



TOWN CLERK
Mrs S. Villafuerte-Richards (CILCA)

DISS TOWN COUNCIL
Council Offices, 11-12 Market Hill,
Diss, Norfolk, IP22 4JZ

Telephone/Fax: (01379) 643848
Email: towncouncil@diss.gov.uk

Diss Express

Date: 17 October 2024

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 Chamber** at **Diss Corn Hall** on **Wednesday 23rd October 2024** at **7.15pm** to consider the business detailed below.

Town Clerk / Chief Executive Officer

AGENDA

1. **Apologies**
To receive and consider apologies for absence.
2. **Declarations of Interest and Requests for Dispensations¹**
To note any declarations of members' pecuniary and/or non-pecuniary/other interests pertaining to items on the following agenda, to note any dispensations granted in respect of business to be discussed and to consider any requests for dispensations.
3. **Minutes**
To confirm as a true record, the minutes of Full Council on 11th September 2024 (copy herewith).
4. **Public Participation**
To consider a resolution under Standing Orders 3d to 3h to suspend the meeting to hear comments from members of the public on items to be discussed on the agenda (*the period of designated time for public participation is 20 minutes unless directed by the Chairman 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 August and September 2024 (copies herewith).
 - b) To note the Income & Expenditure reports for August and September 2024 (copies herewith).
 - c) To note the Earmarked Reserves reports for August and September 2024 ((copies herewith).
 - d) To note the reconciliations of income and expenditure with the Council's bank account statements for June & July 2024 (copies herewith).
 - e) To receive the 2nd quarterly financial report (reference 30/2425 herewith).
 - f) To receive the external auditor report and certificate for the Council's Year End 2023/24 Accounts (copy herewith) and note that the notice of conclusion of the audit was announced on 10th September.
 - g) To note that salary payments were debited from the current account / cashbook 1 rather than the wages and petty cash account in September 2024 due to lack of signatory and in line with Financial Regulations Section 6 6.2.
7. **Budget**
To receive a report (reference 31/2425 herewith) regarding the review of the draft budget and planning process for 2025-26.

- 8. Community Grant Scheme**
 - a) To consider recommendations from the Grants Panel & Clerk regarding three funding applications (report reference 32/2425 herewith).
 - b) To appoint either the Chair or Vice-Chair of the Executive Committee to the Grants Panel and make this a condition of the policy.
- 9. National Grid Environmental Survey**

To consider entering 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 (copy details herewith).
- 10. Diss Youth & Community Centre**

To receive a project update from the DYCC Action Group.
- 11. Heritage Triangle Parking**

To receive a report (copy herewith) regarding proposed schemes to address parking issues in the Heritage Triangle, Mere St and Market Place.
- 12. Park Toilets**

To consider a recommendation (report reference 33/2425 herewith) to trial a closure of the Park toilets for the Winter months to reduce expenditure.
- 13. Clerk, RFO, Council Leader, Town Mayor & Chair Forum**

To consider updates from or questions to the Clerk (report herewith), RFO (report herewith), Council Leader, Town Mayor and Committee Chairs on their activities since the last meeting.
- 14. Progress Report**

To note progress on decisions made at the last meeting of Council (copy herewith).
- 15. Date of Next Meeting**

To note that the next meeting of Full Council is scheduled for 20th November 2024 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 items which are properly considered to be of a confidential nature.
- 17. Leisure Update**

To receive a *confidential* update from South Norfolk District Council regarding their plans for the redevelopment of their Park Road sites.
- 18. Sports Ground**

To consider a novation agreement regarding the Sports Ground (confidential report reference 34/2425 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 11th September 2024 at 7.15pm.

Present: Councillors: S. Browne, D. Collins, D. Craggs, A. Goulder, S. Kiddie, A. Kitchen, K. Murphy (Chair), S. Olander, R. Peaty, L. Sinfield, E. Taylor, J. Welch

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

FC0924/01 APOLOGIES

Apologies were received and accepted from councillors Browne & Robertson.

FC0924/02 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

There were none.

FC0924/03 MINUTES

Members received the minutes of the Extraordinary Full Council meeting on 28th August 2024. It was

RESOLVED: To approve the minutes of the meeting of the extraordinary Full Council held on 28th August 2024 as a true record and signed by the Town Mayor.

FC0924/04 PUBLIC PARTICIPATION

There were three members of the public in attendance. Roydon Parish Councillor Waterman encouraged members to meet at the DYCC on Saturday (14th September) at 10am to support the monthly litter pick. There was a request to pick around the Diss Food & Wine shop / Buttermarket where there are lots of cigarette butt ends and suggestions for picking locations are welcomed.

Several spates of vandalism have taken place at Quaker Wood and most recently have become more serious with benches uprooted & thrown in the pond along with shopping trolleys. The crimes have been reported.

Members were advised of the recent knife amnesty that came into force on 28th August restricting certain types of knives (exceeding 8 inches in length with a serrated edge). The public is being asked to hand in such knives although the nearest Police station is Wymondham and where appropriate apply for compensation. There has been little publicity about the amnesty, and it was agreed that the Clerk would liaise with Norfolk Constabulary regarding accessing promotional materials to share more widely, particularly with local schools.

(Action: SVR; 17.10.24)

County / District Councillor Kiddie has been reviewing various policies including fly-tipping. Concern was raised regarding challenging budgets. Highway works include repairing potholes on Sawmills Road near bridge / Walcot Green, pavement refurbishment, and white lining. The entrance to the village hall has been resurfaced using up cllr Kiddie's County grant.

As Norfolk Armed Forces Champion, he attended a meeting relating to veteran engagement with businesses and the wider community, which considered the impact of ex-servicemen & women up to 65 being called up as reserves, particularly for large organisations. Twenty prizes of £20 have been given to the winners of the litter picks and 700 bags of litter was collected.

There was a question regarding the lack of weeding around the town, particularly in the highway. There was discussion regarding traffic backed up on Stuston Road past the bridge joining with the A1066 and the possibility of weight restrictions for HGVs. It was noted that the satellite navigation systems take drivers the quickest / shortest routes so any signage is ignored.

There was also a question regarding the possibility of removing an unused cycle rack outside the library on Church St.

(Action: KK; 17.10.24)

District cllr Minshull reported that leisure staff will be given training in dealing with stab victims. It was emphasised that this is not a major issue in South Norfolk but if one life can be saved, it's worth it. It is hoped that the District Councillor grants will be put towards installing the necessary equipment next to the existing defibrillator kit on Diss Corn Hall. Units cost approximately £400 so the Town Council may wish to consider additional units and / or training for residents to use them.

(Action: Clerk; 31.12.24)

Planning consent to demolish the existing buildings on the John Grose site should come this week and work inside to remove asbestos has been undertaken. Two significant issues facing the District Council include the withdrawal of the cold weather payment affecting 10,500 households in South Norfolk. They are working on a plan to ensure they have the benefits they are entitled to and will be running the warm rooms scheme again this year. The second issue is the new government's announcement to build millions of extra homes across the country. 22,000 are planned for South Norfolk over the next 4.5 years. This equates to an additional 400 homes for Diss & Roydon and as a 5-year land supply cannot be demonstrated, this will open the floodgates to developers and the Diss & District Neighbourhood Plan is likely to be disregarded.

They are running a controversial fly-tipping campaign, which has got people talking about it. There was discussion regarding improving the positioning of recycling centres across the districts to encourage the public to use them, the reduction in County budgets for such and the disconnect given the District's responsibility for fly-tipping.

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.

(Action: GM; 17.10.24)

It was noted that the District councillors have tried to contact our new MP several times but are awaiting a reply.

FC0924/05 ITEMS OF URGENT BUSINESS

There were no items of urgent business raised.

FC0924/06 FINANCE

- a) Members noted bank outgoings for July 2024.
- b) Members noted the Income & Expenditure reports for July 2024.
- c) Members noted the Earmarked Reserves reports for July 2024.
- d) Members noted the reconciliations of income and expenditure with the Council's bank account statements for June & July 2024.
- e) Members noted that amendments will be required in the prior year's comparatives when completing next year's Annual Governance & Accountability Return and that the external auditor report and certificate for the Council's Year End 2023/24 Accounts are awaited.
- f) Members considered the removal of a former member of staff and the addition of an existing member of staff as signatories to the Council's bank accounts to process payments. It was

RESOLVED: to remove the former member of staff and add an existing member of staff as signatory to the Council's bank accounts to process payments.

(Action: Clerk; immediately)

FC0924/07 CASUAL VACANCY

Members noted that the elections team at South Norfolk Council has been notified of the Council's casual vacancy and that it will be filled by co-option if an election is not called within 14 working days of the notice being displayed. Co-option publicity will take place thereafter.

FC0924/08 EXECUTIVE COMMITTEE CHAIR

Members considered an acting Executive Committee Chair to work with the Clerk prior to formal election at the October meeting of the committee. It was also noted that Cllr Browne has resigned as its Vice-Chair. There was discussion regarding the key task for this committee in preparing a budget and reviewing committee dates accordingly. Cllr Peaty put himself forward but would need to give up his role as Planning Chair to free up time and would require support from other members. Cllr Craggs put himself forward to support cllr Peaty. It was also noted that cllr Taylor had already offered to re-assume the Planning Chair & cllr Goulder is happy to support the budgeting process. It was

- RESOLVED: 1. To appoint councillor Peaty as Acting Executive Committee Chair and cllr Craggs as Vice Chair prior to formal election at the October meeting of the committee.
2. To appoint cllr Taylor as Chair of the Planning committee prior to formal election at the next meeting of the committee.

(Action: Clerk; immediately)

FC0924/09 **COMMUNITY GRANT SCHEME**

Members considered appointing two new representatives to join the Council's Community Grant Panel. It was

- RESOLVED: that councillors Collins & Kiddie join the Council's Community Grant Panel and that the Panel would meet before 30th September to review the grant applications received for consideration by Full Council at the October meeting.

(Action: Clerk / Grant Panel; by 17.10.24)

FC0924/10 **DISS YOUTH & COMMUNITY CENTRE**

Members received a project update from the DYCC Action Group. FMG Consulting Ltd has now been appointed to undertake the feasibility study, an initial meeting has been held and the bid for Pride in Place funding was successful, which will cover the total cost of the study. South Norfolk Council was thanked for their support in this process. Currently in the data gathering phase & the Action Group will review the submission including historical financial info, stakeholder info before it's sent to FMG. Regular meetings are scheduled with FMG. It was noted that a theatre in Northampton found an alternative solution to increase the lifespan & it was agreed that FMG would be asked to explore any realistic alternative options. Rough estimate. The Group were thanked for their quick work on the project.

(Action: Clerk; immediately)

FC0924/11 **CLERK, COUNCIL LEADER, TOWN MAYOR & CHAIR FORUM**

Members considered updates from or questions to the Clerk (report referred), Council Leader, Town Mayor and Committee Chairs on their activities since the last meeting. There was discussion regarding widening the advertising for a Locum Responsible Finance Officer and the Clerk is going to follow up with the two consultancies approached and put a post on the Clerk's Network Facebook page to see if there are any part-time RFOs looking for additional hours. The job description and appointment terms for the permanent RFO role will be considered once the locum is in place. The additional administrative meeting support is starting 16th September.

(Action: Clerk; immediately)

FC0924/12 **PROGRESS REPORT**

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

FC0924/13 **DATE OF NEXT MEETING**

Members noted that the next meeting of Full Council is scheduled for Wednesday 23rd October 2024 at 7.15pm.

FC0924/14 **PUBLIC BODIES (ADMISSIONS TO MEETINGS)**

Members considered a resolution under the Public Bodies (Admissions to Meetings) Act 1960 and Standing Orders 3d to exclude members of the public and press in order to discuss the following item which is properly considered to be of a confidential nature.

FC0924/15 **DISS CORN HALL**

Members considered a confidential update regarding Diss Corn Hall. It was

- RESOLVED: to support the principles of the draft agreement between Park Radio Ltd and the Diss Corn Hall Trust subject to a detailed contract, plan for enabling works, full repairing lease and Diss Town Council stated as an interested party as landlord.

(Action: Clerk; immediately)

Meeting Closed: 9.15pm.

Councillor Murphy
TOWN MAYOR

BANK OUTGOINGS AUGUST 2024				
<u>Date Paid</u>	<u>Payee Name</u>	<u>Bacs Ref</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
01.08.2024	South Norfolk Council	DD565	£ 2,156.96	Waste & Recycling Collections July to September 2024 - All Sites
01.08.2024	Red5 Networks Ltd	DD566	£ 111.98	Phone and Broadband July 2024 - Council Office and Skatepark CCTV
05.08.2024	Barclays Bank Plc	B.Net	£ 20.00	Barclays.net Charges 18th June to 17th July 2024
16.08.2024	Evolve Business Solutions	DD567	95.82	Photocopier Rental 1stJune to 30thSept 24 & Copies 17.7-16.10.24
19.08.2024	Lloyds Bank Plc	432965979	£ 24.55	Lloyds Bank Charges 10th June to 9th July 2024
20.08.2024	Barclaycard	Jul-24	£ 72.43	Picture Frames - Mayors Cadets Certificates, Cleaing Products - All sites, Door Handle - Meres Mouth Toilets, Key Cutting - Council Office, Amazon Prime July 2024
21.08.2024	British Gas	DD568	£ 262.60	Electricity July 2024 - Park
23.08.2024	British Gas	DD574	£ 36.54	Electricity July 2024 - Park Toilets
23.08.2024	British Gas	DD569	£ 569.20	Electricity July 2024 - DYCC
23.08.2024	British Gas	DD570	£ 42.05	Electricity July 2024 - Market
23.08.2024	British Gas	DD571	£ 127.62	Electricity July 2024 - Council Office
23.08.2024	British Gas	DD572	£ 749.94	Electricity July 2024 - Mere Fountain
23.08.2024	British Gas	DD573	£ 84.28	Electricity July 2024 - Meres Mouth Toilets
23.08.2024	AGR Interiors Ltd	Bacs2343	£ 200.00	Museum Frontage Paving Works - Final Installment
23.08.2024	Alliance Disposables Ltd	Bacs2344	£ 390.57	Sanitary Products - All Sites
23.08.2024	Baldwin Skip Hire Ltd	Bacs2345	£ 254.04	Skip Hire - All Sites
23.08.2024	Ben Burgess Groundcare Equipment	Bacs2346	£ 465.29	Repairs and Servicing of Billy Goat
23.08.2024	Broadland Toilet Hire	Bacs2347	£ 48.00	Clean & Restock Cemetery Portaloo
23.08.2024	Broxap Ltd	Bacs2348	£ 865.20	Cast Iron "Blackburn" Seat - Donation
23.08.2024	Campaign for Rural England	Bacs2349	£ 36.00	Annual Membership 2024/25
23.08.2024	Claverhouse Ltd	Bacs2350	£ 12.00	Annual Fountain Licence to 31.12.2024
23.08.2024	Diss Cornhall Trust	Bacs2351	£ 150.00	Council Chamber Hire July 2024
23.08.2024	ESPO	Bacs2352	£ 103.89	Gas Supplied July 2024 - Council Office & DYCC
23.08.2024	ETC (East Anglia) Ltd	Bacs2353	£ 448.50	Repairs to Phone System at Council Office
23.08.2024	Excite Solutions Ltd	Bacs2354	£ 476.40	Grounds Maintenance 4/7 - Park, Entry, Rectory Meadow & Lowes
23.08.2024	Fatstickman Ltd	Bacs2355	£ 108.00	Logoing of DTC Gazebo - Promotion
23.08.2024	Griffiths & Taylor Ltd	Bacs2356	£ 1,530.00	DYCC Inspection & Engineers Report
23.08.2024	Linstead Farm & Garden Machinery Ltd	Bacs2357	£ 806.51	Stihl RM4 RTP Mower & Replacement Strimmer Head - General Equipment
23.08.2024	LR Wyard-Scott Ltd	Bacs2358	£ 308.24	Van & Machinery Fuel July 2024
23.08.2024	Millenium Pest Control Ltd	Bacs2359	£ 2,034.00	Rat Control - 6 week Infestation Programme - Madgetts Walk

