



**TOWN CLERK**  
Mrs S. Villafuerte-Richards (CILCA)

**DISS TOWN COUNCIL**  
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Diss Express

Date: 14 November 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 20<sup>th</sup> November 2024** at **7.15pm** to consider the business detailed below.

Town Clerk / Chief Executive Officer

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## AGENDA

- 1. Apologies**  
To receive and consider apologies for absence.
- 2. Declarations of Interest and Requests for Dispensations<sup>1</sup>**  
To note any declarations of members' pecuniary and/or non-pecuniary/other interests pertaining to items on the following agenda, to note any dispensations granted in respect of business to be discussed and to consider any requests for dispensations.
- 3. Minutes**  
To confirm as a true record, the minutes of Full Council on Wednesday 23<sup>rd</sup> October 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 October 2024 (copy herewith).
  - b) To note the Income & Expenditure report for October 2024 (copy herewith).
  - c) To note the Earmarked Reserves report for October 2024 (copy herewith).
- 7. Budget**  
To receive an update (report references 35/2425 & 36/2425 herewith) regarding the draft budget.
- 8. Diss Youth & Community Centre**  
To receive a project update from the DYCC Action Group (report reference 37/2425 herewith).
- 9. Clerk, Council Leader, Town Mayor & Chair Forum**  
To note an update from the Clerk (report herewith) or questions to the Council Leader, Town Mayor and Committee Chairs on their activities since the last meeting.
- 10. Progress Report**  
To note progress on decisions made at the last meeting of Council (copy herewith).

**11. Date of Next Meeting**

To note that the next meeting of Full Council is scheduled for Wednesday 18<sup>th</sup> December 2024 at 7.15pm.

**12. 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.

**13. Sports Ground Skateboard Park**

To receive a recommendation for upgrading the Sports Ground Skateboard Park (report reference 38/2425 herewith).

**14. Staffing**

To receive a confidential update regarding staffing (report reference 39/2425 to be tabled).

**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 23<sup>rd</sup> October 2024 at 7.15pm.

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

In attendance: Sarah Villafuerte-Richards (Town Clerk/CEO)  
Karen Kuderovitch (RFO)  
County / District Councillor Kiddie  
2 members of the public

#### FC1024/01 APOLOGIES

There were received and accepted from councillor Craggs.

#### FC1024/02 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

Minute No.	Councillors Name	Personal/ Other Interest	Pecuniary Interest	Reason
FC1024/17	K. Murphy	X		This councillor is a member of South Norfolk Council.

#### FC1024/03 MINUTES

Members received the minutes of the Full Council meeting on 11<sup>th</sup> September 2024. It was

**RESOLVED:** To approve the minutes of the meeting of the Full Council held on 11<sup>th</sup> September 2024 as a true record and signed by the Town Mayor.

#### FC1024/04 PUBLIC PARTICIPATION

County / District councillor Kiddie apologised on behalf of District councillor Minshull who had a prior engagement. His Highways update included a £50k scheme to resurface the Sunnyside / Heywood Road / Mount St junction starting early next week during the school holidays. He has also ordered spare Beacon cycling trail signs so they can be replaced.

The last District Council Cabinet meeting resolved to approve the demolition of John Grose site starting in the New Year. Their November Cabinet will consider several redevelopment options. They are awaiting their budget to determine the depot / waste projects.

Questions included the dumping of spoil & storage containers on the site close to the railway bridge, reported to the Planning Enforcement team, the requirement to paint streetlighting columns specifically, near the Post Office, top of St Nicholas St & on Park Road and the repair to railings on Mount St which are laying on the ground. Cllr Kiddie agreed to follow up on all items.

There was also concern raised about the change in location for this year's Remembrance event, which was raised under the next item.

#### FC1024/05 ITEMS OF URGENT BUSINESS

There was one item of urgent business raised. Cllr Kiddie apologised for the email she'd previously circulated to members regarding the Remembrance event. She was led to believe that had been enforced by the Town Council, which was absolutely not the case. There was a view that the wreaths should be laid on the war memorial. It was noted that a debrief would be undertaken post event and that notes of working group meetings would continue to be circulated to all members via the Facilities committee agenda pack.

**FC1024/06**

**FINANCE**

- a) Members noted bank outgoings for August and September 2024.
- b) Members noted the Income & Expenditure reports for August and September 2024.
- c) Members noted the Earmarked Reserves reports for August and September 2024.
- d) Members noted the reconciliations of income and expenditure with the Council's bank account statements for June & July 2024.
- e) Members received the 2<sup>nd</sup> quarterly financial report (30/2425).
- f) Members received the external auditor report and certificate for the Council's Year End 2023/24 Accounts and note that the notice of conclusion of the audit was announced on 10<sup>th</sup> September.
- g) Members noted 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.

**FC1024/07**

**BUDGET**

Members received a report (31/2425) regarding the review of the draft budget and planning process for 2025-26. It was noted that the staff pay award announced yesterday had already been budgeted for. It was noted that business rates will be payable beyond 3 months at the Diss Youth & Community Centre but that expenditure should reduce once Park Radio relocate to the Corn Hall.

**FC1024/08**

**COMMUNITY GRANT SCHEME**

- a) Members considered recommendations from the Grants Panel & Clerk regarding three funding applications (report 32/2425). It was noted that although MTM Youth Services provide comprehensive feedback via their monitoring forms, there was no evidence of match funding, and members would like to see more young people involved in town events and undertaking fundraising activities to help offset costs. The Council's Locum RFO will be reviewing the grant policy to ensure that it is fit for purpose. It was

**RESOLVED:**

1. To award £600 to Dove Song Plus to support a singing group for adults with complex needs and their carers.
2. To refuse the £1,500 grant request from the Diss & District Community Transport Association / Borderhoppa.
3. To award £2,500 to MTM Youth Services to continue delivering projects to reach more young people and support those with more complex needs subject to more visible activities in the town.
4. That members consider a further grant of £2,500 to MTM Youth Services during the second and final round of the grant scheme post 30<sup>th</sup> November further to a new application.

**(Action: RFO & Clerk; by 30.11.24)**

- b) Members considered the appointment of the Chair or Vice-Chair of the Executive Committee to the Grants Panel and making this a condition of the policy. It was

**RESOLVED:** To appoint the Chair and Vice-Chair of the Executive Committee to the Grants Panel with one deputising for the other and to make this a condition of the policy.  
**(Action: RFO; by 30.11.24)**

**FC1024/09**

**NATIONAL GRID ENVIRONMENTAL SURVEY**

Members considered 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. It was noted that environmental impact assessments are normal for major projects, but members were not clear on the reasons for the data collection. National Grid has the powers to undertake surveys without consent but doing so will generate £1,000. It was

**RESOLVED:** to enter into a licence agreement with National Grid to allow access to part of the Sports Ground site for non-intrusive surveying purposes relating to the Norwich to Tilbury pylon project subject to receiving a rationale first.  
**(Action: Clerk; immediately)**

FC1024/10

**DISS YOUTH & COMMUNITY CENTRE**

Members received a project update from the DYCC Action Group. It was noted that the consultants have developed a resident survey which will be accessed via a weblink and QR code. The first draft has been revised following feedback, further discussion is required and this is an initial step in a longer-term process of stakeholder engagement. Members were also keen to congratulate Park Radio Ltd on their successful fundraising campaign and together with the Corn Hall for their collaboration.

FC1024/11

**HERITAGE TRIANGLE PARKING**

Members received a report regarding proposed schemes to address parking issues in the Heritage Triangle, Mere St and Market Place. It was noted that this is a joint project between Norfolk County Council, South Norfolk District Council and Diss Town Council and that enforcement will be crucial. It was

**RESOLVED:** to approve the proposed schemes to address parking issues in the Heritage Triangle, Mere St and Market Place in order that schemes and costs can be drawn up.

**(Action: Clerk; immediately)**

FC1024/12

**PARK TOILETS**

Members considered a recommendation (report 33/2425) to trial a closure of the Park toilets for Winter month weekdays to reduce expenditure & given the close proximity of the Mere's Mouth toilets. Members felt that the cost savings were not sufficient enough to outweigh the potential impact on the broad range of users if they were to close. There was also a discussion regarding reducing the opening times in the winter months but this would not save money. It was

**RESOLVED:** To continue keeping the Park toilets open during the Winter months.

FC1024/13

**CLERK, RFO, COUNCIL LEADER, TOWN MAYOR & CHAIR FORUM**

Members considered updates from or questions to the Clerk, RFO, Council Leader, Town Mayor and Committee Chairs on their activities since the last meeting. A brief report on the new Locum RFO's activities was provided at item FC1024/06. The Clerk & RFO were thanked for their reports.

FC1024/14

**PROGRESS REPORT**

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

FC1024/15

**DATE OF NEXT MEETING**

Members noted that the next meeting of Full Council is scheduled for Wednesday 20<sup>th</sup> November 2024 at 7.15pm.

FC1024/16

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

FC1024/17

**LEISURE UPDATE**

Members received a confidential update from South Norfolk District Council regarding their plans for the redevelopment of their Park Road sites. It was noted that they are still in the early stages and that several options would be presented to Cabinet in November.

FC1024/18

**SPORTS GROUND**

Members considered a novation agreement regarding the Sports Ground (confidential report 34/2425). The Clerk apologised for a missing Appendix, which would be circulated post meeting and requested members bring this to her attention in advance of the meeting when the agenda goes out so it can be corrected. There were concerns regarding the potential restrictions on future development of the site. It was

**RESOLVED:**

1. To approve the draft Novation agreement amending the agreement between Diss Town Council and G N Rackham & Sons Ltd dated 10th February 1989 relating to the Sports Ground site to be between Diss Town Council and the three current Directors of the company subject to confirmation that its potential future development into a community facility would not be affected.

2. That all legal costs will be covered by the other party.
3. That the Clerk arranges for the agreement to be executed as per Standing Order 23b.  
**(Action: Clerk; by 30.11.24)**

Meeting Closed: 21.28.

