



TOWN CLERK
Miss S Richards, CILCA

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

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Please ask for: Miss Sarah Richards
Our ref: | FC 11.09.19
Date: 06 September 2019

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 **Council Chamber** at **Diss Corn Hall** on **Wednesday 11th September 2019** 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 14th August 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 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 payment of accounts for July & August (copy details herewith).
 - b) To receive the summary of income, expenditure and Earmarked Reserves for the month ending July & August 2019 (copy details herewith).
- 7. Schedule of Council Meetings 2019/20**
To approve a new schedule of Council meetings for 2019/20 (report reference 12/1920 herewith).
- 8. Recognition of Service**
To recognise the long service to and retirement from Diss Town Council of Roy Bloomfield.
- 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 will be determined at item 7.

11. Public Bodies (Admissions to Meetings)

To consider 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.

12. Executive Committee

Staffing- to consider a pay scale re-evaluation request from the Deputy Town Clerk (report reference 13/1920 herewith).

NOTES

1 - Council has a statutory legal duty under the Localism Act 2011 s2 and has adopted a code dealing with the conduct that is expected of members in order to promote high standards of conduct as required by the Act. Members' disclosable pecuniary interests are kept on a register available to view on the Council's website. Allegations about the conduct of a councillor may be made to the district council's monitoring officer. Diss Town Council has also adopted a dispensation policy.

The reports and enclosures referred to in this agenda are supplied to councillors only. They are available (unless marked confidential) for public inspection at the Council Offices during normal opening hours or on our website at www.diss.gov.uk/your-council/our-committees/

Please note that the Council Chamber is currently on the first floor of the Corn Hall. Anyone wishing to attend the meeting who will require access to the lift should contact the Deputy / Town Clerk prior to the start of the meeting.

DISS TOWN COUNCIL

MINUTES

Minutes of the extraordinary meeting of the **Town Council** held in the Council Chamber at The Corn Hall on **Wednesday 14th August 2019 at 7.40pm.**

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

In attendance: Sonya French, Deputy Town Clerk
County & District Councillor Kiddie
1 Member of the Press

FC0819/01 TO CONSIDER APOLOGIES FOR ABSENCE

Apologies were received from Sarah Richards (Clerk).

FC0819/02 DECLARATIONS OF INTERESTS AND REQUESTS FOR DISPENSATIONS

There were none.

FC0819/03 MINUTES

It was

RESOLVED: That the minutes of the meeting of Full Council held on 17th July 2019 were confirmed and signed as a true record.

FC0819/04 PUBLIC PARTICIPATION

Councillors considered a resolution under Standing Orders 3d.,e.,f.,g. & h.to suspend the meeting to receive reports from the District and County Councillors, on behalf of the Police and to hear comments from members of the public on items to be discussed on the agenda.

County/District

Councillor Kiddie has been working with the Norfolk County Highways Engineer and Council Maintenance Manager regarding post locations for the new SAM 2 speed sign. Some road signs within the town need to be refurbished and Councillor Kiddie is working towards getting this work completed. Resurfacing works have been undertaken on the A1066 between Roydon and Diss to remove the hump in the road and on Vinces Road.

Councillor Kiddie responded to a question regarding the necessity of the Vinces Road resurfacing works by stating that the screed over the top of the pavement prevents further deterioration at a deeper level, which could cost County considerably more money to complete in future years.

FC0819/05 ITEMS OF URGENT BUSINESS

There were none.

FC0819/06 CO-OPTION

Councillors considered two applications for co-option. Mr Gingell talked about his wealth of knowledge from previous roles including being a teacher and volunteer work particularly at the Citizens Advice Centre. He believes that his past roles would stand him in good stead as a councillor.

Mr Gingell commented that Victoria Road was a part of the Town that he would like to try and improve.

Mrs Kiddie has lived and worked within Diss for 26 years, had a market stall and currently runs a business within the town. She believes that she can work constructively within the town and make a big difference.