23.08.2024	Nomix Enviro Ltd	Bacs2360	£	140.40	10ltr Round-Up Proactive Weed Killer
23.08.2024	Norfolk Association of Local Councils	Bacs2361	£	72.00	VAT for VAT Registered Councils Course
23.08.2024	P.Cottrell	Bacs2362	£	55.00	Bus Shelter/Window Cleaning August 2024 - Council Office & Museum
23.08.2024	PHS Group	Bacs2363	£	1,892.99	Sanitary Disposal 24/25 - DYCC, Sports Pavilion, Meres Mouth and Park Toilets
23.08.2024	Screwfix Direct Ltd	Bacs2364	£	375.95	Plastic Sheet/Gaffer Tape - Town & Park, Knee Pads & Disposable Overalls - Maint, Milwaukee 18V Hammer Drill - General Equipment, Speed Sign Battery
23.08.2024	The Voice Squad	Bacs2365	£	90.00	Carnival Performance 2024
23.08.2024	Travis Perkins Trading Co Ltd	Bacs2366	£	179.76	Concrete for Duck Feeder Machine - Park
23.08.2024	Employees	BACS	£	18,985.95	Salaries Month 5
27.08.2024	EE Ltd	DD575	£	47.23	Mobile Phones 18/08-17/09 - Clerk, Maint. Manager, Maint Team
30.08.2024	Norfolk Pension Fund	BACS	£	6,564.12	Pension Contributions Month 5
30.08.2024	HM Revenue & Customs	BACS	£	4,633.18	NI/Paye Month 5
			£	45,627.19	

BANK OUTGOINGS SEPTEMBER 2024

Date Paid	Payee Name	Bacs Ref	Amount Paid	Transaction Detail
02.09.2024	Red5 Networks Ltd	DD576	£ 117.25	Phone and Broadband August 2024 - Council Office and Skatepark CCTV
02.09.2024	Barclays Bank Plc	B.Net	£ 20.00	Barclays.net Charges 18th July to 17th August 2024
09.09.2024	British Gas	DD577	£ 9.97	Electricity July 2024 - Park WC
11.09.2024	British Gas	DD578	£ 545.41	Electricity August 2024 - Park
17.09.2024	Lloyds Bank Plc	435202287	£ 12.02	Lloyds Bank Charges 10th July to 9th August 2024
19.09.2024	Anglian Water Business Ltd (National)	DD579	£ 18.51	Water Supply at Park - June to September 2024
20.09.2024	Barclaycard	Aug-24	£ 122.65	Dinsdale Leggings, Ipad Charger, Waterproof Trousers - Maint, Postage Stamps
20.09.2024	Information Commissioner	DD580	£ 55.00	Data Protection Registration 2024/25
20.09.2024	British Gas	DD581	£ 47.43	Electricity August 2024 - Marketplace
20.09.2024	British Gas	DD582	£ 88.00	Electricity August 2024 - Meres Mouth Toilets
20.09.2024	British Gas	DD583	£ 121.73	Electricity August 2024 - Council Office
20.09.2024	British Gas	DD584	£ 552.24	Electricity August 2024 - DYCC
20.09.2024	British Gas	DD585	£ 130.53	Electricity August 2024 - Park WC
20.09.2024	British Gas	DD586	£ 678.42	Electricity August 2024 - Fountain
20.09.2024	Alliance Disposables Ltd	Bacs 2368	£ 326.60	Sanitary Products - All Sites
20.09.2024	Diss Corn Hall Trust	Bacs 2369	£ 50.00	Council Chamber Hire - Meeting 28.8.24
20.09.2024	CP Ceilings	Bacs 2370	£ 276.00	Dycc Ceiling Removal & Replace inc. Scaffold Tower
20.09.2024	Diss Trophy Centre	Bacs 2371	£ 45.00	Memorial Bench Plaque (Blanshard)
20.09.2024	Diss Van Centre	Bacs 2373	£ 312.00	Repairs GM16 OSL
20.09.2024	ESPO	Bacs 2374	£ 98.32	Gas Supplied August 2024 - Council Office & DYCC
20.09.2024	ETC (East Anglia) Ltd	Bacs 2375	£ 1,362.00	CCTV Services & Update Firmware DTC/DYCC/SKP
20.09.2024	Excite Solutions Ltd	Bacs 2376	£ 476.40	Grounds Maintenance 5/7 - Park, Entry, Rectory Meadow & Lowes
20.09.2024	LGRC Associates Ltd	Bacs 2377	£ 4,200.00	Returnable Deposit for On Account Locum Services
20.09.2024	LR Wyard-Scott Ltd	Bacs 2378	£ 164.15	Van Fuel Aug 2024
20.09.2024	Mary Moppins Ltd	Bacs 2379	£ 1,850.40	Monthly Cleaning Park & Mere's Mouth Toilets
20.09.2024	Park Radio	Bacs 2380	£ 250.00	Attending Christmas Lights Event 7.12.2024
20.09.2024	P.Cottrell	Bacs 2381	£ 25.00	Window Cleaning September 2024 - Council Office & Museum
20.09.2024	PKF Littlejohn LLP	Bacs 2382	£ 2,520.00	Professional Services Assurance review of Annual Governance & Accountability YE 31.3.24
20.09.2024	Protec Direct	Bacs 2383	£ 348.07	Maintenance Team Logo'd workwear
20.09.2024	Screwfix Direct Ltd	Bacs 2384	£ 108.14	Timbascrew Play Equip, Mountfield Fuel Stabiliser, Forge Steel Tool Kit22pcs, Green 5lt Fuel Can & Chemical Resistant Gloves Town & park
20.09.2024	South Norfolk Council	Bacs 2385	£ 5,184.00	Ann Charge Dog Bin Emptying 2024/25 32 bins twice weekly
20.09.2024	Star Plumbing	Bacs 2386	£ 156.00	Repairs to Water Leak MM WC
20.09.2024	Treadfirst	Bacs 2387	£ 30.00	Puncture Repair & Re-balance CY15 KUO
20.09.2024	Toolstation Diss	Bacs 2388	£ 25.90	Long Handle Dustpan & Brush Set
20.09.2024	VMIT Ltd	Bacs 2372	£ 926.28	IT Software & Cloud Backup August 2024 - DDNP, IT Software & Support August 24 - Cncl Office, Hard Drive x3 Destruction, Microsoft and Adobe Annual Subscriptions 24/25
20.09.2024	VMIT Ltd	Bacs 2367	£ 926.28	IT Software & Cloud Backup August 2024 - DDNP, IT Software & Support August 24 - Cncl Office, Hard Drive x3 Destruction, Microsoft and Adobe Annual Subscriptions 24/25
25.09.2024	Employees	BACS	£ 16,961.41	Salaries Month 6 & Expenses
26.09.2024	EE Ltd	DD587	£ 47.23	Mobile Phones 18/08-17/09 - Clerk, Maint. Manager, Maint Team
30.09.2024	Norfolk Pension Fund	BACS	£ 5,906.00	Pension Contributions Month 6
30.09.2024	Hm Revenue & Customs	BACS	£ 3,925.76	NI/Paye Month 6
30.09.2024	Public Works Loan Board	DD	£ 18,324.82	Boardwalk & Heritage Triangle Loan Repayments
			£ 67,344.92	

27/09/2024

Diss Town Council 2024/2025

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Detailed Income & Expenditure by Budget Heading 27/09/2024

Month No: 6

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	<u>3,848</u>	<u>4,040</u>	<u>192</u>			<u>95.2%</u>	<u>0</u>
4000 NCC Grasscutting	55	100	45		45	54.6%	
Agency Services :- Indirect Expenditure	<u>55</u>	<u>100</u>	<u>45</u>	<u>0</u>	<u>45</u>	<u>54.6%</u>	<u>0</u>
Net Income over Expenditure	<u>3,793</u>	<u>3,940</u>	<u>147</u>				
<u>120 Allotments</u>							
1120 Allotment Rent	1,000	525	(475)			190.5%	
Allotments :- Income	<u>1,000</u>	<u>525</u>	<u>(475)</u>			<u>190.5%</u>	<u>0</u>
4020 Allotment Expenditure	29	30	1	3,600	(3,599)	12096.3	
Allotments :- Indirect Expenditure	<u>29</u>	<u>30</u>	<u>1</u>	<u>3,600</u>	<u>(3,599)</u>	<u>12096.3</u>	<u>0</u>
Net Income over Expenditure	<u>971</u>	<u>495</u>	<u>(476)</u>				
<u>140 Amenities</u>							
1140 Amenities Income	2,897	2,000	(897)			144.9%	
Amenities :- Income	<u>2,897</u>	<u>2,000</u>	<u>(897)</u>			<u>144.9%</u>	<u>0</u>
4040 Gardens/Floral Scheme	32	2,000	1,968		1,968	1.6%	
4060 Town/Park - R&R	8,598	22,000	13,402	1,596	11,806	46.3%	
4061 Play Equipment R&R	196	5,000	4,804	829	3,975	20.5%	
4062 Boardwalk Maintenance	0	1,000	1,000		1,000	0.0%	
4070 Van x 2 Running Costs	676	7,000	6,324	260	6,064	13.4%	
4071 Van Insurance	1,748	1,865	117		117	93.7%	
4075 Tree Management	635	18,000	17,365	30,240	(12,875)	171.5%	
4080 Bus Shelter Cleaning - EMR	60	0	(60)	60	(120)	0.0%	30
4085 Closed Churchyard - R&R	26	100	74	180	(106)	205.9%	
4090 Manorial Rights - R&R	0	10	10		10	2.8%	
4095 Mere - Water/drainage	0	2,000	2,000		2,000	0.0%	
4100 Mere - Fountain	10	2,000	1,990		1,990	0.5%	
4101 Mere - Fountain Electricity	1,651	7,131	5,480		5,480	23.1%	
4102 Mere Fountain/Kiosk -Insurance	160	170	10		10	94.0%	
4110 Park - Water Rates	18	100	82		82	18.2%	
4115 Park - Electricity	1,103	1,903	800		800	58.0%	
4120 Mere's Mouth - Rent	0	100	100		100	0.0%	
4125 Mere's Mouth - Business Rates	212	424	212		212	50.0%	
4130 Mere's Mouth Water Rates	0	500	500		500	0.0%	
4140 Park - Insurance	1,819	1,940	121		121	93.8%	
Amenities :- Indirect Expenditure	<u>16,943</u>	<u>73,243</u>	<u>56,300</u>	<u>33,165</u>	<u>23,134</u>	<u>68.4%</u>	<u>30</u>
Net Income over Expenditure	<u>(14,046)</u>	<u>(71,243)</u>	<u>(57,197)</u>				
7000 plus Transfer from EMR	30						

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Detailed Income & Expenditure by Budget Heading 27/09/2024

Month No: 6

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	(14,016)						
<u>145</u> <u>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</u> <u>Bank Interest</u>							
1090 Interest Received	3,860	6,500	2,640			59.4%	
Bank Interest :- Income	3,860	6,500	2,640			59.4%	0
4202 Bank Charges	158	350	192		192	45.2%	
Bank Interest :- Indirect Expenditure	158	350	192	0	192	45.2%	0
Net Income over Expenditure	3,702	6,150	2,448				
<u>160</u> <u>Capital Expenditure</u>							
4200 PWLB Repayment	2,179	41,007	38,828		38,828	5.3%	
Capital Expenditure :- Indirect Expenditure	2,179	41,007	38,828	0	38,828	5.3%	0
Net Expenditure	(2,179)	(41,007)	(38,828)				
<u>180</u> <u>Cemetery</u>							
1180 Cemetery Interment/Chapel Fees	11,103	25,000	13,897			44.4%	
1185 Cemetery Memorial Fees	5,146	10,000	4,854			51.5%	
Cemetery :- Income	16,249	35,000	18,751			46.4%	0
4250 Cemetery - Grounds - R&R	2,253	9,300	7,047	1,440	5,607	39.7%	
4260 Cemetery - Chapels - R&R	0	1,000	1,000	350	650	35.0%	
4270 General Equipment	2,735	6,000	3,265	480	2,785	53.6%	
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	22	150	128		128	14.4%	
4280 Cemetery - Electricity	582	1,151	569		569	50.6%	
4285 Cemetery - Insurance	512	545	34		34	93.9%	
Cemetery :- Indirect Expenditure	6,675	18,726	12,051	2,270	9,781	47.8%	0
Net Income over Expenditure	9,574	16,274	6,700				

Detailed Income & Expenditure by Budget Heading 27/09/2024

Month No: 6

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	3,879	0	(3,879)			0.0%	
Cemetery Gravedigging :- Income	<u>3,879</u>	<u>0</u>	<u>(3,879)</u>				<u>0</u>
4300 Cemetery Gravedigging Exp.	3,879	0	(3,879)	709	(4,588)	0.0%	
Cemetery Gravedigging :- Indirect Expenditure	<u>3,879</u>	<u>0</u>	<u>(3,879)</u>	<u>709</u>	<u>(4,588)</u>		<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>0</u>	<u>0</u>				
<u>200 Christmas Lights</u>							
4320 Christmas Lights	3,734	21,000	17,266	5,602	11,664	44.5%	
4322 Insurance re. Christmas Lights	81	81	(0)		(0)	100.6%	
Christmas Lights :- Indirect Expenditure	<u>3,816</u>	<u>21,081</u>	<u>17,265</u>	<u>5,602</u>	<u>11,663</u>	<u>44.7%</u>	<u>0</u>
Net Expenditure	<u>(3,816)</u>	<u>(21,081)</u>	<u>(17,265)</u>				
<u>220 Corn Hall</u>							
4350 Corn Hall - Maint./R&R	2,581	6,000	3,419		3,419	43.0%	
4355 Corn Hall - Earmarked Spend	1,520	0	(1,520)		(1,520)	0.0%	1,520
4360 Corn Hall - Insurance	2,668	2,846	178		178	93.8%	
Corn Hall :- Indirect Expenditure	<u>6,769</u>	<u>8,846</u>	<u>2,077</u>	<u>0</u>	<u>2,077</u>	<u>76.5%</u>	<u>1,520</u>
Net Expenditure	<u>(6,769)</u>	<u>(8,846)</u>	<u>(2,077)</u>				
7000 plus Transfer from EMR	1,520						
Movement to/(from) Gen Reserve	<u>(5,249)</u>						
<u>240 Council Properties</u>							
1240 Office Rent/Service Charge	0	6,864	6,864			0.0%	
Council Properties :- Income	<u>0</u>	<u>6,864</u>	<u>6,864</u>			<u>0.0%</u>	<u>0</u>
4400 Office R&R	1,428	4,500	3,072		3,072	31.7%	
4405 Office Building Maintenance	0	1,000	1,000		1,000	0.0%	
4410 Office Stairlift	0	400	400		400	0.0%	
4415 Cemetery Bungalow	391	1,500	1,109		1,109	26.0%	
4425 Health & Safety	2,549	2,500	(49)		(49)	101.9%	
4435 Pk Toilets Servicing	3,632	12,000	8,368	6,725	1,643	86.3%	
4445 Pk Toilets - Insurance	396	422	26		26	93.8%	
4450 Pk Toilet- Electricity	639	1,783	1,144		1,144	35.8%	
4460 Pk Toilets - Water Rates	836	2,000	1,164		1,164	41.8%	
4465 Mere's Mouth Toilets	5,877	15,000	9,123	6,855	2,267	84.9%	
4466 Mere's Mouth Electricity	851	722	(129)		(129)	117.9%	

