



TOWN CLERK
Miss S Richards, CILCA

DISS TOWN COUNCIL
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Please ask for: Miss Sarah Richards
Our ref: | FC 08.01.20
Date: 02 January 2020

NOTICE OF MEETING

Dear Members of the Public and Press,

You are cordially invited to attend a meeting of **Diss Town Council** to be held in the **Marriage Room** at **Diss Town Council Offices** on **Wednesday 8th January 2020** at **7.15pm** to consider the business detailed below.

Town Clerk

AGENDA

1. **Apologies**
To receive and consider apologies for absence.
2. **Declarations of Interest ¹ and Requests for Dispensations**
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 the meeting of Full Council on 11th December 2019 (copy herewith).
4. **Public Participation**
To consider a resolution under Standing Orders 3d to 3h to suspend the meeting to receive reports from the County and District Councillors, on behalf of the Police, and to hear comments from members of the public on items to be discussed on the agenda. (*Members of the public are entitled to speak for a maximum of three minutes*).
5. **Items of URGENT business**
To discuss any item(s) of business which the Chairman 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 payment of accounts for December (to be tabled).
 - b) To receive the summary of income, expenditure and Earmarked Reserves for the month ending December 2019 (to be tabled).
7. **Budget 2020/21**
To approve the budget and precept request for the financial year 2020/21 (report reference 29/1920 to be tabled).
8. **Schedule of Council Meetings 2019/20**
To approve a revised schedule of Council meetings for the remainder of 2019/20 (report reference 30/1920 herewith).
9. **Progress Report**
To note progress on decisions made at the last meeting of Council (copy details herewith).
10. **Date of Next Meeting**
To note that the next meeting of Full Council is scheduled for 12th February 2020.

DISS TOWN COUNCIL

MINUTES

DRAFT

Minutes of the meeting of the Town Council held in the Marriage Room at the Town Council Offices on Wednesday 11th December 2019 at 7.15pm.

Present: Councillors S. Browne (ex-officio)
D. Collins
M. Gingell
N. Howard
S. Kiddie
A. Kitchen
J. Mason
S. Olander (ex-officio)
D. Poulter
J. Robertson
E. Taylor

In attendance: Sarah Richards, Town Clerk
Alex Jamieson, Responsible Finance Officer
County Councillor Kiddie
District Councillor Minshull
2 Diss Youth Councillors

FC1219/01 TO CONSIDER APOLOGIES FOR ABSENCE

Apologies were received and accepted from Councillor Mason.

FC1219/02 DECLARATIONS OF INTERESTS AND REQUESTS FOR DISPENSATIONS

There were none.

FC1219/03 MINUTES

It was

RESOLVED: That the minutes of the meeting of Full Council held on 13th November were confirmed and signed as a true record.

FC1219/04 PUBLIC PARTICIPATION

There were two members of the Diss Youth Council present who will be speaking on item 9 along with County Councillor Kiddie & District Councillor Minshull. District Councillor Wilby gave her apologies but provided a written report on which there were no questions. County Councillor Kiddie provided a verbal update including the progress made towards the Compulsory Purchase Order to enable the Vincles Road two-way exit scheme. He also advised that a grant for Diss Bowls Club to improve their field irrigation scheme had been received. District Councillor Minshull has been busy with his Chair's responsibilities and enjoyed the Town Mayor's carol concert. He reported that a grant has also been secured for a new set of colours for the army cadets and that the Community Action Fund is considering a grant of £4k to the Diss Athletics Club for a replacement hammer cage in February.

FC1219/05 ITEMS OF URGENT BUSINESS

There were none.

FC1219/06 FINANCE

- a) Councillors noted payment of accounts for November.
- b) Councillors received the summary of income, expenditure (I & E) and Earmarked Reserves for the month ending November 2019. Comments were raised on the I&E report regarding expenditure to date & budgeting e.g. postage, meeting room hire & HR support. Members were advised that the budget item (8) may address these queries and that the RFO would investigate otherwise.
(Action: RFO; by 08.01.20)
- c) Councillors received the Council's end of quarter two report for the month ending September 2019. It was

RESOLVED: to approve the allocation of income budgets to headings to allow for more accurate and relevant forecasting.

(Action: RFO; immediately)

d) Councillors received an end of second quarter bank reconciliation statement. It was noted that there is an action for the RFO to review investment funds post budgeting.

(Action: RFO; by 31.03.20)

FC1219/07 INTERIM INTERNAL AUDIT REPORT 2019-20

Councillors received the Council's interim internal Audit Report and councillors thanked the staff involved in the process.

(Action: RFO; immediately)

FC1219/08 BUDGET

Councillors considered recommendations from the Executive committee on budgeting decisions for 2020/21 (report reference 28/1920 referred). It was noted that Earmarked Reserves would be easier to understand during the next financial year as the data will be generated and displayed on the Income & Expenditure reports. Thanks were extended to the RFO for the preparation along with the Clerk into this year's budget setting process. It was

RESOLVED: To approve as recommended by the Executive Committee:

1. A 0% increase in the staffing budget for 2020/21
2. An allocation to cover the potential cost of replacing a member of the maintenance team from Earmarked Reserves.
3. An increase in hire fees of 2% for the Cemetery Bungalow, Sports Ground, Allotments & Mere.
4. The continuation of a £20k grant scheme allocation
5. The re-profile of the current allocation of councillors' allowances including the Town Mayor to reflect the additional responsibilities of the four committee Chairs, the Council Leader and the Town Mayor
6. Approval of the budget publicity plan as detailed.

Members also considered a budget contingency of 3.85% for 2020/21, which would result in a 0% increase on the precept. It was noted that the recommendations from the Infrastructure committee (up to £19k expenditure) would impact on the available contingency if agreed. District Councillor Minshull advised against a 0% increase given that small increase can be more easily justified. There was also discussion about the significant reserves. It was agreed that this recommendation would be considered at the January meeting.

(Action: Clerk; by 02.01.20)

FC1219/09 DISS YOUTH COUNCIL

Councillors received an update from the Diss Youth Council Chair, Kieran Murphy. The Youth Councillors have been busy at various events throughout the year including the Council's Annual Town Meeting, Mayor's civic service and represented at the Police information stand. They also attended the Cyclathon, Fair Green spider equipment opening, South Norfolk Council's On Show the Diss remembrance parade and Christmas Lights Switch-on events. The Youth Council has also given its time to helping to tidy up the plant pots & maintain the wildlife gardens and arranged an intergenerational lunch connecting both the young and older people in the community. Youth Councillors are currently reviewing what they can do regarding climate change and have talked at a Diss Junior School assembly.

Town Mayor & Youth Council link Councillor Browne thanked the Youth Council for their input across the year particularly regarding the research they undertook at the High School regarding the expenditure of the Section 106 funds and also extended thanks to Julia Fairbrother who also facilitates the Youth Council.

FC1219/10 PROGRESS REPORT

Councillors noted progress on decisions made at the last meeting of Council. There was a request for an update on the Diss & District Neighbourhood Plan and it was agreed this would be added to the Infrastructure committee progress report.

(Action: Clerk; by 12.12.19)

FC1219/11 DATE OF NEXT MEETING

Councillors noted that the next meeting of Full Council is scheduled for 8th January 2020.

FC1219/12 **PUBLIC BODIES (ADMISSIONS TO MEETINGS)**

Councillors considered a resolution under the Public Bodies (Admissions to Meetings) Act 1960 and Standing Orders 1c to exclude members of the public and press in order to discuss the following item, which is properly considered to be of a confidential nature.

FC1219/13 **CEMETERY CHAPEL**

Members considered information received to undertake a structural survey of the Cemetery Chapels to determine future maintenance costs to inform the budgeting process for 2020/21. It was noted that two quotations have been received to undertake an invasive survey and that a schedule of remedial works would be required in order to tender. It was

RESOLVED: to appoint Griffiths & Taylor to conduct an invasive survey on the Cemetery Chapels with delegated authority to the Clerk to negotiate fees to include a schedule of remedial works proposed for the January meeting of Council.

(Action: Clerk; immediately)

Meeting Closed: 8.52pm.