It was noted that those who work and live in the town are close to the problems at grass root levels and would therefore be able to benefit the town considerably. It was

RESOLVED: To co-opt Mr Gingell and Mrs Kiddie on to Diss Town Council.
(Action: Dep Clerk; immediately)

Councillors Gingell and Kiddie were invited to join councillors at the table & were congratulated on their co-option.

FC0819/07 COMMITTEE MEETINGS

a) Councillors considered reverting back to individual committee meetings.

Councillors considered a new committee meeting structure. There was concern that the current monthly meeting format would not allow sufficient time to discuss all agenda items. Councillors agreed that one committee meeting every three months was not frequent enough.

There was discussion around the requirement for more meetings to consider the budget. It was suggested that the Executive & Infrastructure committee items could be combined in the same bi-monthly agenda with a separate bi-monthly meeting for the Facilities committee.

It was agreed that the format should be further discussed by Chairs of committee and agreed in principle with the current Clerk and Deputy Clerk as they would be clerking future proposed meetings. It was

RESOLVED: that an action group of Chairs of Committee, Council Leader and Town Mayor and Clerks review the meeting schedule for presentation to a future meeting of Council.
(Action: Dep Clerk; immediately)

b) Councillors considered appointing councillors to committees. It was

RESOLVED: To agree to councillors recommendations of appointment and to appoint Councillors Kiddie and Gingell to Executive and Infrastructure subject to change.

(Action: Dep Clerk; Immediately)

c) Councillors considered appointing councillors as Deputy Chair's to committees. It was

RESOLVED: to add the appointment of committee Deputy Chair's to the agendas of the first committee meetings.

(Action: Clerk; Immediately)

d) Councillors considered dates for the first meetings of committees. It was

RESOLVED: to agree dates for the first meetings of committees at the next Full Council meeting once the Action Group had reviewed dates.

(Action: Clerk; by 11.09.19)

e) Councillors considered changes to committee Terms of Reference & Delegations to committee or Officers. It was

RESOLVED: to agree to Committees Terms of Reference & delegations to committee or Officers.

(Action: Clerk, immediately)

FC0819/08 PARK FEES

Councillors considered proposed hire fees for Diss Park. There was discussion around a Park site plan, and it was noted that the proposed fees had been drafted to allow for flexibility of hire. It was noted that non-profit organisations had been considered and would not have to pay for use of the Park if they are running an event for free or where funds generated benefit the community. Councillors decided that the fees would be better to be set in stone. It was

RESOLVED: To approve the proposed hire fees for Diss Park with the inclusion of the car boot sale fee of £50 for Not For Profit organisations.

(Action: Dep Clerk; immediately)

FC0819/09 **DATE OF NEXT MEETING**

Councillors noted that the next meeting of Full Council is to be determined.

FC0819/10 **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.

FC0819/11 **COMPLAINT**

Councillors approved the exclusion of the public and press from the meeting of Executive committee members considering the complaint received.

There were discussions between councillors regarding the complaint. Following a recent Executive Committee meeting with the complainant, the Council was asked to produce a Forensic Addendum to the previous Ensors report, which was discussed by Council. This addendum can be summarised as follows:

We have considered the concerns raised by both the complainant and the Diss Corn Hall Trust (DCHT) and we note that an agreement has been reached that the project funds have been properly managed. This addendum has gone into great detail to address this understanding, all the points raised by the complainant and DCHT we believe have been addressed in this document.

As advised by Ensors, Mr Case is no longer a member of the Trust and this addendum is for the sole use of the Council and the DCHT. It is explicit in the fact that this is a Confidential report. DTC and DCHT have previously come to a mutual agreement with regards to the Ensors report and the previous addendum, which DCHT drafted and the Council approved.

The following points are taken from the forensic addendum:

2.3.4 As a result it seems reasonable to conclude that the cost of any further investigation on my part, or revision to the Report, as a result of this Document, would represent an inefficient and unnecessary use of public money.

2.4.2 As the parties to the Project now appear to have settled their dispute, I see no justification for me to review or revise the Report at this time.

Councillors believe that this additional addendum concludes the complaint process. It was

RESOLVED: To send the forensic addendum to the Diss Corn Hall Trust.