Detailed Income & Expenditure by Budget Heading 27/09/2024

Month No: 6

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4475 Staff Uniforms/Replacements	0	250	250		250	0.0%	
Council Properties :- Indirect Expenditure	16,598	42,077	25,479	13,581	11,898	71.7%	0
Net Income over Expenditure	(16,598)	(35,213)	(18,615)				
<u>260 Diss Youth & Community Centre</u>							
1260 DYCC Hire Fees	1,247	5,181	3,934			24.1%	
Diss Youth & Community Centre :- Income	1,247	5,181	3,934			24.1%	0
4500 DYCC - Electricity	2,526	14,103	11,577		11,577	17.9%	
4505 DYCC - Gas	284	830	546		546	34.2%	
4510 DYCC - Business Rates	2,520	5,200	2,680		2,680	48.5%	
4515 DYCC - Water Rates	400	800	400		400	50.0%	
4520 Licences - Music	0	250	250		250	0.0%	
4525 DYCC - Insurance	1,129	1,204	75		75	93.8%	
4530 Annual Service Costs	255	1,000	745		745	25.5%	
4540 DYCC - General R&R	1,306	9,000	7,694	230	7,464	17.1%	
Diss Youth & Community Centre :- Indirect Expenditure	8,419	32,387	23,968	230	23,738	26.7%	0
Net Income over Expenditure	(7,172)	(27,206)	(20,034)				
<u>280 Administrative Overheads</u>							
1050 Donations	80	0	(80)			0.0%	
Administrative Overheads :- Income	80	0	(80)				0
4610 Council Office Business Rates	2,427	4,860	2,433		2,433	49.9%	
4615 Council Office - Gas	926	1,800	874		874	51.4%	
4620 Council Office - Electricity	492	1,630	1,138		1,138	30.2%	
4625 Council Office - Telephone	902	2,000	1,098		1,098	45.1%	
4630 Council Office - Insurance	910	970	60		60	93.8%	
4657 IT Equipment, Software & Suppo	13,455	24,000	10,545		10,545	56.1%	
Administrative Overheads :- Indirect Expenditure	19,111	35,260	16,149	0	16,149	54.2%	0
Net Income over Expenditure	(19,031)	(35,260)	(16,229)				
<u>300 Grants</u>							
4720 General Grants	0	10,000	10,000		10,000	0.0%	
Grants :- Indirect Expenditure	0	10,000	10,000	0	10,000	0.0%	0
Net Expenditure	0	(10,000)	(10,000)				

Detailed Income & Expenditure by Budget Heading 27/09/2024

Month No: 6

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
310 Highways							
1303 DDNP Income	705	0	(705)			0.0%	
Highways :- Income	705	0	(705)				0
4785 Neighbourhood Plan	325	1,000	675		675	32.5%	325
Highways :- Indirect Expenditure	325	1,000	675	0	675	32.5%	325
Net Income over Expenditure	380	(1,000)	(1,380)				
7000 plus Transfer from EMR	325						
Movement to/(from) Gen Reserve	705						
320 Market							
1320 Market Stallage	10,028	21,000	10,972			47.8%	
Market :- Income	10,028	21,000	10,972			47.8%	0
4810 Market Place - Water Rates	59	50	(9)		(9)	119.0%	
4815 Market Place - Business Rates	1,235	2,800	1,565		1,565	44.1%	
4830 Market Expenditure	195	528	333		333	36.9%	
Market :- Indirect Expenditure	1,489	3,378	1,889	0	1,889	44.1%	0
Net Income over Expenditure	8,539	17,622	9,083				
340 Promotion							
4840 Promotion	90	600	510	900	(390)	165.0%	
4845 Website/Intranet Hosting/Maint	0	300	300		300	0.0%	
Promotion :- Indirect Expenditure	90	900	810	900	(90)	110.0%	0
Net Expenditure	(90)	(900)	(810)				
360 Precept							
1076 Precept	334,074	668,148	334,074			50.0%	
Precept :- Income	334,074	668,148	334,074			50.0%	0
Net Income	334,074	668,148	334,074				
370 General Expenditure							
4600 Town Mayor's Allowance	198	1,500	1,302	28	1,274	15.0%	
4605 Ccl Members' Allowance & Exp	0	2,136	2,136		2,136	0.0%	
4635 Subscriptions	1,719	2,500	781		781	68.7%	
4640 Audit	387	2,500	2,113		2,113	15.5%	
4645 Training	3,096	4,500	1,404		1,404	68.8%	

Detailed Income & Expenditure by Budget Heading 27/09/2024

Month No: 6

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	2,039	4,000	1,961		1,961	51.0%	
4660 Postage	81	100	19		19	81.2%	
4665 Wages - General Admin.	82,818	217,272	134,454		134,454	38.1%	
4666 Wages - General Maint.	73,290	187,033	113,743		113,743	39.2%	
4667 Staff Mileage	407	500	93		93	81.3%	
4670 NI/PAYE/Pension	(86)	0	86		86	0.0%	
4675 Legal/Financial/Prof fees	0	2,000	2,000	3,500	(1,500)	175.0%	
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	171,634	433,139	261,505	3,528	257,977	40.4%	0
Net Expenditure	(171,634)	(433,139)	(261,505)				
375 Rechargeable							
1280 Rechargeable Exp. Refunded	781	0	(781)			0.0%	
Rechargeable :- Income	781	0	(781)				0
4685 Rechargeable Expenditure	211	0	(211)		(211)	0.0%	
Rechargeable :- Indirect Expenditure	211	0	(211)	0	(211)		0
Net Income over Expenditure	570	0	(570)				
400 Sports Ground							
1400 Sports Ground Hire Fees	5,563	10,500	4,937			53.0%	
Sports Ground :- Income	5,563	10,500	4,937			53.0%	0
4900 Track Maintenance	0	4,000	4,000		4,000	0.0%	
4910 Pavilion Maintenance	491	2,500	2,009		2,009	19.7%	
4920 Ground Maintenance	460	5,000	4,540	4,254	286	94.3%	
4930 Sports Grnd-Water Rate	167	600	433		433	27.8%	
4935 Sports Ground - Electricity	1,497	4,767	3,270		3,270	31.4%	
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	4,506	20,184	15,678	4,254	11,423	43.4%	0
Net Income over Expenditure	1,056	(9,684)	(10,740)				

Detailed Income & Expenditure by Budget Heading 27/09/2024

Month No: 6

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>420 Events</u>							
1145 Beacon Project Income	832	0	(832)			0.0%	332
Events :- Income	832	0	(832)				332
4760 Remembrance Service Costs	55	800	745		745	6.9%	
4991 General Events Expenditure	74	200	126		126	37.0%	
4993 Beacon Expenditure	6,986	0	(6,986)		(6,986)	0.0%	6,986
Events :- Indirect Expenditure	7,115	1,000	(6,115)	0	(6,115)	711.5%	6,986
Net Income over Expenditure	(6,283)	(1,000)	5,283				
7000 plus Transfer from EMR	6,986						
8001 less Transfer to EMR	332						
Movement to/(from) Gen Reserve	371						
<u>425 Christmas Switch on Event</u>							
1235 Christmas Switch On Income	3,437	1,400	(2,037)			245.5%	
Christmas Switch on Event :- Income	3,437	1,400	(2,037)			245.5%	0
4990 Christmas Switch on Event	145	2,650	2,505	4,273	(1,768)	166.7%	
Christmas Switch on Event :- Indirect Expenditure	145	2,650	2,505	4,273	(1,768)	166.7%	0
Net Income over Expenditure	3,292	(1,250)	(4,542)				
<u>430 Carnival</u>							
1435 Carnival Income	11,560	10,000	(1,560)			115.6%	1,506
Carnival :- Income	11,560	10,000	(1,560)			115.6%	1,506
4996 Carnival	13,850	12,750	(1,100)		(1,100)	108.6%	1,100
Carnival :- Indirect Expenditure	13,850	12,750	(1,100)	0	(1,100)	108.6%	1,100
Net Income over Expenditure	(2,290)	(2,750)	(460)				
7000 plus Transfer from EMR	1,100						
8001 less Transfer to EMR	1,506						
Movement to/(from) Gen Reserve	(2,696)						
<u>440 Town Mayor's Charity</u>							
1440 Town Mayor's Charity	355	0	(355)			0.0%	
Town Mayor's Charity :- Income	355	0	(355)				0
4795 Town Mayor's Charity Exp	1,172	0	(1,172)		(1,172)	0.0%	
Town Mayor's Charity :- Indirect Expenditure	1,172	0	(1,172)	0	(1,172)		0
Net Income over Expenditure	(817)	0	817				

Detailed Income & Expenditure by Budget Heading 27/09/2024

Month No: 6

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>460 CIL</u>							
5000 CIL - Expenditure	3,974	0	(3,974)	16,522	(20,496)	0.0%	3,974
CIL :- Indirect Expenditure	<u>3,974</u>	<u>0</u>	<u>(3,974)</u>	<u>16,522</u>	<u>(20,496)</u>		<u>3,974</u>
Net Expenditure	<u>(3,974)</u>	<u>0</u>	<u>3,974</u>				
7000 plus Transfer from EMR	3,974						
Movement to/(from) Gen Reserve	<u>0</u>						
<u>470 Streetlighting</u>							
1470 Streetlighting	100	0	(100)			0.0%	
Streetlighting :- Income	<u>100</u>	<u>0</u>	<u>(100)</u>				<u>0</u>
4730 CCTV Costs	285	4,000	3,715	1,135	2,580	35.5%	
4970 Streetlighting	0	9,500	9,500	1,287	8,213	13.5%	
Streetlighting :- Indirect Expenditure	<u>285</u>	<u>13,500</u>	<u>13,215</u>	<u>2,422</u>	<u>10,793</u>	<u>20.0%</u>	<u>0</u>
Net Income over Expenditure	<u>(185)</u>	<u>(13,500)</u>	<u>(13,315)</u>				
Grand Totals:- Income	400,945	771,608	370,663			52.0%	
Expenditure	289,429	771,608	482,179	91,057	391,122	49.3%	
Net Income over Expenditure	<u>111,516</u>	<u>0</u>	<u>(111,516)</u>				
plus Transfer from EMR	13,934						
less Transfer to EMR	1,837						
Movement to/(from) Gen Reserve	<u>123,613</u>						

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Detailed Income & Expenditure by Budget Heading 01/09/2024

Month No: 6

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	<u>3,848</u>	<u>4,040</u>	<u>192</u>			<u>95.2%</u>	<u>0</u>
4000 NCC Grasscutting	55	100	45		45	54.6%	
Agency Services :- Indirect Expenditure	<u>55</u>	<u>100</u>	<u>45</u>	<u>0</u>	<u>45</u>	<u>54.6%</u>	<u>0</u>
Net Income over Expenditure	<u>3,793</u>	<u>3,940</u>	<u>147</u>				
<u>120 Allotments</u>							
1120 Allotment Rent	1,000	525	(475)			190.5%	
Allotments :- Income	<u>1,000</u>	<u>525</u>	<u>(475)</u>			<u>190.5%</u>	<u>0</u>
4020 Allotment Expenditure	29	30	1	3,600	(3,599)	12096.3	
Allotments :- Indirect Expenditure	<u>29</u>	<u>30</u>	<u>1</u>	<u>3,600</u>	<u>(3,599)</u>	<u>12096.3</u>	<u>0</u>
Net Income over Expenditure	<u>971</u>	<u>495</u>	<u>(476)</u>				
<u>140 Amenities</u>							
1140 Amenities Income	3,188	2,000	(1,188)			159.4%	
Amenities :- Income	<u>3,188</u>	<u>2,000</u>	<u>(1,188)</u>			<u>159.4%</u>	<u>0</u>
4040 Gardens/Floral Scheme	32	2,000	1,968		1,968	1.6%	
4060 Town/Park - R&R	14,702	22,000	7,298	1,081	6,218	71.7%	
4061 Play Equipment R&R	212	5,000	4,788	849	3,939	21.2%	
4062 Boardwalk Maintenance	0	1,000	1,000	805	195	80.5%	
4070 Van x 2 Running Costs	1,098	7,000	5,902		5,902	15.7%	
4071 Van Insurance	1,748	1,865	117		117	93.7%	
4075 Tree Management	635	18,000	17,365	30,240	(12,875)	171.5%	
4080 Bus Shelter Cleaning - EMR	60	0	(60)	60	(120)	0.0%	30
4085 Closed Churchyard - R&R	26	100	74	180	(106)	205.9%	
4090 Manorial Rights - R&R	0	10	10		10	2.8%	
4095 Mere - Water/drainage	0	2,000	2,000		2,000	0.0%	
4100 Mere - Fountain	10	2,000	1,990		1,990	0.5%	
4101 Mere - Fountain Electricity	2,216	7,131	4,915		4,915	31.1%	
4102 Mere Fountain/Kiosk -Insurance	160	170	10		10	94.0%	
4110 Park - Water Rates	37	100	63		63	36.7%	
4115 Park - Electricity	1,558	1,903	345		345	81.9%	
4120 Mere's Mouth - Rent	0	100	100		100	0.0%	
4125 Mere's Mouth - Business Rates	212	424	212		212	50.0%	
4130 Mere's Mouth Water Rates	0	500	500		500	0.0%	
4140 Park - Insurance	1,819	1,940	121		121	93.8%	
Amenities :- Indirect Expenditure	<u>24,524</u>	<u>73,243</u>	<u>48,719</u>	<u>33,215</u>	<u>15,505</u>	<u>78.8%</u>	<u>30</u>
Net Income over Expenditure	<u>(21,336)</u>	<u>(71,243)</u>	<u>(49,907)</u>				
7000 plus Transfer from EMR	30						

