



Diss Town Council Agenda

Meeting of the Council
19th February 2025

Mrs. Sarah Villafuerte-Richards
Town Clerk

Council Prayer

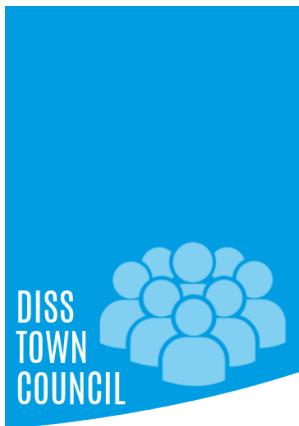
“Guide our Council tonight as we seek to serve our fellow residents of Diss. Guard us from prejudice and self-interest. Help us to faithfully discharge the duties of our office and pursue our projects with clarity and compassion.”

Diss Town Council’s Vision

To make Diss a successful, vibrant, attractive town, where people want to live, work and visit.

Our Mission

To support the community and promote Diss as the heart of East Anglia for Business, Leisure and the Arts



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

Our Ref: FC 19.02.25
Date: 18/02/2025

For Information:
Town Clerk

Diss Express

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

Dear Members of the Public and Press,

You are cordially invited to attend a meeting of **Full Council** to be held in the **Council Chambers** at **Diss Corn Hall** on **Wednesday 19th February 2025** at **7.15pm** to consider the business detailed below.

Town Clerk / Chief Executive Officer

Agenda

1. Apologies

To receive and consider apologies for absence.

2. Declarations of Interest and Requests for Dispensations¹

To note any declarations of members' pecuniary and/or non-pecuniary/other interests pertaining to items on the following agenda, to note any dispensations granted in respect of business to be discussed and to consider any requests for dispensations.

3. Minutes

To confirm as a true record, the minutes of Full Council on Wednesday 8th January 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. Finance

- a) To note bank outgoings for January 2025 (copy herewith).
- b) To note the Income & Expenditure report for January 2025 (copy herewith).
- c) To note the Earmarked Reserves report for January 2025 (copy herewith).
- d) To note the reconciliations of income and expenditure with the Council's bank account statements for November 2024 – January 2025 (copies herewith).
- e) To receive the 3rd quarterly financial report (reference report 54/2425 herewith).

7. Banking

To consider recommendations from the Executive Committee for new banking arrangements (report reference 55/2425 herewith).

8. Diss Youth & Community Centre

- a) To receive a verbal project update from the DYCC Action Group.
- b) To consider a proposal to site the community garden on the DYCC site.

9. IT Support

To consider proposals for continuing the IT support contract with VMit Ltd (report reference 56/2425 herewith).

10. Mayor Elect

To consider the role of Mayor Elect to learn from the Mayor role leading up to the May election.

11. Staff Performance Management Review

To consider a recommendation from the Executive Committee to adopt the new staff appraisal scheme with associated forms and policy (report reference 57/2425 herewith).

12. Anglian Memorial Garden

To reconsider the proposed repairs and refurbishment to the Anglian Memorial Garden following a response from the contractor (report reference 58/2425 herewith).

13. Clerk's Report

To receive the Clerk's report on activities since the last meeting (copy herewith).

14. Items for Noting

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

15. Date of Next Meeting

To note that the next meeting of Full Council is scheduled for Wednesday 12th March 2025 at 7.15pm.

16. 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 item which is properly considered to be of a confidential nature.

17. Staffing Review

To consider quotations received for a staffing review (*confidential* report reference 59/2425 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 8th January 2025** at **7.15pm**.

Present: Councillors: D. Collins, D. Craggs, A. Goulder, K. Murphy (Chair), J. Robertson, R. Peaty, L. Sinfield, E. Taylor.

In attendance: Sarah Villafuerte-Richards (Town Clerk/CEO)
County / District Councillor Kiddie

FC0125/01 Apologies

Councillor's Name	Apologies Received	Absent Without Apology	Reason / Approval
S. Browne	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
S. Kiddie	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ill health
A. Kitchen	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>N.B. Apology was received post-meeting that he was 'out of county'.</i>
S. Olander	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
J. Welch	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Medical appointment

FC0125/02 Declarations of Interest

There were none.

FC0125/03 Minutes

Members received the minutes of the Full Council meeting on Wednesday 18th December 2024. Members liked the new format for the apologies in the minute template and thanks were extended to the new Admin Officer who suggested it following recent training. It was

Resolved: To approve the minutes of the meeting of the Full Council held on Wednesday 18th December 2024 as a true record and were signed by the Chair.

FC0125/04 Public Participation

There was one member of the public in attendance. County / District Cllr Kiddie reported on progress towards devolution. He has an emergency meeting tomorrow regarding legal deadlines to delay elections until May 2026. Norfolk / Suffolk need to identify what they want to do, how the Counties will be split into half a million unitaries and will be asked whether they wish to be involved in the devolution programme. Concerns were raised around devolution to Town & Parish Councils and appropriate resources to deliver services.

There are burst water main issues on Frenze Hall Lane and gritting and filling potholes giving weather conditions. The A1066 has been running pretty well particularly given Aldi development. The plan to bury the pylons has been quashed due to expense. The Leader of Norfolk County has written a letter of objection, as has Suffolk & Essex.

Diss swim centre re-opens on Monday. They are busy training up lifeguards. The site is being secured at John Grose with demolition to follow. A public consultation will be held in February on their plans. There is an electrical recycling event on 28th January, 10am-2pm on the medical centre's car park. Apologies were given from District Cllr Minshull who is poorly.

Cllrs Taylor, Goulder & Sinfield keen to attend the swim pool opening. It was agreed the Clerk would follow up with a request.

(Action: Clerk; immediately)

- FC0125/05 Items of Urgent Business**
There were no items of urgent business raised.
- FC0125/06 Finance**
- a) Members noted bank outgoings for December 2024. It was noted that there is a trailer selling coffee in the Park Road car park. Members asked what the Mere's Mouth electricity charge was for and the considerable electricity expense at the DYCC for November.
(Action: Clerk; immediately)
 - b) Members noted the Income & Expenditure report for December 2024. It was noted that the financial position following the Christmas Lights switch-on was summarised in the Clerk's latest report and that compensation for the staging, sound and lighting would be sought.
(Action: Clerk; immediately)
 - c) Members noted the Earmarked Reserves report for December 2024.
- FC0125/07 Budget**
Members received an update (report reference 45/2425) regarding the draft budget. Members thanked the budget action group for their work. It was
- Resolved:** To approve the precept demand to South Norfolk Council of £717,191 or £247.05 for each Band D householder for the financial year 2025/26.
(Action: Finance Officer; 13/01/25)
- FC0125/08 Deputy Mayor**
Members reconsidered the election of a Deputy Mayor prior to the May elections. One view was that as the Town Council already has a Council Leader and Mayor and each should deputise for the other, there would be little for a Deputy Mayor to carry out. It was noted that councillor attendance at mayoral events is low compared to other events attended in a mayoral capacity.
- The rationale for having the two senior roles and splitting out the strategic duties of the Council Leader and the civic responsibility of a Town Mayor was explained. This model has worked well for many years particularly given that many councillors still work and it helps to reduce the workload.
- There was discussion regarding the frequency of the Council Leader election. One member aspires to be the Town Mayor and, therefore, sees an opportunity to shadow the current Mayor until the May election to better understand and gain experience in the role. This also allows a member to step up and support the Clerk in the absence of a Mayor or Council Leader.
- Members discussed succession planning and separating out senior leadership tasks given the absence of the Council Leader. Mayors traditionally only operate for one year primarily due to the heavy workload when they do not also have a Council Leader however from a continuity and administrative point of view, two years is preferable. It was
- Resolved:** That the February meeting of Full Council consider not having a Deputy Mayor but a Mayor elect to learn from Mayor role leading up to the May election.
(Action: Clerk; by 19.02.25)
- FC0125/09 Clerk's Report**
Members noted the Clerk's report will be presented to the February meeting of Council given the Christmas break.
- 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.
(Action: Clerk; by 19.02.25)
- FC0125/11 Date of Next Meeting**
Members noted that the next meeting of the Full Council is scheduled to take place on Wednesday 19th February 2025 at 7.15pm.

Meeting closed: 8.20pm.

Councillor K. Murphy
Chair / Town Mayor

BANK OUTGOINGS JANUARY 2025				
Date Paid	Payee Name	Bacs Ref	Amount Paid	Transaction Detail
02.01.2025	Red5 Networks Ltd	DD630	£ 116.02	Phone/Broadband January 2025 - Council Office & Skatepark CCTV
08.01.2025	Claverhouse Ltd	Bacs2486	£ 12.00	Fountain Lease to 31.12.2025
08.01.2025	Cozmo Entertainment	Bacs2487	£ 250.00	Agreed additional payment for Sound Support at Park Pavilion for Carnival 2024
08.01.2025	Diss Cornhall Trust	Bacs2488	£ 50.00	Council Chamber Hire December 2024
08.01.2025	Diss Van Centre	Bacs2489	£ 281.52	Door Mirror Repair on Ford Ranger after Accident
08.01.2025	Hillside Office Supplies Ltd	Bacs2490	£ 42.00	Copier Paper - Council Office
08.01.2025	Lighting & Illumination Technology Experience Ltd	Bacs2491	£ 2,240.69	Festive Lighting in Heritage Triangle Take Down 2024
08.01.2025	PHS Group Ltd	Bacs2492	£ 170.61	Duty of Care Certificates for DYCC, Council Office, Park and Meres Mouth Toilets
08.01.2025	Top Garden Services	Bacs2493	£ 1,728.00	Hedge Cutting at Cemetery 2024/25
08.01.2025	Trustees of Diss Museum	Bacs2494	£ 190.35	Re-imburse Electricity September to December 2024
08.01.2025	VMIT Ltd	Bacs2495	£ 933.43	IT Software & Supports for January 2025 - Council
08.01.2025	Waveney	Bacs2496	£ 2,272.97	Service of Fountain & 3x Life Jackets
08.01.2025	Westcotec Ltd	Bacs2497	£ 71.40	Replacement Brackets for Speed Signs
09.01.2025	Barclays Bank Plc	B.Net	£ 20.00	Barclays.Net Monthly Bank Charges January 2025
09.01.2025	Ilife Media Publishing Ltd	DD631	£ 54.89	Annual Subscription for Diss Express
15.01.2025	Baldwin Skip Hire Ltd	Bacs2498	£ 254.04	Skip Hire - All Sites Waste
15.01.2025	Ben Burgess Groundcare Equipment	Bacs2499	£ 630.59	Services and New Blades for Ride-On Lawnmower
15.01.2025	Georgina Dalliston	Bacs2500	£ 54.00	Refund of Stallage for Christmas Lights 2024
15.01.2025	Institute of Cemeteries and Crematoriums	Bacs2501	£ 108.00	Garden of Remembrance Training Course - M.Hawkes
15.01.2025	LR Wyard-Scott Ltd	Bacs2502	£ 254.80	Fuel for Vans - December 2024
15.01.2025	Pearce & Kemp Ltd	Bacs2503	£ 2,567.04	Take Down Christmas Tree and Christmas Lights - Meres Street
15.01.2025	PPL PRS Ltd	Bacs2504	£ 2,644.11	Performing Rights Music Licence to November 2025
15.01.2025	Screwfix Direct Ltd	Bacs2505	£ 109.10	Screwdrivers, Drill Bit Sets, Spanners, Stanley Knives, Loppers - General Maintenance
15.01.2025	Stannah Lift Services Ltd	Bacs2506	£ 464.90	Annual Stairlift Contract Jan 25/26 - Council Office
15.01.2025	Travis Perkins Trading Co Ltd	Bacs2507	£ 28.32	Gravel/Shingle - Garden of Remembrance at Cemetery
15.01.2025	VMIT Ltd	Bacs2508	£ 3.84	IT Software & Supports for January 2025 - DDNP
15.01.2025	Westcotec Ltd	Bacs2509	£ 42.24	Fixing Clips for Speed Signs
15.01.2025	Local Government Resource Centre	Bacs2510	£ 66.00	Final payment for Locum RFO December 2024
17.01.2025	BNP Paribas Leasing Solutions	DD632	£ 483.37	Photocopier Rental January to April 2025 - Council office
20.01.2025	Anglian Water Business Solutions	DD633	£ 406.22	Water Supplied October 2024 to January 2025 - Park Toilets