(Action: Dep Clerk, Immediately)

Meeting Closed: 21:30.

Councillor Browne
TOWN MAYOR

PAYMENTS MADE JULY 2019				
<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
01.07.2019	South Norfolk Council - Waste & Recycling	DD209	£ 1,768.00	Waste Collections 01.07.19 - 18.08.19 - Town & Park, Cemetery & Council Office
02.07.2019	Red5 Networks Ltd	DD210	£ 181.88	Phone & Broadband June 2019 - Council Office & DYCC
06.07.2019	Ricoh UK Ltd	DD211	£ 1,086.19	Photocopier Rent & Copies June to August 2019 - Council Office
23.07.2019	Alliance Disposables Ltd	Bacs0118	£ 372.68	Sanitary Products - All Sites
23.07.2019	Anglian Water Business (National) Ltd	Bacs0119	£ 637.85	Water Supplied April-July 2019 - Market, Sports Pavilion, DYCC & Park Toilets
23.07.2019	A.Osborne	Bacs0120	£ 240.00	Flower Bed Maintenance Summer Works - Town & Park
23.07.2019	ATS Euromaster Ltd	Bacs0121	£ 28.56	Puncture Repair VW Caddy
23.07.2019	City Electrical Factors Ltd	Bacs0122	£ 28.20	Maintenance Workshop Kettle
23.07.2019	Claverhouse Ltd	Bacs0123	£ 6.00	Fountain Annual License to 24.06.2020
23.07.2019	Computerworld Systems Ltd	Bacs0124	£ 53.06	Computer Operating System 12th-25th April 2019
23.07.2019	Contract Personnel Ltd	Bacs0125	£ 616.80	Maintenance Weekend Operative 17th June to 14th July 2019
23.07.2019	Cooleraid Ltd	Bacs0126	£ 77.20	Water Bottles x6 & Unit Sanitization - Council Office
23.07.2019	Dayburst Couriers (Paula Aiken)	Bacs0127	£ 200.00	Delivery charge of Diss Matters July Edition
23.07.2019	Glasdon UK Ltd	Bacs0128	£ 75.48	Litter Bin Keys - Town & park
23.07.2019	Hillside Office Supplies Ltd	Bacs0129	£ 7.63	Stationery - Council Office
23.07.2019	Kedala Ltd (Minster Cleaning Services)	Bacs0130	£ 327.83	Cleaning Services July 2019 - DYCC
23.07.2019	Landscape Supply Co	Bacs0131	£ 124.19	First Aid Kits, Eye Wash & Litter Pickers - Maintenance/Town & Park
23.07.2019	Linstead Farm & Garden Machinery	Bacs0132	£ 73.70	John Deere Ride-On Lawnmower Choke
23.07.2019	LITE Ltd	Bacs0133	£ 1,994.40	Heritage Triangle Christmas Lights Installment Deposit
23.07.2019	Norse Eastern Ltd	Bacs0134	£ 1,999.22	Ground Maintenance & Hedge/Verge Cutting June/July 19 - Sportsground & Park
23.07.2019	Nova Lifts	Bacs0135	£ 276.00	Service Lift at Cornhall twice yearly
23.07.2019	Paul Rackham	Bacs0136	£ 680.00	Grave Digging x2
23.07.2019	P.Cottrell	Bacs0137	£ 70.00	Window Cleaning July 19 - Council Office & Museum
23.07.2019	Pearce & Kemp Ltd	Bacs0138	£ 1,277.03	Heating Works at DYCC Workshops/ Park Radio dedicated Electricity Supply
23.07.2019	Reads Garden Maintenance	Bacs0139	£ 400.00	Grass Cutting - Fair Green
23.07.2019	Pentaco Construction Ltd	Bacs0140	£ 5,839.30	Roof Repair & External lagging - Cornhall
23.07.2019	S2 Computers Ltd	Bacs0141	£ 366.77	IT Maintenance & Support July 2019
23.07.2019	Sonata Security Ltd	Bacs0142	£ 768.00	Annual maintenance Fire Alarm/Emergency Lights - Council Office, DYCC & Cornhall
23.07.2019	Stephanie Ayden	Bacs0143	£ 300.00	Neighbourhood Plan Project Management & Expenses June/July 19
23.07.2019	Thetford FAST	Bacs0144	£ 150.00	First Aid Provision for Carnival (repayment due to Failed bank Transfer)