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	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	<u>(21,306)</u>						
<u>145 Mini Recycling Centre Adopter</u>							
1150 Mini Recycling Adopter Payment	450	450	0			100.0%	
Mini Recycling Centre Adopter :- Income	<u>450</u>	<u>450</u>	<u>0</u>			<u>100.0%</u>	<u>0</u>
Net Income	<u>450</u>	<u>450</u>	<u>0</u>				
<u>150 Bank Interest</u>							
1090 Interest Received	7,503	6,500	(1,003)			115.4%	
Bank Interest :- Income	<u>7,503</u>	<u>6,500</u>	<u>(1,003)</u>			<u>115.4%</u>	<u>0</u>
4202 Bank Charges	190	350	160		160	54.4%	
Bank Interest :- Indirect Expenditure	<u>190</u>	<u>350</u>	<u>160</u>	<u>0</u>	<u>160</u>	<u>54.4%</u>	<u>0</u>
Net Income over Expenditure	<u>7,312</u>	<u>6,150</u>	<u>(1,162)</u>				
<u>160 Capital Expenditure</u>							
4200 PWLB Repayment	20,504	41,007	20,503		20,503	50.0%	
Capital Expenditure :- Indirect Expenditure	<u>20,504</u>	<u>41,007</u>	<u>20,503</u>	<u>0</u>	<u>20,503</u>	<u>50.0%</u>	<u>0</u>
Net Expenditure	<u>(20,504)</u>	<u>(41,007)</u>	<u>(20,503)</u>				
<u>180 Cemetery</u>							
1180 Cemetery Interment/Chapel Fees	13,359	25,000	11,641			53.4%	
1185 Cemetery Memorial Fees	5,146	10,000	4,854			51.5%	
Cemetery :- Income	<u>18,505</u>	<u>35,000</u>	<u>16,495</u>			<u>52.9%</u>	<u>0</u>
4250 Cemetery - Grounds - R&R	2,253	9,300	7,047	1,456	5,591	39.9%	
4260 Cemetery - Chapels - R&R	0	1,000	1,000	350	650	35.0%	
4270 General Equipment	2,735	6,000	3,265	480	2,785	53.6%	
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	22	150	128		128	14.4%	
4280 Cemetery - Electricity	582	1,151	569		569	50.6%	
4285 Cemetery - Insurance	512	545	34		34	93.9%	
Cemetery :- Indirect Expenditure	<u>6,675</u>	<u>18,726</u>	<u>12,051</u>	<u>2,286</u>	<u>9,765</u>	<u>47.9%</u>	<u>0</u>
Net Income over Expenditure	<u>11,830</u>	<u>16,274</u>	<u>4,444</u>				

	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	4,588	0	(4,588)			0.0%	
Cemetery Gravedigging :- Income	4,588	0	(4,588)				0
4300 Cemetery Gravedigging Exp.	3,879	0	(3,879)	709	(4,588)	0.0%	
Cemetery Gravedigging :- Indirect Expenditure	3,879	0	(3,879)	709	(4,588)		0
Net Income over Expenditure	709	0	(709)				
<u>200 Christmas Lights</u>							
4320 Christmas Lights	3,734	21,000	17,266	12,246	5,020	76.1%	
4322 Insurance re. Christmas Lights	81	81	(0)		(0)	100.6%	
Christmas Lights :- Indirect Expenditure	3,816	21,081	17,265	12,246	5,019	76.2%	0
Net Expenditure	(3,816)	(21,081)	(17,265)				
<u>220 Corn Hall</u>							
4350 Corn Hall - Maint./R&R	2,631	6,000	3,369		3,369	43.9%	
4355 Corn Hall - Earmarked Spend	1,520	0	(1,520)		(1,520)	0.0%	1,520
4360 Corn Hall - Insurance	2,668	2,846	178		178	93.8%	
Corn Hall :- Indirect Expenditure	6,819	8,846	2,027	0	2,027	77.1%	1,520
Net Expenditure	(6,819)	(8,846)	(2,027)				
7000 plus Transfer from EMR	1,520						
Movement to/(from) Gen Reserve	(5,299)						
<u>240 Council Properties</u>							
1240 Office Rent/Service Charge	3,268	6,864	3,596			47.6%	
Council Properties :- Income	3,268	6,864	3,596			47.6%	0
4400 Office R&R	1,446	4,500	3,054		3,054	32.1%	
4405 Office Building Maintenance	0	1,000	1,000	175	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	79	2,500	2,421		2,421	3.2%	
4435 Pk Toilets Servicing	4,483	12,000	7,517	5,954	1,562	87.0%	
4445 Pk Toilets - Insurance	396	422	26		26	93.8%	
4450 Pk Toilet- Electricity	773	1,783	1,010		1,010	43.3%	
4460 Pk Toilets - Water Rates	836	2,000	1,164		1,164	41.8%	
4465 Mere's Mouth Toilets	6,859	15,000	8,141	5,954	2,187	85.4%	
4466 Mere's Mouth Electricity	935	722	(213)		(213)	129.5%	

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4475 Staff Uniforms/Replacements	290	250	(40)		(40)	116.0%	
Council Properties :- Indirect Expenditure	16,488	42,077	25,589	12,084	13,506	67.9%	0
Net Income over Expenditure	(13,220)	(35,213)	(21,993)				
<u>260 Diss Youth & Community Centre</u>							
1260 DYCC Hire Fees	1,871	5,181	3,311			36.1%	
Diss Youth & Community Centre :- Income	1,871	5,181	3,311			36.1%	0
4500 DYCC - Electricity	2,986	14,103	11,117		11,117	21.2%	
4505 DYCC - Gas	323	830	507		507	38.9%	
4510 DYCC - Business Rates	2,520	5,200	2,680		2,680	48.5%	
4515 DYCC - Water Rates	400	800	400		400	50.0%	
4520 Licences - Music	0	250	250		250	0.0%	
4525 DYCC - Insurance	1,129	1,204	75		75	93.8%	
4530 Annual Service Costs	255	1,000	745		745	25.5%	
4540 DYCC - General R&R	2,331	9,000	6,669		6,669	25.9%	
Diss Youth & Community Centre :- Indirect Expenditure	9,943	32,387	22,444	0	22,444	30.7%	0
Net Income over Expenditure	(8,073)	(27,206)	(19,133)				
<u>280 Administrative Overheads</u>							
1050 Donations	80	0	(80)			0.0%	
Administrative Overheads :- Income	80	0	(80)				0
4610 Council Office Business Rates	2,427	4,860	2,433		2,433	49.9%	
4615 Council Office - Gas	981	1,800	819		819	54.5%	
4620 Council Office - Electricity	608	1,630	1,022		1,022	37.3%	
4625 Council Office - Telephone	941	2,000	1,059		1,059	47.1%	
4630 Council Office - Insurance	910	970	60		60	93.8%	
4657 IT Equipment, Software & Suppo	14,999	24,000	9,001		9,001	62.5%	
Administrative Overheads :- Indirect Expenditure	20,865	35,260	14,395	0	14,395	59.2%	0
Net Income over Expenditure	(20,785)	(35,260)	(14,475)				
<u>300 Grants</u>							
4720 General Grants	0	10,000	10,000		10,000	0.0%	
Grants :- Indirect Expenditure	0	10,000	10,000	0	10,000	0.0%	0
Net Expenditure	0	(10,000)	(10,000)				

Detailed Income & Expenditure by Budget Heading 01/09/2024

Month No: 6

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	<u>705</u>	<u>0</u>	<u>(705)</u>				<u>0</u>
4785 Neighbourhood Plan	325	1,000	675		675	32.5%	325
Highways :- Indirect Expenditure	<u>325</u>	<u>1,000</u>	<u>675</u>	<u>0</u>	<u>675</u>	<u>32.5%</u>	<u>325</u>
Net Income over Expenditure	<u>380</u>	<u>(1,000)</u>	<u>(1,380)</u>				
7000 plus Transfer from EMR	325						
Movement to/(from) Gen Reserve	<u>705</u>						
<u>320 Market</u>							
1320 Market Stallage	10,784	21,000	10,216			51.4%	
Market :- Income	<u>10,784</u>	<u>21,000</u>	<u>10,216</u>			<u>51.4%</u>	<u>0</u>
4810 Market Place - Water Rates	59	50	(9)		(9)	119.0%	
4815 Market Place - Business Rates	1,235	2,800	1,565		1,565	44.1%	
4830 Market Expenditure	240	528	288		288	45.5%	
Market :- Indirect Expenditure	<u>1,535</u>	<u>3,378</u>	<u>1,843</u>	<u>0</u>	<u>1,843</u>	<u>45.4%</u>	<u>0</u>
Net Income over Expenditure	<u>9,250</u>	<u>17,622</u>	<u>8,372</u>				
<u>340 Promotion</u>							
4840 Promotion	90	600	510	900	(390)	165.0%	
4845 Website/Intranet Hosting/Maint	0	300	300		300	0.0%	
Promotion :- Indirect Expenditure	<u>90</u>	<u>900</u>	<u>810</u>	<u>900</u>	<u>(90)</u>	<u>110.0%</u>	<u>0</u>
Net Expenditure	<u>(90)</u>	<u>(900)</u>	<u>(810)</u>				
<u>360 Precept</u>							
1076 Precept	668,148	668,148	0			100.0%	
Precept :- Income	<u>668,148</u>	<u>668,148</u>	<u>0</u>			<u>100.0%</u>	<u>0</u>
Net Income	<u>668,148</u>	<u>668,148</u>	<u>0</u>				
<u>370 General Expenditure</u>							
4600 Town Mayor's Allowance	223	1,500	1,277	28	1,249	16.7%	
4605 Ccl Members' Allowance & Exp	0	2,136	2,136		2,136	0.0%	
4635 Subscriptions	1,719	2,500	781		781	68.7%	
4640 Audit	2,487	2,500	13		13	99.5%	
4645 Training	3,096	4,500	1,404	78	1,326	70.5%	

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Detailed Income & Expenditure by Budget Heading 01/09/2024

Month No: 6

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	(2,217)	4,000	6,217	18	6,200	(55.0%)	
4660 Postage	84	100	16		16	84.2%	
4665 Wages - General Admin.	94,920	217,272	122,352		122,352	43.7%	
4666 Wages - General Maint.	87,966	187,033	99,067		99,067	47.0%	
4667 Staff Mileage	407	500	93		93	81.3%	
4670 NI/PAYE/Pension	(86)	0	86		86	0.0%	
4675 Legal/Financial/Prof fees	3,500	2,000	(1,500)		(1,500)	175.0%	
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	199,785	433,139	233,354	124	233,231	46.2%	0
Net Expenditure	(199,785)	(433,139)	(233,354)				
<u>375 Rechargeable</u>							
1280 Rechargeable Exp. Refunded	1,081	0	(1,081)			0.0%	
Rechargeable :- Income	1,081	0	(1,081)				0
4685 Rechargeable Expenditure	221	0	(221)		(221)	0.0%	
Rechargeable :- Indirect Expenditure	221	0	(221)	0	(221)		0
Net Income over Expenditure	860	0	(860)				
<u>400 Sports Ground</u>							
1400 Sports Ground Hire Fees	6,441	10,500	4,059			61.3%	
Sports Ground :- Income	6,441	10,500	4,059			61.3%	0
4900 Track Maintenance	0	4,000	4,000		4,000	0.0%	
4910 Pavilion Maintenance	491	2,500	2,009		2,009	19.7%	
4920 Ground Maintenance	460	5,000	4,540	4,269	271	94.6%	
4930 Sports Grnd-Water Rate	167	600	433		433	27.8%	
4935 Sports Ground - Electricity	1,497	4,767	3,270		3,270	31.4%	
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	4,506	20,184	15,678	4,269	11,408	43.5%	0
Net Income over Expenditure	1,935	(9,684)	(11,619)				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>420 Events</u>							
1145 Beacon Project Income	1,373	0	(1,373)			0.0%	873
Events :- Income	<u>1,373</u>	<u>0</u>	<u>(1,373)</u>				<u>873</u>
4760 Remembrance Service Costs	55	800	745	500	245	69.4%	
4991 General Events Expenditure	74	200	126		126	37.0%	
4993 Beacon Expenditure	6,986	0	(6,986)		(6,986)	0.0%	6,986
Events :- Indirect Expenditure	<u>7,115</u>	<u>1,000</u>	<u>(6,115)</u>	<u>500</u>	<u>(6,615)</u>	<u>761.5%</u>	<u>6,986</u>
Net Income over Expenditure	<u>(5,742)</u>	<u>(1,000)</u>	<u>4,742</u>				
7000 plus Transfer from EMR	6,986						
8001 less Transfer to EMR	873						
Movement to/(from) Gen Reserve	<u>371</u>						
<u>425 Christmas Switch on Event</u>							
1235 Christmas Switch On Income	4,207	1,400	(2,807)			300.5%	
Christmas Switch on Event :- Income	<u>4,207</u>	<u>1,400</u>	<u>(2,807)</u>			<u>300.5%</u>	<u>0</u>
4990 Christmas Switch on Event	395	2,650	2,255	4,353	(2,098)	179.2%	
Christmas Switch on Event :- Indirect Expenditure	<u>395</u>	<u>2,650</u>	<u>2,255</u>	<u>4,353</u>	<u>(2,098)</u>	<u>179.2%</u>	<u>0</u>
Net Income over Expenditure	<u>3,812</u>	<u>(1,250)</u>	<u>(5,062)</u>				
<u>430 Carnival</u>							
1435 Carnival Income	11,506	10,000	(1,506)			115.1%	1,506
Carnival :- Income	<u>11,506</u>	<u>10,000</u>	<u>(1,506)</u>			<u>115.1%</u>	<u>1,506</u>
4996 Carnival	13,850	12,750	(1,100)		(1,100)	108.6%	1,100
Carnival :- Indirect Expenditure	<u>13,850</u>	<u>12,750</u>	<u>(1,100)</u>	<u>0</u>	<u>(1,100)</u>	<u>108.6%</u>	<u>1,100</u>
Net Income over Expenditure	<u>(2,344)</u>	<u>(2,750)</u>	<u>(406)</u>				
7000 plus Transfer from EMR	1,100						
8001 less Transfer to EMR	1,506						
Movement to/(from) Gen Reserve	<u>(2,750)</u>						
<u>440 Town Mayor's Charity</u>							
1440 Town Mayor's Charity	355	0	(355)			0.0%	
Town Mayor's Charity :- Income	<u>355</u>	<u>0</u>	<u>(355)</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>(817)</u>	<u>0</u>	<u>817</u>				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>460 CIL</u>							
5000 CIL - Expenditure	3,974	0	(3,974)	16,522	(20,496)	0.0%	3,974
CIL :- Indirect Expenditure	<u>3,974</u>	<u>0</u>	<u>(3,974)</u>	<u>16,522</u>	<u>(20,496)</u>		<u>3,974</u>
Net Expenditure	<u>(3,974)</u>	<u>0</u>	<u>3,974</u>				
7000 plus Transfer from EMR	3,974						
Movement to/(from) Gen Reserve	<u>0</u>						
<u>470 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	1,420	4,000	2,580		2,580	35.5%	
4970 Streetlighting	0	9,500	9,500	1,287	8,213	13.5%	
Streetlighting :- Indirect Expenditure	<u>1,420</u>	<u>13,500</u>	<u>12,080</u>	<u>1,287</u>	<u>10,793</u>	<u>20.0%</u>	<u>0</u>
Net Income over Expenditure	<u>13,180</u>	<u>(13,500)</u>	<u>(26,680)</u>				
<u>900 Reserves</u>							
9000 Earmarked Reserve Expenditure	0	0	0	340	(340)	0.0%	
Reserves :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>340</u>	<u>(340)</u>		<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>0</u>				
Grand Totals:- Income	763,500	771,608	8,108			98.9%	
Expenditure	348,174	771,608	423,434	92,435	330,999	57.1%	
Net Income over Expenditure	<u>415,326</u>	<u>0</u>	<u>(415,326)</u>				
plus Transfer from EMR	13,934						
less Transfer to EMR	2,378						
Movement to/(from) Gen Reserve	<u>426,882</u>						