20.01.2025	Barclaycard	Dec-24	£	553.77	TM Carol Concert Refreshments, Anemometer - General Equipment, New Locks - Park Toilets & Road Tax - LC18 NGU
21.01.2025	Anglian Water Business Solutions	DD634	£	28.18	Water Supplied October 2024 to January 2025 - Marketplace
21.01.2025	Anglian Water Business Solutions	DD635	£	119.04	Water Supplied October 2024 to January 2025 - Sportsground
21.01.2025	British Gas Trading Ltd	DD636	£	751.28	Electricity December 2024 - DYCC
21.01.2025	British Gas Trading Ltd	DD637	£	844.92	Electricity December 2024 - Sportsground
21.01.2025	British Gas Trading Ltd	DD638	£	439.99	Electricity December 2024 - Fountain
21.01.2025	British Gas Trading Ltd	DD639	£	276.17	Electricity December 2024 - Park Toilets
21.01.2025	British Gas Trading Ltd	DD640	£	160.75	Electricity December 2024 - Council Office
21.01.2025	British Gas Trading Ltd	DD641	£	127.49	Electricity December 2024 - Meres Mouth Toilets
21.01.2025	British Gas Trading Ltd	DD642	£	61.67	Electricity December 2024 - Marketplace
21.01.2025	British Gas Trading Ltd	DD643	£	62.12	Electricity December 2024 - Cemetery
22.01.2025	Anglian Water Business Solutions	DD644	£	512.62	Water Supplied October 2024 to April 2025 - DYCC and Town Cleaning
24.01.2025	Employees	BACS	£	17,925.42	Salaries Month 10
27.01.2025	EE Ltd	DD645	£	49.73	3x Mobile Phones 18th January to 17th February 2025
29.01.2025	Anglian Water Business Solutions	DD646	£	22.37	Water Supplied October 2024 to January 2025 - Cemetery
31.01.2025	Alliance Disposables Ltd	Bacs2511	£	355.31	Sanitary Products - All Sites
31.01.2025	Anglian Tree Solutions Ltd	Bacs2512	£	12,048.00	Priority Year 2 Tree Works & Allotment Hedge Cutting
31.01.2025	ESPO	Bacs2513	£	518.97	Gas Supplied December 2024 - Council Office and DYCC
31.01.2025	The Jewellery Workshop Ltd	Bacs2514	£	360.00	Replace Lost Bird on Mayoral Chain - Deposit
31.01.2025	Mary Moppins Ltd	Bacs2515	£	1,822.80	Opening & Cleaning of Meres Mouth and Park Toilets - January 2025
31.01.2025	Norfolk County Council	Bacs2516	£	45.00	Road Closure for Carnival 2025
31.01.2025	P.Cottrell	Bacs2517	£	55.00	Bus Shelter & Window Cleaning January 25 - Museum & Council Office
31.01.2025	Screwfix Direct Ltd	Bacs2518	£	4.99	Fused Spur and Flex Outlet for DYCC Maintenance Restroom Heater
31.01.2025	Travis Perkins Trading Co Ltd	Bacs2519	£	64.21	Bitumen & Cement for Sportsground Carpark Repairs
31.01.2025	HM Revenue & Customs	BACS	£	4,500.94	NI/PAYE Month 10
31.01.2025	Norfolk Pension Fund	BACS	£	6,315.45	Pension Contributions Month 10
			£	64,576.64	

04/02/2025

Diss Town Council 2024/2025

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Detailed Income & Expenditure by Budget Heading 01/01/2025

Month No: 10

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Agency Services</u>							
1000 Agency Services Income	3,848	4,040	192			95.2%	
Agency Services :- Income	3,848	4,040	192			95.2%	0
4000 NCC Grasscutting	80	100	20		20	79.9%	
Agency Services :- Indirect Expenditure	80	100	20	0	20	79.9%	0
Net Income over Expenditure	3,768	3,940	172				
<u>120 Allotments</u>							
1120 Allotment Rent	1,525	525	(1,000)			290.5%	
Allotments :- Income	1,525	525	(1,000)			290.5%	0
4020 Allotment Expenditure	3,629	30	(3,599)		(3,599)	12096.3	
Allotments :- Indirect Expenditure	3,629	30	(3,599)	0	(3,599)	12096.3	0
Net Income over Expenditure	(2,104)	495	2,599				
<u>140 Amenities</u>							
1140 Amenities Income	4,506	2,000	(2,506)			225.3%	
Amenities :- Income	4,506	2,000	(2,506)			225.3%	0
4030 Park Enhancement Costs (470)	312	0	(312)		(312)	0.0%	
4040 Gardens/Floral Scheme	534	2,000	1,466	359	1,107	44.7%	
4060 Town/Park - R&R	21,869	22,000	131	249	(119)	100.5%	
4061 Play Equipment R&R	907	5,000	4,093	174	3,919	21.6%	
4062 Boardwalk Maintenance	1,220	1,000	(220)		(220)	122.0%	338
4070 Van x 2 Running Costs	3,713	7,000	3,287	98	3,190	54.4%	
4071 Van Insurance	1,748	1,865	117		117	93.7%	
4075 Tree Management	30,065	18,000	(12,065)	1,640	(13,705)	176.1%	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	0	2,000	2,000	4,599	(2,599)	229.9%	
4100 Mere - Fountain	1,914	2,000	86	138	(52)	102.6%	
4101 Mere - Fountain Electricity	4,213	7,131	2,918		2,918	59.1%	
4102 Mere Fountain/Kiosk -Insurance	160	170	10		10	94.0%	
4110 Park - Water Rates	55	100	45		45	55.0%	
4115 Park - Electricity	2,419	1,903	(516)		(516)	127.1%	
4120 Mere's Mouth - Rent	100	100	0		0	100.0%	
4125 Mere's Mouth - Business Rates	424	424	(0)		(0)	100.0%	
4130 Mere's Mouth Water Rates	0	500	500		500	0.0%	

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Detailed Income & Expenditure by Budget Heading 01/01/2025

Month No: 10

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	71,632	73,243	1,611	9,322	(7,711)	110.5%	4,463
Net Income over Expenditure	(67,126)	(71,243)	(4,117)				
7000 plus Transfer from EMR	4,463	0	(4,463)				
Movement to/(from) Gen Reserve	(62,663)	(71,243)	(8,580)				
<u>145 Mini Recycling Centre Adopter</u>							
1150 Mini Recycling Adopter Payment	450	450	0			100.0%	
Mini Recycling Centre Adopter :- Income	450	450	0			100.0%	0
Net Income	450	450	0				
<u>150 Bank Interest</u>							
1090 Interest Received	15,738	6,500	(9,238)			242.1%	
Bank Interest :- Income	15,738	6,500	(9,238)			242.1%	0
4202 Bank Charges	314	350	36		36	89.8%	
Bank Interest :- Indirect Expenditure	314	350	36	0	36	89.8%	0
Net Income over Expenditure	15,424	6,150	(9,274)				
<u>160 Capital Expenditure</u>							
4200 PWLB Repayment	22,683	41,007	18,324		18,324	55.3%	
Capital Expenditure :- Indirect Expenditure	22,683	41,007	18,324	0	18,324	55.3%	0
Net Expenditure	(22,683)	(41,007)	(18,324)				
<u>180 Cemetery</u>							
1180 Cemetery Interment/Chapel Fees	18,757	25,000	6,243			75.0%	
1185 Cemetery Memorial Fees	7,064	10,000	2,936			70.6%	
Cemetery :- Income	25,821	35,000	9,179			73.8%	0
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	4,313	6,000	1,687		1,687	71.9%	
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	641	1,151	510		510	55.7%	
4285 Cemetery - Insurance	512	545	34		34	93.9%	
Cemetery :- Indirect Expenditure	11,554	18,726	7,172	0	7,172	61.7%	0
Net Income over Expenditure	14,267	16,274	2,007				

Detailed Income & Expenditure by Budget Heading 01/01/2025

Month No: 10

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	6,460	0	(6,460)				0
4300 Cemetery Gravedigging Exp.	4,900	0	(4,900)	1,872	(6,772)	0.0%	
Cemetery Gravedigging :- Indirect Expenditure	4,900	0	(4,900)	1,872	(6,772)		0
Net Income over Expenditure	1,560	0	(1,560)				
<u>200 Christmas Lights</u>							
1230 Christmas Lights	250	0	(250)			0.0%	
Christmas Lights :- Income	250	0	(250)				0
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	19,920	21,081	1,161	546	614	97.1%	0
Net Income over Expenditure	(19,670)	(21,081)	(1,411)				
<u>220 Corn Hall</u>							
4350 Corn Hall - Maint./R&R	2,981	6,000	3,019		3,019	49.7%	
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	7,169	8,846	1,677	0	1,677	81.0%	1,520
Net Expenditure	(7,169)	(8,846)	(1,677)				
7000 plus Transfer from EMR	1,520	0	(1,520)				
Movement to/(from) Gen Reserve	(5,649)	(8,846)	(3,197)				
<u>240 Council Properties</u>							
1240 Office Rent/Service Charge	6,594	6,864	270			96.1%	
Council Properties :- Income	6,594	6,864	270			96.1%	0
4400 Office R&R	2,674	4,500	1,826		1,826	59.4%	
4405 Office Building Maintenance	175	1,000	825		825	17.5%	
4410 Office Stairlift	0	400	400		400	0.0%	
4415 Cemetery Bungalow	391	1,500	1,109		1,109	26.0%	
4425 Health & Safety	289	2,500	2,211		2,211	11.6%	
4435 Pk Toilets Servicing	8,493	12,000	3,507	2,218	1,289	89.3%	
4445 Pk Toilets - Insurance	396	422	26		26	93.8%	
4450 Pk Toilet- Electricity	1,306	1,783	477		477	73.2%	

