premium licenses to the Council's IT contract from April 2025 and September 2025 respectively.	Clerk	Immediately	In progress.
Full Council	FC0225/11	Mayor Elect	That councillor Craggs was appointed as the Mayor Elect leading up to the May election.	Clerk	Immediately	Completed
Full Council	FC0225/12	Staff Performance Management Review	To adopt the new staff appraisal scheme with associated forms and policy with a review by 31st March 2026.	Clerk	Immediately	
Full Council	FC0225/13	Anglian Memorial Garden	To appoint the Garden Project Team to complete the works in the Anglian Memorial Garden for the price of £9,283 plus VAT allocated to Community Infrastructure Levy funds.	FBM	Immediately	Order sent. Costs increased by £500 given initial quote received in 2023. Clerk authorised additional payment and start date awaited.
Full Council	FC0225/14	Clerk's Report	It was agreed that the Clerk would contact the Corn Hall to resolve the last remaining queries regarding the sublease to Park Radio Ltd so they can relocate as soon as possible.	Clerk	Immediately	Final information of floor space sent to solicitor to finalise sublease. Should sign in March
Full Council	FC0225/18	Staffing Review	To appoint LCC to undertake a staffing review for a total cost of £2,190 excluding mileage as per quote received allocated to Legal/Financial/Prof fees (4675) and schedule from April 2025.	Clerk	31.03.25	In progress.