SUMMARY REPORT OF EARMARKED RESERVES 2024-25

Project Ref	NC	Committee	Site	EMR	Balance as at 1st April 2024	Less: Actual Year to date Expense	Balance	Add: Year to date receipts	Balance as at 31st August 2024	
NEW	320	37	Facilities	Cemetery	Cemetery Bungalow Sale	£ 268,842		£ 268,842	£ 268,842	
RF	330	1	Executive	By-election	By-election costs	£ 5,000		£ 5,000	£ 5,000	
NEW	335	2	Facilities	Facilities	Flock Project	£ 9,999		£ 9,999	£ 9,999	
RF	342	3	Executive	Events	Christmas Lights switch on	£ 3,847		£ 3,847	£ 3,847	
RF	344	4	Executive	Events	Carnival	£ 5,286	£ 1,100	£ 4,186	£ 1,506	£ 5,692
I	370	5	Facilities	Cemetery	Cem Roads, Cem 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		£ 338
H	414	14	Facilities	Mere	Maintenance Mere's Mouth (Resurfacing)	£ 1,530		£ 1,530		£ 1,530
G	416	15	Facilities	Mere	Mere Fountain	£ 22,815		£ 22,815		£ 22,815
A	422	16	Facilities	Park	Park General - Beacon Project	£ 6,842	£ 6,986	£ -143	£ 332	£ 188
B	424	17	Facilities	Park	Play Equipment	£ 500		£ 500		£ 500
Y	426	18	Facilities	Park	Park Toilets	£ 16,000		£ 16,000		£ 16,000
Q	430	19	Facilities	SPG	Athletics maintenance	£ 11,000		£ 11,000		£ 11,000
F	440	23	Facilities	St Marys Churchyard	Closed churchyard repairs	£ 18,579		£ 18,579		£ 18,579
E	450	24	Facilities	Facilities	Tree Management	£ 4,095		£ 4,095		£ 4,095
N	469	25	Facilities		5 Yr Electrical Testing	£ 3,300		£ 3,300		£ 3,300
U	470	26	Facilities		Park Enhancement Project	£ 12,140		£ 12,140		£ 12,140
RF	455	27	HTP	HTP	HTP	£ 8,634		£ 8,634		£ 8,634
RF	460	28	Infrastructure	Infrastructure	Bus Shelters maintenance	£ 15,601	£ 30	£ 15,571		£ 15,571
RF	462	29	Infrastructure	Infrastructure	Streetlights	£ 4,416		£ 4,416		£ 4,416
RF	464	30	Infrastructure	Infrastructure	Community Infrastructure Levy (CIL)	£ 111,638	£ 3,974	£ 107,664		£ 107,664
RF	466	31	Infrastructure	Infrastructure	CCTV	£ 1,675		£ 1,675		£ 1,675
RF	468	32	Infrastructure	Infrastructure	D&D Neighbourhood Plan	£ 4,177	£ 325	£ 3,853		£ 3,853
W	472	34	Infrastructure	Infrastructure	Park Scheme	£ 10,000		£ 10,000		£ 10,000
RF	445	36	Infrastructure	Infrastructure	Parish Partnership Works	£ 5,000		£ 5,000		£ 5,000
					TOTAL	£ 663,024	£ 13,934	£ 649,090	£ 1,837	£ 650,927

	% of EMR	Balances	YTD Balance
Facilities	74%	£487,749.57	£479,576
HTP	1%	£8,633.59	£8,634
Infrastructure	23%	£152,507.65	£148,179
Executive	2%	£14,133.17	£14,539
TOTAL		£663,024.01	£650,927

31/08/2024	Current Year End balance (Precept)	£ 148,034
	General Reserves	£ 305,693
	EMR	£ 650,927
	Total Funds	£ 1,104,654

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

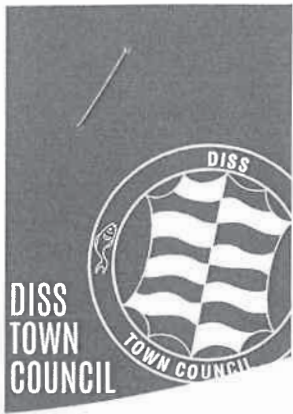
SUMMARY REPORT OF EARMARKED RESERVES 2024-25

Project Ref	NC	Committee	Site	EMR	Balance as at 1st April 2023	Less:Actual Year to date Expense	Balance	Add: Year to date receipts	Balance as at 30th September 2023	
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	£ 5,286	£ 406	£ 5,692	
I	370	5	Facilities	Cemetery	Cem Roads, Cem 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		£ 338	
H	414	14	Facilities	Mere	Maintenance Mere's Mouth (Resurfacing)	£ 1,530	£ 1,530		£ 1,530	
G	416	15	Facilities	Mere	Mere Fountain	£ 22,815	£ 22,815		£ 22,815	
A	422	16	Facilities	Park	Park General - Beacon Project	£ 6,842	£ 6,986	£ 143	£ 873	£ 729
B	424	17	Facilities	Park	Play Equipment	£ 500	£ 500		£ 500	
Y	426	18	Facilities	Park	Park Toilets	£ 16,000	£ 16,000		£ 16,000	
Q	430	19	Facilities	SPG	Athletics maintenance	£ 11,000	£ 11,000		£ 11,000	
F	440	23	Facilities	St Marys Churchyard	Closed churchyard repairs	£ 18,579	£ 18,579		£ 18,579	
E	450	24	Facilities	Facilities	Tree Management	£ 4,095	£ 4,095		£ 4,095	
N	469	25	Facilities		5 Yr Electrical Testing	£ 3,300	£ 3,300		£ 3,300	
U	470	26	Facilities		Park Enhancement Project	£ 12,140	£ 12,140		£ 12,140	
RF	455	27	HTP	HTP	HTP	£ 8,634	£ 8,634		£ 8,634	
RF	460	28	Infrastructure	Infrastructure	Bus Shelters maintenance	£ 15,601	£ 30	£ 15,571	£ 15,571	
RF	462	29	Infrastructure	Infrastructure	Streetlights	£ 4,416	£ 4,416		£ 4,416	
RF	464	30	Infrastructure	Infrastructure	Community Infrastructure Levy (CIL)	£ 111,638	£ 3,974	£ 107,664	£ 107,664	
RF	466	31	Infrastructure	Infrastructure	CCTV	£ 1,675	£ 1,675		£ 1,675	
RF	468	32	Infrastructure	Infrastructure	D&D Neighbourhood Plan	£ 4,177	£ 325	£ 3,853	£ 3,853	
W	472	34	Infrastructure	Infrastructure	Park Scheme	£ 10,000	£ 10,000		£ 10,000	
RF	445	36	Infrastructure	Infrastructure	Parish Partnership Works	£ 5,000	£ 5,000		£ 5,000	
					TOTAL	£ 663,024	£ 12,834	£ 650,190	£ 1,278	£ 651,468

	% of EMR	Balances	YTD Balance
Facilities	74%	£487,749.57	£480,117
HTP	1%	£8,633.59	£8,634
Infrastructure	23%	£152,507.65	£148,179
Executive	2%	£14,133.17	£14,539
TOTAL		£663,024.01	£651,468

30/09/2024	Current Year End balance (Precept)	£ 415,326
	General Reserves	£ 304,615
	EMR	£ 651,468
	Total Funds	£ 1,371,409

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.
Telephone/Fax: (01379) 643848

Email: towncouncil@diss.gov.uk

Web: www.diss.gov.uk

Facebook: @DissTC

Twitter: @DissTownCouncil

BANK RECONCILIATIONS COUNCILLOR CHECK

June 2024

Bank Accounts:

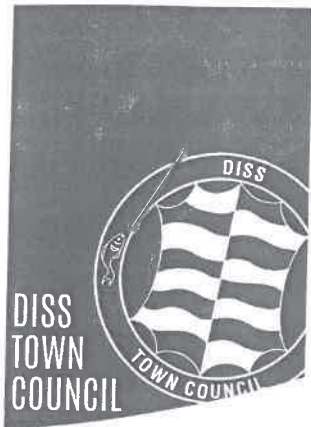
- Cashbook 1 - Current Account - 00361127 ✓
- Cashbook 2 - Wages & Petty Cash - 00361135 ✓
- Cashbook 3 - Active Saver – 10271985 ✓
- Cashbook 4 - Town Mayors Charity – 00997250 ✓
- Cashbook 5 - Rate Reward – 03508641 ✓
- Cashbook 6 - Barclaycard – 547676 07843 38272 ✓
- Cashbook 7 - Nationwide Account – 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

22nd August 2024



TOWN CLERK
Miss S Richards,

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Diss, Norfolk, IP22 4JZ.
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BANK RECONCILIATIONS COUNCILLOR CHECK

July 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

20th August 2024



DISS TOWN COUNCIL

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

Report Number:
30 / 2425

Report to:	Full Council
Date of Meeting:	Wednesday 23 rd October 2024
Authorship:	Finance Officer / Locum RFO
Subject:	Accounts Quarter 2 – 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 42.5% and 57.5%.
- 1.2 The detailed income and expenditure report for the end of month 6 is included under item 6b on the agenda.
- 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 second quarter should be £376,854.
- 2.2 As of 30th September 2024, marking the end of the second financial quarter of the 2024/25 budget year, Diss Town Council's (DTC) spending is £348,174.
- 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 first financial quarter, we should have received £42,780 in income from the properties we own.
- 3.2 The current income to the end of the second quarter is £95,352, almost £10k more than the expected income for the full year. Additional income includes £14,500 for new development streetlighting, bank interest, events sponsorship and Community Infrastructure Levy funds.

4. Summary at End of Quarter 2

- 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.

Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of **Diss Town – NO0127**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2023/24

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the AGAR, in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The AGAR was not accurately completed before submission for review. Please ensure that amendments are corrected in the prior year comparatives when completing next year’s AGAR:

- Information received from the smaller authority indicates that long term investments of £200,000 has been incorrectly included in Section 2, Box 8. The figures in Boxes 6,7, 8, and 9 for the current year should read respectively £560,060, £756,083, £763,270 and £8,405,247. The Practitioners’ Guide states that all long-term investments (i.e., those with a maturity of greater than 12 months) should be included within Section 2, Box 9.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2023/24

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

08/09/2024



DISS TOWN COUNCIL

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

Report Number:
31 / 2425

Report to:	Full Council
Date of Meeting:	Wednesday 23 rd October 2024
Authorship:	Finance Officer / Locum RFO
Subject:	Annual Budget 2025/26 – First Draft

1. Introduction

- 1.1 Following two meetings held on 2nd October with the Clerk, Locum Responsible Finance Officer, Finance Officer and councillor Peaty (Chair of Executive committee) and on the 15th October with the same members plus cllr Craggs (Vice-Chair of Executive committee), an initial budget has been drafted (Appendix).
- 1.2 This has considered increases in inflation, staffing costs, and any savings which have been implemented during 2024/25.

2. Future Actions

- 2.1 Budget Action Group (BAG) meetings are being scheduled with the Chairs of the Facilities and Infrastructure committees and the Buildings and Facilities Manager. between 28th October and 8th November. These meetings should provide a more accurate forecasting, and any further cost cutting initiatives.
- 2.2 Council should receive the confirmation of the cost-of-living increase from Government, which will give a more accurate figure for the wages budget.
- 2.3 Any amendments to the budget will be made, and a revised budget will be submitted to Full Council on its next meeting on 20th November.
- 2.4 In early December Council should receive confirmation of its tax base, so a penultimate revised budget will be sent to Full Council on 18th December.
- 2.5 Any final amendments will be made before the Full Council meeting on 8th January, when the budget will be approved in full to be submitted to the District Council from 9th January 2025.

3. Summary of First Draft

- 3.1 The current expected increase to precept is 4.11%, with funds also being added to various Earmarked Reserves, but this figure is subject to change during the BAG meetings.

	Last Year		Current Year				Next Year Budget 25-26
	Budget 23-24	Actual 23-24	Budget 24-25	Actual YTD 24-25	Projected 24-25	Forecast 24-25	
Agency Services							
Total Income	£3,456	£3,848	£4,040	£3,848	£0	£3,848	£3,848
Overhead Expenditure	-£100	-£98	-£100	-£55	-£96	-£151	-£100
Income Less Expenditure	£3,356	£3,750	£3,940	£3,793	-£96	£3,697	£3,748
Allotments							
Total Income	£500	£500	£525	£1,000	£500	£1,500	£525
Overhead Expenditure	-£28	-£28	-£30	-£29	£0	-£29	-£1,030
Income Less Expenditure	£472	£472	£495	£971	£500	£1,471	-£505
Amenities							
Total Income	£2,085	£19,700	£2,000	£3,188	£1,400	£4,588	£2,000
Overhead Expenditure	-£55,567	-£57,190	-£73,243	-£24,465	-£48,716	-£73,181	-£91,017
Income Less Expenditure	-£53,482	-£37,490	-£71,243	-£21,277	-£47,316	-£68,593	-£89,017
Mini Recycling Centre Adopter							
Total Income	£450	£450	£450	£450	£450	£900	£450
Overhead Expenditure		£0					
Income Less Expenditure	£450	£450	£450	£450	£450	£900	£450
Bank Interest rec'd/Bank Charges							
Total Income	£500	£12,995	£6,500	£7,503	£8,104	£15,607	£14,000
Bank Charges	-£240	-£457	-£350	-£190	-£180	-£370	-£400
Income Less Expenditure	£260	£12,538	£6,150	£7,313	£7,924	£15,237	£13,600
Capital Expenditure - Loans	-£41,007	-£41,007	-£41,007	-£20,504	-£18,414	-£38,918	-£27,589
Cemetery							
Total Income	£35,500	£39,994	£35,000	£23,093	£16,127	£39,220	£33,000
Overhead Expenditure	-£10,118	-£62,924	-£12,146	-£7,248	-£1,430	-£8,678	-£7,320
Income Less Expenditure	£25,382	-£22,930	£22,854	£15,845	£14,697	£30,542	£25,680
Cemetery Bungalow							
Total Income	£0	£1,401	£0	0	£0	£0	£0
Overhead Expenditure	-£2,000	-£3,128	-£1,500	-£391	-£826	-£1,217	£0
Income Less Expenditure	-£2,000	-£1,727	-£1,500	-£391	-£826	-£1,217	£0
General Equipment							
Overhead Expenditure	-£3,554	-£1,243	-£6,580	-£3,306	-£800	-£4,106	-£4,596
Christmas Lights							
Total Income	£0	£0	£0	0	£0	£0	£0
Overhead Expenditure	-£21,079	-£18,950	-£21,081	-£3,815	-£17,371	-£21,186	-£19,083
Income Less Expenditure	-£21,079	-£18,950	-£21,081	-£3,815	-£17,371	-£21,186	-£19,083
Corn Hall							
Overhead Expenditure	-£8,582	-£9,764	-£8,846	-£5,299	-£1,308	-£6,607	-£8,846
Council Offices							
Total Income	£5,500	£6,584	£6,864	£3,268	£2,200	£5,468	£6,536
Overhead Expenditure	-£12,768	-£17,546	-£17,160	-£7,313	-£9,506	-£16,819	-£19,080
Income Less Expenditure	-£7,268	-£10,962	-£10,296	-£4,045	-£7,306	-£11,351	-£12,544
Other Council Properties							
Health & Safety	-£2,500	-£1,936	-£2,500	-£79	-£2,417	-£2,496	-£2,500
PK Toilet Servicing	-£12,000	-£10,224	-£12,000	-£4,483	-£7,347	-£11,830	-£12,000
Pk Toilet Insurance	-£384	-£384	-£422	-£396	£0	-£396	-£422
PK Toilet Electricity	-£1,720	-£2,192	-£1,783	-£773	-£892	-£1,665	-£1,783
PK Toilet B Rates	£0	£0	£0	£0	£0	£0	£0
PK Toilet Water Rates	-£2,070	-£699	-£2,000	£1,051	-£3,121	-£2,070	-£2,000
Mere's Mouth Toilet	-£16,500	-£12,806	-£15,722	-£7,794	-£10,262	-£18,056	-£18,500
Staff Uniforms/Replacements	-£250	£0	-£250	-£290	-£250	-£540	-£500
Total Expense	-£35,424	-£28,241	-£34,677	-£12,764	-£24,289	-£37,053	-£37,705
Diss Youth & Community Centre							
Total Income	£20,000	£17,492	£5,181	£1,871	£3,080	£4,951	£0
Overhead Expenditure	-£21,330	-£25,598	-£32,387	-£9,944	-£11,414	-£21,358	-£19,880
Income Less Expenditure	-£1,330	-£8,106	-£27,206	-£8,073	-£8,334	-£16,407	-£19,880
Grants							
Grants Expenditure	-£10,000	-£10,475	-£10,000	£0	£0	£0	-£10,000
Highways - Parish Partnership Bid							