Councillor Browne
TOWN MAYOR

PAYMENTS MADE DECEMBER 2019				
<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
02.12.2019	Red5 Networks Ltd	DD223	£ 192.34	Telephone & Broadband November 2019 - Council office, DYCC & Sports Pavillion
02.12.2019	S2 Computers Ltd	DD224	£ 523.37	IT Support & Software December 19 - Council Office
16.12.2019	Anglian Water Business (National) Ltd	Bacs0322	£ 9.37	Water Supplied July-Oct 19 MARKET
16.12.2019	A.Osborne	Bacs0323	£ 240.00	Flower Bed Maintenance July - Nov 2019 - All Areas
16.12.2019	Auditing Solutions Ltd	Bacs0324	£ 534.00	Internal Audit Interim Visit on 31.10.2019 - 2019/2020 Financial Audit
16.12.2019	Cooleraid Ltd	Bacs0325	£ 37.20	4x Water Bottles November 2019 - Council Office
16.12.2019	Crystal Clean Services	Bacs0326	£ 175.00	Carpet Clean - Marriage Room in Council Office
16.12.2019	Dayburst Couriers (P.Aiken)	Bacs0327	£ 200.00	Delivery of Diss Matters Autumn Edition
16.12.2019	Diss Cornhall Trust	Bacs0328	£ 131.70	Council Chamber Hire - 06.11.19, 11.11.19 and 27.11.19
16.12.2019	Diss Van Centre	Bacs0329	£ 10,682.00	Van Purchase & Road Tax GM16 OSL
16.12.2019	ESPO	Bacs0330	£ 478.91	Gas Supplied 1st April to 31st October 2019 - Council Office
16.12.2019	First Aid Training Associates	Bacs0331	£ 351.60	First Aid Training Course for All Staff
16.12.2019	Hillside Office Supplies Ltd	Bacs0332	£ 41.29	Stationery - Council Office
16.12.2019	Larter & Ford	Bacs0333	£ 28.96	Filler, Grout & Silicone - Sportsground, Cable Ties - All Areas
16.12.2019	Mrs L A Rackham	Bacs0334	£ 323.84	Santa's Grotto Gifts - Christmas Light Swtich on Event
16.12.2019	Proludic Ltd	Bacs0335	£ 20,226.60	Trampoline & Roundabout at Mere Park
16.12.2019	S2 Computers Ltd	Bacs0336	£ 35.28	IT Support & Software - Carnival Laptop Dec 19
16.12.2019	Society of Local Council Clerks	Bacs0337	£ 254.00	Annual Full Membership - Town Clerk
16.12.2019	South Norfolk Council	Bacs0338	£ 4,229.28	Annual Charge for emptying Dog Waste Bins
16.12.2019	Stephanie Ayden	Bacs0339	£ 422.85	Neighbourhood Plan Office Time/Expenses November 2019
16.12.2019	Total Gas & Power Ltd	Bacs0340	£ 2,018.54	Electricity Nov 19 - Park WC, DYCC, Sportsground, Market, Park, Council Office & Fountain
16.12.2019	Travis Perkins Trading Co Ltd	Bacs0341	£ 115.03	Drain Cleaner & Postcrete - DYCC, Hammerite Paint - Cemetery
16.12.2019	LR Wyard-Scott Ltd	Bacs0342	£ 202.00	Van Fuel Nov 19 - All Areas
16.12.2019	Dardan Security (GSL Dardan Ltd)	Bacs0343	£ 209.76	Intruder Alarm Service - Council Office
16.12.2019	House of Flags Ltd	Bacs0344	£ 210.00	Flag pole inspection - Cornhall
18.12.2019	Employees	BACS	£ 14,772.75	Salaries Month 9
18.12.2019	Norfolk Pension Fund	BACS	£ 4,737.98	Pension Contributions Month 9
28.12.2019	HM Revenue & Customs	BACS	£ 3,859.66	NI/PAYE Month 9
			£ 65,243.31	

SUMMARY REPORT OF EARMARKED RESERVES 2019-20

		EMR	Balance as at 1st April 2019	Less:Actual Year to date Expense	Balance	Add: Year to date receipts	Balance as at 31st December 2019
Executive	By-election	By-election costs	£ 5,000.00		£ 5,000.00		£ 5,000.00
Executive	Communications	Communication Strategy	£ 1,170.53		£ 1,170.53		£ 1,170.53
Executive	Events	Events	£ 1,750.00	£421.25	£ 1,328.75		£ 1,328.75
Executive	Events	Christmas Lights switch on	£ 260.81	£260.81	£ -		£ -
Executive	Events	Carnival	£ 3,671.82		£ 3,671.82		£ 3,671.82
Executive	Legal	Legal/Financial Liabilities/VAT Advice	£ 5,000.00	£350.00	£ 4,650.00	£ 700.00	£ 5,350.00
Executive	Staffing	Training/conference expenses	£ 6,700.00	£10.00	£ 6,690.00		£ 6,690.00
Executive	Staffing	Wages- General Admin/General	£ 18,260.00	£457.50	£ 17,802.50		£ 17,802.50
Executive	Staffing	HR Support	£ 2,000.00		£ 2,000.00		£ 2,000.00
Executive	Staffing	Event staff support	£ 636.08		£ 636.08		£ 636.08
Executive	Staffing	Staff Uniforms & H&S	£ 2,087.00		£ 2,087.00		£ 2,087.00
Facilities	Cemetery	Cem Roads, Cem Monuments	£ 15,000.00	£16,345.00	£ -1,345.00	£ 3,761.25	£ 2,416.25
Facilities	Cemetery	Cemetery Chapels	£ 15,863.00		£ 15,863.00		£ 15,863.00
Facilities	Corn Hall	Corn Hall	£ 6,054.00		£ 6,054.00		£ 6,054.00
Facilities	Council Offices	Office Equipment	£ 2,500.00	£2,125.09	£ 374.91		£ 374.91
Facilities	Council Offices	Council office	£ 11,919.00		£ 11,919.00		£ 11,919.00
Facilities	Council Offices	Building maintenance	£ 5,000.00		£ 5,000.00		£ 5,000.00
Facilities	DYCC	Van Replacement	£ 21,000.00	£8,685.00	£ 12,315.00		£ 12,315.00
Facilities	DYCC	Maintenance workshop	£ 6,000.00	£1,725.69	£ 4,274.31	£ 12.50	£ 4,286.81
Facilities	DYCC	General Equipment	£ 10,619.00		£ 10,619.00		£ 10,619.00
Facilities	DYCC	DYCC Grant received	£ 935.29		£ 935.29		£ 935.29
Facilities	DYCC	DYCC	£ 10,583.00		£ 10,583.00	£ 1,500.00	£ 12,083.00
Facilities	Market	Maintenance Market	£ 10,142.67		£ 10,142.67		£ 10,142.67
Facilities	Mere	Mere water drainage	£ 5,325.00		£ 5,325.00		£ 5,325.00
Facilities	Mere	Boardwalk	£ 5,777.00		£ 5,777.00		£ 5,777.00
Facilities	Mere	Mere biodiversity Plan	£ -		£ -		£ -
Facilities	Mere	Maintenance Mere's Mouth (Resurfacing)	£ 7,000.00		£ 7,000.00		£ 7,000.00
Facilities	Mere	Mere Fountain	£ 6,655.00	£336.72	£ 6,318.28		£ 6,318.28
Facilities	Mere	Mere's Mouth Toilets	£ 11,000.00		£ 11,000.00		£ 11,000.00
Facilities	Park	Park Improvements/General	£ 5,193.99		£ 5,193.99		£ 5,193.99
Facilities	Park	Town & Park	£ 4,118.00	£1,101.47	£ 3,016.53		£ 3,016.53
Facilities	Park	Play Equipment	£ 5,606.00		£ 5,606.00		£ 5,606.00
Facilities	Park	Park Toilets	£ 22,978.02		£ 22,978.02		£ 22,978.02

		EMR	Balance as at 1st April 2019	Less: Actual Year to date Expense	Balance	Add: Year to date receipts	Balance as at 31st December 2019
Facilities	SPG	Athletics maintenance	£ 12,300.00		£ 12,300.00		£ 12,300.00
Facilities	SPG	SPG Floodlights	£ 3,500.00		£ 3,500.00		£ 3,500.00
Facilities	SPG	SPG Pav maintenance	£ 4,000.00		£ 4,000.00		£ 4,000.00
Facilities	SPG	SPG - Skateboard Park	£ 5,000.00		£ 5,000.00		£ 5,000.00
Facilities	St Marys	Closed churchyard repairs	£ 20,950.00		£ 20,950.00		£ 20,950.00
Facilities	The Entry	The Entry resurfacing	£ 1,631.00		£ 1,631.00		£ 1,631.00
Facilities	Facilities	Tree Management	£ 12,000.00		£ 12,000.00	£ 60.00	£ 12,060.00
HTP	HTP	HTP Project - Heritage Triangle Trust	£ -		£ -		£ -
HTP	HTP	Project Account	£ -		£ -		£ -
HTP	HTP	HTP	£ 18,535.00	£66.00	£ 18,469.00		£ 18,469.00
Infrastructure	Infrastructure	Bus Shelters maintenance	£ 19,051.04	£2,970.00	£ 16,081.04		£ 16,081.04
Infrastructure	Infrastructure	Streetlights	£ 5,000.00		£ 5,000.00		£ 5,000.00
Infrastructure	Infrastructure	Community Infrastructure Levy (CIL)	£ 40,073.54	£29,790.00	£ 10,283.54		£ 10,283.54
Infrastructure	Infrastructure	CCTV	£ 4,742.43		£ 4,742.43	£ 500.00	£ 5,242.43
Infrastructure	Infrastructure	D&D Neighbourhood Plan	£ 11,188.48	£3,047.70	£ 8,140.78		£ 8,140.78
		TOTAL	£ 393,776.70	£ 67,692.23	£ 326,084.47	£ 6,533.75	£ 332,618.22