Detailed Income & Expenditure by Budget Heading 01/01/2025

Month No: 10

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	11,054	15,000	3,946	2,218	1,728	88.5%	
4466 Mere's Mouth Electricity	1,275	722	(553)		(553)	176.6%	
4475 Staff Uniforms/Replacements	295	250	(45)		(45)	118.0%	
Council Properties :- Indirect Expenditure	28,166	42,077	13,911	4,436	9,475	77.5%	0
Net Income over Expenditure	(21,571)	(35,213)	(13,642)				
<u>260 Diss Youth & Community Centre</u>							
1260 DYCC Hire Fees	8,118	5,181	(2,937)			156.7%	
Diss Youth & Community Centre :- Income	8,118	5,181	(2,937)			156.7%	0
4500 DYCC - Electricity	5,161	14,103	8,942		8,942	36.6%	
4505 DYCC - Gas	572	830	258		258	68.9%	
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	7,482	9,000	1,518	4,875	(3,357)	137.3%	
Diss Youth & Community Centre :- Indirect Expenditure	20,549	32,387	11,838	4,875	6,963	78.5%	0
Net Income over Expenditure	(12,431)	(27,206)	(14,775)				
<u>280 Administrative Overheads</u>							
1050 Donations	80	0	(80)			0.0%	
Administrative Overheads :- Income	80	0	(80)				0
4610 Council Office Business Rates	4,853	4,860	7		7	99.9%	
4615 Council Office - Gas	2,002	1,800	(202)		(202)	111.2%	
4620 Council Office - Electricity	1,147	1,630	483		483	70.4%	
4625 Council Office - Telephone	2,736	2,000	(736)		(736)	136.8%	
4630 Council Office - Insurance	910	970	60		60	93.8%	
4657 IT Equipment, Software & Suppo	19,777	24,000	4,223		4,223	82.4%	
Administrative Overheads :- Indirect Expenditure	31,425	35,260	3,835	0	3,835	89.1%	0
Net Income over Expenditure	(31,345)	(35,260)	(3,915)				
<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%	
Grants :- Indirect Expenditure	3,135	10,000	6,865	0	6,865	31.4%	0
Net Expenditure	(3,135)	(10,000)	(6,865)				

Detailed Income & Expenditure by Budget Heading 01/01/2025

Month No: 10

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>310 Highways</u>							
1303 DDNP Income	705	0	(705)			0.0%	
Highways :- Income	705	0	(705)				0
4785 Neighbourhood Plan	483	1,000	517		517	48.3%	483
Highways :- Indirect Expenditure	483	1,000	517	0	517	48.3%	483
Net Income over Expenditure	222	(1,000)	(1,222)				
7000 plus Transfer from EMR	483	0	(483)				
Movement to/(from) Gen Reserve	705	(1,000)	(1,705)				
<u>320 Market</u>							
1320 Market Stallage	20,995	21,000	5			100.0%	
Market :- Income	20,995	21,000	5			100.0%	0
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	405	528	123		123	76.7%	
Market :- Indirect Expenditure	2,991	3,378	387	0	387	88.5%	0
Net Income over Expenditure	18,004	17,622	(382)				
<u>340 Promotion</u>							
4840 Promotion	1,005	600	(405)		(405)	167.5%	
4845 Website/Intranet Hosting/Maint	0	300	300		300	0.0%	
Promotion :- Indirect Expenditure	1,005	900	(105)	0	(105)	111.7%	0
Net Expenditure	(1,005)	(900)	105				
<u>360 Precept</u>							
1076 Precept	668,148	668,148	0			100.0%	
Precept :- Income	668,148	668,148	0			100.0%	0
Net Income	668,148	668,148	0				
<u>370 General Expenditure</u>							
4600 Town Mayor's Allowance	(276)	1,500	1,776	928	848	43.5%	
4605 Ccl Members' Allowance & Exp	0	2,136	2,136		2,136	0.0%	
4635 Subscriptions	2,134	2,500	366		366	85.3%	
4640 Audit	2,487	2,500	13		13	99.5%	
4645 Training	3,556	4,500	944	109	835	81.4%	

Detailed Income & Expenditure by Budget Heading 01/01/2025

Month No: 10

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	4,007	4,000	(7)		(7)	100.2%	
4660 Postage	108	100	(8)		(8)	108.0%	
4665 Wages - General Admin.	159,043	217,272	58,229		58,229	73.2%	
4666 Wages - General Maint.	154,741	187,033	32,292		32,292	82.7%	
4667 Staff Mileage	452	500	48		48	90.5%	
4670 NI/PAYE/Pension	(126)	0	126		126	0.0%	
4675 Legal/Financial/Prof fees	3,500	2,000	(1,500)	360	(1,860)	193.0%	
4680 Vacancy Advert	0	1,000	1,000		1,000	0.0%	
4690 HR Support	2,700	2,800	100		100	96.4%	
4992 Annual Town Meeting	192	200	8		8	95.9%	
General Expenditure :- Indirect Expenditure	337,312	433,139	95,827	1,397	94,430	78.2%	0
Net Expenditure	(337,312)	(433,139)	(95,827)				
375 Rechargeable							
1280 Rechargeable Exp. Refunded	2,322	0	(2,322)			0.0%	
Rechargeable :- Income	2,322	0	(2,322)				0
4685 Rechargeable Expenditure	832	0	(832)		(832)	0.0%	
Rechargeable :- Indirect Expenditure	832	0	(832)	0	(832)		0
Net Income over Expenditure	1,490	0	(1,490)				
380 S 137							
4870 S 137 - Expenditure	19	0	(19)		(19)	0.0%	
S 137 :- Indirect Expenditure	19	0	(19)	0	(19)		0
Net Expenditure	(19)	0	19				
400 Sports Ground							
1400 Sports Ground Hire Fees	12,721	10,500	(2,221)			121.2%	
Sports Ground :- Income	12,721	10,500	(2,221)			121.2%	0
4900 Track Maintenance	0	4,000	4,000		4,000	0.0%	
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	1,839	218	95.6%	
4930 Sports Grnd-Water Rate	368	600	232		232	61.3%	
4935 Sports Ground - Electricity	2,980	4,767	1,787		1,787	62.5%	

Detailed Income & Expenditure by Budget Heading 01/01/2025

Month No: 10

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	0	1,000	1,000		1,000	0.0%	
Sports Ground :- Indirect Expenditure	8,763	20,184	11,421	1,839	9,582	52.5%	0
Net Income over Expenditure	3,958	(9,684)	(13,642)				
<u>420 Events</u>							
1145 Beacon Project Income	1,521	0	(1,521)			0.0%	1,521
Events :- Income	1,521	0	(1,521)				1,521
4760 Remembrance Service Costs	413	800	387	299	88	89.0%	
4991 General Events Expenditure	94	200	106		106	47.0%	
4993 Beacon Expenditure	7,134	0	(7,134)		(7,134)	0.0%	7,134
Events :- Indirect Expenditure	7,641	1,000	(6,641)	299	(6,940)	794.0%	7,134
Net Income over Expenditure	(6,120)	(1,000)	5,120				
7000 plus Transfer from EMR	7,134	0	(7,134)				
8001 less Transfer to EMR	1,521	0	(1,521)				
Movement to/(from) Gen Reserve	(507)	(1,000)	(493)				
<u>425 Christmas Switch on Event</u>							
1235 Christmas Switch On Income	4,360	1,400	(2,960)			311.4%	
Christmas Switch on Event :- Income	4,360	1,400	(2,960)			311.4%	0
4990 Christmas Switch on Event	5,195	2,650	(2,545)		(2,545)	196.0%	
Christmas Switch on Event :- Indirect Expenditure	5,195	2,650	(2,545)	0	(2,545)	196.0%	0
Net Income over Expenditure	(835)	(1,250)	(415)				
<u>430 Carnival</u>							
1435 Carnival Income	11,506	10,000	(1,506)			115.1%	1,506
Carnival :- Income	11,506	10,000	(1,506)			115.1%	1,506
4996 Carnival	14,100	12,750	(1,350)		(1,350)	110.6%	1,350
Carnival :- Indirect Expenditure	14,100	12,750	(1,350)	0	(1,350)	110.6%	1,350
Net Income over Expenditure	(2,594)	(2,750)	(156)				
7000 plus Transfer from EMR	1,350	0	(1,350)				
8001 less Transfer to EMR	1,506	0	(1,506)				
Movement to/(from) Gen Reserve	(2,750)	(2,750)	0				

Detailed Income & Expenditure by Budget Heading 01/01/2025

Month No: 10

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>440</u> <u>Town Mayor's Charity</u>							
1440 Town Mayor's Charity	1,172	0	(1,172)			0.0%	
Town Mayor's Charity :- Income	<u>1,172</u>	<u>0</u>	<u>(1,172)</u>				<u>0</u>
4795 Town Mayor's Charity Exp	1,172	0	(1,172)		(1,172)	0.0%	
Town Mayor's Charity :- Indirect Expenditure	<u>1,172</u>	<u>0</u>	<u>(1,172)</u>	<u>0</u>	<u>(1,172)</u>		<u>0</u>
Net Income over Expenditure	<u>(1)</u>	<u>0</u>	<u>1</u>				
<u>460</u> <u>CIL</u>							
1460 CIL - CIL Income	1,505	0	(1,505)			0.0%	1,505
CIL :- Income	<u>1,505</u>	<u>0</u>	<u>(1,505)</u>				<u>1,505</u>
5000 CIL - Expenditure	6,921	0	(6,921)	3,700	(10,621)	0.0%	6,921
CIL :- Indirect Expenditure	<u>6,921</u>	<u>0</u>	<u>(6,921)</u>	<u>3,700</u>	<u>(10,621)</u>		<u>6,921</u>
Net Income over Expenditure	<u>(5,416)</u>	<u>0</u>	<u>5,416</u>				
7000 plus Transfer from EMR	6,921	0	(6,921)				
8001 less Transfer to EMR	1,505	0	(1,505)				
Movement to/(from) Gen Reserve	<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	1,674	4,000	2,326		2,326	41.9%	
4970 Streetlighting	1,287	9,500	8,213		8,213	13.5%	
Streetlighting :- Indirect Expenditure	<u>2,961</u>	<u>13,500</u>	<u>10,539</u>	<u>0</u>	<u>10,539</u>	<u>21.9%</u>	<u>0</u>
Net Income over Expenditure	<u>11,639</u>	<u>(13,500)</u>	<u>(25,139)</u>				
Grand Totals:- Income	812,946	771,608	(41,338)			105.4%	
Expenditure	614,551	771,608	157,057	28,287	128,771	83.3%	
Net Income over Expenditure	<u>198,395</u>	<u>0</u>	<u>(198,395)</u>				
plus Transfer from EMR	21,871	0	(21,871)				
less Transfer to EMR	4,532	0	(4,532)				
Movement to/(from) Gen Reserve	<u>215,734</u>	<u>0</u>	<u>(215,734)</u>				

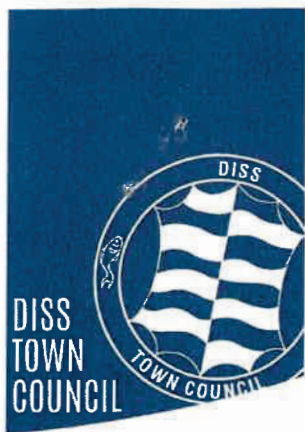
SUMMARY REPORT OF EARMARKED RESERVES 2024-25