Annual Budget 2025/2026

	Last Year		Current Year				Next Year
	Budget 23-24	Actual 23-24	Budget 24-25	Actual YTD 24-25	Projected 24-25	Forecast 24-25	Budget 25-26
Income	£0	£1,525	£0	£0	£0	£0	£0
Parish Partnership Bid	£0	£0	£0	£0	£0	£0	£0
DDNP Contribution	£0	-£1,035	-£1,000	-£325	£0	-£325	-£1,000
Income Less Expenditure	£0	£490	-£1,000	£325	£0	-£325	-£1,000
Market							
Total Income	£20,000	£20,542	£21,000	£10,784	£10,784	£21,568	£21,000
Overhead Expenditure	-£3,228	-£3,512	-£3,378	-£1,534	-£1,578	-£3,112	-£3,180
Income Less Expenditure	£16,772	£17,030	£17,622	£9,250	£9,206	£18,456	£17,820
Promotion							
Overhead Expenditure	-£400	-£1,295	-£900	-£90	-£333	-£423	-£900
General Expenditure	-£38,116	-£41,702	-£52,634	-£34,131	-£19,695	-£53,826	-£53,825
Sports Ground							
Total Income	£10,000	£14,437	£10,500	£6,441	£6,441	£12,882	£10,500
Overhead Expenditure	-£15,914	-£19,300	-£20,184	-£4,506	-£14,391	-£18,897	-£31,522
Income Less Expenditure	-£5,914	-£4,863	-£9,684	£1,935	-£7,950	-£6,015	-£21,022
Events							
Event Income	£0	£3,358	£0	0	£0	£0	£0
Overhead Expenditure	-£1,000	-£7,369	-£1,200	-£129	-£600	-£729	-£1,300
Income Less Expenditure	-£1,000	-£4,011	-£1,200	-£129	-£600	-£729	-£1,300
Christmas Switch-On Event							
Total Income	£1,400	£4,023	£1,400	£4,207	£1,200	£5,407	£4,000
Overhead Expenditure	-£2,800	-£5,256	-£1,250	-£395	-£2,759	-£3,154	-£5,250
Income Less Expenditure	-£1,400	-£1,233	£150	£3,812	-£1,559	£2,253	-£1,250
Carnival							
Total Income	£10,000	£13,332	£10,000	£11,506	£0	£11,506	£10,000
Overhead Expenditure	-£11,455	-£13,482	-£2,750	-£13,850	£0	-£13,850	-£12,750
Income Less Expenditure	-£1,455	-£150	£7,250	-£2,344	£0	-£2,344	-£2,750
Wages							
Recharged	£0	£3,293	£0	£1,081	£0	£1,081	£0
Wages Admin	-£199,557	-£198,930	-£219,672	-£94,920	-£117,692	-£212,612	-£211,145
Wages Maint	-£197,102	-£203,087	-£196,033	-£87,966	-£118,567	-£206,533	-£202,969
Income Less Expenditure	-£396,659	-£398,724	-£415,705	-£181,805	-£236,259	-£418,064	-£414,114
Town Mayors Charity							
Total Income	£0	£1,382	£0	£355	£550	£905	£0
Overhead Expenditure	£0	-£2,558	£0	-£1,172	-£1,168	-£2,340	£0
Income Less Expenditure	£0	-£1,176	£0	-£817	-£618	-£1,435	£0
CIL Income	£0	£52,196	£0	0	£0	£0	£0
CIL Expenditure	£0	-£8,966	£0	-£3,974	£0	-£3,974	£0
Sec 106 Income	£0	£0	£0	0	£0	£0	£0
Sec 106 Expenditure	£0	£0	£0	0	£0	£0	£0
Streetlighting Income	£0	£1,525	£0	£14,600	£0	£14,600	£0
Streetlighting Expenditure	-£10,000	-£18,942	-£13,500	-£1,420	-£9,565	-£10,985	-£31,000
	-£10,000	-£17,417	-£13,500	£13,180	-£9,565	£3,616	-£31,000
HTP Expenditure	£0	£0	£0	£0	£0	£0	£0
Total Income	£109,391	£217,052	£103,460	£93,195	£50,836	£144,031	£105,859
Total Expenditure	-£701,369	-£802,083	-£771,608	-£339,735	-£420,697	-£760,107	-£801,487
Precept		-£591,978		-£668,148			-£695,628
Tax Base	2,808		2,838				2,838
Band D Householder	£210.82		£235.43				£ 245.11
Estimated Increase in Band D Equivalent							4.11%

Earmarked Reserves

	Project Description	current	25/26 Budget
320	Cemetery Bungalow Sale	268841.6	
330	By Electon	5000	0
370	Cemetery monument/water test	4500	0
375	Cornhall capital refurb	24455	0
384	Council Office refurbishment	30590	0
390	Van Replacement	8000	2000
392	Ride on mower renewal	6345	0
398	DYCC Refurbishment	14860	0
400	Market Electrical points and resu	21500	0
412	Boardwalk Renovation	338	5000
414	Meres Mouth Resurfacing	1530	0
416	Mere Fountain Renewal	22815	5000
424	New Play Equipment	500	5000
426	Park Toilets Replacement	16000	0
430	SPG Track Renewal	11000	0
432	SPG Flood Lights	0	5000
434	SPG Pavillion	0	0
436	Skateboard Park renewals	0	0
440	St Marys Churchyard Repairs	18579	0
445	Parish Partnership Bid	5000	0
450	Tree Management	0	Bal at Y/End
466	CCTV	1675	0
469	5 yr Electrical Testing	3300	0
470	Park Enhancement	12140	0
472	Residents Parking Scheme	10000	5000

RINGFENCED - (not saving up for)

335	Flock	9999	0
342	Christmas Lights Event	3847	Bal at Y/End
344	Carnival	5692	Bal at Y/End
422	Beacon Project	729	0
455	HTP Mgt	8634	0
460	Bus Shelter Maintenance	15571	0
462	Street Lighting Capital	4416	15000
464	CIL	107664	0
468	DDNP	3853	Bal at Y/End



DISS TOWN COUNCIL

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

Report Number:
32 / 2425

Report to:	Full Council
Date of Meeting:	23 rd October 2024
Authorship:	Grants Panel / Town Clerk
Subject:	Grant applications (1 st round of 2)

Introduction

1. Three applications were received for Council grant funding by the deadline of 31st May.
2. There is currently £10k remaining in the grant budget of a total annual budget of £10k.
3. The total request for funding from the three applicants' totals £7,100.
4. The second and final deadline for applications is 30th November 2024.
5. The Grants Panel has met to consider the applications and has made recommendations below for Full Council's consideration. The Clerk has also commented accordingly.

Dove Song Plus

6. Dove Song Plus has applied for a £600 development grant to pay a musician for a year to support a singing group for adults with complex needs and their carers (see Appendix A).
7. The applicant received a grant of £720 in 2022 for the same project, which has been very successful and is growing. The applicant applied for £2,160 in their first application and the Panel decision was to approve the sum for one year of the three-year project.
8. The project ticks lots of criteria boxes, especially benefitting a specific category of residents in Diss, particularly disadvantaged or vulnerable section of the population.
9. The recommendation of the Panel is to approve the £600 grant request.

Diss & District Community Transport Association

10. The DDCTA / Borderhoppa has applied for £1,500 development grant to provide reliable, accessible community transport for those who cannot access regular public transport (see Appendix B).
11. The applicant applied last year, and the request was turned down due to its recurring nature as they had applied for a continuation of what had previously been in place prior to the review of the grant policy, as well as geographical scope as their activities extend beyond Diss.

12. The applicant has tried to demonstrate in the additional supporting notes that a significant number of passengers are Diss residents however it is not clear what difference the requested amount will make specifically to Diss residents. There are also no plans to secure match funding.
13. The recommendation of the Panel is to refuse this request as it is to cover ongoing costs which is contrary to policy and operates in other local villages.

MTM Youth Services

14. MTM Youth Services has applied for a development grant of £5k to continue delivering projects to reach more young people and support those with more complex needs (see Appendix C).
15. MTM applied for £7,200 last year and were awarded £5k. It was stated by the Grant Panel that they have a proven track record within the DTC Grant Allocation Scheme having successfully completed previous Project Grants and reported their evaluations at the end of their programme (see Appendix D). They did not support the full request as it would have taken the Council beyond the amount budgeted for the grant scheme for that financial year.
16. The Grant Panel recommends refusing this application due to needing more information and on the basis that the applicant did not volunteer for Carnival.
17. As already mentioned in clause 15, this applicant has provided comprehensive evaluations at the end of their programme to explain how their funds have been used so this should provide sufficient information.
18. The volunteering point is not a criterion in the policy.
19. MTM Youth Services carry out very valuable work with our youth community and are a key stakeholder particularly in the DYCC project.
20. MTM Youth Services has had to put their project on hold as the outcomes of the grant application should have been known in July with payment in September as per the grant policy.
21. The Clerk strongly recommends considering allocating half the requested amount i.e. £2,500 now with a view to potentially increasing that to the £5k requested to complete the youth work programme after we know the outcomes of the final round of applications December time and assuming we haven't used the full £10k budget.
22. This would result in a total proposed expenditure for the first round of 2024/25 = £3,100 (Dove Song & MTM) / £10k budget.
23. This will allow MTM to start running their programme that meets most of the criteria from November (2 months later than proposed given the delay at our end) and work until March (end of our financial year).
24. Members could then consider the second £2,500 request in the final round after 30th November, which would enable the remainder of their programme to be delivered from April to August.
25. Council could also consider allocating them part of next year's budget should it be oversubscribed next round.

Recommendations

1. The Grant Panel recommend to Full Council that £600 be awarded to Dove Song Plus to support a singing group for adults with complex needs and their carers.
2. The Grant Panel recommend to Full Council that the £1,500 grant request from the Diss & District Community Transport Association / Borderhoppa be refused.
3. The Clerk recommends to Full Council that £2,500 be awarded to MTM Youth Services to continue delivering projects to reach more young people and support those with more complex needs.
4. The Clerk recommends to Full Council that members consider a further grant of £2,500 to MTM Youth Services during the second and final round of the grant scheme post 30th November.

Date: 13th September 2024
 Our Reference: NG/FG/N-T/15303

The Secretary
 Diss Town Council
 11-12 Market Hill
 Diss
 IP22 4JZ

FISHER GERMAN LLP
 Norwich to Tilbury Lands Team
 The Atrium
 Risby Business Park
 Risby
 Bury St Edmunds
 Suffolk
 IP28 6RD

t. 0808 1753314
 e. N-Tsurveys@fishergerman.co.uk

Dear Sir/Madam,

National Grid – Norwich to Tilbury

Project Summary

National Grid needs to reinforce its network in East Anglia and is developing proposals for a new high voltage electricity reinforcement between Norwich, Bramford and Tilbury. It will play a vital role in delivering new sources of clean, green electricity efficiently, reliably, and safely and will support the UK government's plan to boost homegrown power. The Great Grid Upgrade will help the UK switch to clean energy and make sure our electricity network is fit for the future; carrying more clean, secure energy from where it's generated to where you need it.

National Grid has been approaching landowners/occupiers over a broad catchment area regarding non-intrusive survey work, seeking to enter into a licence agreement, which would allow National Grid (and its agents) to access their land, should the need arise.

As you may know, National Grid is required to conduct an Environmental Impact Assessment (EIA) and submit an Environmental Statement (ES) as part of the wider Development Consent Order (DCO) planning application, on-site surveys are a substantial component of conducting an EIA.

The purpose of the surveys is to therefore allow National Grid to better understand the environment surrounding the proposed project, which will influence the development of the Norwich to Tilbury project.

We have previously written to you seeking to enter into a licence agreement, however, our records show that we have not yet been able to agree a voluntary agreement with yourself to date. Please find enclosed a copy of the non-intrusive licence that we would still like to progress.

Furthermore, you can still make representations about the project and entering into an agreement with us for non-intrusive survey work does not affect your right to comment on the project.

Licence Payment

In line with National Grid's land rights strategy, National Grid will make an advance compensation payment of £1000 upon receipt of a signed licence agreement, countersigned by National Grid.

The licence will be valid for a 24-month period commencing from the date signed by National Grid.

Housing & Planning Act 2016

As you may be aware National Grid has statutory powers available to it to enter land for survey purposes under the Housing & Planning Act 2016 (the "Act"). Under section 172 of the Act, National Grid may authorise a person in writing to enter and survey or value land in connection with a proposal to acquire an interest in or right over land. This may relate to land which is the subject of the proposal or to other land. However, National Grid would prefer to enter into a mutually agreed arrangement in the form of the enclosed non-intrusive survey licence.

Enclosures

Please find enclosed a series of documents for your reference and/or completion –

- Licence Agreement
- Example Survey Calendar
- Plans/Mapping – The land that National Grid are seeking access to, that we believe you own and/or occupy. *Please contact us if the land shown on the plan(s) is not within your ownership.*
- Referencing Form
- Pre-paid Envelope

Further Information

There is a dedicated page for landowners on the project website which covers a variety of queries; www.nationalgrid.com/electricity-transmission/network-and-infrastructure/infrastructure-projects/norwich-to-tilbury/information-for-landowners

An Interactive Map is also available to view, showing National Grid's proposed route:

<https://norwichtotilburymap.nationalgrid.com/>

Contact Us

Should you wish to enter into a licence agreement with National Grid, we would be grateful if you could please sign and return the enclosed documentation, utilising either the pre-paid envelope, or alternatively, email your response using the details below.