	Balance 2018	YTD Balance	Remaining Funds
Facilities	£248,649.97	£223,664.75	89.95%
HTP	£18,535.00	£18,469.00	99.64%
Infrastructure	£80,055.49	£44,747.79	55.90%
Executive	£46,536.24	£45,736.68	98.28%
TOTAL	£393,776.70	£332,618.22	84.47%

Detailed Income & Expenditure by Budget Heading 06/01/2020

Month No: 9

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Agency Services								
1000 Agency Services Income	2,964	3,044	2,964	(80)			102.7%	
Agency Services :- Income	2,964	3,044	2,964	(80)			102.7%	0
4000 NCC Grasscutting	211	111	700	589		589	15.8%	
Agency Services :- Indirect Expenditure	211	111	700	589	0	589	15.8%	0
Net Income over Expenditure	2,753	2,934	2,264	(670)				
120 Allotments								
1120 Allotment Rent	439	0	453	453			0.0%	
Allotments :- Income	439	0	453	453			0.0%	0
4020 Allotments - Insurance	25	25	26	1		1	95.9%	
Allotments :- Indirect Expenditure	25	25	26	1	0	1	95.9%	0
Net Income over Expenditure	415	(25)	427	452				
140 Amenities								
1140 Amenities Income	9,127	(2,655)	4,212	6,867			(63.0%)	
1145 Duck Pellet Income	905	300	800	500			37.5%	
Amenities :- Income	10,032	(2,355)	5,012	7,367			(47.0%)	0
4040 Gardens/Floral Scheme	1,020	240	1,000	760	420	340	66.0%	
4060 Town/Park - R&R	14,170	10,386	15,156	4,770	899	3,870	74.5%	
4061 Play Equipment R&R	1,593	383	4,000	3,618		3,618	9.6%	
4062 Boardwalk Maintenance	0	76	2,150	2,074		2,074	3.5%	
4065 Van Replacement	0	0	2,000	2,000		2,000	0.0%	
4070 Van x 2 Running Costs	3,710	2,526	3,617	1,091		1,091	69.8%	
4071 Van Insurance	990	997	1,019	22		22	97.9%	
4075 Tree Management	6,830	4,760	5,000	240		240	95.2%	
4080 Fair Green - Maintenance	503	416	575	159		159	72.4%	
4085 Closed Churchyard - R&R	78	397	3,400	3,003		3,003	11.7%	
4090 Manorial Rights - R&R	466	5	500	495		495	1.0%	
4091 Duck Pellets	330	0	625	625		625	0.0%	
4095 Mere - Water/drainage	2,180	938	3,526	2,588		2,588	26.6%	
4100 Mere - Fountain	1,495	2,155	2,155	0		0	100.0%	
4101 Mere - Fountain Electricity	2,776	2,744	3,908	1,164		1,164	70.2%	
4102 Mere Fountain/Kiosk -Insurance	143	142	148	6		6	96.1%	
4110 Park - Water Rates	48	24	50	26		26	48.3%	
4115 Park - Electricity	689	672	725	53		53	92.7%	
4120 Mere's Mouth - Rent	100	100	100	0		0	100.0%	

Detailed Income & Expenditure by Budget Heading 06/01/2020

Month No: 9

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4125 Mere's Mouth - Business Rates	408	417	420	3		3	99.4%	
4130 Mere's Mouth Water Rates	0	0	54	54		54	0.0%	
4140 Park - Insurance	1,715	1,614	1,767	153		153	91.3%	
Amenities :- Indirect Expenditure	39,243	28,992	51,895	22,903	1,319	21,583	58.4%	0
Net Income over Expenditure	(29,211)	(31,347)	(46,883)	(15,536)				
<u>145 Mini Recycling Centre Adopter</u>								
1150 Mini Recycling Adopter Payment	450	450	0	(450)			0.0%	
Mini Recycling Centre Adopter :- Income	450	450	0	(450)				0
Net Income	450	450	0	(450)				
<u>150 Bank Interest</u>								
1090 Interest Received	1,488	1,483	0	(1,483)			0.0%	
Bank Interest :- Income	1,488	1,483	0	(1,483)				0
4202 Bank Charges	0	140	500	360		360	28.0%	
Bank Interest :- Indirect Expenditure	0	140	500	360	0	360	28.0%	0
Net Income over Expenditure	1,488	1,343	(500)	(1,843)				
<u>160 Capital Expenditure</u>								
4200 Capital Expenditure	53,807	29,083	53,808	24,725		24,725	54.0%	
Capital Expenditure :- Indirect Expenditure	53,807	29,083	53,808	24,725	0	24,725	54.0%	0
Net Expenditure	(53,807)	(29,083)	(53,808)	(24,725)				
<u>180 Cemetery</u>								
1180 Cemetery Interment/Chapel Fees	19,258	15,897	18,000	2,103			88.3%	
1185 Cemetery Memorial Fees	9,249	5,472	6,000	528			91.2%	
Cemetery :- Income	28,507	21,370	24,000	2,630			89.0%	0
4250 Cemetery - Grounds - R&R	8,614	7,672	10,280	2,608		2,608	74.6%	
4260 Cemetery - Chapels - R&R	152	586	4,285	3,699		3,699	13.7%	
4270 General Equipment	5,969	960	5,665	4,705		4,705	16.9%	
4271 General Equipment Insurance	129	130	134	4		4	97.4%	
4272 Ride on Mower Insurance	376	379	391	12		12	97.0%	
4275 Cemetery - Water Rate	109	64	95	31		31	67.7%	
4280 Cemetery - Electricity	2,283	1,305	2,801	1,496		1,496	46.6%	
4285 Cemetery - Insurance	452	456	471	15		15	96.8%	
Cemetery :- Indirect Expenditure	18,085	11,554	24,122	12,568	0	12,568	47.9%	0
Net Income over Expenditure	10,422	9,816	(122)	(9,938)				

Detailed Income & Expenditure by Budget Heading 06/01/2020

Month No: 9

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
190 Cemetery Gravedigging								
1190 Cemetery Gravedigging Fees	8,560	3,480	0	(3,480)			0.0%	
Cemetery Gravedigging :- Income	8,560	3,480	0	(3,480)				0
4300 Cemetery Gravedigging Exp.	8,520	3,400	0	(3,400)	80	(3,480)	0.0%	
Cemetery Gravedigging :- Indirect Expenditure	8,520	3,400	0	(3,400)	80	(3,480)		0
Net Income over Expenditure	40	80	0	(80)				
200 Christmas Lights								
1230 Christmas Lights	50	0	0	0			0.0%	
Christmas Lights :- Income	50	0	0	0				0
4320 Christmas Lights	15,432	10,868	16,000	5,132	3,623	1,509	90.6%	
4322 Insurance re. Christmas Lights	71	72	73	1		1	98.0%	
Christmas Lights :- Indirect Expenditure	15,503	10,940	16,073	5,133	3,623	1,510	90.6%	0
Net Income over Expenditure	(15,453)	(10,940)	(16,073)	(5,133)				
220 Corn Hall								
4350 Corn Hall - Maint./R&R	1,838	2,229	8,685	6,456	2,093	4,363	49.8%	
4360 Corn Hall - Insurance	2,244	2,372	2,311	(61)		(61)	102.7%	
Corn Hall :- Indirect Expenditure	4,082	4,601	10,996	6,395	2,093	4,302	60.9%	0
Net Expenditure	(4,082)	(4,601)	(10,996)	(6,395)				
240 Council Properties								
1240 Office Rent/Service Charge	6,519	2,983	6,519	3,536			45.8%	
1250 Cemetery Bungalow Rent	4,288	3,312	4,416	1,104			75.0%	
Council Properties :- Income	10,807	6,295	10,935	4,640			57.6%	0
4400 Office R&R	3,689	2,388	5,293	2,905	17	2,889	45.4%	
4405 Office Building Maintenance	0	873	2,000	1,127		1,127	43.7%	
4410 Office Stairlift	770	0	950	950	320	630	33.7%	
4415 Cemetery Bungalow	790	200	760	560		560	26.3%	
4425 Health & Safety	1,252	430	3,382	2,952	2,098	854	74.8%	
4435 Pk Toilets Servicing	1,603	1,817	4,793	2,976	629	2,347	51.0%	
4445 Pk Toilets - Insurance	120	120	124	4		4	97.0%	
4450 Pk Toilet- Electricity	1,099	624	1,009	385		385	61.8%	
4455 Pk Toilets - B/Rates	2,640	2,701	2,719	19		19	99.3%	
4460 Pk Toilets - Water Rates	1,669	831	1,174	343		343	70.8%	
4465 Mere's Mouth Toilets	0	0	4,500	4,500		4,500	0.0%	