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Councillor Murphy  
TOWN MAYOR

### BANK OUTGOINGS 25.10.2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Bacs Ref</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
02.10.2024	Red5 Networks Ltd	DD589	£ 113.25	Phone/Broadband Oct 2024 - Council Office, Skatepark CCTV Broadband Oct 24
07.10.2024	British Gas Trading Ltd	DD590	£ 394.26	Electricity 23/08 to 19/09 - Park
07.10.2024	Barclays Bank Plc	B.Net	£ 20.00	B.Net Charges Sept - Oct 2024
11.10.2024	British Gas Trading Ltd	DD591	£ 55.00	Electricity 01/09 to 23/09 - Meres Mouth WC
11.10.2024	Ricoh UK Ltd	DD592	£ 5,120.99	End of Contract Charges - Remimbursed by Evolve
17.10.2024	Ricoh UK Ltd	DD598	£ 750.94	Final Copier Rent and Copying Charges
17.10.2024	Public Works Loan Board	DD594	£ 2,178.92	Loan Repayment - Market Place Paving
21.10.2024	Evolve Business Solutions (EA)	DD593	£ 483.37	Photocopier Rent October 2024 to January 2025
21.10.2024	Anglian Water Business Ltd	DD595	£ 575.67	Water July to October 2024 - Park WC
21.10.2024	Anglian Water Business Ltd	DD596	£ 28.18	Water July to October 2024 - Marketplace
21.10.2024	Anglian Water Business Ltd	DD597	£ 82.31	Water July to October 2024 - Sports Pavilion
22.10.2024	Barclaycard	Sep-24	£ 39.04	Silicon Wrist Support - Office, Postage, Dry Clean of Dinsdale
22.10.2024	Anglian Water Business Ltd	DD599	£ 473.21	Water July to October 2024 - DYCC & Town Cleaning
22.10.2024	British Gas Trading Ltd	DD600	£ 506.55	Electricity September 2024 - DYCC
22.10.2024	British Gas Trading Ltd	DD601	£ 656.59	Electricity September 2024 - Fountain
22.10.2024	British Gas Trading Ltd	DD602	£ 28.37	Electricity September 2024 - Park WC
22.10.2024	British Gas Trading Ltd	DD603	£ 123.38	Electricity September 2024 - Council Office
22.10.2024	British Gas Trading Ltd	DD604	£ 53.34	Electricity September 2024 - Marketplace
25.10.2024	AGR Interiors Ltd	Bacs2389	£ 1,351.00	Council Office Window Sill Repairs & Boardwalk Decking Repairs
25.10.2024	Alarm Company	Bacs2390	£ 90.00	Annual Service of Intruder Alarm - DYCC
25.10.2024	Alliance Disposables Ltd	Bacs2391	£ 236.91	Sanitary Products - All Sites
25.10.2024	Anglian Tree Solutions Ltd	Bacs2392	£ 27,588.00	Year 2 Priority Tree Works - All Sites
25.10.2024	Baldwin Skip Hire Ltd	Bacs2393	£ 254.04	Mixed Waste Skip Hire - All Sites
25.10.2024	Collective Community Planning	Bacs2394	£ 150.00	Support DDNP Representation at Planning Committee Meeting for Scole 2024/0558
25.10.2024	Cozmo Entertainments	Bacs2395	£ 2,400.00	Mobile Staging, Sound, Lighting & Technicians for Xmas Lights Switch-On
25.10.2024	Diss Cornhall Trust	Bacs2396	£ 100.00	Council Chamber Hire - Meetings 11.09.2024 and 25.09.2024
25.10.2024	Diss Parochial Charity	Bacs2397	£ 100.00	Meres Mouth Annual Rent 2024/25
25.10.2024	ESPO	Bacs2398	£ 137.99	Gas Supplied September 2024 - Council Office & DYCC
25.10.2024	ETC (East Anglia) Ltd	Bacs2399	£ 1,575.00	IPCortex Purchase, Maintenance & Remote Set Up - Council Office
25.10.2024	Excite Solutions Ltd	Bacs2400	£ 476.40	Grounds Maintenance 6/7 - Park, Entry, Rectory Meadow & Lowes

25.10.2024	Fenland Leisure Products Ltd T/A Online Playgrounds	Bacs2401	£ 24.00	Replacement Swing Hanger Bolt - Mere Park
25.10.2024	Hillside Office Supplies Ltd	Bacs2402	£ 21.12	Stationery - Council Office
25.10.2024	LGRC Associates Ltd	Bacs2403	£ 2,398.32	Locum RFO Charges September 2024
25.10.2024	LR Wyard-Scott Ltd	Bacs2404	£ 413.75	Van & Machinery Fuel September 2024
25.10.2024	Mary Moppins Ltd	Bacs2405	£ 3,586.80	Cleaning & Opening Meres Mouth & Park Toilets - September & October 2024
25.10.2024	Norfolk Parish Training & Support	Bacs2406	£ 60.00	Agendas, Minutes and Managing Meetings Training - A.Rolfe
25.10.2024	Pearce & Kemp Ltd	Bacs2407	£ 130.50	Replace Faulty High Level Light - DYCC Exterior Entrance
25.10.2024	Proludic Ltd	Bacs2408	£ 4,346.78	Trampoline Works - Mere Park
25.10.2024	Protec Direct	Bacs2409	£ 5.94	Maintenance Team Logo'd workwear
25.10.2024	Red Dune Ltd	Bacs2410	£ 18.00	Domain Name Renewal for Visitdiss.gov.uk 2024/25
25.10.2024	Screwfix Direct Ltd	Bacs2411	£ 193.72	Safety Boots - Maintenance, Padlocks - Boardwalk Gates & market Place, Fuel Cans
25.10.2024	Society of Local Council Clerks	Bacs2412	£ 78.00	SLCC Themed Summit attendance - Civility & Respect
25.10.2024	South Norfolk Council	Bacs2413	£ 70.00	Market Place Alcohol Licence
25.10.2024	South Norfolk Council	Bacs2414	£ 20.00	Small Society Lotteries Licence
25.10.2024	South Norfolk Council	Bacs2415	£ 6,392.98	2nd Installment Domestic Rates - All Sites
25.10.2024	Top Garden Services	Bacs2416	£ 2,277.00	Ground Maintenance at Sportsground - May, June, July, August and September 2024
25.10.2024	Travis Perkins Trading Co Ltd	Bacs2417	£ 90.43	Paving Slabs - Park, Tap Fittings - Cemetery, Brackets, Nuts & Bolts - Boardwalk
25.10.2024	Trustees Diss Museum	Bacs2418	£ 156.00	Electricity Reimbursement June - September 2024
25.10.2024	VMIT Ltd	Bacs2419	£ 982.66	IT Support & Software October 2024 - DTC and DDNP
25.10.2024	Salaries	BACS	£ 17,379.80	Employees Salaries Month 7
29.10.2024	EE Ltd	DD605	£ 49.73	Mobile Phones 18/10 to 17/11 - Clerk, Maintenance Manager & Maintenance Team
29.10.2024	Anglian Water Business Ltd	DD606	£ 22.37	Water July to October 2024 - Cemetery
31.10.2024	Norfolk Pensions Fund	BACS	£ 6,067.86	Pension Contributions Month 7
31.10.2024	HM Revenue & Customs	BACS	£ 4,147.56	NI/PAYE Month 7
			<b>£ 95,076.03</b>	



06/11/2024

## Diss Town Council 2024/2025

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## Detailed Income &amp; Expenditure by Budget Heading 01/10/2024

Month No: 7

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Agency Services</u>							
1000 Agency Services Income	3,848	4,040	192			95.2%	
Agency Services :- Income	<b>3,848</b>	<b>4,040</b>	<b>192</b>			<b>95.2%</b>	<b>0</b>
4000 NCC Grasscutting	76	100	24		24	76.2%	
Agency Services :- Indirect Expenditure	<b>76</b>	<b>100</b>	<b>24</b>	<b>0</b>	<b>24</b>	<b>76.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>3,772</b>	<b>3,940</b>	<b>168</b>				
<u>120 Allotments</u>							
1120 Allotment Rent	1,000	525	(475)			190.5%	
Allotments :- Income	<b>1,000</b>	<b>525</b>	<b>(475)</b>			<b>190.5%</b>	<b>0</b>
4020 Allotment Expenditure	29	30	1	3,600	(3,599)	12096.3	
Allotments :- Indirect Expenditure	<b>29</b>	<b>30</b>	<b>1</b>	<b>3,600</b>	<b>(3,599)</b>	<b>12096.3</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>971</b>	<b>495</b>	<b>(476)</b>				
<u>140 Amenities</u>							
1140 Amenities Income	4,377	2,000	(2,377)			218.8%	
Amenities :- Income	<b>4,377</b>	<b>2,000</b>	<b>(2,377)</b>			<b>218.8%</b>	<b>0</b>
4030 Park Enhancement Costs (470)	0	0	0	312	(312)	0.0%	
4040 Gardens/Floral Scheme	32	2,000	1,968		1,968	1.6%	
4060 Town/Park - R&R	17,083	22,000	4,917	752	4,164	81.1%	
4061 Play Equipment R&R	907	5,000	4,093	174	3,919	21.6%	
4062 Boardwalk Maintenance	1,220	1,000	(220)		(220)	122.0%	338
4070 Van x 2 Running Costs	1,561	7,000	5,439	200	5,239	25.2%	
4071 Van Insurance	1,748	1,865	117		117	93.7%	
4075 Tree Management	23,625	18,000	(5,625)	7,250	(12,875)	171.5%	4,095
4080 Bus Shelter Cleaning - EMR	60	0	(60)	60	(120)	0.0%	30
4085 Closed Churchyard - R&R	31	100	69	180	(111)	211.0%	
4090 Manorial Rights - R&R	5	10	5		5	52.0%	
4095 Mere - Water/drainage	0	2,000	2,000		2,000	0.0%	
4100 Mere - Fountain	10	2,000	1,990		1,990	0.5%	
4101 Mere - Fountain Electricity	2,763	7,131	4,368		4,368	38.7%	
4102 Mere Fountain/Kiosk -Insurance	160	170	10		10	94.0%	
4110 Park - Water Rates	37	100	63		63	36.7%	
4115 Park - Electricity	1,886	1,903	17		17	99.1%	
4120 Mere's Mouth - Rent	100	100	0		0	100.0%	
4125 Mere's Mouth - Business Rates	424	424	(0)		(0)	100.0%	
4130 Mere's Mouth Water Rates	0	500	500		500	0.0%	

Continued over page

## Detailed Income &amp; Expenditure by Budget Heading 01/10/2024

Month No: 7

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4140 Park - Insurance	1,819	1,940	121		121	93.8%	
Amenities :- Indirect Expenditure	<u>53,472</u>	<u>73,243</u>	<u>19,771</u>	<u>8,928</u>	<u>10,843</u>	<u>85.2%</u>	<u>4,463</u>
<b>Net Income over Expenditure</b>	<u>(49,095)</u>	<u>(71,243)</u>	<u>(22,148)</u>				
7000 plus Transfer from EMR	4,463						
<b>Movement to/(from) Gen Reserve</b>	<u>(44,632)</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>
<b>Net Income</b>	<u>450</u>	<u>450</u>	<u>0</u>				
<u>150 Bank Interest</u>							
1090 Interest Received	8,037	6,500	(1,537)			123.6%	
Bank Interest :- Income	<u>8,037</u>	<u>6,500</u>	<u>(1,537)</u>			<u>123.6%</u>	<u>0</u>
4202 Bank Charges	226	350	124		124	64.6%	
Bank Interest :- Indirect Expenditure	<u>226</u>	<u>350</u>	<u>124</u>	<u>0</u>	<u>124</u>	<u>64.6%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>7,811</u>	<u>6,150</u>	<u>(1,661)</u>				
<u>160 Capital Expenditure</u>							
4200 PWLB Repayment	22,683	41,007	18,324		18,324	55.3%	
Capital Expenditure :- Indirect Expenditure	<u>22,683</u>	<u>41,007</u>	<u>18,324</u>	<u>0</u>	<u>18,324</u>	<u>55.3%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(22,683)</u>	<u>(41,007)</u>	<u>(18,324)</u>				
<u>180 Cemetery</u>							
1180 Cemetery Interment/Chapel Fees	13,762	25,000	11,238			55.0%	
1185 Cemetery Memorial Fees	6,539	10,000	3,461			65.4%	
Cemetery :- Income	<u>20,301</u>	<u>35,000</u>	<u>14,699</u>			<u>58.0%</u>	<u>0</u>
4250 Cemetery - Grounds - R&R	3,037	9,300	6,263	1,440	4,823	48.1%	
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	44	150	106		106	29.4%	
4280 Cemetery - Electricity	582	1,151	569		569	50.6%	
4285 Cemetery - Insurance	512	545	34		34	93.9%	
Cemetery :- Indirect Expenditure	<u>7,481</u>	<u>18,726</u>	<u>11,245</u>	<u>2,270</u>	<u>8,975</u>	<u>52.1%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>12,820</u>	<u>16,274</u>	<u>3,454</u>				