If you or your appointed land agent would like to discuss the project further, before returning the licence and referencing form, you can contact us via freephone by dialling 0808 1753 314 or via email to N-Tsurveys@fishergerman.co.uk . For all enquiries, please quote the unique reference number included at the top of this letter, starting with **NG/FG/N-T/..**

We look forward to hearing from you.

Yours faithfully,

Fisher German LLP

Fisher German LLP on behalf of National Grid

This Licence is made on the

Between:

(the "Licensor")

National Grid Electricity Transmission Plc (Company Registration Number 02366977) whose registered office is at 1-3 Strand London WC2N 5EH (the "Licensee")

NORWICH TO TILBURY (the "Project")

The "**Property**" means all that land shown edged in green on the attached plan (for identification purposes only)

- 1 The term of this Licence shall be for a period of two years from and including the date of this Licence.
- 2 The Licensor's agent, if instructed, shall be entitled to payment of its reasonable professional fees plus VAT (to the extent that such VAT is not recoverable by the Licensor) incurred in connection with the implementation of this Licence and which are agreed in advance by the Licensor and the Licensee (each acting reasonably). Such agent's professional fees shall be paid within 28 days of receipt, by the Licensee, of an agreed invoice issued by the Licensor's agent to the Licensor.
- 3 In consideration of the payments made by the Licensee to the Licensor pursuant to the terms of this Licence the Licensor authorises the Licensee and its nominated suppliers and contractors to use the Property for such non-intrusive activities including, but not limited to; carrying out walkover surveys, inspections and measurements on the Property, obtaining photographic and video records of the Property to inform the aforementioned activities in connection with the Project (the "**Works**").
- 4 The fee payable for this Licence is £1000 which the Licensee was required to pay within 14 days of receiving, from the Licensor, a signed version of the form of this Licence. This fee shall operate by way of advance compensation in respect of any other sums payable by the Licensee pursuant to the terms of this Licence.
- 5 In the event that the Licensee wishes to undertake any night-time surveys (between the hours of 2100 – 0600) on the Property the Licensor shall be entitled to a further payment of £250 for up to 6 night time surveys carried out within any twelve months period within the two years period referred to in clause 1 (with the intent that there may be up to two such payments and periods within the period of this Licence) PROVIDED THAT if the Property includes dense woodland the Licensee shall if it requests with the consent of the Licensor (which consent shall not be unreasonably withheld or delayed) be permitted to undertake further night-time surveys within such period(s) without making further payments.
- 6 The Licensee shall:
 - 6.1 provide to the Licensor an indicative survey schedule for all those surveys listed in clause 3 which will state the specific nature of the survey with the expected commencement and end date;
 - 6.2 notify the Licensor by email or telephone call or text on contact details provided by the Licensor of intentions to access the Property during a day other than a Saturday, Sunday or public holiday in England during the hours 8.00 - 18.00 prior to doing so,¹

and in the case of the Licensor a minimum of 48 hours prior to access being taken prior to each access of the Property or if the Licensor has appointed a nominated agent not less than 7 days' notice by e mail to such nominated agent prior to access being taken prior to each access of the Property; No access is to be taken on a Saturday, Sunday or Bank Holidays without prior approval from the Licensor;

- 6.3 access the Property on foot, and with vehicles if required on existing roads and tracks subject to prior approval from the Licensor in respect of the use of such vehicles (such approval not to be unreasonably withheld or delayed), and to keep the Licensor, or its nominated agent informed with arrangements for the day of any proposed access and to agree with the Licensor all reasonable arrangements which include, but are not limited to, access routes to the Property, parking arrangements, purpose of survey and timings of access;
- 6.4 observe any reasonable rules and regulations the Licensor makes and notifies in writing to the Licensee or its agents/contractors from time to time and ensure adequate measures are taken to ensure the safety of employees and contractors on the Property which shall include, but is not limited to, health and safety and for the avoidance of doubt all appropriate bio-security measures;
- 6.5 provide the Licensor and its nominated agent with copies of all Health and Safety risk assessments as well as working methodology upon reasonable request;
- 6.6 not to cause any disturbance, damage or nuisance to the Property, (or any buildings, gutters, fences or other fixtures, fittings or structures on it) or adjoining property of the Licensor and not to leave any structure or machinery or any items on the Property upon vacating the Property provided that the proper use of the Property in accordance with the terms of this Licence shall not constitute a breach of this clause;
- 6.7 notify the Licensor or its nominated agent immediately in the event that any damage is caused by the Licensee or its agents/contractors or in the event that there is any emergency or risk to the health and safety of any user of the Property noted or caused by any person exercising the rights granted by this Licence to the Licensee;
- 6.8 in connection with the exercise of the rights granted by this Licence comply with the terms of all statutory provisions, by-laws and all other rules and regulations to the extent applicable for the use of the Property pursuant to the terms of this Licence;
- 6.9 maintain public liability insurance of not less than £10,000,000 (ten million pounds) for each and every claim to cover any liabilities arising out of its access onto and use of the Property pursuant to the terms of this Licence and the carrying out and existence of the Works;
- 6.10 make good at its own cost and to the Licensor's reasonable satisfaction all physical damage or disturbance caused to the Property or livestock on it or to any services or Conduits (as defined below) as a result of its access to the Property pursuant to the terms of this Licence or the carrying out or existence of the Works. If the Licensee fails to make good any damage to the Property or reinstate the Property to the Licensor's reasonable satisfaction as aforesaid the Licensor having first given notice to the Licensee of his intention to do so may make good any such damage and reinstate the Property, and the proper costs thereof shall be recoverable from the Licensee. In addition, the Licensee agrees to pay compensation for crop loss and disturbance to the Licensor and loss of agri-environment and Basic Payment Scheme payments where damage cannot be made good and for the avoidance of doubt the Licensee will compensate the Licensor in respect of any agricultural, environmental or stewardship subsidy which may be lost or foregone as a result of the Works or actions of the Licensee and pay any compensation within 28 days of receiving claim;

- 6.11 use reasonable endeavours to minimise any potential disruption to shoot days on the Property by not taking access on such a shoot day notified to the Licensee prior to or upon service of the 48 hours' notice referred to in clause 6.2, PROVIDED THAT the Licensor shall use reasonable endeavours to provide to the Licensee when returning this Licence duly signed by or on its behalf details of any shoot dates;
- 6.12 provide to the Licensor upon reasonable request all survey information relating to land in either its ownership or occupation which has been gathered during a survey permitted by this Licence and is to be used in connection with the Project being developed by the Licensee within 14 days of the Licensee being in receipt of such survey information;
- 6.13 ensure that the Works do not interfere with, damage or affect any service pipes, cables or other conduits or any other equipment or apparatus (whether for telecommunications or otherwise) installed in, on or under the Property (together called "**Conduits**");
- 6.14 accept responsibility for the actions of contractors, sub-contractors and all other persons employed by Licensee in connection with the Works;
- 6.15 not seek access to the farmhouse or any residential dwellings on the Property. Where access is reasonably required to the farmsteading including any buildings on the Property this will be subject to prior agreement from the Licensor (such agreement not to be unreasonably withheld or delayed);
- 6.16 not install or leave on the Property any welfare facilities.
- 7 The Licensor may terminate this Licence immediately on written notice from the Licensor to the Licensee following any breach of the Licensee's obligations under this Licence which is not remedied within 30 days of the date of written notification of such breach to the Licensee. The Licensee may terminate this Licence on written notice to the Licensor.
- 8 This Licence is not intended by any of the parties to it to confer upon the Licensee any right or interest in the nature of a tenancy or exclusive possession or occupation of the Property and gives no proprietary interest in the Property to the Licensee;
- 9 The Licensee may freely assign or transfer or novate any of the rights and/or obligations under, and/or the benefit of this Licence whether in whole or in part, without the consent of the Licensor to a person or entity licenced by OFGEM. The Licensee shall not allow any other person or company to use the Property save for the Licensee's contractors, sub – contractors, suppliers, agents and all other persons employed by the Licensee in connection with the Works.
- 10 The Licensee will keep the Licensor indemnified against all actions, proceedings, costs, demands, claims and liabilities which may be brought and/or made against the Licensor arising from the negligence of the Licensee or the breach of the terms of this Licence by the Licensee. This indemnity is to be capped at £10,000,000 (ten million pounds) in aggregate.
- 11 The indemnity in clause 10 is conditional upon the Licensor:
- 11.1 giving the Licensee written notice of any such actions, proceedings, costs, claims, or demands as soon as possible after the Licensor becomes aware of these;

- 11.2 not admitting liability to any third party or making any offer to settle any such actions claims or demands without the Licensee's consent (which is not to be unreasonably withheld or delayed); and
- 11.3 taking all reasonable steps to mitigate any losses or liabilities caused by any such actions claims proceedings or demands.
- 12 The expiry or earlier termination of this Licence shall not affect the rights of the Licensor in connection with any breach of any obligation under this Licence which existed at or before the date of such expiry or termination.
- 13 In the event a dispute arises between the parties that cannot be resolved by a third party as agreed and appointed by the Licensor and Licensee within 30 days then the matter shall be referred to the Central Association of Agricultural Valuers or RICS Dispute Resolution Service.
- 14 The Licensor shall procure that this Licence is binding upon any successor in title to its interest in the Property or any person deriving an interest from the Licensor.
- 15 The Licensor confirms that it has obtained the consent of all occupiers of the Property to the grant of this Licence.
- 16 Any notice to be given in writing to the Licensee shall be sent by e mail to N-Tsurveys@fishergerman.co.uk or such other e mail address as the Licensee shall notify to the Licensor from time to time.

Signed by the Licensor

Print Name

Witness

Name

Address

Occupation

Signed on behalf of the Licensee

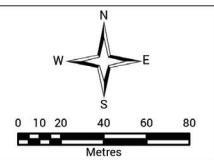
Print Name

Witness

Name

Address

Occupation



LEGEND:
 Land of Interest

Parcel ID: 13321,16342

REVISION: B

CLIENT:
nationalgrid

SCHEME:
 NORWICH-TILBURY

TITLE:
 Land Parcel Plan

FP:105141-008

SCALE: 1:2,500 @ A3

DATE: 19/09/2024

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The Estates Office, Norman Court
 Ashby de la Zouch,
 Leicestershire, LE65 2UZ

01530 412821
<https://www.fishergerman.co.uk>
ashby@fishergerman.co.uk

DRAWING REF:
 NG-NT-2024-09-AF-LP-Land Parcel
 Plan_13321,16342

Diss Parking Stakeholder Group – Proposed Schemes

1. Diss Parking Stakeholder Group (DPSG) started with a long list of parking-related issues/problems which, after numerous meetings and site visits, was shortlisted to those with the highest priority/recognised need and most potentially achievable solutions.
2. Funding for any potential new schemes to provide solutions to these issues was agreed in principle to be jointly provided by SNC, DTC, Local Member Funding and NCC, subject to more accurate costing, available budgets and agreed schemes.
3. The short list was then prioritised by the DPSG, and the 3 most pressing, highest priority issues to be resolved/solutions were agreed to be:
 - a) **Heritage Triangle** – historical parking contravention/safety issues caused by drivers either not understanding or choosing to ignore the Controlled Parking Zone and dedicated parking bays. Lack of traditional signs/lines has resulted in indiscriminate/inconsiderate parking and extensive damage and unsustainable/costly piecemeal repairs to pedestrian areas.

Proposed Solution – a new scheme to revoke existing parking controls and reinstate former heritage triangle signs/lines and marked bays (example shown as per attached plan – subject to final design).
 - b) **Mere Street** – historical long stay/all day parking abuse and vehicle obstruction. Also causing limited short term access to local businesses.

Proposed Solution – a new scheme to introduce pay & display parking bays (with first half/hour free) to help better manage parking, prevent long stay parking abuse and create churn to support local businesses.
 - c) **Market Place** – access issues with current bay provision.

Proposed Solution – widen existing disabled bays to improve disabled access.
4. As each of these proposed schemes are distinct projects in their own right, the DPSG decided the best course of action would be to try and implement these in 3 stages: a), b), then c) - to help ensure all were achieved on a rolling programme of 3 manageable 'lots', rather than trying to deliver all 3 at once.
5. Once approval is given by Diss TC to proceed with these 3 schemes, NCC will cost up each of the 3 proposals to provide indicative budgets required to deliver each scheme. Currently there is no NCC funding for c), which could be covered by an/other stakeholder/s depending on the costs of a) and b).

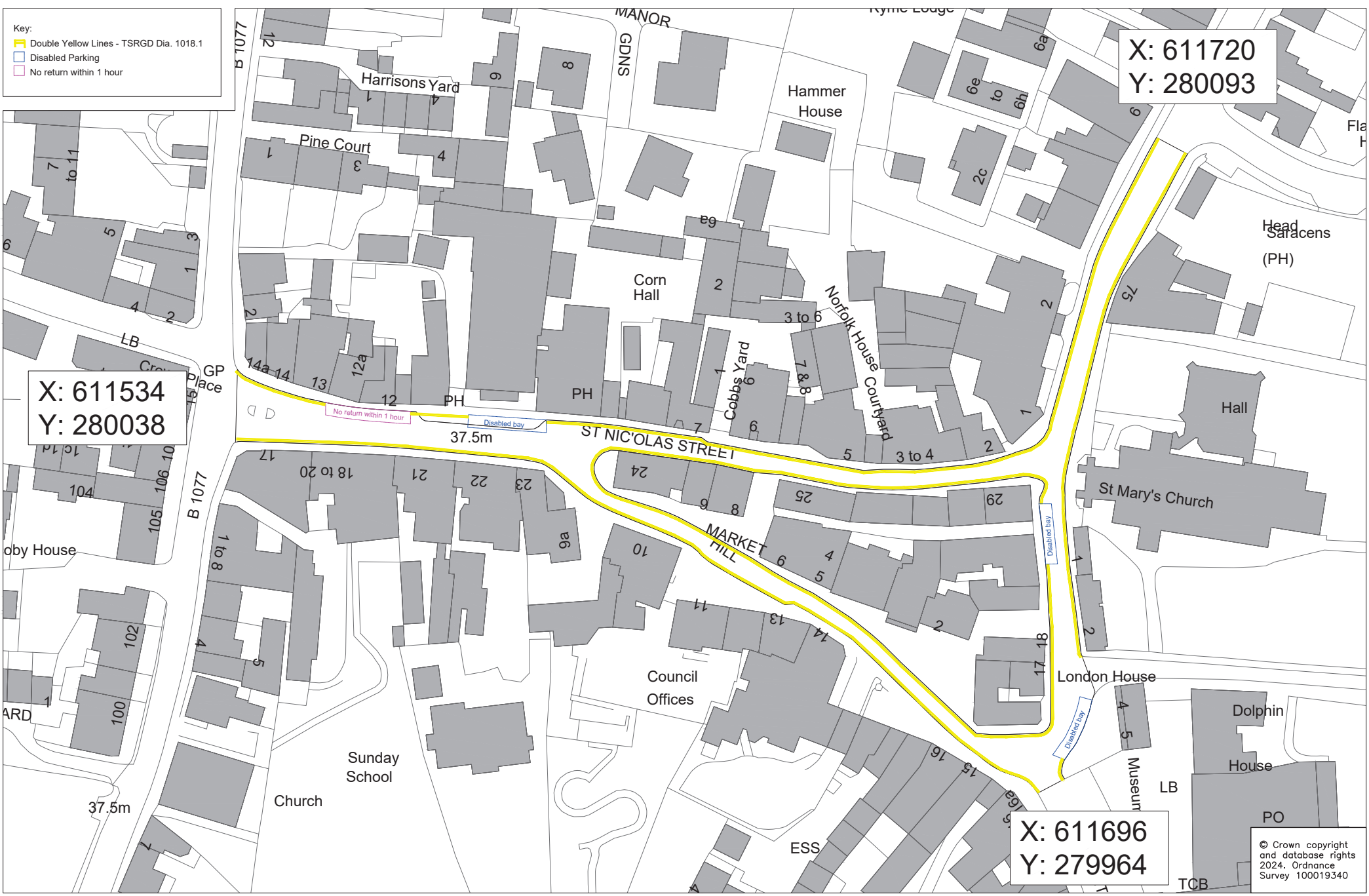
6. The DPSG (incl County Councillors) will then decide and agree on the funding sources for each of the 3 schemes up front and how the costs will be split across these eg how much DTC, SNC, NCC & LMF can/will fund. The funding pledges will then need some form of written confirmation and agreement (eg Abortive Cost Agreement – [ACA]) to support this.
7. As NCC has a large programme of current Highway scheme works, the 3 proposed new schemes need to be agreed worked up to final design with NCC's Highways Asset Team and scheduled into an appropriate slot in their programme for implementation. Each scheme will also need to be added to NCC's Traffic Regulation Order (TRO) programme, to ensure the required and statutory legal work aligns with the Highways programme. This will then enable an indicative implementation timetable to be produced for each project, which will be fed back to the DPSG.
8. Depending on the funding type/source, some monies may need to be allocated/paid up front - before commencement of a scheme (eg ACA/LMF). Payment of other monies pledged will be required (invoiced) following completion of each scheme and all costs are accounted for.