Detailed Income & Expenditure by Budget Heading 06/01/2020

Month No: 9

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4475 Staff Uniforms/Replacements	0	442	600	158		158	73.7%	
Council Properties :- Indirect Expenditure	13,632	10,426	27,304	16,878	3,064	13,814	49.4%	0
Net Income over Expenditure	(2,824)	(4,131)	(16,369)	(12,238)				
<u>260 Diss Youth & Community Centre</u>								
1260 DYCC Hire Fees	25,879	16,764	19,565	2,801			85.7%	
1261 Friends of Parish Fields Incom	0	800	0	(800)			0.0%	
Diss Youth & Community Centre :- Income	25,879	17,564	19,565	2,001			89.8%	0
4500 DYCC - Electricity	3,051	3,510	3,906	396		396	89.9%	
4505 DYCC - Gas	743	373	760	387		387	49.1%	
4510 DYCC - Business Rates	4,992	5,106	5,141	35		35	99.3%	
4515 DYCC - Water Rates	524	295	710	415		415	41.5%	
4520 Licences - Music	0	267	288	21		21	92.8%	
4525 DYCC - Insurance	990	997	1,020	23		23	97.8%	
4530 Annual Service Costs	1,831	539	2,890	2,351	320	2,031	29.7%	
4540 DYCC - General R&R	7,864	8,124	8,850	726	41	685	92.3%	
Diss Youth & Community Centre :- Indirect Expenditure	19,995	19,213	23,565	4,352	361	3,991	83.1%	0
Net Income over Expenditure	5,884	(1,649)	(4,000)	(2,351)				
<u>280 Administrative Overheads</u>								
1285 Photocopying Income	15	23	0	(23)			0.0%	
Administrative Overheads :- Income	15	23	0	(23)				0
4610 Council Office Business Rates	4,668	4,775	4,493	(282)		(282)	106.3%	
4615 Council Office - Gas	1,071	1,041	1,428	387		387	72.9%	
4620 Council Office - Electricity	1,255	1,061	1,288	227		227	82.4%	
4625 Council Office - Telephone	1,771	1,443	2,535	1,092		1,092	56.9%	
4630 Council Office - Insurance	808	810	840	30		30	96.4%	
Administrative Overheads :- Indirect Expenditure	9,573	9,130	10,584	1,454	0	1,454	86.3%	0
Net Income over Expenditure	(9,558)	(9,107)	(10,584)	(1,477)				
<u>300 Grants</u>								
4700 Diss Museum	4,000	4,000	4,000	0		0	100.0%	
4710 CAB	3,000	3,000	3,000	0		0	100.0%	
4715 Borderhoppa Com Bus	1,000	1,000	1,000	0		0	100.0%	
4720 General Grants	1,000	1,000	1,000	0		0	100.0%	
4735 Corn Hall	6,500	6,500	6,500	0		0	100.0%	
4755 Diss Youth Group	4,000	4,000	4,000	0		0	100.0%	

Detailed Income & Expenditure by Budget Heading 06/01/2020

Month No: 9

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4765 Heritage Triangle Trust	500	500	500	0		0	100.0%	
Grants :- Indirect Expenditure	20,000	20,000	20,000	0	0	0	100.0%	0
Net Expenditure	(20,000)	(20,000)	(20,000)	0				
310 Highways								
1070 Parish Partnership Bid	0	1,525	0	(1,525)			0.0%	
Highways :- Income	0	1,525	0	(1,525)				0
4780 Parish Partnership Bid	0	3,062	8,500	5,438		5,438	36.0%	
Highways :- Indirect Expenditure	0	3,062	8,500	5,438	0	5,438	36.0%	0
Net Income over Expenditure	0	(1,537)	(8,500)	(6,963)				
320 Market								
1320 Market Stallage	23,937	20,188	22,776	2,588			88.6%	
1325 Farmers Market Stallage	458	50	0	(50)			0.0%	
Market :- Income	24,395	20,238	22,776	2,538			88.9%	0
4810 Market Place - Water Rates	54	23	63	40		40	35.8%	
4815 Market Place - Business Rates	2,688	2,750	2,769	19		19	99.3%	
4830 Market Expenditure	223	164	0	(164)		(164)	0.0%	
Market :- Indirect Expenditure	2,965	2,936	2,832	(104)	0	(104)	103.7%	0
Net Income over Expenditure	21,430	17,302	19,944	2,642				
330 HTP								
1305 HTP Grants Received	193,212	5,328	0	(5,328)			0.0%	
HTP :- Income	193,212	5,328	0	(5,328)				0
4745 HTP	70,558	5,122	0	(5,122)		(5,122)	0.0%	
HTP :- Indirect Expenditure	70,558	5,122	0	(5,122)	0	(5,122)		0
Net Income over Expenditure	122,654	206	0	(206)				
340 Promotion								
4840 Promotion	971	384	1,045	661		661	36.7%	
4845 Website/Intranet Hosting/Maint	855	61	1,430	1,369		1,369	4.3%	
Promotion :- Indirect Expenditure	1,826	445	2,475	2,030	0	2,030	18.0%	0
Net Expenditure	(1,826)	(445)	(2,475)	(2,030)				

Detailed Income & Expenditure by Budget Heading 06/01/2020

Month No: 9

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>360 Precept</u>								
1076 Precept	499,772	548,985	0	(548,985)			0.0%	
1080 SNC Grant	10,713	0	0	0			0.0%	
Precept :- Income	510,485	548,985	0	(548,985)				0
Net Income	510,485	548,985	0	(548,985)				
<u>370 General Expenditure</u>								
4600 Town Mayor's Allowance	739	250	1,485	1,235		1,235	16.8%	
4605 Ccl Members' Allowance & Exp	1,123	0	2,291	2,291		2,291	0.0%	
4635 Subscriptions	1,621	1,579	1,861	282		282	84.9%	
4640 Audit	3,280	2,475	3,260	785		785	75.9%	
4645 Training	2,133	2,416	3,000	584		584	80.5%	
4646 Liability Insurance	4,142	4,169	4,310	141		141	96.7%	
4650 Conference Expenditure	11	166	1,150	984		984	14.4%	
4651 Meeting Room Hire	1,580	526	1,500	974		974	35.0%	
4652 External Meeting Room	0	0	150	150		150	0.0%	
4655 Printing/Staty/Equip	11,912	9,695	13,099	3,404	26	3,378	74.2%	
4660 Postage	520	108	1,000	892		892	10.8%	
4665 Wages - General Admin.	159,502	111,644	160,125	48,481		48,481	69.7%	
4666 Wages - General Maint.	141,552	98,173	155,659	57,486		57,486	63.1%	
4667 Staff Mileage	14	80	0	(80)		(80)	0.0%	
4670 NI/PAYE/Pension	(0)	0	0	(0)		(0)	0.0%	
4675 Legal/Financial/Prof fees	506	2,221	2,500	279		279	88.8%	
4680 Vacancy Advert	0	39	300	261		261	13.0%	
4690 HR Support	1,523	90	1,000	910		910	9.0%	
4992 Annual Town Meeting	0	73	420	347		347	17.5%	
General Expenditure :- Indirect Expenditure	330,157	233,704	353,110	119,406	26	119,380	66.2%	0
Net Expenditure	(330,157)	(233,704)	(353,110)	(119,406)				
<u>375 Rechargeable</u>								
1280 Rechargeable Exp. Refunded	2,688	3,994	0	(3,994)			0.0%	
1281 Rechargeable Wages. Refunded	712	0	0	0			0.0%	
Rechargeable :- Income	3,400	3,994	0	(3,994)				0
4685 Rechargeable Expenditure	2,688	2,501	0	(2,501)		(2,501)	0.0%	
4686 Wages-Rechargeable Expenditure	712	475	0	(475)		(475)	0.0%	
Rechargeable :- Indirect Expenditure	3,400	2,976	0	(2,976)	0	(2,976)		0
Net Income over Expenditure	0	1,018	0	(1,018)				