## Detailed Income &amp; Expenditure by Budget Heading 01/10/2024

Month No: 7

## 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	4,588	0	(4,588)			0.0%	
Cemetery Gravedigging :- Income	<u>4,588</u>	<u>0</u>	<u>(4,588)</u>				<u>0</u>
4300 Cemetery Gravedigging Exp.	3,879	0	(3,879)	1,021	(4,900)	0.0%	
Cemetery Gravedigging :- Indirect Expenditure	<u>3,879</u>	<u>0</u>	<u>(3,879)</u>	<u>1,021</u>	<u>(4,900)</u>		<u>0</u>
<b>Net Income over Expenditure</b>	<u>709</u>	<u>0</u>	<u>(709)</u>				
<u>200 Christmas Lights</u>							
1230 Christmas Lights	250	0	(250)			0.0%	
Christmas Lights :- Income	<u>250</u>	<u>0</u>	<u>(250)</u>				<u>0</u>
4320 Christmas Lights	3,734	21,000	17,266	12,581	4,685	77.7%	
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>12,581</u>	<u>4,684</u>	<u>77.8%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(3,566)</u>	<u>(21,081)</u>	<u>(17,515)</u>				
<u>220 Corn Hall</u>							
4350 Corn Hall - Maint./R&R	2,731	6,000	3,269		3,269	45.5%	
4355 Corn Hall - Earmarked Spend	1,520	0	(1,520)		(1,520)	0.0%	1,520
4360 Corn Hall - Insurance	2,668	2,846	178		178	93.8%	
Corn Hall :- Indirect Expenditure	<u>6,919</u>	<u>8,846</u>	<u>1,927</u>	<u>0</u>	<u>1,927</u>	<u>78.2%</u>	<u>1,520</u>
<b>Net Expenditure</b>	<u>(6,919)</u>	<u>(8,846)</u>	<u>(1,927)</u>				
7000 plus Transfer from EMR	1,520						
<b>Movement to/(from) Gen Reserve</b>	<u>(5,399)</u>						
<u>240 Council Properties</u>							
1240 Office Rent/Service Charge	3,268	6,864	3,596			47.6%	
Council Properties :- Income	<u>3,268</u>	<u>6,864</u>	<u>3,596</u>			<u>47.6%</u>	<u>0</u>
4400 Office R&R	1,790	4,500	2,710		2,710	39.8%	
4405 Office Building Maintenance	175	1,000	825		825	17.5%	
4410 Office Stairlift	0	400	400		400	0.0%	
4415 Cemetery Bungalow	391	1,500	1,109		1,109	26.0%	
4425 Health & Safety	209	2,500	2,291		2,291	8.4%	
4435 Pk Toilets Servicing	6,029	12,000	5,971	4,460	1,511	87.4%	
4445 Pk Toilets - Insurance	396	422	26		26	93.8%	
4450 Pk Toilet- Electricity	800	1,783	983		983	44.8%	

## Detailed Income &amp; Expenditure by Budget Heading 01/10/2024

Month No: 7

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4460 Pk Toilets - Water Rates	1,411	2,000	589		589	70.6%	
4465 Mere's Mouth Toilets	8,405	15,000	6,595	4,750	1,845	87.7%	
4466 Mere's Mouth Electricity	988	722	(266)		(266)	136.8%	
4475 Staff Uniforms/Replacements	295	250	(45)		(45)	118.0%	
<b>Council Properties :- Indirect Expenditure</b>	<b>20,889</b>	<b>42,077</b>	<b>21,188</b>	<b>9,209</b>	<b>11,979</b>	<b>71.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(17,621)</b>	<b>(35,213)</b>	<b>(17,592)</b>				
<u>260</u> <u>Diss Youth &amp; Community Centre</u>							
1260 DYCC Hire Fees	2,182	5,181	2,999			42.1%	
<b>Diss Youth &amp; Community Centre :- Income</b>	<b>2,182</b>	<b>5,181</b>	<b>2,999</b>			<b>42.1%</b>	<b>0</b>
4500 DYCC - Electricity	3,408	14,103	10,695		10,695	24.2%	
4505 DYCC - Gas	363	830	467		467	43.8%	
4510 DYCC - Business Rates	5,040	5,200	160		160	96.9%	
4515 DYCC - Water Rates	600	800	200		200	75.0%	
4520 Licences - Music	0	250	250		250	0.0%	
4525 DYCC - Insurance	1,129	1,204	75		75	93.8%	
4530 Annual Service Costs	330	1,000	670		670	33.0%	
4540 DYCC - General R&R	2,440	9,000	6,560		6,560	27.1%	
<b>Diss Youth &amp; Community Centre :- Indirect Expenditure</b>	<b>13,310</b>	<b>32,387</b>	<b>19,077</b>	<b>0</b>	<b>19,077</b>	<b>41.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(11,128)</b>	<b>(27,206)</b>	<b>(16,078)</b>				
<u>280</u> <u>Administrative Overheads</u>							
1050 Donations	80	0	(80)			0.0%	
<b>Administrative Overheads :- Income</b>	<b>80</b>	<b>0</b>	<b>(80)</b>				<b>0</b>
4610 Council Office Business Rates	4,853	4,860	7		7	99.9%	
4615 Council Office - Gas	1,072	1,800	728		728	59.6%	
4620 Council Office - Electricity	726	1,630	904		904	44.5%	
4625 Council Office - Telephone	2,423	2,000	(423)		(423)	121.2%	
4630 Council Office - Insurance	910	970	60		60	93.8%	
4657 IT Equipment, Software & Suppo	15,794	24,000	8,206		8,206	65.8%	
<b>Administrative Overheads :- Indirect Expenditure</b>	<b>25,777</b>	<b>35,260</b>	<b>9,483</b>	<b>0</b>	<b>9,483</b>	<b>73.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(25,697)</b>	<b>(35,260)</b>	<b>(9,563)</b>				
<u>300</u> <u>Grants</u>							
4720 General Grants	0	10,000	10,000		10,000	0.0%	
<b>Grants :- Indirect Expenditure</b>	<b>0</b>	<b>10,000</b>	<b>10,000</b>	<b>0</b>	<b>10,000</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(10,000)</b>	<b>(10,000)</b>				

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## Detailed Income &amp; Expenditure by Budget Heading 01/10/2024

Month No: 7

## 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	473	1,000	527		527	47.3%	473
Highways :- Indirect Expenditure	<u>473</u>	<u>1,000</u>	<u>527</u>	<u>0</u>	<u>527</u>	<u>47.3%</u>	<u>473</u>
<b>Net Income over Expenditure</b>	<u>232</u>	<u>(1,000)</u>	<u>(1,232)</u>				
7000 plus Transfer from EMR	473						
<b>Movement to/(from) Gen Reserve</b>	<u>705</u>						
<u>320 Market</u>							
1320 Market Stallage	15,560	21,000	5,440			74.1%	
Market :- Income	<u>15,560</u>	<u>21,000</u>	<u>5,440</u>			<u>74.1%</u>	<u>0</u>
4810 Market Place - Water Rates	88	50	(38)		(38)	175.3%	
4815 Market Place - Business Rates	2,470	2,800	330		330	88.2%	
4830 Market Expenditure	291	528	237		237	55.1%	
Market :- Indirect Expenditure	<u>2,849</u>	<u>3,378</u>	<u>529</u>	<u>0</u>	<u>529</u>	<u>84.3%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>12,711</u>	<u>17,622</u>	<u>4,911</u>				
<u>340 Promotion</u>							
4840 Promotion	105	600	495	900	(405)	167.5%	
4845 Website/Intranet Hosting/Maint	0	300	300		300	0.0%	
Promotion :- Indirect Expenditure	<u>105</u>	<u>900</u>	<u>795</u>	<u>900</u>	<u>(105)</u>	<u>111.7%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(105)</u>	<u>(900)</u>	<u>(795)</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>
<b>Net Income</b>	<u>668,148</u>	<u>668,148</u>	<u>0</u>				
<u>370 General Expenditure</u>							
4600 Town Mayor's Allowance	(877)	1,500	2,377	228	2,149	(43.3%)	
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	3,221	4,500	1,279		1,279	71.6%	

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## Detailed Income &amp; Expenditure by Budget Heading 01/10/2024

Month No: 7

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4646 Liability Insurance	4,686	5,098	412		412	91.9%	
4650 Conference Expenditure	9	0	(9)		(9)	0.0%	
4651 Meeting Room Hire	100	0	(100)		(100)	0.0%	
4655 Printing & Stationery	3,193	4,000	807		807	79.8%	
4660 Postage	84	100	16		16	84.2%	
4665 Wages - General Admin.	109,807	217,272	107,465		107,465	50.5%	
4666 Wages - General Maint.	102,606	187,033	84,427		84,427	54.9%	
4667 Staff Mileage	452	500	48		48	90.5%	
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%	
<b>General Expenditure :- Indirect Expenditure</b>	<b>233,792</b>	<b>433,139</b>	<b>199,347</b>	<b>228</b>	<b>199,119</b>	<b>54.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(233,792)</b>	<b>(433,139)</b>	<b>(199,347)</b>				
<b>375 Rechargeable</b>							
1280 Rechargeable Exp. Refunded	1,387	0	(1,387)			0.0%	
<b>Rechargeable :- Income</b>	<b>1,387</b>	<b>0</b>	<b>(1,387)</b>				<b>0</b>
4685 Rechargeable Expenditure	377	0	(377)		(377)	0.0%	
<b>Rechargeable :- Indirect Expenditure</b>	<b>377</b>	<b>0</b>	<b>(377)</b>	<b>0</b>	<b>(377)</b>		<b>0</b>
<b>Net Income over Expenditure</b>	<b>1,010</b>	<b>0</b>	<b>(1,010)</b>				
<b>400 Sports Ground</b>							
1400 Sports Ground Hire Fees	8,451	10,500	2,049			80.5%	
<b>Sports Ground :- Income</b>	<b>8,451</b>	<b>10,500</b>	<b>2,049</b>			<b>80.5%</b>	<b>0</b>
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	2,372	5,000	2,628	2,357	271	94.6%	
4930 Sports Grnd-Water Rate	249	600	351		351	41.5%	
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%	
<b>Sports Ground :- Indirect Expenditure</b>	<b>6,501</b>	<b>20,184</b>	<b>13,683</b>	<b>2,357</b>	<b>11,326</b>	<b>43.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>1,950</b>	<b>(9,684)</b>	<b>(11,634)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 01/10/2024

Month No: 7

## 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	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	94	200	106		106	47.0%	
4993 Beacon Expenditure	6,986	0	(6,986)		(6,986)	0.0%	6,986
Events :- Indirect Expenditure	<u>7,135</u>	<u>1,000</u>	<u>(6,135)</u>	<u>500</u>	<u>(6,635)</u>	<u>763.5%</u>	<u>6,986</u>
<b>Net Income over Expenditure</b>	<u>(5,762)</u>	<u>(1,000)</u>	<u>4,762</u>				
7000 plus Transfer from EMR	6,986						
8001 less Transfer to EMR	873						
<b>Movement to/(from) Gen Reserve</b>	<u>351</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	2,415	2,650	235	2,748	(2,514)	194.9%	
Christmas Switch on Event :- Indirect Expenditure	<u>2,415</u>	<u>2,650</u>	<u>235</u>	<u>2,748</u>	<u>(2,514)</u>	<u>194.9%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>1,791</u>	<u>(1,250)</u>	<u>(3,041)</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>
<b>Net Income over Expenditure</b>	<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						
<b>Movement to/(from) Gen Reserve</b>	<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>
<b>Net Income over Expenditure</b>	<u>(817)</u>	<u>0</u>	<u>817</u>				