Proj ect Ref	NC	Committee	Site	EMR	Balance as at 1st April 2024	Less:Actual Year to date Expense	Balance	Add: Year to date receipts	Balance as at 31st January 2025	
NEW	320	37	Facilities	Cemetery	Cemetery Bungalow Sale	£ 268,842		£ 268,842	£ 268,842	
RF	330	1	Executive	By-election	By-election costs	£ 5,000		£ 5,000	£ 5,000	
NEW	335	2	Facilities	Facilities	Flock Project	£ 9,999		£ 9,999	£ 9,999	
RF	342	3	Executive	Events	Christmas Lights switch on	£ 3,847		£ 3,847	£ 3,847	
RF	344	4	Executive	Events	Carnival	£ 5,286	£ 250	£ 5,036	£ 5,442	
J	370	5	Facilities	Cemetery	Cemetery Grounds (Inc Monuments)	£ 4,500		£ 4,500	£ 4,500	
L	375	7	Facilities	Corn Hall	Corn Hall	£ 25,975	£ 1,520	£ 24,455	£ 24,455	
M	384	8	Facilities	Council Offices	Building maintenance	£ 30,590		£ 30,590	£ 30,590	
D	390	9	Facilities	DYCC	Van Replacement	£ 8,000		£ 8,000	£ 8,000	
K	392	10	Facilities	DYCC	Replacement Ride-On Lawnmower	£ 6,345		£ 6,345	£ 6,345	
O	398	11	Facilities	DYCC	DYCC	£ 14,860		£ 14,860	£ 14,860	
P	400	12	Facilities	Market	Maintenance Market	£ 21,500		£ 21,500	£ 21,500	
C	412	13	Facilities	Mere	Boardwalk	£ 338	£ 338	£ -	£ -	
H	414	14	Facilities	Mere	Maintenance Mere's Mouth	£ 1,530		£ 1,530	£ 1,530	
G	416	15	Facilities	Mere	Mere Fountain	£ 22,815		£ 22,815	£ 22,815	
A	422	16	Facilities	Park	Park General - Beacon Project	£ 6,842	£ 7,134	£ -292	£ 1,521	£ 1,229
B	424	17	Facilities	Park	Play Equipment	£ 500		£ 500	£ 500	
Y	426	18	Facilities	Park	Park Toilets	£ 16,000		£ 16,000	£ 16,000	
Q	430	19	Facilities	SPG	Athletics maintenance	£ 11,000		£ 11,000	£ 11,000	
F	440	23	Facilities	St Marys	Closed churchyard repairs	£ 18,579		£ 18,579	£ 18,579	
E	450	24	Facilities	Facilities	Tree Management	£ 4,095	£ 4,095	£ -	£ -	
N	469	25	Facilities		5 Yr Electrical Testing	£ 3,300		£ 3,300	£ 3,300	
U	470	26	Facilities		Park Enhancement Project	£ 12,140		£ 12,140	£ 12,140	
RF	455	27	HTP	HTP	HTP	£ 8,634		£ 8,634	£ 8,634	
RF	460	28	Infrastructur	Infrastructure	Bus Shelters maintenance	£ 15,601	£ 30	£ 15,571	£ 15,571	
RF	462	29	Infrastructur	Infrastructure	Streetlights	£ 4,416		£ 4,416	£ 4,416	
RF	464	30	Infrastructur	Infrastructure	Community Infrastructure Levy (CIL)	£ 111,638	£ 6,921	£ 104,717	£ 106,222	
RF	466	31	Infrastructur	Infrastructure	CCTV	£ 1,675		£ 1,675	£ 1,675	
RF	468	32	Infrastructur	Infrastructure	D&D Neighbourhood Plan	£ 4,177	£ 483	£ 3,694	£ 3,694	
W	472	34	Infrastructur	Infrastructure	Parking Scheme	£ 10,000		£ 10,000	£ 10,000	
RF	445	36	Infrastructur	Infrastructure	Parish Partnership Works	£ 5,000		£ 5,000	£ 5,000	
					TOTAL	£ 663,024	£ 20,771	£ 642,253	£ 3,432	£ 645,685

	% of EMR	Balances	YTD Balance
Facilities	74%	£487,749.57	£476,184
HTP	1%	£8,633.59	£8,634
Infrastructur	23%	£152,507.65	£146,579
Executive	2%	£14,133.17	£14,289
TOTAL		£663,024.01	£645,685

31.01.2025	Current Year End balance (Precept)	£ 198,395
	General Reserves	£ 310,398
	EMR	£ 645,685
	Total Funds	£ 1,154,478

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



TOWN CLERK
Miss S Richards,

DISS TOWN COUNCIL
Council Offices, 11-12 Market Hill,
Diss, Norfolk, IP22 4JZ.
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BANK RECONCILIATIONS COUNCILLOR CHECK

November 2024

Bank Accounts:

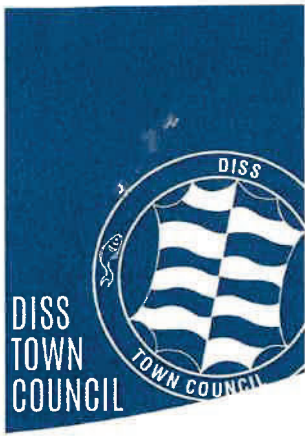
- Cashbook 1 - Current Account - 00361127 ✓
- Cashbook 2 - Wages & Petty Cash - 00361135 ✓
- Cashbook 3 - Active Saver – 10271985 ✓
- Cashbook 4 - Town Mayors Charity – 00997250 ✓
- Cashbook 5 - Rate Reward – 03508641 ✓
- Cashbook 6 - Barclaycard – 547676 07843 38272 ✓
- Cashbook 7 - Nationwide Account – 90187011 ✓
- Cashbook 8 - Lloyds Current Account – 83534868 ✓
- Cashbook 9 - Lloyds Savings Account – 19344524
- Cashbook 10 - Lloyds Savings Account - 20355692LS

I, Councillor Richard Peaty as Internal Control Officer, can confirm that the above bank reconciliations are all correct.

Signed

Date

12/2/25



TOWN CLERK
Miss S Richards,

DISS TOWN COUNCIL
Council Offices, 11-12 Market Hill,
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BANK RECONCILIATIONS COUNCILLOR CHECK

December 2024

Bank Accounts:

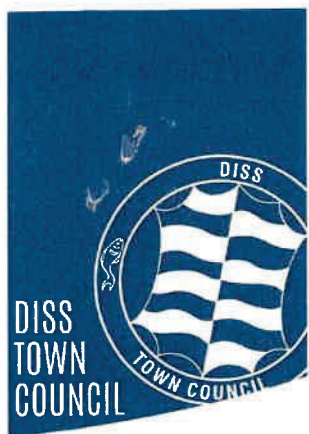
- Cashbook 1 - Current Account - 00361127 ✓
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- Cashbook 5 - Rate Reward – 03508641 ✓
- Cashbook 6 - Barclaycard – 547676 07843 38272 ✓
- Cashbook 7 - Nationwide Account – 90187011 ✓
- Cashbook 8 - Lloyds Current Account – 83534868 ✓
- Cashbook 9 - Lloyds Savings Account – 19344524
- Cashbook 10 - Lloyds Savings Account - 20355692LS

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Signed

Date

12/2/25



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BANK RECONCILIATIONS COUNCILLOR CHECK

January 2025

Bank Accounts:

- Cashbook 1 - Current Account - 00361127 ✓
- Cashbook 2 - Wages & Petty Cash - 00361135 ✓
- Cashbook 3 - Active Saver – 10271985 ✓
- Cashbook 4 - Town Mayors Charity – 00997250 ✓
- Cashbook 5 - Rate Reward – 03508641 ✓
- Cashbook 6 - Barclaycard – 547676 07843 38272 ✓
- Cashbook 7 - Nationwide Account – 90187011 ✓
- Cashbook 8 - Lloyds Current Account – 83534868 ✓
- Cashbook 9 - Lloyds Savings Account – 19344524 (Closed 20.01.2025) ✓
- Cashbook 9 - Lloyds 95 day Notice Account – DITOCODGB (Opened 23.01.2025) ✓
- Cashbook 10 - Lloyds Savings Account - 20355692LS

I, Councillor Richard Peaty as Internal Control Officer, can confirm that the above bank reconciliations are all correct.

Signed

Date

12/2/25



DISS TOWN COUNCIL

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Report Number:
54 / 2425

Report to:	Full Council
Date of Meeting:	Wednesday 19 th February 2025
Authorship:	Finance Officer
Subject:	Accounts Quarter 3 – 2024/2025

1. Introduction

- 1.1 As per Financial Regulations, clause 4.8, it is the duty of the Responsible Financial Officer (RFO) to report on variances in income and expenditure exceeding 15% of the budget. Therefore, interest to the council is those codes with variances beyond the tolerances of 63.75% and 86.25%.
- 1.2 The detailed income and expenditure report for the end of month 9 (Item 7 app i)
- 1.3 The annual budget comprises a precept of £668,148 and an additional income of £85,560 for the year ending 31st March 2025, resulting in a total expenditure budget of £753,708.

2. Expenditure

- 2.1 The expected expenditure within this threshold for the third quarter should be £565,281.
- 2.2 As of 31st December 2024, marking the end of the third financial quarter of the 2024/25 budget year, Diss Town Council's (DTC) spending is £553,935.
- 2.3 Variances during this quarterly reporting period are expected due to the routine patterns of expenditure spread over the financial year, resulting in some budget headings being outside the specified tolerances. However, it is important to note that these variances are neither unexpected nor cause for concern.

3. Income

- 3.1 The budgeted income for the current financial year is £85,560. By the end of the third financial quarter, we should have received £64,170 in income from the properties we own.
- 3.2 The current income to the end of the second quarter is £125,161, almost double the expected income for the full year. Additional income includes £14,600 for new development streetlighting, bank interest, events sponsorship and Community Infrastructure Levy funds.

4. Summary at End of Quarter 3

- 4.1 The budget is overperforming for this time of the year. There are no concerns that the council should be aware of at this time.



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Report Number:
55 / 2425

Report to:	Full Council
Date of Meeting:	19 th February 2025
Authorship:	Finance Officer
Subject:	Banking Review

1. Introduction

- 1.1 Diss Town Council currently has 5 bank accounts with Barclays Bank Plc, a Barclaycard, a Nationwide savings account and 3 accounts with Lloyds Bank Plc.
- 1.2 With all these bank accounts, we must run 10 cashbooks within the Rialtas system, which can be time consuming and is not cost effective.
- 1.3 It was agreed to review these, along with additional options, to identify a more streamlined and user-friendly bank.

2. Barclays Bank Plc

- 2.1 We currently have 5 accounts with Barclays, which include the current account, Wages account, Active Saver, Rate Reward and Town Mayor's Charities account. We do not need to have these 5 accounts.
- 2.2 The Rate Reward account receives an interest rate of 1.41% payable quarterly, and we are only allowed to have 4 drawdowns each year to be able to get the interest paid. This is why we also have the active saver account, to withdraw larger amounts from the Rate Reward, and then transfer monies as and when required to the Wages and current accounts. There is currently £690,819 in this account.
- 2.3 The current account is not user friendly. It costs us £20 monthly for the Barclays.net system to be able to make bacs payments, and we are no longer able to make payments into this account, as we need a personal debit card to pay in at the post office now the branch has closed.
- 2.4 We have a separate wage account for no other reason than this being an internal signatory only account, therefore we wouldn't have to get councillors in to sign the wages as well as payment runs, but with electronic banking this is not such a time-consuming issue.
- 2.5 The Town Mayor's Charities has its own bank account, but this is not required, as the balance of this is kept separate from council funds within the Rialtas accounting software, so would be just as easy to come out of a singular account.
- 2.6 Dealing with Barclays on a day-to-day basis has always been challenging, especially adding and removing signatories.