Detailed Income & Expenditure by Budget Heading 06/01/2020

Month No: 9

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>380</u> <u>S 137</u>								
4870 S 137 - Expenditure	19	19	0	(19)		(19)	0.0%	
S 137 :- Indirect Expenditure	19	19	0	(19)	0	(19)		0
Net Expenditure	(19)	(19)	0	19				
<u>400</u> <u>Sports Ground</u>								
1400 Sports Ground Hire Fees	8,418	5,050	8,530	3,480			59.2%	
Sports Ground :- Income	8,418	5,050	8,530	3,480			59.2%	0
4900 Track Maintenance	0	0	1,000	1,000		1,000	0.0%	
4905 Floodlights - R&R	0	0	1,000	1,000		1,000	0.0%	
4915 General Sports Ground Maint.	3,129	125	3,487	3,362	38	3,325	4.7%	
4920 Ground Maintenance	4,385	4,752	5,104	352		352	93.1%	
4930 Sports Grnd-Water Rate	526	388	233	(155)		(155)	166.6%	
4935 Sports Ground - Electricity	2,746	1,806	2,988	1,182		1,182	60.4%	
4940 Sports Ground - Phone	478	54	561	507		507	9.7%	
4945 Sports Ground - Insurance	1,168	1,224	1,203	(21)		(21)	101.8%	
4955 Skateboard Pk - Insurance/Insp	568	459	585	126		126	78.5%	
Sports Ground :- Indirect Expenditure	13,001	8,809	16,161	7,352	38	7,315	54.7%	0
Net Income over Expenditure	(4,583)	(3,759)	(7,631)	(3,872)				
<u>420</u> <u>Events</u>								
4760 Royal British Legion	687	788	791	3		3	99.6%	
4991 Other Events	273	117	242	125		125	48.2%	
4995 Communication Strategy	0	979	2,536	1,557		1,557	38.6%	
Events :- Indirect Expenditure	960	1,883	3,569	1,686	0	1,686	52.8%	0
Net Expenditure	(960)	(1,883)	(3,569)	(1,686)				
<u>425</u> <u>Christmas Switch on Event</u>								
1235 Christmas Switch On Income	720	2,737	0	(2,737)			0.0%	
Christmas Switch on Event :- Income	720	2,737	0	(2,737)				0
4990 Christmas Switch on Event	1,220	2,426	1,250	(1,176)	90	(1,266)	201.3%	
Christmas Switch on Event :- Indirect Expenditure	1,220	2,426	1,250	(1,176)	90	(1,266)	201.3%	0
Net Income over Expenditure	(500)	311	(1,250)	(1,561)				

Detailed Income & Expenditure by Budget Heading 06/01/2020

Month No: 9

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>430 Carnival</u>								
1435 Carnival Income	5,759	12,852	0	(12,852)			0.0%	
	<u>5,759</u>	<u>12,852</u>	<u>0</u>	<u>(12,852)</u>				<u>0</u>
Carnival :- Income								
4996 Carnival	7,759	9,162	1,250	(7,912)		(7,912)	733.0%	
	<u>7,759</u>	<u>9,162</u>	<u>1,250</u>	<u>(7,912)</u>	<u>0</u>	<u>(7,912)</u>	<u>733.0%</u>	<u>0</u>
Carnival :- Indirect Expenditure								
Net Income over Expenditure	(2,000)	3,690	(1,250)	(4,940)				
<u>440 Town Mayor's Charity</u>								
1440 Town Mayor's Charity	1,800	1,159	0	(1,159)			0.0%	
	<u>1,800</u>	<u>1,159</u>	<u>0</u>	<u>(1,159)</u>				<u>0</u>
Town Mayor's Charity :- Income								
4795 Town Mayor's Charity Exp	1,068	1,197	0	(1,197)		(1,197)	0.0%	
	<u>1,068</u>	<u>1,197</u>	<u>0</u>	<u>(1,197)</u>	<u>0</u>	<u>(1,197)</u>		<u>0</u>
Town Mayor's Charity :- Indirect Expenditure								
Net Income over Expenditure	732	(38)	0	38				
<u>460 CIL</u>								
1460 CIL - CIL Income	32,749	68,181	0	(68,181)			0.0%	
	<u>32,749</u>	<u>68,181</u>	<u>0</u>	<u>(68,181)</u>				<u>0</u>
CIL :- Income								
5000 CIL - Expenditure	0	2,808	0	(2,808)		(2,808)	0.0%	
	<u>0</u>	<u>2,808</u>	<u>0</u>	<u>(2,808)</u>	<u>0</u>	<u>(2,808)</u>		<u>0</u>
CIL :- Indirect Expenditure								
Net Income over Expenditure	32,749	65,374	0	(65,374)				
<u>465 Sec 106</u>								
1465 Sec 106	4,672	106,854	0	(106,854)			0.0%	
	<u>4,672</u>	<u>106,854</u>	<u>0</u>	<u>(106,854)</u>				<u>0</u>
Sec 106 :- Income								
5005 Sec 106 Expenditure	4,672	106,799	0	(106,799)	4,979	(111,778)	0.0%	
	<u>4,672</u>	<u>106,799</u>	<u>0</u>	<u>(106,799)</u>	<u>4,979</u>	<u>(111,778)</u>		<u>0</u>
Sec 106 :- Indirect Expenditure								
Net Income over Expenditure	0	55	0	(55)				
<u>470 Streetlighting</u>								
1470 Streetlighting	0	297,300	0	(297,300)			0.0%	
	<u>0</u>	<u>297,300</u>	<u>0</u>	<u>(297,300)</u>				<u>0</u>
Streetlighting :- Income								
4970 Streetlighting	0	1,350	14,500	13,150		13,150	9.3%	
	<u>0</u>	<u>1,350</u>	<u>14,500</u>	<u>13,150</u>	<u>0</u>	<u>13,150</u>	<u>9.3%</u>	<u>0</u>
Streetlighting :- Indirect Expenditure								
Net Income over Expenditure	0	295,950	(14,500)	(310,450)				

Detailed Income & Expenditure by Budget Heading 06/01/2020

Month No: 9

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>900 Reserves</u>								
9000 Earmarked Reserve Expenditure	41,359	61,158	0	(61,158)	17,926	(79,084)	0.0%	
Reserves :- Indirect Expenditure	<u>41,359</u>	<u>61,158</u>	<u>0</u>	<u>(61,158)</u>	<u>17,926</u>	<u>(79,084)</u>		<u>0</u>
Net Expenditure	<u>(41,359)</u>	<u>(61,158)</u>	<u>0</u>	<u>61,158</u>				
Grand Totals:- Income	874,802	1,125,558	94,235	(1,031,323)			1194.4%	
Expenditure	681,639	591,471	643,220	51,749	33,598	18,151	97.2%	
Net Income over Expenditure	<u>193,164</u>	<u>534,087</u>	<u>(548,985)</u>	<u>(1,083,072)</u>				
Movement to/(from) Gen Reserve	<u>193,164</u>	<u>534,087</u>						

**DISS TOWN COUNCIL**

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Report Number:
29 /1920

Report to:	Full Council
Date of Meeting:	8 th January 2020
Authorship:	Town Clerk / Responsible Finance Officer (RFO)
Subject:	Precept Setting Report (budget report 5)

Introduction

1. At the January Full Council meeting, members approved recommendations from the Executive Committee (report reference 28/1920 referred) as follows:
 - a) A 0% increase in the staffing budget for 2020/21
 - b) An allocation to cover the potential cost of replacing a member of the maintenance team from Earmarked Reserves
 - c) An increase in hire fees of 2% for the Cemetery Bungalow, Sports Ground, Allotments & Mere
 - d) The continuation of a £20k grant scheme allocation
 - e) The re-profile of the current allocation of councillors' allowances including the Town Mayor to reflect the additional responsibilities of the four committee Chairs, the Council Leader and the Town Mayor
 - f) Approval of the budget publicity plan as detailed.
2. Members also considered a budget contingency of 3.85% (£25k) for 2020/21, resulting in a 0% increase on the precept. It was noted that the recommendations from the Infrastructure committee (up to £19k expenditure) would impact on the available contingency if agreed. District Councillor Minshull advised against a 0% increase given that small increase can be more easily justified. There was also discussion about the significant reserves. It was agreed that this recommendation would be considered at the January meeting.

Precept

3. The budget document has been updated to reflect any amendments since the last review (Appendix A).
4. The allocation of £5k to the Residents Parking Scheme, as resolved by the Infrastructure Committee, is proposed to be set against the remaining funds at year end for Highways – Parish Partnership Scheme (see highlighted row) and is therefore not been allocated in the 2020/21 budget. Please note a further £5k is proposed from the Community Infrastructure Levy Earmarked Reserves towards this scheme.
5. The minimum wage increase to £8.72 from April has no effect on staff wages.
6. The contingency fund has reduced to £14,878 (or 2.25%) as per the table below, which reflects a 0% increase in precept. This fund has been allocated in Appendix A to the Cemetery given the requirement for additional funds to replace its roof (see highlighted row).