## Detailed Income &amp; Expenditure by Budget Heading 01/10/2024

Month No: 7

## 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>							
1460 CIL - CIL Income	1,505	0	(1,505)			0.0%	1,505
	<u>1,505</u>	<u>0</u>	<u>(1,505)</u>				<u>1,505</u>
CIL :- Income							
5000 CIL - Expenditure	6,921	0	(6,921)	13,575	(20,496)	0.0%	6,921
	<u>6,921</u>	<u>0</u>	<u>(6,921)</u>	<u>13,575</u>	<u>(20,496)</u>		<u>6,921</u>
CIL :- Indirect Expenditure							
<b>Net Income over Expenditure</b>	<u>(5,416)</u>	<u>0</u>	<u>5,416</u>				
7000 plus Transfer from EMR	6,921						
8001 less Transfer to EMR	1,505						
<b>Movement to/(from) Gen Reserve</b>	<u>0</u>						
<u>470 Streetlighting</u>							
1470 Streetlighting	14,600	0	(14,600)			0.0%	
	<u>14,600</u>	<u>0</u>	<u>(14,600)</u>				<u>0</u>
Streetlighting :- Income							
4730 CCTV Costs	1,482	4,000	2,518		2,518	37.0%	
4970 Streetlighting	0	9,500	9,500	1,287	8,213	13.5%	
	<u>1,482</u>	<u>13,500</u>	<u>12,018</u>	<u>1,287</u>	<u>10,731</u>	<u>20.5%</u>	<u>0</u>
Streetlighting :- Indirect Expenditure							
<b>Net Income over Expenditure</b>	<u>13,118</u>	<u>(13,500)</u>	<u>(26,618)</u>				
<b>Grand Totals:- Income</b>	<b>776,178</b>	<b>771,608</b>	<b>(4,570)</b>			<b>100.6%</b>	
Expenditure	<b>435,630</b>	<b>771,608</b>	<b>335,978</b>	<b>59,204</b>	<b>276,774</b>	<b>64.1%</b>	
<b>Net Income over Expenditure</b>	<u><b>340,548</b></u>	<u><b>0</b></u>	<u><b>(340,548)</b></u>				
plus Transfer from EMR	<b>21,463</b>						
less Transfer to EMR	<b>3,884</b>						
<b>Movement to/(from) Gen Reserve</b>	<u><b>358,127</b></u>						



## 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	£ 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	£ -	£ -	
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	£ -	£ -	
N	469	25	Facilities		5 Yr Electrical Testing	£ 3,300		£ 3,300	£ 3,300	
U	470	26	Facilities		Park Enhancement Project	£ 12,140		£ 12,140	£ 12,140	
RF	455	27	HTP	HTP	HTP	£ 8,634		£ 8,634	£ 8,634	
RF	460	28	Infrastructure	Infrastructure	Bus Shelters maintenance	£ 15,601	£ 30	£ 15,571	£ 15,571	
RF	462	29	Infrastructure	Infrastructure	Streetlights	£ 4,416		£ 4,416	£ 4,416	
RF	464	30	Infrastructure	Infrastructure	Community Infrastructure Levy (CIL)	£ 111,638	£ 6,921	£ 104,717	£ 1,505	
RF	466	31	Infrastructure	Infrastructure	CCTV	£ 1,675		£ 1,675	£ 1,675	
RF	468	32	Infrastructure	Infrastructure	D&D Neighbourhood Plan	£ 4,177	£ 473	£ 3,704	£ 3,704	
W	472	34	Infrastructure	Infrastructure	Park Scheme	£ 10,000		£ 10,000	£ 10,000	
RF	445	36	Infrastructure	Infrastructure	Parish Partnership Works	£ 5,000		£ 5,000	£ 5,000	
					TOTAL	£ 663,024	£ 20,363	£ 642,661	£ 2,784	
								£	£ 645,445	

	% of EMR	Balances	YTD Balance
Facilities	74%	£487,749.57	£475,684
HTP	1%	£8,633.59	£8,634
Infrastructure	23%	£152,507.65	£146,588
Executive	2%	£14,133.17	£14,539
TOTAL		£663,024.01	£645,445

31/10/2024	Current Year End balance (Precept)	£ 340,748
	General Reserves	£ 310,638
	EMR	£ 645,445
	Total Funds	£ 1,296,831

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



## DISS TOWN COUNCIL

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Report Number:  
**35 / 2425**

Report to:	Full Council
Date of Meeting:	Wednesday 20 <sup>th</sup> November 2024
Authorship:	Finance Officer
Subject:	Annual Budget 2025/26

### 1. Introduction

- 1.1 On 7<sup>th</sup> November 2024, the members of the Budget Action Group – Councillor Peaty, Council Cragg, Clerk and Finance Officer, met to discuss the Executive and Infrastructure budgets.
- 1.2 Following this, a further meeting was held with the addition of Councillor Robertson and Buildings and Facilities Manager to discuss the Facilities budget.
- 1.3 The proposed budget for each committee is shown in Appendices 1, 2 and 3, with the proposed income shown in Appendix 4.
- 1.4 Appendix 5 is the proposed Earmarked Reserves (EMR) to which some funds have been added this financial year, due to the feasibility study which has taken place, and the imminent requirement for funds to maintain various sites.

### 2. Infrastructure

- 2.1 The project for Residents Parking is now starting, therefore we have agreed to allocate a further £5,000 to the EMR for this project.
- 2.2 The budgets for CCTV (£4,000) and the Neighbourhood Plan (£1,000) remain unchanged from last year, as these amounts are expected to continue covering the general operating costs.
- 2.3 The running costs for the streetlights have been forecasted to increase during 2025/26, therefore the running cost budget is £12,000, with a further £15,000 to be placed in the EMR. This is to start saving for the replacements which will be required in 23 years' time at the estimated cost of £400,000.

### 3. Executive

- 3.1 The wages budgets have increased overall, even with the reduction due to the loss of the former Deputy Clerk, due to the Government increase in employers' National Insurance.
- 3.2 There is also an increase in Legal/Financial/Professional fees of £4,500 to cover a full staffing review, to try and streamline our largest cost.
- 3.3 The budget shows a substantial increase for both the Carnival and Christmas Light, but this is due to the error in last year's budget which was corrected by virement in April – therefore there is no actual increase.

## **4. Facilities**

- 4.1 There has been an addition of £1,000 to the allotment expenditure for hedge cutting, which was agreed by Facilities Committee reference F0524/15.
- 4.2 The Tree Management budget has been set to £18,000 as the third year of the tree management plan, but most of the works have been completed in year 2, which has reduced the EMR to 0, and taken some funds from the general reserves. Therefore, the spend in 2025/26 should be minimal, but the remaining balance at year end will go into the EMR again.
- 4.3 The Town and Park budget has been increased by £4,000 due to inflation, and to buy cheaper disposable bunting given the cost of putting up and taking down. This will then be reviewed during 2025/26 regarding the purchase of better quality and storage of bunting, or if this will be required for future years.
- 4.4 Discussions were held with regards to the Cemetery grounds upkeep, and the cost implications of contractors to grass cut rather than our maintenance team. Therefore, the budget of £10,300 does include the price of a contractor to free up our team to do much required maintenance works at the council office, the boardwalk and around the town (see report reference 36/2425).
- 4.5 The General Maintenance equipment budget has been reduced by £2,000, as this was increased last year for the specific reason of purchasing 3 new lawnmowers, which have been bought.
- 4.6 The budgets for servicing the Park Toilets and Meres Mouth Toilets have both been increased to cover the costs of inflation, and possible cost increases of the contractors used.
- 4.7 The DYCC running costs have been reduced overall because the building is currently vacant. However, we still need to cover 9 months of rates, along with water, electricity, gas, and certain annual service charges, to support essential maintenance and prevent further deterioration of the building. Also, the maintenance workshop will still be running from the DYCC garages.
- 4.8 The sportsground floodlights are awaiting testing, as these could potentially be unsafe for use, so we have budgeted for this testing.

## **5. Income**

- 5.1 Income from bank interest has increased due to diversification of banking into higher interest longer term accounts, and banking is currently being reviewed by our Locum RFO for further increases.
- 5.2 DYCC will have no income once Park Radio vacates the premises.
- 5.3 We are considering adding an administrative fee to grave digging services, as currently all income from this goes directly to the grave digger, who is set to retire. This change would provide an additional revenue stream for us.
- 5.4 As we increased the pricing for market traders in 2024/25, it was decided not to increase but to look at increasing the amount of stall holders on either Thursdays or Saturdays.

## **6. Earmarked Reserves**

- 6.1 We have one van which needs replacing within the next couple of years, so we have added £2,000 to build up the EMR ready. It was also discussed to look for a more efficient van rather than diesel due to the limited usage.
- 6.2 The Boardwalk is experiencing high wear and tear, and has annual maintenance, but this will need renovation before too many years, so £5,000 has been allocated to this EMR.
- 6.3 The Mere fountain is getting old and tired, so this will need replacing within the next few years.
- 6.4 The infant play area on the Mere Park needs some work with new equipment required, therefore we have added £5,000 to the EMR, and further funds can be taken for this from Community Infrastructure Levy funds.
- 6.5 Residents Parking and Streetlighting have already been explained in the infrastructure section.

## **7. Budget Conclusions**

- 7.1 The Infrastructure budget, along with related EMR's has increased from £14,500 to £22,500, this is an increase of 55.17%.
- 7.2 The Executive budget, along with related EMR's has increased from £546,677 to £553,395, this is an increase of 1.23%.
- 7.3 The Facilities budget, along with related EMR's has increased from £210,261 to £234,396, this is an increase of 11.48%.
- 7.4 The Income budget, less the amount of the precept is also set to increase from £103,460 to £105,680, which is an increase of 2.15%.
- 7.6 The overall budget (Appendix 6) gives an increase of precept of 6.85%.

### **Recommendations**

1. To approve the Infrastructure budget, along with the related Earmarked Reserves.
2. To approve the Executive budget, along with the related EMR's.
3. To approve the Facilities budget, along with the related EMR's.
4. To approve the current budget with the increase of 6.85%, pending any further adjustments before the final budget-setting meetings.