Key:
 Double Yellow Lines - TSRGD Dia. 1018.1
 Disabled Parking
 No return within 1 hour

X: 611720
 Y: 280093

X: 611534
 Y: 280038

X: 611696
 Y: 279964



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Grahame Bygrave
 Director of Highways, Transport & Waste
 Norfolk County Council
 County Hall
 Martineau Lane
 Norwich NR1 2DH

DRAWING TITLE
 Proposed Plan

REV.	DESCRIPTION	DRAWN BY	CHECKED	DATE

SURVEYED BY	INITIALS	DATE	DRAWING No.
OS	OS	2024	PROJECT TITLE
DESIGNED BY	IG	09/24	Diss Parking Scheme
DRAWN BY	HK	09/24	St Nicholas St, Market Hill & Mount St
CHECKED BY			SCALE
			NTS @A3
			FILE No.

**DISS TOWN COUNCIL**

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

Report Number:
33 / 2425

Report to:	Full Council
Date of Meeting:	23 rd October 2024
Authorship:	Town Clerk
Subject:	Park Toilets

Introduction

1. Diss Town Council is spending £18k per year on a cleaning contract for both the Park and Mere's Mouth toilets. This cost excludes cleaning sundries such as toilet rolls.
2. It has previously been suggested that given the much lower usage of the Park toilets in the Winter months and the short days, that the Council could trial closing this set of toilets for three months December - February to reduce costs.
3. The children who use the play area are at school almost until it is dark in the Winter months Monday – Friday. It is therefore proposed that the Council trial a closure on weekdays leaving them open at weekends.
4. A sign would be installed on the Park toilets explaining the closure and signposting people to the Mere's Mouth toilets just a few hundred yards away.

Cost savings

5. Council would save approximately £1,592.50 on the cleaning contract.

Contractor

6. The notice period of the cleaning contract is unknown but if there is no penalty to pay or if it is minimal, it is suggested that Council trials a closure from Dec 2024 – February 2025 and re-opens in the Spring.
7. If this is not feasible for this year, it is proposed the Council budgets for a cost saving of approximately £2k to close this set of toilets for Winter 2025. This assumes the toilets are closed from the beginning of November and after the October half-term holidays re-opening in March and on current costs.

Recommendations

Either - to trial a closure of the Park toilets during the Winter months 2024-25 to save £1,592.50 on the cleaning contract if the contract allows.

Or – to budget for closing the Park toilets during the Winter months 2025-6 to save approximately £2k.

Clerk's report – Full Council 23rd October 2024

DYCC Futures Project

1. I have been following up on questions from the consultant regarding the data provided.
2. Next meeting with DYCC AG & FMG scheduled for 21st October to follow up on stakeholder consultations and prior to resident consultation.
3. Pride in Place funding documentation has been completed.
4. Met with SNC Officer regarding the plans for John Grose development and working together given our project.
5. Stakeholder contact details have been passed to FMG for their stakeholder engagement.
6. Income & expenditure data on the DYCC, SPG & Council Offices has been reviewed and resent due to inaccuracies.
7. Article on DYCC has been included in the forthcoming Diss Matters publication with a QR code to a resident survey on DTC's website.

Staffing

8. Recruited and mentored RFO Locum and Office Administrator from mid-September.
9. Supported Finance Officer throughout absence and on her phased return to work.
10. Undertook probationary appraisal for Office Administrator.
11. Confidential report will go to future Executive committee / Full Council meeting on future staffing arrangements.

Finance

12. Worked with the Council's Lead Admin Officer to ensure supplier and staff salary payments were made and appropriate arrangements were made in the absence of the Finance Officer.
13. Submitted a successful insurance claim on Town Mayor's chain (£1,100) which will pay for repairs.

Events

14. Attended a Carnival sub-committee meeting with a proposal to combine resources for one large event in 2025 along a 80th anniversary of VE/VJ / 1940s themed event.
15. Planned & chaired four Remembrance / VE & VJ Day event planning meetings.
16. Relevant report went to Facilities committee which has oversight of events.

17. Marketing & Comms Administrator has responsibility across all events to reduce duplication of effort and streamline processes.
18. We had the last of 5/6 community engagement events on the Market Place mid-September. Thank you to cllrs Goulder, Robertson and Taylor for volunteering to support these. We will schedule new dates in the Spring.
19. I attended the Norfolk Market Towns Conference on 1st October. Summary of outcomes / learning to follow.
20. Accompanied the Mayor to two events to award his three Mayor's Cadets.

Stakeholder management

21. Responded to a Freedom of Info request regarding noise disturbances from recent event organised on Park by third party.
22. Liaised with St Marys church contact regarding involvement with Remembrance event.
23. Marketing & Comms Administrator & I met with SNC Officer to discuss the requirements for the 'Visit Diss' website / social media. Officer should be attending the November Full Council meeting to update.
24. Attended Park Radio's launch event at the Corn Hall which was very positively received.
25. Met with Council's solicitor to review several matters including the Park Radio Ltd / DCHT agreement, the Memorandum of Understanding with the Heritage Triangle Trust for the gardens / boardwalk & streetscape & the Sports Ground land item on the agenda.
26. Arranged virtual meeting with Adrian Ramsay MP preceding Full Council meeting.
27. Conducted two meetings with District Councillor Minshull regarding the Remembrance event.

Meetings

28. Drafted minutes of Full Council and reviewed draft Planning, Infrastructure (September meetings) & October Facilities committee minutes written by Office Administrator.
29. Worked with the Office Administrator to prepare the agenda packs for the Infrastructure & Facilities committee meetings and prepared the Executive committee and FC agenda packs.

Casual vacancy

30. An election was not called and the vacancy is being publicised with a view to co-opt at a future FC meeting.

Repair works

31. The boardwalk and Council Offices sash window has had repairs completed.

DDNP

32. I am the Clerk to the DDNP Monitoring and Review Group that meets quarterly. The second meeting on 7th October approved a new draft governance code and DDNP webpage on the DTC website (accessible here - <https://www.diss.gov.uk/diss-and-district-neighbourhood-plan>), new arrangements for managing its email inbox to reduce cost and remove requirement from DTC staff and discussed the effect(s) of the new government policy on our Neighbourhood Plan.

Diss Matters

33. Drafted and reviewed copy submitted for Diss Matters publication due for distribution from mid-October.

FINANCE REPORT - KAREN KUDEROVITCH, LOCUM RFO**FULL COUNCIL MEETING 23.10.24**

OBJECTIVE: TO REVIEW ALL ASPECTS OF FINANCIAL ADMINISTRATION ACROSS THE WHOLE SPECTRUM.

OUTCOME: PROVIDE DISS TOWN COUNCIL WITH RECOMMENDATIONS FOR CONSIDERATION AT THE APPROPRIATE COUNCIL MEETING (IN LINE WITH FINANCIAL REGULATIONS AND STANDING ORDERS).

A) BANKING – review of all banking accounts, interest, investment options etc.

B) INSURANCE – review current policy, check it is fit for purpose and make recommendations.

C) LOCAL GOVERNMENT TRANSPARENCY CODE 2015

A review of whether Diss Town Council is adhering to the current requirements under the code. A report will be produced with a task list and target dates for the changes/additions as necessary.

D) INTERNAL AUDIT (IA)

Current IA (Victoria Staples) – current cost per annum £780 & expenses.

Diss Town Council should consider appointing a new IA. It is good practice to change every 2/3 years.

Recommendation:

<https://www.heelisandlodge.co.uk/>. I have used this company at various Parish and Town Councils, and they provide an excellent service.

Cost £740 for an interim and year-end Audit.

E) REVIEW OF INTERNAL PROCESSES

Review and advise on any opportunities to streamline the current processes.

F) REVIEW OF POLICIES AND PROCEDURES

Review all policies and procedures that may have an impact on the Financial Regulations and Standing Orders, in line with any recommendations approved by Diss Town Council.

G) COUNCILLOR ALLOWANCES/EXPENSES POLICY – review of the current process with recommendations to be made.

H) GRANT POLICY – review to take place, with recommendations to improve.

I) EARMARKED RESERVES – ensure the reserves reflect the reserves policy.

J) COST SAVINGS REVIEW – an overall review of paid services with proposals to potentially reduce costs in all areas.

Karen Kuderovitch, CILCA, Locum

DRAFT

Committee	Minute Ref	Subject	Action	Assigned to	Timescale	Comments or further action
Full Council	FC0423/09	PARK	1) To appoint a working party of councillors Collins, Kiddie, Olander and Waterman and staff (Deputy Town Clerk / COO & Facilities & Buildings Manager) to work on the park enhancement project. 2) To fund up to £55k for the park enhancement project with the balance of the Park Security Earmarked Reserves allocation to be transferred alongside funds making up the difference from the EMR Community Infrastructure Levy.	DC/SK/SO/GW/ COO/FBM RFO	TBC Immediately	Awaiting the outcomes of the DYCC project given potential funding required. Update on DYCC on agenda.
Full Council	FC0523/14	AWARD SCHEMES	a) That the Clerk would apply for a Quality status of the Local Council Award Scheme with a plan for the Gold status to follow.	Clerk	31.03.25	This was proposed & agreed as a low priority project.
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/GW	immediately	Project Officer should be attending the November meeting of Full Council to present the Visit Diss website.
Full Council	FC1123/09	COUNCIL PRIORITIES	1. Focus Diss Town Council resources in the next 12 months to progressing and where possible completing the high and medium priority tasks as per the amended progress report. 2. Utilise the next 12 months to gather public feedback on the Council's future direction via regular community engagement events to better inform the Council's next strategic plan. 3. To appoint an Action Group of councillors Murphy, Robertson and Taylor to develop a plan for repairing our buildings and completing deferred projects.	Clerks KM / JR / ET	30.11.24	Sessions to be scheduled for the Spring 2025. This will be primarily wrapped up in the DYCC future project.
Full Council	FC0424/08	ELECTION OF DEPUTY TOWN MAYOR	To reconsider the election of a Deputy Mayor at the January meeting of Council.	SVR	02.01.25	
Full Council	FC0624/09	MAYOR'S CADETS	That Sergeant Dobell was appointed as the Mayor's Cadet (Air), Corporal Eleanor Lamb as the Mayor's Cadet (Army) & Sgt Williams as the Deputy Mayor Cadet (Air).	Clerk	Immediately	Town Mayor & Clerk attended two Mayor award evenings. Press release distributed & Mayor's Cadets invited to relevant events.
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.	Deputy Town Clerk / B & F Manager	31.08.24	Contractor meeting FBM / Clerk regarding removing 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 (action from July Infrastructure meeting). Awaiting contact from contractor.
Full Council	FC0724/11	COUNCIL LEADER, TOWN MAYOR & CHAIR FORUM	Members were keen to support the church in getting the clock repaired and it was suggested that a Go Fund Me fundraising campaign could be organised to raise additional funds potentially by a younger councillor.	Clerk	Immediately	Clerk met with church warden and clock is being repaired. External works will be scheduled from Spring 2025.
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	Immediately	All members invited to Corn Hall's AGM on 22/10/24.
Full Council	FC0824/05	Finance	A) to approve the changes to budget coding for expenditure on pest control (minute reference F0724/10) from 4425 (Health & Safety) to 4540 (DYCC) and 4060 (Town & Park). B) to approve a change to budget coding for expenditure on allotment hedge cutting (minute reference F0524/15) from Community Infrastructure Levy to 4020.	Finance Officer	30.09.24	Completed.
Full Council	FC0824/09	Staffing	B) Subject to A, to request that LCC find a Locum Responsible Finance Officer / Deputy Town Clerk to work 24 - 30 hours per week for up to six months from mid-September. C) to consider appointing a management consultancy to review longer-term staffing needs.	Clerk Clerk	immediately Jan 2025	Update on agenda
Full Council	FC0924/04	PUBLIC PARTICIPATION	Clerk would liaise with Norfolk Constabulary regarding accessing promotional materials ref recent knife amnesty to share more widely, particularly with local schools.	Clerk	17.10.24	Article included in Diss Matters. Spoke to Beat Officer regarding potential drop off at station. He confirmed this would not be able to be resourced.
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	
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	FC0924/06	FINANCE	to remove the former member of staff and add an existing member of staff as signatory to the Council's bank accounts to process payments.	Clerk	Immediately	Completed
Full Council	FC0924/08	EXECUTIVE COMMITTEE CHAIR	1. To appoint councillor Peaty as Acting Executive Committee Chair and cllr Craggs as Vice Chair prior to formal election at the October meeting of the committee. 2. To appoint cllr Taylor as Chair of the Planning committee prior to formal election at the next meeting of the committee.	Clerk	Immediately	Completed
Full Council	FC0924/09	COMMUNITY GRANT SCHEME	that councillors Collins & Kiddie join the Council's Community Grant Panel and that the Panel would meet before 30th September to review the grant applications received for consideration by Full Council at the October meeting.	Clerk / Grant Panel	17.10.24	On agenda
Full Council	FC0924/10	DISS YOUTH & COMMUNITY CENTRE	Action Group will review the submission including historical financial info, stakeholder info before it's sent to FMG. Regular meetings are scheduled with FMG.	Clerk	Immediately	On agenda
Full Council	FC0924/15	DISS CORN HALL	to support the principles of the draft agreement between Park Radio Ltd and the Diss Corn Hall Trust subject to a detailed contract, plan for enabling works, full repairing lease and Diss Town Council stated as an interested party as landlord.	Clerk	Immediately	Reported this back to relevant parties. Liaising with Council's solicitor regarding fee and required information. This is likely to come back to Council in November / December.