3. Lloyds Bank Plc

- 3.1 We have a current account, which costs £8.50 per month, required for the two longer-term investments, which have £100,000 in each. One expired in January 2025 (and funds have been invested into a 95-day notice account), and the other will expire in June 2025.
- 3.2 This current account is the only place that we can still deposit any cheques or cash, as we can pay in using the deposit book and envelopes. We are charged extra to bank cash and cheques, and we would incur increased charges to make bacs payments.
- 3.3 These accounts were opened 2 years ago so funds could be diversified. Their current interest rates are 1% for instant access, 2.3% for a 32 day access a 3.46% interest for a 95-day access account.

3. Nationwide Building Society

- 3.1 We have one account with Nationwide with £192,191, which has an interest rate of 3.05%.
- 3.2 This account needs to have 35 days' notice to be able to make withdrawals, and can be difficult to pay funds into, but we will be speaking to them regarding this, as it pays on average £500 per month interest with very little management.

4. Unity Trust Bank

- 4.1 Cash can be deposited at the post office, and cheques can be deposited via freepost, and their account would cost £6 per month plus 15p per transaction.
- 4.2 Their interest rates at 2.52% for an instant access account, going up to 4.25% for savings in a 12-month fixed term account are extremely competitive.
- 4.3 Unity Trust appears to be a widely favoured bank among Councils. It was considered during the last banking review six years ago but ultimately not chosen, as the former Responsible Finance Officer advised against it, preferring to work with a Barclays business account manager conveniently located in the neighbouring branch. This is no longer applicable.

5. Banking Summary / Recommendations

- 5.1 Keep the Nationwide savings account as it is, as it attracts favourable interest for minimal work.
- 5.2 Keep the Lloyds account, so we can continue to utilise their longer-term savings for Earmarked Reserves funds.
- 5.3 Open a Unity Trust account, with a current and savings account, with councillors Craggs, Peaty, Robertson & Taylor as signatories, along with another 1 or 2 willing and available members.
- 5.4 Close the Barclays accounts.
- 5.5 The above recommendations were run past the internal auditor during her visit on Tuesday 11th February, as per the Executive members' request. She agreed that the reduction of accounts and the move away from Barclays to Unity Trust would be beneficial, as this would be more easily managed reducing work.



DISS TOWN COUNCIL

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Report Number:
56 / 2425

Report to:	Full Council
Date of Meeting:	19 th February 2025
Authorship:	Town Clerk
Subject:	IT Support

Introduction

1. Diss Town Council has contracted VMiT Ltd for the last three years and last year we changed the contract to a retainer to reduce costs.
2. Staff have been pleased with the services provided. They are quick to respond to issues, almost always available immediately and communicate complex technical advice clearly. I've had a few conversations with members who appear to be equally satisfied with their services.

New contract costs

3. The current one-year contract expires at the end of March 2025 and the new costs for next year's contract are set out in Appendix A, £646 per month.
4. You will note that their costs are increasing, and their rationale is explained in section 'Our proposal' of Appendix A.
5. There is also the option of committing to a two- or three-year contract with the same guaranteed prices for next year.
6. The first recommendation is that DTC commits to a three-year contract with VMiT Ltd from April 2025 - March 2028 at an annual cost of £7,752.
7. The IT Equipment / Software & Support budget for 2025-26 has been set at £22k to cover this along with the Rialtas (accounting software), Adobe & Wix (website) expenditure. We can then forward budget for the next three years.

Replacement laptop

8. VMiT has also recommended we replace the Lenovo laptop. This has been budgeted for next year, but the laptop is beginning to malfunction, and the staff member is unable to conduct online video calls.
9. There is £4,223 (82% spent) remaining in the current IT support budget with £1,555.36 committed expenditure to year-end (services and software). This leaves £2,667.64 remaining.
10. It is therefore recommended that the laptop is replaced as soon as possible following this meeting at an estimated cost of £750 - £1k.

Zyxel Switch

11. VMiT also recommend replacing the Zyxel switch for a new 48-port switch at a cost of £621.12 including onsite installation & excluding VAT (see quote at Appendix B).
12. A Power over Ethernet (PoE) switch is an access layer technology that combines data signals and electrical power into a single Ethernet cable connection, delivering both to enable a powered device (PD).
13. The existing switch is about 8 years old now but in the view of our existing telecommunications contractor, is still performing as it should. He states that it supports gigabit to all our PC's and phones which it powers as well and hasn't had any issues with any of its ports. In his experience when network switches go wrong, they start to get a bit flaky, or ports stop working. They very rarely just stop altogether.
14. Although he understands why VMiT want to update it, he doesn't believe this is necessary yet and in any case, if it went wrong, they would get us up and running pretty quickly.
15. It is therefore recommended that we postpone the switch replacement until it becomes necessary.

Software security upgrades

16. The last two proposals from VMiT are for software security upgrades.
17. The first is Last Pass, a password manager to generate, store and protect passwords used on websites. More information can be found at <https://www.vmit.co.uk/partners/lastpass/> or <https://www.lastpass.com/products/business>.
18. The cost proposal is attached at Appendix C and totals £30.60 additionally each month or £367.20 per year. The quote includes a no hidden cost training session for Last Pass that is run over Teams, on why and how to use it.
19. The second proposal is to upgrade from Microsoft 365 Business Standard to Premium licences. Microsoft Intune is a cloud-based endpoint management solution. It manages user access to organizational resources and simplifies app and device management across many devices, including mobile devices, desktop computers, and virtual endpoints. More information can be found at <https://learn.microsoft.com/en-us/mem/intune/fundamentals/what-is-intune>. A quick demo can be viewed at <https://www.youtube.com/watch?v=bc74byUxL3w>.
20. The cost proposal is included in Appendix C and totals an additional £561.60 per year to our existing standard licences. VMiT would pro-rata the increased cost to our renewal date in September 2025.
21. All labour to implement this is included in our retainer and can be done remotely.
22. It is recommended that DTC adds the Last Pass and Microsoft 365 Premium licences to its IT contract from April 2025 and September 2025 respectively.

Recommendations

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 licences to the Council's IT contract from April 2025 and September 2025 respectively.

From: Nils Van Minden
To: Sarah Richards
Subject: IT support renewal proposal from VMit
Attachments: image001.png

Dear Sarah,

Further to our Teams meeting.

Thank you very much for your time on Thursday and for your kind words regarding our support.

Annual review of IT support

Last year:

Hours completed if we assume we won't complete anymore work for the rest of October: 112.25 hours against 96.00 hours provisioned (8 hours x 12 months)

This means

- you have paid 96 hours x £74.80 (our discounted hourly rate) = £7,180.80
- If you had been on demand instead, you would have paid 112.25 hours x £93.00 (our standard hourly rate) = £10,439.25

Therefore, a **saving of £3,258.45**

In addition, you should consider that being on a retainer, this allows us to pro-actively maintain your IT systems and avoid issues happening in the first place.

Recommendations for next year

You are in a good position regarding your computers as

- All your computers are running the latest version of Windows 11 (ahead of support for Windows 10 being discontinued in October 2025)
- Apart from a legacy Lenovo laptop we would recommend replacing at the start of next year, all good

However, we would recommend that you replace ASAP your main switch and comms cab UPS

Longer-term and to ensure high levels of cybersecurity, we would recommend that:

- You upgrade your current Microsoft 365 Business Standard licences to Microsoft 365 Business Premium licences; which would allow us to centrally manage your staff laptops and mobiles as we currently manage the councillors iPads
- You deploy the LastPass password management software across all staff

I will not go into more details about the benefits and costs of the above as Martha has already provided with detailed quotes separately. Regarding the Lenovo laptop replacement, we will quote you closer to the date as prices can change daily. However, you should probably budget for between £750 and £1,000.

Also, please note that, as part of regular licencing renewals, the councillors' Microsoft Business Basic licencing is due for renewal on 21/02/2025. I will contact you separately for this.

Our proposal

Considering the above and your current monthly retainer being £598.40, **we propose to renew your contract at a rate of £646.00 per month.**

This provisions for 8 hours of monthly support at our discounted hourly rate of £80.75 (standard hourly rate being £95.00). Please note that this is for information only on how we calculate your retainer as you will be entitled to unlimited support.

I am conscious this represents an increase and that inflation has slowed down recently however, this is the rationale behind the increase:

- After using our on-demand service for year, in June 2022, we proposed to support you on a retainer based on our discounted hourly rate at the time of £70.55.
- On 1st September 2022, like every year at that date, we adjusted our discounted hourly rate, on that occasion from £70.55 to £74.80.
- However, it wasn't until mid-October that the quote was agreed by the councillors. The agreement started on 1st November 2022, and we should have used an hourly rate of £74.80 but as a good will gesture (and also due to how cumbersome it would have been to go back to the councillors), we decided to maintain our original hourly rate of £70.55.
- We have never completely caught up since, which we would like to do this year.

Historically, this is how we have adjusted our hourly rate in relation with inflation figures

Date	Discounted hourly rate	Increase	CPI increase in the previous year to 01//09*	RPI increase in the previous year to 01/09*
From 01/09/2021 to 31/08/2022	£70.55			
From 01/09/2022 to 31/08/2023	£74.80	6.02%	9.40%	11.90%
From 01/09/2023 to 31/08/2024	£79.05	5.68%	6.80%	9.00%
From 01/09/2024	£80.75	2.15%	2.20%	3.10%

*Sources:

<https://www.ons.gov.uk/economy/inflationandpriceindices>

<https://www.bankofengland.co.uk/monetary-policy/inflation/inflation-calculator>

As you can see, we have always taken care to stay below inflation rates.

Please note that all prices mentioned are + VAT

What happens next:

As agreed, until I hear from you with confirmation, to make sure you keep our best levels of support, I will temporarily proceed as if you were renewing at the monthly rate above from 01/11/2024.

When we hear back from you with the councillors' decision:

- Either I will forward you the full quote and agreement for you to sign should they agree
- Or we can liaise again to work out alternatives should they decline

Best regards,

Nils

Nils Van Minden

Managing Director

Tel: (01603) 867 103

Mob: [REDACTED]

E-mail: nils@vmit.co.uk

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Products

Short Description	Product Description	Quantity	Unit Price	VAT %	Amount GBP
USW-48-POE	Ubiquiti USW-48-POE 48 Ports Manageable Ethernet Switch - 2 Layer Supported - Modular - 4 SFP Slots - 45 W Power Consumption - 195 W PoE Budget - Twisted Pair, Optical Fiber - PoE Ports - 1U High - Rack-mountable, Desktop	1	£538.75	20	£538.75

Subtotal: £538.75

Callout Fee

Short Description	Product Description	Quantity	Unit Price	VAT %	Amount GBP
Call out fee from 15 to 20 miles radius	Call out fee from 15 to 20 miles radius	1	£82.37	20	£82.37

Subtotal: £82.37

Replacement network switch



Prepared by:

VMit Ltd

Martha Bloomfield
01603 397967
martha@vmit.co.uk

Prepared for:

Diss Town Council

11-12 Market Hill
Diss, Norfolk IP22 4JZ
Sarah Richards
07375559571
sarah.richards@diss.gov.uk

Quote Information:

Quote #: 000173

Version: 1
Delivery Date: 12/02/2025
Expiration Date: 19/02/2025

Quote Summary

Description	Amount
Products	£538.75
Callout Fee	£82.37

Subtotal: £621.12

Estimated Tax: £124.22

Total: £745.34

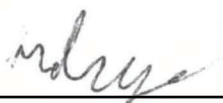
Please note that all work undertaken is done so in accordance with our
- Terms & Conditions for the Supply of Services and Goods to Businesses,
- And Services Order Form (if applicable),
PDF copies of which are attached for your reference.