Infrastructure									
Code		24-25	Apr - Sept 24-25	Oct - Mar 24-25	Total Projected	Under/over spend	Budget 25-26	variation	Notes
4730	CCTV	4,000	1,420	2,065	3,485	-516	4000.00		Need £320 per year for broadband costs at skatepark, Stuart has also quoted a possible cost of £3425 for maintenance of the CCTV at all sites each year (labour costs only). Currently have £1675 balance in the CCTV EMR.
4780	Parish Partnership Bid	0	0	0	0	0	0.00		Leave 5k in EMR for future PPB's, Infrastructure to inform of any projects. Possible footpath as SPG consultation underway - 22/2324 would need 27k (50% of funds with NCC) - Balance could come from CIL
4470	Residents Parking Scheme	0	0	0	0	0	5000.00	5,000	Require additional for EMR due to project works started
4785	Neighbourhood Plan	1,000	325	0	325		1000.00		Potential further CCP requirements following consultation, will await E Taylor confirmation that £1K will cover £4400 already in EMR.
4970	Street lighting	9,500	0	7,500	7,500	-2,000	27000.00	17,500	12K for running costs, actual elec costs for 23-24 were £7,004 + expected 10% price hike to £7.7K for 24/25. Proposed increase for 25/26 is 4% Then £4,300 for revenue maintenance. Additional 15k to be placed into EMR for 400k replacements in 23yrs time
		<b>14,500</b>	<b>1,745</b>	<b>9,565</b>	<b>11,310</b>	<b>-2,516</b>	<b>37,000</b>	<b>22,500</b>	

EXPENDITURE - EXECUTIVE COMMITTEE											
Description	Code	2023-2024			2024-2025			2025-26			Notes 25-26 Budget
		Budget 23-24	Actual 23-24	Budget 24-25	Actual to date	Projected Costs	Total Projected	Budget 25-26	Variation		
Bank Charges	4202	240	457	350	190	180	370	400	50	B.Net plus new charges for Sumup and for Lloyds Bank - this could change due to banking review	
Capital Expenditure (Loan Charges)	4200	41,007	41,007	41,007	20,504	18,414	38,918	27,589	-13,418	2x Loans have only 1 payment as will be completed	
Wages- General Admin	4665	199,557	198,930	219,672	94,920	117,692	212,612	215,045	-4,627	See payroll calculations spreadsheet	
Maintenance Wages	4666	197,102	203,087	196,033	87,966	118,567	206,533	206,853	10,820	See payroll calculations spreadsheet	
Town Mayor's Allowance	4600	1,500	1,386	1,500	223	1,050	1,273	1,500	0		
Members Allowances/Mileage	4605	1,000	1,168	2,136	0	1,168	1,168	1,900	-236	10 members are now eligible to claim their allowance as all now elected	
Subscriptions	4635	2,500	2,379	2,500	1,719	781	2,500	2,500	0		
Audit	4640	2,180	2,421	2,500	2,487	380	2,867	3,000	500	Internal auditor will be £365 for interim and £415 for final - final year of 3 year agreement. External was £2,100 in 23/24	
Training	4645	4,500	4,719	4,500	3,096	1,047	4,143	2,000	-2,500	No longer have Sonya's Uni costs, so this budget can be reduced	
Liability Insurance	4646	4,536	4,635	5,098	4,686	0	4,686	4,800	-298		
Conf/meeting exp	4650	0	0	0	9	0	9	1,200	1,200	Hire of Cornhall Council Chamber for Meetings	
Printing/Stationery	4655	3,500	3,194	4,000	(2,217)	6,246	4,029	4,000	0	Actual figure is incorrect due to invoicing dates, keep 4k budget	
IT Equipment/ Software & Support	4657	14,000	17,281	24,000	14,999	5,776	20,775	22,000	-2,000	Vmit Software & Support, Rialtas, Adobe, Sage & Wix all come to 18.6k - new laptops all purchased but need new cemetery software not bought yet - 22k should be enough	
Postage	4660	100	68	100	84	34	118	125	25		
Staff Mileage	4667	300	472	500	407	213	620	500	0	No longer have Sonya's Uni costs, so this budget can remain the same	
NI/PAYE/Pension	4670	0	0	0	(86)	0	-86	0	0	No budget required	
Legal/Financial/Prof fees	4675	2,000	667	2,000	3,500	1,000	4,500	6,500	4,500	£4,500 paid returnable Locum fee for RFO services. Additional £4,500 budgeted for staff review.	
NEW (Recruitment & Retention)	4680	2,000	0	1,000	0	2,000	2,000	1,000	0	To be kept for future recruitment of CEO using SLCC	
Rechargeable	4685	0	3,293	0	221	0	221	0	0	No budget required	
HR Support	4690	0	0	2,800	2,700	0	2,700	2,800	0		
S 137 Exp	4870	0	19	0	0	0	0	0	0	No budget required	
CIL Expenditure	5000	0	8,966	0	3,974	0	3,974	0	0	No budget required	
TM Charity	4795	0	2,558	0	1,172	0	1,172	0	0	No budget required	
Sec 106 Expenditure	5005	0	0	0	0	0	0	0	0	No budget required	
Christmas Lights Display	4320	21,000	18,871	21,000	3,734	17,371	21,105	19,000	2,000	TC has confirmed that £19K is required, replacement lights would cost £19K each year over three years by two suppliers. This is subject to global increases and supplier cannot guarantee but this is in the right region.	
Insurance re. Christmas Lights	4322	79	79	81	81	0	81	83	-2		
Remembrance Service Costs	4760	800	558	800	55	600	655	700	100		
General Events	4991	0	6,811	200	74	0	74	600	-400	To include ATM expenditure which was £352 in 2023/24	
Communication Strategy	4995	0	0	0	0	0	0	0	0		
Promotion	4840	250	827	600	90	81	171	1,000	-400	Visit Diss Website costs of £390 annually agreed from Promo (Sep FC Resolution)	
Website	4845	150	468	300	0	252	252	300	0		
Christmas Switch On event	4990	2,800	5,256	1,250	395	2,759	3,154	5,250	-4,000	Budget of £1250 with remainder being raised from Stallage and Sponsorship (Income amount of 4k)	
Carnival	4996	11,455	13,482	2,750	13,850	0	13,850	12,750	-10,000	Budget of £2750 with remainder being raised from Stallage and Sponsorship (Income amount of 10k)	
<b>Grants</b>											
General Grants	4720	10,000	10,000	10,000	0	0	0	10,000	0		
Heritage Triangle trust	4765	0	475	0	0	0	0	0	0	Spend from EMR from remaining HTP	
<b>Sub totals Executive Committee</b>		<b>522,556</b>	<b>553,534</b>	<b>546,677</b>	<b>261,136</b>	<b>295,611</b>	<b>554,444</b>	<b>553,395</b>	<b>-18,686</b>		

EXPENDITURE FACILITIES COMMITTEE		2023-24			2024-25				2025-2026			
Description	Code	23-24 Budget updated	23-24 Actual updated	24-25 Budget	Actual Costs to date	Projected remaining Costs	Total Projected	Under/over spend	Precept Revenue	Precept Revenue & EMR	Variation	Notes 25-26
<b>Amenities</b>												
Agency NCC Grass cutting	4000	100	98	100	55	96	151	51.00	100	100	0	
Allotment Expenditure	4020	28	28	30	29	0	29	-1.00	1,030	1,030	-1,000	Agreed to add 1k for hedge works annually
Park Enhancement Costs	4030	0	42	0	0	0	0	0.00	-	-	0	
Garden & Floral Scheme	4040	1,300	983	2,000	32	200	232	-1768.00	2,000	2,000	0	Council agreed 1200-1500 per year for flowers in planters, also £800 for maintenance of all beds around town as no longer use Amanda
Town/Pk	4060	20,000	25,209	22,000	14,702	6,500	21,202	-798.00	24,000	26,000	-4,000	Increase due to general pricing increases, and to buy cheap bunting to 25/26, and review for next year
Play Equipment R&R	4061	5,000	5,769	5,000	212	3,500	3,712	-1288.00	5,000	10,000	-5,000	5k to EMR for replacement play equipment in toddler area
Board Walk Main	4062	1,000	4,325	1,000	0	1,000	1,000	0.00	1,000	6,000	-5,000	Some refurb in 2023/24, only minimal budget to cover any minor repairs - agreed 5k for EMR for future works
Van Replacement	4065	1,000	0	0	0	0	0	0.00	-	2,000	-2,000	Agreed to add 2k to Van replacement EMR as Caddy will need to be replaced in next 2 years
Van Running Cost	4070	3,500	5,248	7,000	1,098	3,459	4,557	-2443.40	7,000	7,000	0	3 Van Running costs general use is approx 5k annually, but have a 2k contingency for any breakdown faults
Van Insurance	4071	1,220	1,695	1,865	1,748	0	1,748	-117.00	1,810	1,810	55	Insurance increase usually 3.5%
Tree management	4075	9,000	5,980	18,000	635	26,000	26,635	8635.00	1,000	18,000	0	3rd Yr of Tree Management Contract - completed most works during 24/25 going over budget, will keep 18k to cover any emergency works, and to put some back into EMR at Y/end for next maint contract
Bus Shelter Cleaning	4080	0	0	0	0	0	60	60.00	120	120	0	Funds previously taken from EMR, but this is ringfenced for Bus Shelter replacements
Closed Churchyard R&R	4085	30	36	100	26	18	44	-56.00	100	100	0	Fuel costs for grass cutting, nothing for EMR for St Marys Wall Replacement 24/25
Manorial Rights R&R	4090	10	7	10	0	6	6	-4.00	10	10	0	
Mere Water Drainage	4095	2,800	0	2,000	0	2,000	2,000	0.00	2,000	2,000	0	Have not need in previous 2 years, but could be required if water levels in Mere go too high
Mere Fountain	4100	1,500	1,500	2,000	10	1,500	1,510	-490.00	2,000	7,000	-5,000	Service costs hasn't increase for last 2 years, so an increase is due. Have added 5k to EMR for fountain replacement
Mere Fountain Electricity	4101	4,830	2,159	7,131	2,216	3,283	5,499	-1632.04	6,000	6,000	1,131	
Mere Fountain/Kiosk Insurance	4102	155	155	170	160	0	160	-10.00	170	170	0	
PK - Water	4110	100	68	100	37	38	75	-25.00	100	100	0	
PK - Electricity	4115	1,841	1,600	1,903	1,558	1,000	2,558	655.00	1,903	1,903	0	
Mere's Mouth Rent	4120	100	100	100	0	0	0	-100.00	100	100	0	
Mere's Mouth Business Rate	4125	424	424	424	212	212	424	0.00	424	424	0	
Mere's Mouth Water	4130	0	0	500	0	0	0	-500.00	500	500	0	SNDC to charge to DTC - but not happened as yet
Mere's Mouth (Resurfacing)	4135	0	0	0	0	0	0	0.00	-	-	0	
Park Insurance	4140	1,757	1,764	1,940	1,819	0	1,819	-121.00	1,900	1,900	40	Insurance increase usually 3.5%
<b>AMENITIES TOTAL EXPENDITURE</b>		<b>55,695</b>	<b>57,190</b>	<b>73,373</b>	<b>24,549</b>	<b>48,812</b>	<b>73,421</b>	<b>47.56</b>	<b>58,267</b>	<b>94,267</b>	<b>-20,774</b>	