TOTAL Inc	114,693	<i>Budget</i>	<i>Contingency</i>
TOTAL Exp	675,241	660,363	14,878
			2.25%
TOTAL PRECEPT	560,548		
TAX BASE	2765		
Estimate Band D Precept	202.73		
Estimate Decrease %	0%		

7. A 5% contingency on the budget would result in a precept increase of £6.56 rising from £202.73 to £209.29 (3% increase).

Earmarked Reserves

8. The EMR funds currently totals £332,618k as at end of December 2019. This value is included at the bottom of Appendix A for reference and as a separate document at Appendix B.

Publicity

9. Two of the three tasks agreed regarding publicity have been undertaken i.e. an article on the budget setting process and regular re-use of the responsibilities graphic for the three tiers of Council.
10. An illustration of how the Town Council's element of the Council Tax (approximately 10%) is made up including a percentage for core and project costs will be produced and disseminated via South Norfolk Council's Council Tax information for delivery end of February.

Next Steps

11. By 19th January 2020 – deadline to return 2020/21 Precept to SNC
12. 21st February 2020 – Annual billing of Council Tax takes place by SNC
13. 29th April 2020 – 1st instalment of Council Tax Precept paid over to DTC
14. 30th September 2020 – 2nd instalment of CTP paid over to DTC.

Recommendations

1. To approve an allocation of £5k from Earmarked Reserves Community Infrastructure Levy funds towards the Residents Parking Scheme
2. To approve the budget for 2020/21, which reflects a 0% increase for Diss taxpayers on the current year and a contingency of 2.25% for 2020/21
3. To approve a precept demand to South Norfolk Council of £560,548.45 or £202.73 for Band D households.

Annual Budget 2020/21

	Last Year		Current Year				Next Year	Notes
	Budget 18-19	Actual 18-19	Budget 19-20	Actual YTD 19-20	Projected 19-20	Total 19-20	Budget 20-21	
Overhead Expenditure	£ 5,449.00	£ 4,082.00	£ 10,996.00	£ 3,221.00	£ 9,052.00	£ 12,273.00	£ 16,872.00	
Council Office Overheads						£ -		
Total Income	£ 4,732.00	£ 6,519.00	£ 6,519.00	£ 9.00	£ 5,966.94	£ 5,975.94	£ 4,393.00	
Overhead Expenditure	£ 16,980.00	£ 14,032.00	£ 18,827.00	£ 9,367.00	£ 5,712.00	£ 15,079.00	£ 17,636.00	
Income Less Expenditure	-£ 12,248.00	-£ 7,513.00	-£ 12,308.00	-£ 9,358.00	£ 254.94	-£ 9,103.06	-£ 13,243.00	
Other Council Properties								
Total Expense	£ 10,784.00	£ 8,383.00	£ 18,301.00	£ 5,920.00	£ 3,220.00	£ 9,140.00	£ 15,343.00	
Diss Youth & Community Centre						£ -		
Total Income	£ 18,835.00	£ 25,879.00	£ 19,565.00	£ 11,559.00	£ 15,700.00	£ 27,259.00	£ 21,807.00	
Overhead Expenditure	£ 20,444.00	£ 19,995.00	£ 23,565.00	£ 14,176.00	£ 8,125.00	£ 22,301.00	£ 24,182.00	
Income Less Expenditure	-£ 1,609.00	£ 5,884.00	-£ 4,000.00	-£ 2,617.00	£ 7,575.00	£ 4,958.00	-£ 2,375.00	
Grants						£ -		
Overhead Expenditure	£ 20,000.00	£ 20,000.00	£ 20,000.00	£ 19,100.00	£ 800.00	£ 19,900.00	£ 20,000.00	
Highways - Parish Partnership Bid						£ -		
Overhead Expenditure	£ -	£ -	£ 8,500.00	£ -	£ 3,062.00	£ 3,062.00	£ -	Balance of £5438 at y/e to be allocated to Residents Parking Scheme (SNC led project)
Market						£ -		
Total Income	£ 19,274.00	£ 24,395.00	£ 22,776.00	£ 14,271.00	£ 10,970.00	£ 25,241.00	£ 25,191.00	
Overhead Expenditure	£ 2,763.00	£ 2,965.00	£ 2,832.00	£ 2,869.00	£ 172.00	£ 3,041.00	£ 3,063.00	
Income Less Expenditure	£ 16,511.00	£ 21,430.00	£ 19,944.00	£ 11,402.00	£ 10,798.00	£ 22,200.00	£ 22,128.00	
Promotion								
Overhead Expenditure	£ 2,000.00	£ 1,826.00	£ 2,475.00	£ 384.00	£ 1,261.00	£ 1,645.00	£ 1,800.00	
SNC Grant						£ -		
Total Income (SNC Grant)	£ 10,713.00	£ 10,713.00	£ -	£ -	£ -	£ -	£ -	
General Expenditure	£ 34,947.00	£ 32,523.00	£ 36,906.00	£ 15,442.00	£ 13,536.50	£ 28,978.50	£ 35,836.00	
Sports Ground						£ -		
Total Income	£ 8,766.00	£ 8,418.00	£ 8,530.00	£ 2,954.00	£ 5,600.00	£ 8,554.00	£ 8,725.00	
Overhead Expenditure	£ 15,359.00	£ 13,000.00	£ 16,161.00	£ 8,854.00	£ 4,042.00	£ 12,896.00	£ 14,795.00	
Income Less Expenditure	-£ 6,593.00	-£ 4,582.00	-£ 7,631.00	-£ 5,900.00	£ 1,558.00	-£ 4,342.00	-£ 6,070.00	
Events								
Overhead Expenditure	£ 1,000.00	£ 960.00	£ 3,569.00	£ 1,396.00	£ 470.00	£ 1,866.00	£ 2,250.00	
Christmas Switch-On Event						£ -		
Total Income	£ -	£ 720.00	£ -	£ 1,153.00	£ 429.00	£ 1,582.00	£ 500.00	
Overhead Expenditure	£ 500.00	£ 1,220.00	£ 1,250.00	£ 71.00	£ 970.00	£ 1,041.00	£ 1,250.00	
Income Less Expenditure	-£ 500.00	-£ 500.00	-£ 1,250.00	£ 1,082.00	-£ 541.00	£ 541.00	-£ 750.00	

Annual Budget 2020/21

	Last Year		Current Year				Next Year	Notes
	Budget 18-19	Actual 18-19	Budget 19-20	Actual YTD 19-20	Projected 19-20	Total 19-20	Budget 20-21	
Carnival						£ -		
Total Income	£ -	£ 5,759.00	£ -	£ 12,852.00	£ -	£ 12,852.00	£ 9,305.00	
Overhead Expenditure	£ 2,000.00	£ 7,759.00	£ 1,250.00	£ 9,103.00	£ -	£ 9,103.00	£ 9,231.00	
Income Less Expenditure	-£ 2,000.00	-£ 2,000.00	-£ 1,250.00	£ 3,749.00	£ -	£ 3,749.00	£ 74.00	
Wages								
Recharged	£ -	£ 3,400.00	£ -	£ 3,486.00	£ 2,329.66	£ 5,815.66	£ -	
Wages Admin	£ 162,672.00	£ 159,502.00	£ 160,125.00	£ 71,207.00	£ 71,643.19	£ 142,850.19	£ 178,949.00	
Wages Maint	£ 149,472.00	£ 141,552.00	£ 155,659.00	£ 67,260.00	£ 64,922.04	£ 132,182.04	£ 136,524.00	
Income Less Expenditure	-£ 312,144.00	-£ 297,654.00	-£ 315,784.00	-£ 134,981.00	-£ 134,235.57	-£ 269,216.57	-£ 315,473.00	
Town Mayors Charity								
Total Income	£ -	£ 1,800.00	£ -	£ 390.00	£ 1,650.00	£ 2,040.00	£ 1,500.00	
Overhead Expenditure	£ -	£ 1,068.00	£ -	£ 1,197.00	£ -	£ 1,197.00		
Income Less Expenditure	£ -	£ 732.00	£ -	-£ 807.00	£ 1,650.00	£ 843.00	£ 1,500.00	
CIL Income	£ -	£ 32,749.00	£ -	£ 66,762.00	£ 1,162.00	£ 67,924.00	£ -	
Sec 106 Income	£ -	£ 4,672.00	£ -	-£ 1,000.00	£ 1,000.00	£ -	£ -	
Sec 106 Expenditure	£ -	£ 4,672.00	£ -	£ -	£ -	£ -	£ -	
Streetlighting Income	£ -	£ 32,749.00	£ -	£ 297,300.00	£ -	£ 297,300.00	£ -	income to move to EMR as capital replacement over 25 years
Streetlighting Expenditure	£ -	£ -	£ 14,500.00	£ 1,350.00	£ 12,370.00	£ 13,720.00	£ 14,500.00	
	£ -	£ 32,749.00	-£ 14,500.00	£ 295,950.00	-£ 12,370.00	£ 283,580.00	-£ 14,500.00	
HTP Grants Income	£ -	£ 193,212.00	£ -	£ -	£ -	£ -	£ -	
HTP Expenditure	£ -	£ 70,558.00	£ -	£ 5,122.00	£ -	£ 5,122.00		
Income Less Expenditure	£ -	£ 122,654.00	£ -	-£ 5,122.00	£ -	-£ 5,122.00	£ -	
Earmarked Reserves Expenditure	£ -	£ 41,359.00	£ -	£ 17,822.00	£ 73,023.00	£ 90,845.00		
Total Income	£ 85,258.00	£ 407,763.00	£ 94,235.00	£ 433,711.00	£ 75,911.60	£ 509,622.60	£ 114,693.00	
Total Expenditure	£ 585,030.00	£ 681,640.00	£ 643,220.00	£ 322,594.00	£ 351,828.58	£ 674,422.58	£ 675,241.00	
Precept	£ 499,772.00		£ 548,985.00				£ 560,548.00	
Tax Base	2683		2708				2765	
Band D Householder	£ 186.27		£ 202.73				£ 202.73	
Estimated Increase in Band D Equivalent							£ 0.00	
Earmarked Reserves (31/12/2019)							£332,618	