By signing this document, you confirm that you have read, understood and agree to the PDF(s) attached

VMit Ltd

Diss Town Council

Signature: _____



Name: Martha Bloomfield

Title: Senior IT Technician

Date: 12/02/2025

Signature: _____

Name: Sarah Richards

Date: _____



Lastpass

Short Description	Quantity	Recurring Unit Price	Amount GBP
LastPass for Business	6	£5.10	£30.60

Lastpass is a password manager to generate, store, and protect passwords used on websites. For more information on Lastpass, please visit the following webpage on our website: <https://www.vmit.co.uk/partners/lastpass/>

Monthly Subtotal: £30.60

Business Premium licence

Short Description	Quantity	Recurring Unit Price	Amount GBP
MS 365 Business Standard NCE Annual_Apr23 pricing	-6	£123.60	-£741.60
MS 365 Business Premium NCE Annual_Apr23 pricing	6	£217.20	£1,303.20

Business Standard licences would be replaced with Business Premium licences

Costs noted above are the annual licence costs.

Your renewal date is 24th September 2025, and we would pro-rata the increased cost to the renewal date

Annual Subtotal: £561.60



Software security upgrade



Prepared by:

VMit Ltd

Martha Bloomfield
01603 397967
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Prepared for:

Diss Town Council

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Sarah Richards
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Quote Information:

Quote #: 000174

Version: 1
Delivery Date: 13/12/2024
Expiration Date: 30/10/2024

Annual Recurring Summary

Description	Amount
Business Premium licence	£561.60

Annual Subtotal: £561.60

Estimated Tax: £112.32

Annual Total: £673.92

Monthly Recurring Summary

Description	Amount
Lastpass	£30.60

Monthly Subtotal: £30.60

Estimated Tax: £6.12

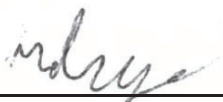
Monthly Total: £36.72

Please note that all work undertaken is done so in accordance with our
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- And Services Order Form (if applicable),
PDF copies of which are attached for your reference.

By signing this document, you confirm that you have read, understood and agree to the PDF(s) attached

VMit Ltd

Diss Town Council

Signature: 

Signature: _____

Name: Martha Bloomfield

Name: Sarah Richards

Title: Senior IT Technician

Date: _____

Date: 13/12/2024



DISS TOWN COUNCIL

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Report Number:
57 / 2425

Report to:	Full Council
Date of Meeting:	19 th February 2025
Authorship:	Town Clerk
Subject:	Staff Performance Management Review

1. At the last Executive committee, members considered a new staff performance management procedure (report 48/2425 referred).
2. Feedback was positive including an improved format that is clear and not too lengthy. Members liked the prompts for the line manager and felt that the procedure should better engage employees in the appraisal process.
3. There was a request to remind staff to add individual comments in the box beneath the table and
4. It was noted that the new scheme would be reviewed and refined once used.
5. It was **Resolved:** To recommend to Full Council the adoption of the new staff appraisal scheme with associated forms, policy and subject to final comments from members and staff.
6. The employee self-appraisal form (Appendix A) has been updated to reflect point 3 above. See section 3). The self-assessment of performance in section 2 has also been updated to reflect further staff comments to ensure that the questions are addressed to staff and not the line manager. For example, 'Do you adhere to safe working practices?' rather than in the line manager version (Appendix B), 'Does the employee adhere to safe working practices?'.
7. The new scheme will be implemented in August & September as per the policy and it is proposed there is a review by end of March 2026 for any refinement prior to the following annual appraisal.

Recommendation

To adopt the new staff appraisal scheme with associated forms and policy with a review by 31st March 2026.



Self-Appraisal Scheme for Council Employees

The purpose of this appraisal scheme is to provide an opportunity for staff to reflect on their accomplishments, identify areas for growth, and align their development with the Council's values and objectives.

Please complete sections 1-3 below and bring the form with you to the meeting.

Employee Name	
Job Title	
Length of time in post	
Team (admin or outdoor)	
Line Manager	
Date of appraisal	

1. Job description (reviewed each year - please add in the box any amendments required – tasks no longer undertaken, new responsibilities, changed tasks)

--

2. Self-assessment of performance (tick as appropriate)

Criteria	A Well ahead of standard	B More than satisfactory – slightly above job requirements	C Less than satisfactory – needs slight improvement	D Unsatisfactory – below the standard reasonably expected
1. Volume of work How does the amount of work you complete compare with your job requirements?	<input type="checkbox"/> Exceptionally high output, exceeding expectations	<input type="checkbox"/> Output is usually above average	<input type="checkbox"/> Output is occasionally below expectations	<input type="checkbox"/> Insufficient – improvement needed

Criteria	A Well ahead of standard	B More than satisfactory – slightly above job requirements	C Less than satisfactory – needs slight improvement	D Unsatisfactory – below the standard reasonably expected
2. Job knowledge Do you have the knowledge to do your job effectively?	<input type="checkbox"/> Exceptionally thorough knowledge of role and related responsibilities	<input type="checkbox"/> Good knowledge of role and related responsibilities	<input type="checkbox"/> Gaps in job knowledge sometimes hinder performance	<input type="checkbox"/> Insufficient knowledge of role, significantly impacting performance
3. Quality of work How high is your standard of work?	<input type="checkbox"/> Consistently high-quality standards, nearly always accurate	<input type="checkbox"/> Good quality of work, usually accurate	<input type="checkbox"/> Quality sometimes falls below standard	<input type="checkbox"/> Pays little attention to details, checks regularly required
4. Safety awareness Do you adhere to safe working practices?	<input type="checkbox"/> Consistently prioritises safety & sets a positive example to others	<input type="checkbox"/> A good attitude to safety and encourages safe practices amongst others	<input type="checkbox"/> Sometimes requires reminders to follow safety procedures	<input type="checkbox"/> Regularly disregards safety protocols posing a potential risk
5. Problem solving How much initiative do you demonstrate to solve problems?	<input type="checkbox"/> Shows much flair and initiative. Solves problems.	<input type="checkbox"/> Good problem solver, seldom needs help	<input type="checkbox"/> Able to solve minor problems but often needs advice	<input type="checkbox"/> Shows little initiative and is easily put off
6. Dependability How reliable are you in following procedures?	<input type="checkbox"/> Consistently dependable requiring minimal supervision	<input type="checkbox"/> Reliably follows procedures with occasional supervision only	<input type="checkbox"/> Requires more frequent oversight to ensure tasks are completed correctly	<input type="checkbox"/> Relies heavily on constant supervision to fulfil responsibilities
7. Teamwork How well do you collaborate with others to achieve group goals?	<input type="checkbox"/> Works extremely well with others fostering a collaborative & enthusiastically environment	<input type="checkbox"/> Demonstrates strong cooperation & flexibility, contributing positively to the team	<input type="checkbox"/> Usually performs adequately but may occasionally struggle with collaboration or adaptability	<input type="checkbox"/> Often resistant to teamwork displaying uncooperative behaviour or reluctance to adapt

Criteria	A Well ahead of standard	B More than satisfactory – slightly above job requirements	C Less than satisfactory – needs slight improvement	D Unsatisfactory – below the standard reasonably expected
8. Attendance & punctuality What is your pattern of absence and punctuality?	<input type="checkbox"/> Maintains exemplary attendance & punctuality, rarely absent or late	<input type="checkbox"/> Demonstrates acceptable attendance & punctuality with occasional absences	<input type="checkbox"/> Attendance or punctuality levels are slightly below expectations & need improvement	<input type="checkbox"/> Frequently late or absent, significantly impacting reliability
9. Work planning How effectively do you plan and organise your work?	<input type="checkbox"/> Consistently demonstrates exceptional planning & organisational skills	<input type="checkbox"/> Effectively organises work & meets deadlines with minimal issues	<input type="checkbox"/> Requires development in planning and prioritisation to improve efficiency	<input type="checkbox"/> Lacks effective planning which often results in missed deadlines or incomplete tasks.
10. Flexibility How willing are you to accept change?	<input type="checkbox"/> Contributes to change through continuous improvement process	<input type="checkbox"/> Readily accepts change	<input type="checkbox"/> Not keen to accept change	<input type="checkbox"/> Does not accept changes in working practices or procedures
11. Communication How effective are you at verbal and written communication?	<input type="checkbox"/> Excels in all forms of communication, consistently clear, concise & professional	<input type="checkbox"/> Demonstrates strong communication skills, effectively conveying ideas & information	<input type="checkbox"/> Experiences occasional challenges with communication that require improvement	<input type="checkbox"/> Struggles with communication, leading to misunderstandings or lack of clarity
12. Housekeeping How well do you ensure a clean & orderly personal & general working environment?	<input type="checkbox"/> Carries out all tasks in orderly manner. Takes the lead with others to ensure clean and orderly personal & general working environment	<input type="checkbox"/> Carries out all tasks in orderly manner. Cooperates with others to ensure clean and orderly personal & general working environment	<input type="checkbox"/> Carries out own work tasks in orderly manner. Only concerned with general working environment	<input type="checkbox"/> Works in disorganised manner. Not co-operative in maintaining a clean & orderly working environment

Criteria	A Well ahead of standard	B More than satisfactory – slightly above job requirements	C Less than satisfactory – needs slight improvement	D Unsatisfactory – below the standard reasonably expected
Overall performance How does your overall performance compare with the expected standard?	<input type="checkbox"/> Consistently performs at a level well above the expected standard	<input type="checkbox"/> Regularly meets or slightly exceeds expectations in most areas	<input type="checkbox"/> Falls below expected performance in several areas, requiring targeted improvement	<input type="checkbox"/> Consistently underperforms, requiring immediate intervention & development

3. Employee Comments on his / her Self-Assessment

If you'd like to add additional comments relating to your self-assessment above, please do so below. The following questions are prompts to help you complete this section.

What achievements are you most proud of since your last performance review?

Do you have any evidence to demonstrate progression on the objectives raised at the last performance review?

Is there anything the Council could do differently to enable you to do your duties more efficiently?

What can the Council do to help you improve your range of skills?

Do you have any problems with your fellow workers or management you would like the council to look into?

What training have you completed since the last review and what has been the outcome to you, your team and DTC?

Bearing in mind the Council's Vision 'To make Diss a successful, vibrant, attractive town, where people want to live, work and visit' and your role within the team, is there scope for you to develop and how?

What are your medium- and long-term career goals?

Is there any specific training we should consider to help your career development?

Is there anything else you would like to discuss with us concerning your job or working relationships?

If there is insufficient space in the above box, please continue your comments on a separate page. Remember we also encourage regular 1-2-1's with your line manager at any time throughout the year if you feel it would be useful.