EXPENDITURE FACILITIES COMMITTEE		2023-24			2024-25				2025-2026			
Description	Code	23-24 Budget updated	23-24 Actual updated	24-25 Budget	Actual Costs to date	Projected remaining Costs	Total Projected	Under/over spend	Precept Revenue	Precept Revenue & EMR	Variation	Notes 25-26
Cemetery Grounds R&R	4250	8,000	7,038	9,300	2,253	640	2,893	-6407.00	10,300	10,300	-1,000	Not used as yet due to high water levels - 5k to have water table check - legal requirement. Spend in line with budget so keep 5k in EMR and have budget for 25/26 of 4.3k - increase with 6k for contractors for cutting of grass
Cemetery Roads R&R	4255	0	0	0	0	0	0	0.00	-	-	0	
Cemetery Chapels R&R	4260	1,000	46,429	1,000	0	0	0	-1000.00	1,000	1,000	0	For any emergency repairs, but all major works have been completed
Cemetery Monuments Testing	4265	0	0	0	0	0	0	0.00	-	-	0	
Cemetery Water	4275	150	154	150	22	140	162	12.00	175	175	-25	
Cemetery Electricity	4280	472	1,925	1,151	582	650	1,232	81.00	1,300	1,300	-149	
Cemetery Insurance	4285	496	496	545	512	0	512	-33.00	545	545	0	
Cemetery Grave digging Exp	4300	0	6,882	0	3,879	0	3,879	3879.00	-	-	0	No budget required as contra with income code - should we add something on top for our administration costs?
<b>CEMETERY TOTAL EXPENDITURE</b>		<b>10,118</b>	<b>62,924</b>	<b>12,146</b>	<b>7,248</b>	<b>1,430</b>	<b>8,678</b>	<b>-3468.00</b>	<b>13,320</b>	<b>13,320</b>	<b>-1,174</b>	
General Maintenance Equipment	4270	3,000	689	6,000	2,735	800	3,535	-2465.00	4,000	4,000	2,000	With 4k for all general maintenance costs,
General Insurance Equipment	4271	142	142	156	146	0	146	-10.00	156	156	0	
Ride on mower Insurance	4272	412	412	454	425	0	425	-29.00	440	440	14	
<b>General Equipment Total</b>		<b>3,554</b>	<b>1,243</b>	<b>6,610</b>	<b>3,306</b>	<b>800</b>	<b>4,106</b>	<b>-2504.00</b>	<b>4,596</b>	<b>4,596</b>	<b>2,014</b>	
CH Maint	4350	6,000	7,176	6,000	2,631	1,308	3,939	-2061.00	6,000	6,000	0	
CH Insurance	4360	2,582	2,588	2,846	2,668	0	2,668	-178.00	2,846	2,846	0	
<b>CORN HALL TOTAL EXPENDITURE</b>		<b>8,582</b>	<b>9,764</b>	<b>8,846</b>	<b>5,299</b>	<b>1,308</b>	<b>6,607</b>	<b>-2239.00</b>	<b>8,846</b>	<b>8,846</b>	<b>0</b>	
<b>Council Offices</b>												
Office Business Rate	4610	4,860	4,853	4,860	2,427	2,426	4,853	-7.00	4,860	4,860	0	
Office Gas	4615	1,230	3,222	1,800	981	2,000	2,981	1181.00	3,000	3,000	-1,200	Increased gas prices and inefficient boiler
Office Electricity	4620	956	1,328	1,630	608	920	1,528	-102.00	1,630	1,630	0	
Office Telephone	4625	2,000	1,691	2,000	941	980	1,921	-79.00	2,750	2,750	-750	Additional phone maintenance costs agreed INF0924/08
Office Insurance	4630	882	882	970	910	0	910	-60.00	940	940	30	
Office R&R	4400	2,500	4,209	4,500	1,446	2,000	3,446	-1054.00	3,500	3,500	1,000	
Office Building	4405	7,500	985	1,000	0	800	800	-200.00	2,000	2,000	-1,000	
Office Stairlift	4410	340	376	400	0	380	380	-20.00	400	400	0	Price last year £362 with price increase of 5% in January, so predict same for 2024, and again for 2025 giving price of £400
<b>OFFICE BUILDING TOTAL EXPENDITURE</b>		<b>20,268</b>	<b>17,546</b>	<b>17,160</b>	<b>7,313</b>	<b>9,506</b>	<b>16,819</b>	<b>-341.00</b>	<b>19,080</b>	<b>19,080</b>	<b>-1,920</b>	
<b>Cemetery Bungalow</b>												
Cemetery Bungalow	4415	2,000	3,128	1,500	391	826	1,217	-283.00	-	-	1,500	We no longer own this property
<b>Other Council Property Costs</b>												



EXPENDITURE FACILITIES COMMITTEE		2023-24			2024-25			2025-2026				
Description	Code	23-24 Budget updated	23-24 Actual updated	24-25 Budget	Actual Costs to date	Projected remaining Costs	Total Projected	Under/over spend	Precept Revenue	Precept Revenue & EMR	Variation	Notes 25-26
Electricity Testing 5 yrl	4420	0	798	0	0	0	0	0.00	-	-	0	
Health & safety	4425	2,500	1,138	2,500	79	2,417	2,496	-4.00	2,500	2,500	0	
PK Toilet Servicing Duty of Care	4435	12,000	10,224	12,000	4,483	7,347	11,830	-170.00	14,000	14,000	-2,000	added 2k to cover cleaning costs as will remain open for 12 months
PK Toilet Insurance	4445	384	384	422	396	0	396	-26.00	422	422	0	
PK Toilet Elect	4450	1,720	2,192	1,783	773	892	1,665	-118.00	1,783	1,783	0	
PK Toilet Water Rates	4460	2,070	699	2,000	-1,051	3,121	2,070	70.00	2,000	2,000	0	
Mere's Mouth Toilets	4465	15,000	11,723	15,000	6,859	9,697	16,556	1556.00	17,000	17,000	-2,000	We pay SNDC £850 per annum rent for these toilets? Plus cleaning/opening and general repairs
Mere's Mouth toilet Electricity	4466	1,500	1,083	722	935	565	1,500	778.00	1,500	1,500	-778	
Staff Uniforms/Replacements	4475	250	0	250	290	250	540	290.00	500	500	-250	
<b>OTHER PROPERTY TOTAL</b>		<b>35,424</b>	<b>28,241</b>	<b>34,677</b>	<b>12,764</b>	<b>24,289</b>	<b>37,053</b>	<b>2376.00</b>	<b>39,705</b>	<b>39,705</b>	<b>-5,028</b>	
<b>DYCC</b>								<b>0.00</b>				
DYCC Electricity	4500	7,758	6,548	14,103	2,986	3,500	6,486	-7617.00	6,500	6,500	7,603	Should be minimal use as only electric will be maintenance team & Park Radio's Aerial
DYCC Gas	4505	830	1,028	830	323	494	817	-13.00	830	830	0	Keeping minimal heating over winter to protect the building
DYCC Business Rate	4510	5,200	5,040	5,200	2,520	2,520	5,040	-160.00	3,800	3,800	1,400	Should get 3 months FOC due to building being empty
DYCC Water Rate	4515	710	1,179	800	400	400	800	0.00	800	800	0	Keep this budget for Maintenance team
DYCC Licences Music	4520	247	0	250	0	0	0	-250.00	-	-	250	No hirers, therefore no PRS/PPL
DYCC Insurance	4525	1,085	1,095	1,204	1,129	0	1,129	-75.00	1,200	1,200	4	
DYCC Annual Service Costs	4530	1,500	639	1,000	255	500	755	-245.00	750	750	250	Will still require servicing of intruder and fire alarms
DYCC General R&R	4540	4,000	10,069	9,000	2,331	4,000	6,331	-2669.00	6,000	6,000	3,000	Reduced as building is closed, therefore running costs reduced
<b>DYCC TOTAL EXPENDITURE</b>		<b>21,330</b>	<b>25,598</b>	<b>32,387</b>	<b>9,944</b>	<b>11,414</b>	<b>21,358</b>	<b>-11029.00</b>	<b>19,880</b>	<b>19,880</b>	<b>12,507</b>	
<b>Market Place</b>												
Mere's Mouth - Maintenance	4805	0	470	0	0	0	0	0.00	-	-	0	
Market place - Water rate	4810	63	72	50	59	43	102	52.00	100	100	-50	
Market Business Rate	4815	2,800	2,470	2,800	1,235	1,235	2,470	-330.00	2,480	2,480	320	
Museum Expenditure	4825	0	0	0	0	0	0	0.00	-	-	0	
Market Expenditure	4830	365	500	528	240	300	540	12.00	600	600	-72	
<b>TOTAL MARKET EXPENDITURE</b>		<b>3,228</b>	<b>3,512</b>	<b>3,378</b>	<b>1,534</b>	<b>1,578</b>	<b>3,112</b>	<b>-266.00</b>	<b>3,180</b>	<b>3,180</b>	<b>198</b>	
<b>Sports Ground</b>												
SPG Track Maintenance	4900	4,000	2,460	4,000	0	4,000	4,000	0.00	4,000	4,000	0	Cleaning works to be carried out by DTC staff, but repairs will be required
SPG Flood Lights	4905	0	0	0	0	1,685	1,685	1685.00	1,685	6,685	-6,685	Still awaiting invoice for this works - if not completed before Y/End this will need to be budgeted for again in 25/26 - Could require replacement of floodlights after inspection - add 5k to EMR
SPG Pavillion Maintenance	4910	0	5,283	2,500	491	1,043	1,534	-966.00	2,500	2,500	0	
SPG Grounds Maint	4920	2,500	1,486	5,000	460	4,260	4,720	-280.00	5,000	5,000	0	
SPG Water	4930	553	529	600	167	296	463	-137.00	600	600	0	
SPG Electricity	4935	3,730	2,556	4,767	1,497	2,384	3,881	-886.00	4,767	4,767	0	New British Gas Contract

EXPENDITURE FACILITIES COMMITTEE												
Description	Code	2023-24			2024-25			2025-2026			Notes 25-26	
		23-24 Budget updated	23-24 Actual updated	24-25 Budget	Actual Costs to date	Projected remaining Costs	Total Projected	Under/over spend	Precept Revenue	Precept Revenue & EMR		Variation
SPG Phone	4940	300	131	300	0	223	223	-77.00	-	-	300	Skatepark broadband already considered in CCTV Budget, no phone at SPG Pavilion
SPG Insurance Premium	4945	1,332	1,334	1,467	1,376	0	1,376	-91.00	1,420	1,420	47	
SKb Insurance	4955	499	500	550	515	0	515	-35.00	550	550	0	
SKb Maintenance	4965	0	2,059	1,000	0	500	500	-500.00	1,000	6,000	5,000	5k to EMR as major replacementworks will be required in next couple of years
<b>TOTAL SPORTS GROUND EXPENDITURE</b>		<b>15,914</b>	<b>19,300</b>	<b>20,184</b>	<b>4,506</b>	<b>14,391</b>	<b>18,897</b>	<b>-1287.00</b>	<b>21,522</b>	<b>31,522</b>	<b>-1,338</b>	
HTP	4745	0	0	0	0	0	0	0.00	-	-	0	
<b>Total Facilities Committee</b>		<b>176,113</b>	<b>228,446</b>	<b>210,261</b>	<b>76,854</b>	<b>114,354</b>	<b>191,268</b>	<b>-18,993</b>	<b>188,396</b>	<b>234,396</b>	<b>-14,015</b>	