SUMMARY REPORT OF EARMARKED RESERVES 2019-20

		EMR	Balance as at 1st April 2019	Less:Actual Year to date Expense	Balance	Add: Year to date receipts	Balance as at 31st December 2019
Executive	By-election	By-election costs	£ 5,000.00		£ 5,000.00		£ 5,000.00
Executive	Communications	Communication Strategy	£ 1,170.53		£ 1,170.53		£ 1,170.53
Executive	Events	Events	£ 1,750.00	£421.25	£ 1,328.75		£ 1,328.75
Executive	Events	Christmas Lights switch on	£ 260.81	£260.81	£ -		£ -
Executive	Events	Carnival	£ 3,671.82		£ 3,671.82		£ 3,671.82
Executive	Legal	Legal/Financial Liabilities/VAT Advice	£ 5,000.00	£350.00	£ 4,650.00	£ 700.00	£ 5,350.00
Executive	Staffing	Training/conference expenses	£ 6,700.00	£10.00	£ 6,690.00		£ 6,690.00
Executive	Staffing	Wages- General Admin/General	£ 18,260.00	£457.50	£ 17,802.50		£ 17,802.50
Executive	Staffing	HR Support	£ 2,000.00		£ 2,000.00		£ 2,000.00
Executive	Staffing	Event staff support	£ 636.08		£ 636.08		£ 636.08
Executive	Staffing	Staff Uniforms & H&S	£ 2,087.00		£ 2,087.00		£ 2,087.00
Facilities	Cemetery	Cem Roads, Cem Monuments	£ 15,000.00	£16,345.00	-£ 1,345.00	£ 3,761.25	£ 2,416.25
Facilities	Cemetery	Cemetery Chapels	£ 15,863.00		£ 15,863.00		£ 15,863.00
Facilities	Corn Hall	Corn Hall	£ 6,054.00		£ 6,054.00		£ 6,054.00
Facilities	Council Offices	Office Equipment	£ 2,500.00	£2,125.09	£ 374.91		£ 374.91
Facilities	Council Offices	Council office	£ 11,919.00		£ 11,919.00		£ 11,919.00
Facilities	Council Offices	Building maintenance	£ 5,000.00		£ 5,000.00		£ 5,000.00
Facilities	DYCC	Van Replacement	£ 21,000.00	£8,685.00	£ 12,315.00		£ 12,315.00
Facilities	DYCC	Maintenance workshop	£ 6,000.00	£1,725.69	£ 4,274.31	£ 12.50	£ 4,286.81
Facilities	DYCC	General Equipment	£ 10,619.00		£ 10,619.00		£ 10,619.00
Facilities	DYCC	DYCC Grant received	£ 935.29		£ 935.29		£ 935.29
Facilities	DYCC	DYCC	£ 10,583.00		£ 10,583.00	£ 1,500.00	£ 12,083.00
Facilities	Market	Maintenance Market	£ 10,142.67		£ 10,142.67		£ 10,142.67
Facilities	Mere	Mere water drainage	£ 5,325.00		£ 5,325.00		£ 5,325.00
Facilities	Mere	Boardwalk	£ 5,777.00		£ 5,777.00		£ 5,777.00
Facilities	Mere	Mere biodiversity Plan	£ -		£ -		£ -
Facilities	Mere	Maintenance Mere's Mouth (Resurfacing)	£ 7,000.00		£ 7,000.00		£ 7,000.00
Facilities	Mere	Mere Fountain	£ 6,655.00	£336.72	£ 6,318.28		£ 6,318.28
Facilities	Mere	Mere's Mouth Toilets	£ 11,000.00		£ 11,000.00		£ 11,000.00
Facilities	Park	Park Improvements/General	£ 5,193.99		£ 5,193.99		£ 5,193.99
Facilities	Park	Town & Park	£ 4,118.00	£1,101.47	£ 3,016.53		£ 3,016.53
Facilities	Park	Play Equipment	£ 5,606.00		£ 5,606.00		£ 5,606.00
Facilities	Park	Park Toilets	£ 22,978.02		£ 22,978.02		£ 22,978.02

		EMR	Balance as at 1st April 2019	Less: Actual Year to date Expense	Balance	Add: Year to date receipts	Balance as at 31st December 2019
Facilities	SPG	Athletics maintenance	£ 12,300.00		£ 12,300.00		£ 12,300.00
Facilities	SPG	SPG Floodlights	£ 3,500.00		£ 3,500.00		£ 3,500.00
Facilities	SPG	SPG Pav maintenance	£ 4,000.00		£ 4,000.00		£ 4,000.00
Facilities	SPG	SPG - Skateboard Park	£ 5,000.00		£ 5,000.00		£ 5,000.00
Facilities	St Marys	Closed churchyard repairs	£ 20,950.00		£ 20,950.00		£ 20,950.00
Facilities	The Entry	The Entry resurfacing	£ 1,631.00		£ 1,631.00		£ 1,631.00
Facilities	Facilities	Tree Management	£ 12,000.00		£ 12,000.00	£ 60.00	£ 12,060.00
HTP	HTP	HTP Project - Heritage Triangle Trust	£ -		£ -		£ -
HTP	HTP	Project Account	£ -		£ -		£ -
HTP	HTP	HTP	£ 18,535.00	£66.00	£ 18,469.00		£ 18,469.00
Infrastructure	Infrastructure	Bus Shelters maintenance	£ 19,051.04	£2,970.00	£ 16,081.04		£ 16,081.04
Infrastructure	Infrastructure	Streetlights	£ 5,000.00		£ 5,000.00		£ 5,000.00
Infrastructure	Infrastructure	Community Infrastructure Levy (CIL)	£ 40,073.54	£29,790.00	£ 10,283.54		£ 10,283.54
Infrastructure	Infrastructure	CCTV	£ 4,742.43		£ 4,742.43	£ 500.00	£ 5,242.43
Infrastructure	Infrastructure	D&D Neighbourhood Plan	£ 11,188.48	£3,047.70	£ 8,140.78		£ 8,140.78
		TOTAL	£ 393,776.70	£ 67,692.23	£ 326,084.47	£ 6,533.75	£ 332,618.22

	Balance 2018	YTD Balance	Remaining Funds
Facilities	£248,649.97	£223,664.75	89.95%
HTP	£18,535.00	£18,469.00	99.64%
Infrastructure	£80,055.49	£44,747.79	55.90%
Executive	£46,536.24	£45,736.68	98.28%
TOTAL	£393,776.70	£332,618.22	84.47%

**DISS TOWN COUNCIL**

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 Diss, Norfolk, IP22 4JZ.
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Report Number:
30 /1920

Report to:	Full Council
Date of Meeting:	8 th January 2020
Authorship:	Town Clerk
Subject:	Meeting Schedule

Introduction

1. The Chair of the Executive Committee has requested that members consider a revised meeting schedule for the remainder of this Mayoral year.
2. At the September meeting of Council, it was resolved to re-introduce committee meetings.
3. Since that meeting, councillors and Officers have attended 11 meetings (3 x Executive, 3 x Facilities, 2 x Infrastructure & 3 x Full Council).

Revised Proposal

4. The revised meeting schedule attached recommends removing the February and April Full Council dates from the calendar and rescheduling two committee meeting dates.
5. Now that committee meetings have been re-introduced, there is less for Full Council to consider particularly post budget, this will allow a two-week gap between meetings and help to manage the staffing shortages.
6. As always, if the requirement to consider an item urgently arises, a meeting can be added.
7. Given that the resolution regarding the current schedule was within the last six months, I have undertaken some research on rescinding motions. It has been confirmed that resolutions may be rescinded at a subsequent meeting, if there are no practical obstacles or if additional information has come to light since the original decision.
8. A 'practical obstacle' might be if Council agrees a purchase, it makes the purchase, and can't undo the purchase already made even though it might agree to get the item returned and refunded. The decision to return the purchased goods is a new decision, not a rescission/reversal of an old one.