PERFORMANCE APPRAISAL POLICY

1. At Diss Town Council, we are committed to fostering a fair and supportive workplace for all employees. This policy aims to ensure consistency in staff evaluations and provide a structured framework for assessing performance, supporting professional growth, and achieving organisational goals.
 2. Performance appraisals provide an opportunity for staff to reflect on their accomplishments, identify areas for growth, and align their development with the Council's values and objectives. For those eligible for pay progression, appraisals also inform recommendations based on performance throughout the review cycle.
 3. Through this process, we aim to:
 - a) Maintain clear communication of expectations.
 - b) Recognise and celebrate staff contributions.
 - c) Support skill enhancement and career progression.
 - d) Reinforce the Council's commitment to equality and inclusivity.
 4. Line managers play a critical role in facilitating open communication and regular one-to-one engagements to complement the annual appraisal process. While appraisals focus on development and performance enhancement, they are separate from the Council's formal capability, disciplinary, and grievance procedures.
-

What Is a Performance Appraisal?

5. A performance appraisal is periodic evaluation (at least annual) of an employee's contributions, measured against defined competencies and objectives. This structured process allows staff and their line managers to discuss achievements, set goals, and identify professional development opportunities.
6. Key features include:
 - a) **Annual Cycle:** Appraisals will be conducted in August and September to inform the training plan and budget for the following financial year.
 - b) **Core Competencies:** Discussions focus on Council-wide expectations and role-specific skills (including review of job description)
 - c) **Constructive Feedback:** Line managers or the Town Clerk provide actionable insights to guide improvement and celebrate successes.
 - d) **Recognition of Potential:** Appraisals highlight achievements and explore future growth opportunities.

Benefits of the Appraisal Process

For Diss Town Council

7. Performance appraisals enhance organisational effectiveness by:
 - a) Recognising and utilising employees' unique talents and skills.
 - b) Identifying ways to improve working conditions, productivity, and quality of work.
 - c) Supporting skill and career development initiatives.
 - d) Facilitating strategic decision-making, including succession planning and internal promotions.
 - e) Addressing behavioural issues proactively.

For Employees

8. Appraisals provide a positive platform for employees to:
 - a) Receive recognition for their achievements and contributions.
 - b) Gain clarity on areas for improvement and set actionable goals.
 - c) Identify training needs to support career development.
 - d) Discuss long-term career aspirations and feel invested in their professional journey.
 - e) Explore opportunities for promotion or pay progression.

Appraisal Meetings

9. Performance appraisals are designed to encourage constructive, two-way communication. These meetings offer a dedicated opportunity to review past performance, set future goals, and discuss development opportunities in a supportive environment.
10. Preparation by both employee and line manager is key to a meaningful dialogue about performance, challenges and aspirations.
 - a) **Line Managers:** Ensure access to job descriptions, previous objectives, records of training, and a completed draft appraisal form.
 - b) **Employees:** Review past objectives, gather evidence of progress, and complete a self-appraisal form to bring to the meeting.
11. Meetings should be conducted as follows:
 - a) Scheduled with at least five working days' notice.
 - b) Discussions will take place in a confidential and distraction-free setting.
 - c) Feedback will focus on constructive guidance, aligning expectations, and actionable outcomes.
12. The Executive Committee supports the Town Clerk and line managers by providing training on conducting appraisals effectively.
13. The Town Clerk will be present at all staff appraisal meetings to ensure consistency.
14. Final appraisal assessments are reviewed by a panel comprising the Town Clerk, Executive Chair, and another Executive Member before being presented to Full Council.



Appraisal Scheme for Council Employees (for use by line managers)

The purpose of this appraisal scheme is to provide an opportunity for staff to reflect on their accomplishments, identify areas for growth, and align their development with the Council's values and objectives.

Please complete the boxes below including an assessment of the employee's performance in advance of the meeting.

Employee Name	
Job Title	
Length of time in post	
Team (admin or outdoor)	
Line Manager	
Date of appraisal	

1. Job description (reviewed each year - please add in the box any amendments required – tasks no longer undertaken, new responsibilities, changed tasks)

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2. Assessment of performance (tick as appropriate)

Criteria	A Well ahead of standard	B More than satisfactory – slightly above job requirements	C Less than satisfactory – needs slight improvement	D Unsatisfactory – below the standard reasonably expected
1. Volume of work How does the amount of work completed compare with the job requirements?	<input type="checkbox"/> Exceptionally high output, exceeding expectations	<input type="checkbox"/> Output is usually above average	<input type="checkbox"/> Output is occasionally below expectations	<input type="checkbox"/> Insufficient – improvement needed

Criteria	A Well ahead of standard	B More than satisfactory – slightly above job requirements	C Less than satisfactory – needs slight improvement	D Unsatisfactory – below the standard reasonably expected
2. Job knowledge Does the employee have the knowledge to do the job effectively?	<input type="checkbox"/> Exceptionally thorough knowledge of role and related responsibilities	<input type="checkbox"/> Good knowledge of role and related responsibilities	<input type="checkbox"/> Gaps in job knowledge sometimes hinder performance	<input type="checkbox"/> Insufficient knowledge of role, significantly impacting performance
3. Quality of work How high is the employee's standard of work?	<input type="checkbox"/> Consistently high-quality standards, nearly always accurate	<input type="checkbox"/> Good quality of work, usually accurate	<input type="checkbox"/> Quality sometimes falls below standard	<input type="checkbox"/> Pays little attention to details, checks regularly required
4. Safety awareness Does the employee adhere to safe working practices?	<input type="checkbox"/> Consistently prioritises safety & sets a positive example to others	<input type="checkbox"/> A good attitude to safety and encourages safe practices amongst others	<input type="checkbox"/> Sometimes requires reminders to follow safety procedures	<input type="checkbox"/> Regularly disregards safety protocols posing a potential risk
5. Problem solving How much initiative does the employee demonstrate to solve problems?	<input type="checkbox"/> Shows much flair and initiative. Solves problems.	<input type="checkbox"/> Good problem solver, seldom needs help	<input type="checkbox"/> Able to solve minor problems but often needs advice	<input type="checkbox"/> Shows little initiative and is easily put off
6. Dependability How reliable is the employee in following procedures?	<input type="checkbox"/> Consistently dependable requiring minimal supervision	<input type="checkbox"/> Reliably follows procedures with occasional supervision only	<input type="checkbox"/> Requires more frequent oversight to ensure tasks are completed correctly	<input type="checkbox"/> Relies heavily on constant supervision to fulfil responsibilities
7. Teamwork How well does the employee collaborate with others to achieve group goals?	<input type="checkbox"/> Works extremely well with others fostering a collaborative & enthusiastically environment	<input type="checkbox"/> Demonstrates strong cooperation & flexibility, contributing positively to the team	<input type="checkbox"/> Usually performs adequately but may occasionally struggle with collaboration or adaptability	<input type="checkbox"/> Often resistant to teamwork displaying uncooperative behaviour or reluctance to adapt

Criteria	A Well ahead of standard	B More than satisfactory – slightly above job requirements	C Less than satisfactory – needs slight improvement	D Unsatisfactory – below the standard reasonably expected
8. Attendance & punctuality What is the employee's pattern of absence and punctuality?	<input type="checkbox"/> Maintains exemplary attendance & punctuality, rarely absent or late	<input type="checkbox"/> Demonstrates acceptable attendance & punctuality with occasional absences	<input type="checkbox"/> Attendance or punctuality levels are slightly below expectations & need improvement	<input type="checkbox"/> Frequently late or absent, significantly impacting reliability
9. Work planning How effectively does the employee plan and organise their work?	<input type="checkbox"/> Consistently demonstrates exceptional planning & organisational skills	<input type="checkbox"/> Effectively organises work & meets deadlines with minimal issues	<input type="checkbox"/> Requires development in planning and prioritisation to improve efficiency	<input type="checkbox"/> Lacks effective planning which often results in missed deadlines or incomplete tasks.
10. Flexibility How willing is the employee to accept change?	<input type="checkbox"/> Contributes to change through continuous improvement process	<input type="checkbox"/> Readily accepts change	<input type="checkbox"/> Not keen to accept change	<input type="checkbox"/> Does not accept changes in working practices or procedures
11. Communication How effective is the employee at verbal and written communication?	<input type="checkbox"/> Excels in all forms of communication, consistently clear, concise & professional	<input type="checkbox"/> Demonstrates strong communication skills, effectively conveying ideas & information	<input type="checkbox"/> Experiences occasional challenges with communication that require improvement	<input type="checkbox"/> Struggles with communication, leading to misunderstandings or lack of clarity
12. Housekeeping How well does the employee ensure a clean & orderly personal & general working environment?	<input type="checkbox"/> Carries out all tasks in orderly manner. Takes the lead with others to ensure clean and orderly personal & general working environment	<input type="checkbox"/> Carries out all tasks in orderly manner. Cooperates with others to ensure clean and orderly personal & general working environment	<input type="checkbox"/> Carries out own work tasks in orderly manner. Only concerned with general working environment	<input type="checkbox"/> Works in disorganised manner. Not co-operative in maintaining a clean & orderly working environment

Criteria	A Well ahead of standard	B More than satisfactory – slightly above job requirements	C Less than satisfactory – needs slight improvement	D Unsatisfactory – below the standard reasonably expected
Overall performance How does the employee's overall performance compare with the expected standard?	<input type="checkbox"/> Consistently performs at a level well above the expected standard	<input type="checkbox"/> Regularly meets or slightly exceeds expectations in most areas	<input type="checkbox"/> Falls below expected performance in several areas, requiring targeted improvement	<input type="checkbox"/> Consistently underperforms, requiring immediate intervention & development

3. Line Manager's Comments

Remember we also encourage regular 1-2-1's with your line manager at any time throughout the year if you feel it would be useful.

4. Comments of Line Manager on the Employee's Self-Assessment

5. Comments of Employee on Line Manager's Assessment

6. Action Plan for Development

Outline agreed steps to support the employee’s development and / or enhance job performance.

1. Training or Counselling Requirements

Details any specific training, workshops or counselling sessions needed to support development. This may be used for the Council training plan and for budgeting purposes.

2. Career Development Opportunities

Identify potential career progression steps and opportunities for growth.

3. Agreed Objectives & Timeframe

Specify clear job and development objectives along with deadlines for achieving them. Ensure the objective are SMART (specific, measurable, achievable, realistic and timebound)

A good example of a SMART objective for the outdoor team is:
 ‘To reduce the time spent cutting the verges at Council sites by 20% next season without adversely impacting on its appearance.’ Rather than ‘improve verge cutting’.

Please include a minimum of 3 objectives and no more than 6.

No.	Objective	Timeframe	Measures of success / performance criteria / evidence
1.			
2.			
3.			

Signed Line Manager

Date

Signed Employee

Date

**DISS TOWN COUNCIL**

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Report Number:
58 / 2425

Report to:	Full Council
Date of Meeting:	19 th February 2025
Authorship:	Town Clerk
Subject:	Anglian Memorial Garden

Introduction

1. At the July 2024 Infrastructure committee meeting, it was resolved:

To request that the contractor remove part of the wall around the tree of the Anglian Memorial Garden to determine the extent of root impact, make safe and adapt the quote accordingly.

2. This followed two previous reports (references 06/2425 & 20/2425) which included a proposal to replace and install a new raised sleeper bed.

Contractor's site visit

3. The contractor visited site and reported back the following:

"We excavated at the back of the existing circle sleeper area as requested to assess the tree root situation. We have pictures of our findings and it seems that the roots are not touching the woodwork. They may be going under in places but not acting directly on the structure.

We have tried to source a quote for the curved shape to be made in steel with curved steel top, but locally no fabrication shop has the rolling machines required to produce the shape.

I have spent a considerable amount of time accurately measuring, then drawing up scale plans and sections to allow contractors to prepare quotations for the project. Then the time explaining what is required.