Description	Code	23-24 Budget	23-24 Actual	24-25 Budget	Actual to date	Projected	24-25 Forecast	25-26 Budget	Variation	Notes 25-26
<b>Executive</b>										
Precept	1076	591,978	591,978	668,148	668,148	0	668,148	713,932	45,784	
Interest Received	1090	500	12,995	6,500	7,503	8,104	15,607	14,000	7,500	Interest rates now coming down
Christmas Lights	1230	0	0	0	0	0	0	0	0	
Christmas Switch On Income	1235	1,400	4,023	1,400	4,207	1,200	5,407	4,000	2,600	
Rechargable Exp. Refunded	1280	0	3,293	0	1,081	0	1,081	0	0	This should balance to zero with 4685
Rechargable Wages. Refunded	1281	0	0	0	0	0	0	0	0	
Extra Event Income	1330	0	3,358	0	0	0	0	0	0	
Carnival Income	1435	10,000	13,332	10,000	11,506	0	11,506	10,000	0	
Town Mayor's Charity	1440	0	1,382	0	355	550	905	0	0	
Sec 106	1465	0	0	0	0	0	0	0	0	
CIL - CIL Income	1460	0	52,196	0	0	0	0	0	0	
<b>sub-total</b>		<b>603,878</b>	<b>682,557</b>	<b>686,048</b>	<b>692,800</b>	<b>9,854</b>	<b>702,654</b>	<b>741,932</b>	<b>55,884</b>	
<b>Facilities</b>										
Agency	1000	3,456	3,848	4,040	3,848	0	3,848	3,848	-192	Council agreed to keep this for 24/25 with maximum of 5 cuts per season and review again for 25/26 FAC Meeting 22.11.23 NO increase in 24/25 and can't guarantee an increase
Allotment Rent	1120	500	500	525	1,000	500	1,500	525	0	
Amenities Income	1140	2,085	9,701	2,000	3,188	1,400	4,588	2,000	0	Serveal insurance claims - keep the same
Mini Recycling Adopter Paymen	1150	450	450	450	450	0	450	450	0	
Cemetery Interment/chapel fees	1180	25,000	25,310	25,000	13,359	13,627	26,986	25,000	0	
Cemetery Memorial fees	1185	10,500	7,802	10,000	5,146	2,500	7,646	8,000	-2,000	
Cemetery Gravedigging Fees	1190	0	6,882	0	4,588	0	4,588	0	0	
Equipment Income	1195	0	3,345	0	0	0	0	0	0	
Office Rent/Service Charge	1240	5,500	6,536	6,864	3,268	2,200	5,468	6,536	-328	Must get NCC to agree price increase in 25/26
DYCC Hire fees	1260	20,000	16,592	5,181	1,871	3,000	4,871	0	-5,181	DYCC Closure - need to agreed electricity for the Aerial once Park Radio move out
Photocopying Income	1285	0	48	0	0	0	0	0	0	
Market Stallage	1320	20,000	20,542	21,000	10,784	10,784	21,568	21,000	0	Prices increase 24/25 by 5%
SPG Hire fees	1400	10,000	14,437	10,500	6,441	6,441	12,882	10,500	0	Prices increase 24/25 by 5%
<b>sub-total</b>		<b>97,491</b>	<b>397,135</b>	<b>85,560</b>	<b>53,943</b>	<b>40,532</b>	<b>94,475</b>	<b>77,859</b>	<b>-7,701</b>	
<b>Infrastructure</b>										
DDNP Income	1303	0	0	0	705	0	705	0	0	
Streetlighting	1470	0	0	0	14,600	0	14,600	0	0	Income from 2023/24 was due to new lights off Vinces Road and this is for 10 years maintenance
Parish Partnership Bid	1070	0	1,525	0	0	0	0	0	0	
<b>sub-total</b>		<b>0</b>	<b>1,525</b>	<b>0</b>	<b>15,305</b>	<b>0</b>	<b>15,305</b>	<b>0</b>	<b>0</b>	
<b>Total</b>		<b>701,369</b>	<b>1,081,217</b>	<b>771,608</b>	<b>762,048</b>	<b>50,386</b>	<b>812,434</b>	<b>819,791</b>	<b>48,183</b>	

## Earmarked Reserves

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

RINGFENCED - (not saving up for)

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



## DISS TOWN COUNCIL

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Report Number:  
**36 / 2425**

Report to:	Full Council
Date of Meeting:	20 <sup>th</sup> November 2024
Authorship:	Facilities & Buildings Manager
Subject:	Cemetery maintenance

1. As agreed by Council, we were asked as a trial to cut the Cemetery grounds to save on contractor costs this financial year.
2. The contractor's costs to cut the Cemetery areas would have been £6k + vat for 15 cuts from the middle of March to the end of October. This includes all equipment and fuel costs, and removal of some of the clippings. The contractors typically complete each cut in a day with up to three staff equating to approximately 315 hours.
3. Town Council staff have spent a total of 580 hours at the Cemetery at a total estimated cost of £10,200 excluding fuel and machine costs. This includes more regular cutting due to fast grass growth and complaints, adhering to health and safety guidelines when operating arm vibrating equipment & time needed between shifts and sites to undertake other tasks.
4. This also excludes the extra cost of £700 for a one-off contractor cut due to complaints of long grass received. This coincided with extreme wet weather, fast-growing grass and staff holiday and sickness.
5. One of the biggest benefits of a contractor undertaking the task, other than better value for money, is that there is continuous cover for the term of the contract.
6. The contractor is a specialist in grass cutting doing it day in day out with specialist equipment enabling them to do the work more efficiently.
7. I have looked at purchasing more specialist equipment such as a standup mower but initial outlay would be £15k and additional equipment to service and maintain.
8. By covering the Cemetery, which needs pretty constant staffing throughout the summer months, other jobs such as bench painting and boardwalk maintenance have fallen behind, which are more challenging to undertake in the winter months.
9. The Cemetery grounds budget for next year includes £6k for the contractor to maintain the grounds.
10. This will allow the maintenance staff to focus on key maintenance tasks including those already mentioned, painting the Council Offices and general maintenance around the town.
11. We will also save on van, fuel & equipment costs offsetting some of the contractors' costs.

	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
<b>Agency Services</b>							
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
<b>Allotments</b>							
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
<b>Amenities</b>							
Total Income	£2,085	£19,700	£2,000	£3,188	£1,400	£4,588	£2,000
Overhead Expenditure	-£55,567	-£57,190	-£73,243	-£24,465	-£48,716	-£73,181	-£93,137
Income Less Expenditure	-£53,482	-£37,490	-£71,243	-£21,277	-£47,316	-£68,593	-£91,137
<b>Mini Recycling Centre Adopter</b>							
Total Income	£450	£450	£450	£450	£0	£450	£450
Overhead Expenditure		£0					
Income Less Expenditure	£450	£450	£450	£450	£0	£450	£450
<b>Bank Interest rec'd/Bank Charges</b>							
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
<b>Capital Expenditure - Loans</b>							
	-£41,007	-£41,007	-£41,007	-£20,504	-£18,414	-£38,918	-£27,589
<b>Cemetery</b>							
Total Income	£35,500	£39,994	£35,000	£23,093	£16,127	£39,220	£33,000
Overhead Expenditure	-£10,118	-£62,924	-£12,146	-£7,248	-£1,430	-£8,678	-£13,320
Income Less Expenditure	£25,382	-£22,930	£22,854	£15,845	£14,697	£30,542	£19,680
<b>Cemetery Bungalow</b>							
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
<b>General Equipment</b>							
Overhead Expenditure	-£3,554	-£1,243	-£6,580	-£3,306	-£800	-£4,106	-£4,596
<b>Christmas Lights</b>							
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
<b>Corn Hall</b>							
Overhead Expenditure	-£8,582	-£9,764	-£8,846	-£5,299	-£1,308	-£6,607	-£8,846
<b>Council Offices</b>							
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
<b>Other Council Properties</b>							
Health & Safety	-£2,500	-£1,936	-£2,500	-£79	-£2,417	-£2,496	-£2,500
PK Toilet Servicing	-£12,000	-£10,224	-£12,000	-£4,483	-£7,347	-£11,830	-£14,000
PK Toilet Insurance	-£384	-£384	-£422	-£396	£0	-£396	-£422
PK Toilet Electricity	-£1,720	-£2,192	-£1,783	-£773	-£892	-£1,665	-£1,783
PK Toilet B Rates	£0	£0	£0	£0	£0	£0	£0
PK Toilet Water Rates	-£2,070	-£699	-£2,000	£1,051	-£3,121	-£2,070	-£2,000
Mere's Mouth Toilet	-£16,500	-£12,806	-£15,722	-£7,794	-£10,262	-£18,056	-£18,500
Staff Uniforms/Replacements	-£250	£0	-£250	-£290	-£250	-£540	-£500
Total Expense	-£35,424	-£28,241	-£34,677	-£12,764	-£24,289	-£37,053	-£39,705
<b>Diss Youth &amp; Community Centre</b>							
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
<b>Grants</b>							
Grants Expenditure	-£10,000	-£10,475	-£10,000	£0	£0	£0	-£10,000

Annual Budget 2025/2026

	Last Year		Current Year				Next Year
	Budget 23-24	Actual 23-24	Budget 24-25	Actual YTD 24-25	Projected 24-25	Forecast 24-25	Budget 25-26
<b>Highways - Parish Partnership Bid</b>							
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
<b>Income Less Expenditure</b>	<b>£0</b>	<b>£490</b>	<b>-£1,000</b>	<b>£325</b>	<b>£0</b>	<b>-£325</b>	<b>-£1,000</b>
<b>Market</b>							
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
<b>Income Less Expenditure</b>	<b>£16,772</b>	<b>£17,030</b>	<b>£17,622</b>	<b>£9,250</b>	<b>£9,206</b>	<b>£18,456</b>	<b>£17,820</b>
<b>Promotion</b>							
Overhead Expenditure	-£400	-£1,295	-£900	-£90	-£333	-£423	-£1,300
<b>General Expenditure</b>	<b>-£38,116</b>	<b>-£41,702</b>	<b>-£52,634</b>	<b>-£34,131</b>	<b>-£19,695</b>	<b>-£53,826</b>	<b>-£53,825</b>
<b>Sports Ground</b>							
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
<b>Income Less Expenditure</b>	<b>-£5,914</b>	<b>-£4,863</b>	<b>-£9,684</b>	<b>£1,935</b>	<b>-£7,950</b>	<b>-£6,015</b>	<b>-£21,022</b>
<b>Events</b>							
Event Income	£0	£3,358	£0	0	£0	£0	£0
Overhead Expenditure	-£1,000	-£7,369	-£1,200	-£129	-£600	-£729	-£1,300
<b>Income Less Expenditure</b>	<b>-£1,000</b>	<b>-£4,011</b>	<b>-£1,200</b>	<b>-£129</b>	<b>-£600</b>	<b>-£729</b>	<b>-£1,300</b>
<b>Christmas Switch-On Event</b>							
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
<b>Income Less Expenditure</b>	<b>-£1,400</b>	<b>-£1,233</b>	<b>£150</b>	<b>£3,812</b>	<b>-£1,559</b>	<b>£2,253</b>	<b>-£1,250</b>
<b>Carnival</b>							
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
<b>Income Less Expenditure</b>	<b>-£1,455</b>	<b>-£150</b>	<b>£7,250</b>	<b>-£2,344</b>	<b>£0</b>	<b>-£2,344</b>	<b>-£2,750</b>
<b>Wages</b>							
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	-£215,045
Wages Maint	-£197,102	-£203,087	-£196,033	-£87,966	-£118,567	-£206,533	-£206,853
<b>Income Less Expenditure</b>	<b>-£396,659</b>	<b>-£398,724</b>	<b>-£415,705</b>	<b>-£181,805</b>	<b>-£236,259</b>	<b>-£418,064</b>	<b>-£421,898</b>
<b>Town Mayors Charity</b>							
Total Income	£0	£1,382	£0	£355	£550	£905	£0
Overhead Expenditure	£0	-£2,558	£0	-£1,172	-£1,168	-£2,340	£0
<b>Income Less Expenditure</b>	<b>£0</b>	<b>-£1,176</b>	<b>£0</b>	<b>-£817</b>	<b>-£618</b>	<b>-£1,435</b>	<b>£0</b>
<b>CIL Income</b>							
CIL Income	£0	£52,196	£0	0	£0	£0	£0
<b>CIL Expenditure</b>	<b>£0</b>	<b>-£8,966</b>	<b>£0</b>	<b>-£3,974</b>	<b>£0</b>	<b>-£3,974</b>	<b>£0</b>
<b>Sec 106 Income</b>							
Sec 106 Income	£0	£0	£0	0	£0	£0	£0
<b>Sec 106 Expenditure</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>
<b>Streetlighting</b>							
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
<b>Income Less Expenditure</b>	<b>-£10,000</b>	<b>-£17,417</b>	<b>-£13,500</b>	<b>£13,180</b>	<b>-£9,565</b>	<b>£3,616</b>	<b>-£31,000</b>
<b>HTP Expenditure</b>							
HTP Expenditure	£0	£0	£0	£0	£0	£0	£0
<b>Total Income</b>	<b>£109,391</b>	<b>£217,052</b>	<b>£103,460</b>	<b>£93,195</b>	<b>£50,386</b>	<b>£143,581</b>	<b>£105,859</b>
<b>Total Expenditure</b>	<b>-£701,369</b>	<b>-£802,083</b>	<b>-£771,608</b>	<b>-£339,735</b>	<b>-£420,697</b>	<b>-£760,107</b>	<b>-£819,791</b>
Precept	-£591,978		-£668,148				-£713,932
Tax Base	2,808		2,838				2,838
Band D Householder	£210.82		£235.43			£	251.56
Estimated Increase in Band D Equivalent							6.85%