Recommendation:	To approve the revised Schedule of Meetings for the remainder of 2019/20.
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Schedule of Council/Committee Meetings 2019/20

	SEP	OCT	NOV	DEC	JAN 2020	FEB	MAR	APR	MAY
Executive Committee		9 th	6 th	4 th			4 th		6 th
Facilities Committee	18 th	23 rd	27 th			26 th 5 th		8 th	
Infrastructure Committee	25 th			18 th		19 th		29th 22 nd	
Full Council	11 th	16 th	13 th	11 th	8 th Budget Setting	12 th	18 th	15 th	13 th

All meetings are held at 7.15pm in the Council Chamber at the Corn Hall.

Planning meetings will precede scheduled committee dates above at **6pm** should applications require committee consideration. Meetings will be advertised 5 clear days in advance with the agenda on the notice board and website.

The date for the 2019 Annual Parish Meeting of local electors is scheduled for **Thursday 5th March 2020** at the Diss Youth & Community Centre.

The annual meeting of the Diss Surveyors Allotment Charity, of which all councillors are Trustees, is scheduled for **13th May 2020** at 7pm prior to the Annual Meeting of Council.

Full Council - Progress Report

Item 9

Minute Reference	Committee/Title	Action	Assigned to	Timescale (By)	Comments or further action
FC0517/13	POST OFFICE FUTURE	to approve the principle of appointing a contractor to develop a feasibility study once an appropriate funding source has been identified and to consider proposals once available.	Clerk	Unknown	Campaign to save Diss' Post Office has been forwarded to local MP & District Councillor who were progressing this on behalf of Diss. There is a commitment to retaining a Post office service in Diss. Diss is 1 of 200 in the country, which is not yet franchised. The PO advertised in Diss for a business to take over but had no response. The building is owned by Royal Mail but there is a clause in their lease regarding land ownership that allows another business to use the building for a post office franchise. Clerk's comment - text added in red to clarify ownership of building versus land. No update.
FC0119/14	ONE PUBLIC ESTATE	To draft a letter to SNC requesting further information in order for the Town Council to consider its response to the One Public Estate project request.	Clerk	June	Meeting held with reps from SNC, NCC & Chair of DDNPSG mid Nov where Council's aspiration for the future development of the South Side of Park Road site were put forward. It has been agreed that the recommendations from SNC's consultant's report on the feasibility of the options for the three sites (Diss High School / South side of Park Road & Shelfanger Road) due out March 2020 will be awaited prior to organising a stakeholder's meeting. No update.
FC0519/10	COUNCIL VACANCIES	To promote councillor vacancies through social media, website and press.	SF to organise promotion	immediately	Two vacancies remain which continue to be promoted. No update
FC0719/11	Key council documents	ii) To review the Key Council documents list	DepTC	Immediately	Recommended for a future meeting once the RFO has reviewed the finance related items. No update
FC0919/07	Schedule of Council Meetings 2019/20	All Chairs of committees to support Clerks in drafting meeting agendas, writing and reviewing reports, reviewing action groups task list as well as approving the minutes.	Chairs/Clerks	prior to committee meetings.	On agenda
FC1019/04	Public Participation	To investigate a drainage issue on Vincas Road outside the Factory Shop	NCC	by 13.11.19	KK?
FC1019/08	Representatives on outside bodies	b) It was agreed that the most effective reporting mechanism for representatives would depend on the organisation and it would therefore be considered once requirements are known	Reps/Clerk	by 12.02.20	
		c) To refer membership of the HTT to a future meeting post further investigation by Cllr Robertson as the appointed representative to the Heritage Triangle Trust.	JR	by 11.12.19	
FC1019/09	New Wellbeing Initiative	To refer the appointment of champions of the Norfolk Association of Local Council's new wellbeing initiative to a future meeting subject to further research undertaken by Cllr Browne at the initial mini conference.	SB	by 13.11.19	Cllr Brown unable to attend. Follow up? No update
FC1019/13	Deed of easement Wetherspoons	That Cllr Poulter and the Clerk will review the questions raised regarding the deed of easement with JD wetherspoon alongside the Council's solicitor with Cllrs Poulter and Robertson approving the execution of the legal deed by 31.10.19.	Clerk/ DP/ JR	by 31.10.19	Done. Date for pre development meeting still awaited.
FC1119/04	Public Participation	It was also noted that complaints had been received regarding the County's streetlighting replacement scheme. The tops of the lights are buried in trees in Frenze Road, there is less light emanating from the bulbs and members were reminded that part-night lighting on connecting paths between main roads and estates should be switched on permanently. Councillor Kiddie agreed to investigate all matters.	KK	by 5.12.19	KK?
		District Cllr Minshull reported that he is meeting with Roydon Parish Council regarding the planning system and the same offer was extended to & accepted by Diss Town Council.	GM	by 5.12.19	Done
FC1119/07	Co-option	b) To consider conducting written ballots for future co-options to Diss Town Council	Clerk	immediately	On a future agenda
FC1119/08	Ride-On Mower	a) To seek further quotes for a replacement ride-on mower including recouping the value of the existing mower	DepTC/MM/SO	immediately	Ongoing. Existing ride-one mower repaired and functioning ok.
		b) To approve the purchase of a replacement ride-on mower up to the value £12.5k to be paid from Earmarked Reserves DYCC	DepTC/MM/SO	immediately	
		c) To investigate tracking devices for improved security of high value equipment	DepTC/MM/SO	immediately	

Full Council - Progress Report

Minute Reference	Committee/Title	Action	Assigned to	Timescale (By)	Comments or further action
FC1119/09	Norfolk Fire & Rescue Service	a) That Councillors Olander, Poulter, Robertson and the Clerk meet to draft a response to the Norfolk Fire & Rescue Service's consultation on their Integrated Risk Management Plan by 10th December. b) That the Clerk investigate resilience risk training for councillors and staff.	SO/DP/JR/Clerk	by 10.12.19	Comments requested from councillors. No update
FC1119/10	VE Day 75	To appoint Cllrs Browne, Collins, Kiddie, Welch to work with Andy Rackham and the Clerk to investigate options for VE & VJ Day 75 celebrations.	SB/DC/SK/JW/AR/ Clerk	immediately	Initial meeting took place. Requesting input from local organisations to inform second meeting scheduled for 13th Jan.
FC1219/06	Finance	b) Councillors received the summary of income, expenditure (I & E) and Earmarked Reserves for the month ending Nov 2019. Comments were raised on the I&E report regarding expenditure to date & budgeting e.g. postage, meeting room hire & HR support. Members were advised that the budget item (8) may address these queries and that the RFO would investigate otherwise.	RFO	by 08.01.20	
		c) To approve the allocation of income budgets to headings to allow for more accurate and relevant forecasting.	RFO	immediately	Done
		d) Cllrs received an end of second quarter bank reconciliation statement. It was noted that there is an action for the RFO to review investment funds post budgeting.	RFO	by 31.03.20	
FC1219/07	Interim Internal Audit Report 2019-20	Cllrs received the Council's interim internal Audit Report and cllrs thanked the staff involved in the process.	RFO	immediately	Done
FC1219/08	Budget	To approve as recommended by the Executive Committee: 1. A 0% increase in the staffing budget for 2020/21 2. An allocation to cover the potential cost of replacing a member of the maintenance team from Earmarked Reserves. 3. An increase in hire fees of 2% for the Cemetery Bungalow, Sports Ground, Allotments & Mere. 4. The continuation of a £20k grant scheme allocation 5. The re-profile of the current allocation of councillors' allowances including the Town Mayor to reflect the additional responsibilities of the four committee Chairs, the Council Leader and the Town Mayor 6. Approval of the budget publicity plan as detailed. Members also agreed to consider a budget contingency for 2020/21 at the Jan meeting.	Clerk	by 02.01.20	Done - on agenda
FC1219/10	Progress Report	There was a request for an update on the Diss & District Neighbourhood Plan and it was agreed that this would be added to the Infrastructure Committee progress report.	Clerk	by 12.12.19	Done
FC1219/13	Cemetery Chapel	To appoint Griffiths & Taylor to conduct an invasive survey on the Cemetery Chapels with delegated authority to the Clerk to negotiate fees to include a schedule of remedial works proposed for the January meeting of Council.	Clerk	immediately	G&T has advised that further investigation into structure of the building takes place whilst works are underway to replace the roof. Quotes are being sourced. It is hoped members will be advised of an approximate roof replacement cost at the meeting but there are sufficient funds in Earmarked Reserves for this.