The Garden project team specification of using hardwood oak and stainless-steel fixings will last longer than the treated softwood as used in the past.

We confirm that we cannot guarantee that the tree roots will not affect the structure in future, and cannot guarantee that the sleepers will not open up cracks due to the weather. We will however select the best ones for the vertical curved section around the tree."

Friendly Invasion Memorial Stone

4. South Norfolk Council is working on the Friendly Invasion Project with market towns across the District. At the height of the Second World War, Norfolk was the setting for a 'Friendly Invasion' which transformed the rural landscape and left a lasting legacy. The invaders were thousands of young Americans, part of the United States

Army Air Force's vast contribution to the Allies' strategic bombing offensive being waged against Nazi-occupied Europe – the longest battle of the war.

5. Earlier this month at a volunteer management training session, I was approached by one of the SNC Officers regarding an additional inscription on one of the three remaining Beacon plinth panels to cover the Friendly Invasion. The funding he has available needs to be spent before the end of March and he needs an invoice by 17th February.
6. In liaison with our Beacon contractor and subsequently at the VE / VJ & Armed Forces Day planning meeting, it was suggested that a commemorative stone in or near the Anglian memorial garden would be more appropriate as it would leave the remaining Beacon panels for future Royal inscriptions. A quote has been provided, and the District Council has agreed to fully fund the stone as well as provide a little extra to enhance the planting scheme in the garden.
7. It is hoped that these works could be incorporated when the sleepers, and railings are repaired/replaced before the VE Day 80 event on 8th May.

Recommendation

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.

DYCC Futures Project

Verbal update on agenda.

Staffing / Finance

1. Still chasing deposit for Locum service.
2. Staffing review quotes on agenda.
3. Staff feedback reviewed and incorporated in the new staff appraisal scheme also on agenda.
4. Our Internal Auditor visited this week to review our governance, risk and internal control framework and her report should be available at the March meeting.
5. We've received four grant applications which have been reviewed by the grants panel with recommendation to Full Council in March.

Events

6. First meeting of the VE / VJ & Armed Forces Day planning took place last night. Should hear about the success of a £500 grant application to support the VE & VJ Day celebrations in May and August 2025 in March.
7. Four Carnival planning meetings have taken place and good progress is being made. Our Marketing & Communications Administrator has taken on the Chair role so this is a good development opportunity for her. Much of the infrastructure has been booked, 15 stalls have applied since the applications went live last week, 7 sponsors have been secured and the entertainment schedule is being populated! We need as much support from councillors and volunteers on the day – 8th June- so please sign up by emailing the office towncouncil@diss.gov.uk.

Stakeholder management

8. The Feb Full Council will be preceded by a meeting with our local MP in person and hopefully accompanied by his senior caseworker.
9. I attended the Eye Youth Forum / Council last week. It was very professionally conducted and the links between the young people and the Town & District Council were impressive. I have since liaised with the High School PA regarding the possibility of setting up something similar. DHS is in the process of a structural review, so I suggested we consider this in the meantime and convene next academic year.

10. I've also met with the Diss Youth Worker. We discussed ways in which we could be better working together and supporting & engaging young people in Diss. I see a youth engagement strategy as being an integral part of our organisational strategic plan given they are the future of the town and will be putting together some proposals for review with members in the next three to six months.
11. I updated the Skate Park working group on progress following the very successful meeting we had with users in January. The contractor has been to site and re-quoted. A primary user, our Facilities & Buildings Manager & I are meeting 14th February to review the quote on site. We will be seeking at least one other quote as a comparison and the original second contractor is not willing to do so. We then propose meeting the group to review next steps and presentation to Council.
12. Our Marketing & Events Administrator and I met with a representatives of the Heritage Trust to discuss progress towards the Visit Diss website. Businesses are being approached to provide content and they are drafting content for the rest of the site. There should be an item on the March agenda to launch in the Spring. At this meeting, I was informed of the Trust's intention to organise a public meeting/survey regarding the John Grose land purchased by South Norfolk Council.
13. Members and I met with representatives of the Corn Hall and Park Radio and the Council's solicitor to review the sublease. Most outstanding queries were resolved and another version has been received from the solicitor. This should be signed next month.
14. In liaison with the Executive Committee Chair and as per Standing Orders (4.5), I authorised expenditure of £4,599 to carry out emergency investigative jetting and survey works on the Mere drainage due to high water levels. The levels have since reduced however the contractor confirmed that the section of drain under the MFG petrol station at Morrisons to the river require repair.

To this end, an email has been sent to the Planning Officer for the MFG petrol station development on the Morrisons site to ask for a condition to be attached to their consent requesting the required repairs. A similar letter has been emailed to Morrisons Plc requesting they cover the costs of the follow-up quote received.

Training

11. I attended a very useful free volunteer management workshop earlier this month at the District Council's base outside of Norwich. I went with primarily events in mind but of course it applies to all councillors too 😊. The workshop covered

volunteer recruitment, policy, handbooks and retention so there will be a new volunteer policy and handbook to review soon. The lady running the session has many years' experience of managing volunteers across many organisations. She has offered since the session, to meet with me again to provide specific support to DTC pro bono.

Casual vacancy

12. The two applications received for the councillor vacancy will be considered on the March agenda and we will continue to promote the opportunity until then.

Progress Report

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	Update in my report item 13
Full Council	FC0624/17	ANGLIAN GARDEN MEMORIAL	1. To liaise with the Council's tree surgeon to determine whether the roots of the tree are likely to cause future movement post-works. With assurances from the tree surgeon to go ahead with recommendations 2 and 3 below. 2. To appoint the Garden project Team to complete the works at Anglian Garden for the price of £9,283.00 plus VAT. 3. To utilise Community Infrastructure Levy funds to cover the cost of this enhancement to the town centre.	Town Clerk / FBM	31.03.25	On agenda - item 12
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	Will ask if Chair / VC of Exec could attend 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 stab units alongside defibs and / or training for residents to use them.	Clerk	31.12.24	I have a meeting with a company that supplies these and free training at the end of February
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	FC1024/09	NATIONAL GRID ENVIRONMENTAL SURVEY	to enter into a licence agreement with National Grid to allow access to part of the Sports Ground site for non-intrusive surveying purposes relating to the Norwich to Tilbury pylon project subject to receiving a rationale first.	Clerk	Immediately	Completed £1k received.
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. No update.
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	2 emails were sent in December. No response received. Letter sent early January. Since then contact was made with the office to confirm that I would receive a reply within 2 weeks. This has not been received.
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	

Progress Report

Committee	Minute Ref	Subject	Action	Assigned to	Timescale	Comments or further action
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	FC1224/10	Corn Hall	<p>1. To give delegated authority to the Clerk to work with the Chairs of the 'Assets, Infrastructure & Events' and Executive committees to finalise the details of the sublease subject to the amendments and financial risk and insurance queries being answered and in liaison with the Diss Corn Hall Trust and Park Radio Ltd.</p> <p>2. To allocate £500 towards the cost of the sublease to the legal fees budget code.</p> <p>3. To liaise with Corn Hall regarding financial situation.</p>	Clerk / RP / JR	18.02.25	Update in my report item 13
Full Council	FC0125/06b	Finance	b) Members noted the Income & Expenditure report for December 2024. It was noted that the financial position following the Christmas Lights switch-on was summarised in the Clerk's latest report and that compensation for the staging, sound and lighting would be sought.	Clerk	Immediately	Funds are being held for 2025 Switch-On event
Full Council	FC0125/08	Deputy Mayor	That the February meeting of Full Council consider not having a Deputy Mayor but a Mayor elect to learn from Mayor role leading up to the May election.	Clerk	19.02.25	On agenda, item 10
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 8



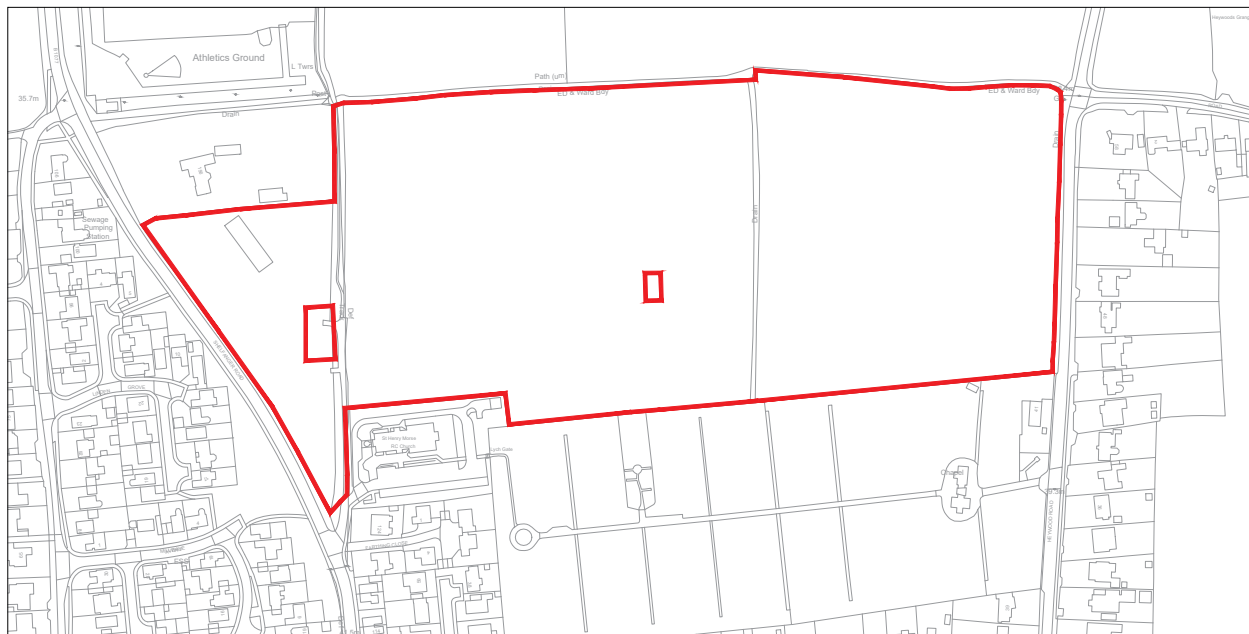
Community Consultation

Proposed housing and open space off Shelfanger Road/Heywood Road, Diss

Norfolk Homes Ltd is preparing detailed proposals following the grant of outline planning permission in January 2024, and is seeking the community's views prior to formal submission.

A Public Exhibition is to take place on Friday 21 February 2025 from 15:00 to 19:00 in the Walden Studio/ Council Chamber, The Corn Hall, St Nicholas Street, Diss IP22 4LB. The proposals relate to the development of up to 179 dwellings, cemetery extension, link road, and accesses, off: Shelfanger Road/Heywood Road, Diss.

The plan below identifies the area of the development site:



The exhibition has been prepared to provide the local community with an opportunity to review, comment and influence the ongoing design process, pending the submission of a Reserved Matters (detailed stage) application to South Norfolk Council.

Your views are important and will be fully considered before plans are advanced, finalised and submitted. We encourage you to leave us feedback on the proposals after you have viewed the draft plans on display.

Details of the proposals can also be viewed on the news section of our website: norfolkhomes.co.uk/diss-public-consultation-planning-application

The website and facility to comment will be available from 21 February 2025 until 7 March 2025.



Scan the QR code to share your comments on the proposed Norfolk Homes development in Diss.