## DISS TOWN COUNCIL

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Report Number:  
**37 / 2425**

Report to:	Full Council
Date of Meeting:	20 <sup>th</sup> November 2024
Authorship:	Town Clerk
Subject:	Diss Youth & Community Centre

### Introduction

1. At the October meeting of Full Council, members heard that a resident survey had been drafted by FMG Consultants and revised following feedback from the Action Group and it was acknowledged that this is an initial step in a longer-term process of stakeholder engagement.

### Survey Revisions

2. Another meeting of the Action Group was scheduled to re-look at the survey.
3. It was agreed that it was too long, complex and set unrealistic expectations. This would likely result in minimal response so it was agreed the number of questions would be considerably reduced.
4. This survey would focus on whether residents have been affected by the closure of the DYCC, if they think that providing new youth and community facilities in Diss is a good idea and how much extra council tax they would be prepared to pay for such a facility. All but one of the four options require significant investment which will need to be met by substantial external grant funding and some borrowing.
5. A revised draft survey will be circulated post-review prior to the meeting.
6. It was also agreed that as well as accessing the survey online via the Council's website and QR code in Diss Matters, public engagement sessions would be organised & promoted on the Market Place and in local supermarkets on high footfall days to increase response rate and provide opportunities for as many people to feedback as possible.
7. Dates for late November and December have been provided and we would like councillors to volunteer to help run these sessions alongside the Action Group.

### Other Stakeholder Engagement

8. FMG has also been talking to current and previous users of the DYCC to determine requirements for use. The key outcomes are:

### South Norfolk Council

- a) The new leisure hub on Park Road is likely to incorporate a flexible community space and further information regarding what that might look like is being



requested.

- b) SNDC recognise that this project may not be able to accommodate various potential local partners and there may be a demand for additional flexible office and activity space elsewhere in the town.
- c) Given their significant ongoing investment in Diss, SNC is unlikely to be in a position to contribute direct funding to refurbish or redevelop the DYCC nor take on management responsibility for any facility.
- d) SNC would support the potential development of a 3G pitch in the town.

#### Norfolk County Council

- e) Would like to continue delivering its registration service in Diss and has not found an alternative venue to the Council offices.
- f) NCC could not afford a significant increase in rental charges.

#### Other Stakeholders

- g) Norfolk County Football Association would be very supportive of a full-size 3G pitch at the Sports Ground site, the Football Foundation would typically be willing to contribute 70% grant funding towards the cost and associated changing provision but would not have an appetite to take on site management.
- h) Past users liked the DYCC venue for its size, flexibility of space, location and accessibility (including free car parking).
- i) Only a few of the past users seem especially unhappy with their new locations.
- j) Mental health issues particularly amongst young people has increased since the Covid pandemic requiring more support. Numbers accessing support has decreased.
- k) Charges at DYCC are similar or slightly higher than other venues.
- l) Some would find a new facility on the Sports ground site unattractive due to distance.
- m) There are two parties interested in DYCC land purchase.

#### Timescales

- 9. Given the importance of getting the survey right and receiving useful feedback from the community on the way forward, it is estimated that we will have the data analysed from the survey early 2025, which will inform next steps.

#### **Recommendations**

- 1. To approve the draft initial resident survey
- 2. To recruit additional councillors to help with community engagement sessions

Clerk's report – Full Council 20<sup>th</sup> November 2024

**DYCC Futures Project**

See separate report on agenda.

**Staffing**

See separate confidential report on agenda.

**Events**

1. Much of my time has been dedicated to leading on the Remembrance commemoration since the last meeting.
2. I am incredibly proud of the achievements of the organising committee and the overwhelmingly positive feedback we have received particularly on the new location for the wreath-laying ceremony.
3. The debrief meeting took place on Tuesday evening and we have a list of improvements to work on for 2025.
4. Attention for this committee will turn to organising the VE & VJ day celebrations in May and August respectively and supporting the Royal British Legion with their Armed Forces Day event in June. Planning will start early in the New Year.
5. The debrief meeting was followed by a very positive meeting of the newly constituted Carnival committee. A theme was discussed and will be decided upon at our next meeting in 2 weeks before being shared.
6. Please do all you can to support the Town Council's key event. The Christmas Lights Switch-on event takes place on Saturday 7<sup>th</sup> December from 1.30pm on the Market Place. Particular thanks go to Robert for leading on the event and Kim for the publicity, sponsorship etc.
7. The Town Mayor's Christmas carol concert takes place on Tuesday 10<sup>th</sup> December at St Mary's church starting at 7pm. Tickets on sale now from the Council Offices £5 each in support of Nelson's Journey. We also need help at the event so please let the office know if you can help. Thank you to Alex and Kim for organising this event.

**Stakeholder management**

8. The next meeting with our local MP is in February to precede Full Council.
9. Met with MTM Youth Services representative following grant application outcome & she will be providing a report regarding match funding and is interested in supporting events with young people. To this end, she attended the Carnival meeting and will hopefully join it to help support that event.

10. I have also liaised with the grant panel, and we are extending the deadline for the second round from 30<sup>th</sup> November to 31<sup>st</sup> January 2025. This will provide MTM with some time to evidence the benefit of the funds to be transferred next week in the follow-up application and reflects that we were several months late with the first-round decision.
11. I also met with Roydon Town Councillor George Waterman to discuss delivery of a root ball Christmas tree in a recycled plastic container for the end of Mere St (a press release will be written about this) and his involvement in the Carnival committee. He and his partner attended the meeting this week and are set to join at the next meeting.
12. I met online with two Clerks from neighbouring towns about a Youth Forum. I intend to attend one of their sessions to better understand the format and how it might work for DTC to better engage young people. I've also spoken to the High School Head about the possibility and will liaise with MTM Youth Services.
13. I will be meeting with Park Radio Director to update him on the underlease for the Corn Hall and grant application.
14. Early next week I'll be meeting with one of the Triangle Trustees regarding various matters including town centre parking control, boardwalk, and the Corn Hall.

### **Planters**

15. I'm meeting cllr Collins tomorrow to discuss how we can consolidate our planter scheme (there are 50 in total) across the town to continue to have an attractive floral display whilst reducing maintenance required. We intend to work with the Heritage Triangle Trust and George W on this project also.

### **Casual vacancy**

16. We have received one application to date for the councillor vacancy. A meeting with him is being arranged and he will attend a future Full Council.
17. There has been interest registered by two further potential applicants.
18. I plan to have the co-option on the agenda on an agenda from the Spring and we will continue to promote the opportunity until then.

Progress Report

Item 10

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/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	immediately	Project Officer will be attending a meeting of Full Council in the New Year 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.	Clerk   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.	Clerk	02.01.25	
Full Council	FC0624/17	ANGLIAN GARDEN MEMORIAL	1. To liaise with the Council's tree surgeon to determine whether the roots of the tree are likely to cause future movement post-works. With assurances from the tree surgeon to go ahead with recommendations 2 and 3 below. 2. To appoint the Garden project Team to complete the works at Anglian Garden for the price of £9,283.00 plus VAT. 3. To utilise Community Infrastructure Levy funds to cover the cost of this enhancement to the town centre.	Town Clerk / FBM	31.03.25	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 revised quote / options from contractor. FBM chasing.
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	Two members attended alongside the Clerk. Will ask if a councillor could attend Trustee meetings going forward.
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	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	Could a councillor volunteer investigate this?
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	

## Progress Report

Committee	Minute Ref	Subject	Action	Assigned to	Timescale	Comments or further action
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 December.
Full Council	FC1024/08a	COMMUNITY GRANT SCHEME	<ol style="list-style-type: none"> <li>1. To award £600 to Dove Song Plus to support a singing group for adults with complex needs and their carers.</li> <li>2. To refuse the £1,500 grant request from the Diss &amp; District Community Transport Association / Borderhoppa.</li> <li>3. To award £2,500 to MTM Youth Services to continue delivering projects to reach more young people and support those with more complex needs subject to more visible activities in the town.</li> <li>4. 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 further to a new application.</li> </ol>		31.11.24	<p>Completed</p> <p>Deadline extended to 31st January 2025.</p>
Full Council	FC1024/08b	COMMUNITY GRANT SCHEME	To appoint the Chair and Vice-Chair of the Executive Committee to the Grants Panel with one deputising for the other and to make this a condition of the policy.	RFO	31.11.24	Completed
Full Council	FC1024/09	NATIONAL GRID ENVIRONMENTAL SURVEY	to enter into a licence agreement with National Grid to allow access to part of the Sports Ground site for non-intrusive surveying purposes relating to the Norwich to Tilbury pylon project subject to receiving a rationale first.	Clerk	Immediately	Clerk emailed National Grid - awaiting response.
Full Council	FC1024/11	HERITAGE TRIANGLE PARKING	To approve the proposed schemes to address parking issues in the Heritage Triangle, Mere St and Market Place in order that schemes and costs can be drawn up.	Clerk	Immediately	Clerk confirmed this with NCC.
Full Council	FC1024/18	SPORTS GROUND	<ol style="list-style-type: none"> <li>1. To approve the draft Novation agreement amending the agreement between Diss Town Council and G N Rackham &amp; Sons Ltd dated 10th February 1989 relating to the Sports Ground site to be between Diss Town Council and the three current Directors of the company subject to confirmation that its potential future development into a community facility would not be affected.</li> <li>2. That all legal costs will be covered by the other party.</li> <li>3. That the Clerk arranges for the agreement to be executed as per Standing Order 23b.</li> </ol>	Clerk	30.11.24	Point 1 is already addressed in clause 4.2 of the agreement. Point 2 has been added at clause 6 and will be sent to other party for consideration.