23.07.2019	Total Gas & Power Ltd	Bacs0145	£ 797.07	Gas Supplied April - June 2019 - DYCC & Council Office
23.07.2019	Total Gas & Power Ltd	Bacs0146	£ 1,357.68	Electricity Supplied June 2019 - All Sites
23.07.2019	Trade UK 6331640070878590	Bacs0147	£ 151.98	Hand Dryer - Park Toilets
23.07.2019	Travis Perkins Trading Co Ltd	Bacs0148	£ 142.14	Galvanised Wire - DYCC
23.07.2019	Tribe All Fitness (Amy Bobbins)	Bacs0149	£ 106.17	Carnival Games Equipment
23.07.2019	Westcotec Ltd	Bacs0150	£ 3,660.00	Speed Sign & Software - Town & Park
23.07.2019	LR Wyard-Scott Ltd	Bacs0151	£ 289.11	Machinery & Van Fuel - All Sites
23.07.2019	Borderhoppa Community Transport	Bacs0152	£ 1,000.00	Grant 2019/2020
23.07.2019	Diss Cornhall Trust	Bacs0153	£ 6,500.00	Grant 2019/2020
23.07.2019	Diss Citizens Advice Bureau	Bacs0154	£ 3,000.00	Grant 2019/2020
23.07.2019	MTM Youth Services CIC	Bacs0155	£ 4,000.00	Grant 2019/2020
23.07.2019	Trustees Diss Museum	Bacs0156	£ 3,858.50	Grant 2019/2020
23.07.2019	Mr MN & Mrs R Whitaker	112267	£ 136.27	Refund Exclusive Rights of Burial
23.07.2019	Diss Heritage Triangle Trust CIO	112268	£ 500.00	Grant 2019/2020
23.07.2019	Textron Ltd	112269	£ 90.00	Work Gloves - Maintenance Health & Safety
23.07.2019	Staff Salaries	Bacs	£ 18,510.94	Salaries Month 4
23.07.2019	HM Revenue & Customs	112271	£ 2,720.84	NI/PAYE Month 4
23.07.2019	Norfolk Pensions Fund	Bacs	£ 4,697.11	Pension Contributions Month 4
31.07.2019	Anglian Water Business Ltd (National)	Bacs0157	£ 6.88	Water Supplied Jan-July 2019 - Cemetery
31.07.2019	Browns Timbers	Bacs0158	£ 380.88	Replacement Gate for Sportsground
31.07.2019	Diss Angling Centre	Bacs0159	£ 22.00	Landing Net - Mere
31.07.2019	Top Garden Services	Bacs0160	£ 1,440.00	Garden Works July 2019 - Cemetery
31.07.2019	Thetford FAST	112272	£ 150.00	Carnival First Aid 2019 (2 failed bacs payments)
			£ 45,614.89	

PAYMENTS MADE AUGUST 2019				
<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
01.08.2019	Red5 Networks Ltd	DD212	£ 188.61	Telephone & Broadband July 2019 - Council Office, DYCC & Sports Pavilion
14.08.2019	Alliance Disposables Ltd	Bacs0161	£ 387.45	Sanitary Products - DYCC & Town/Park
14.08.2019	Baldwin Skip Hire Ltd	Bacs0162	£ 336.00	2x Skip Hire - Cemetery
14.08.2019	Broadland Toilet Hire	Bacs0163	£ 36.00	Service/Clean Cemetery Toilet
14.08.2019	City Electrical Factors Ltd	Bacs0164	£ 61.80	Mere Fountain Light Bulbs x10
14.08.2019	Cooleraid Ltd	Bacs0165	£ 37.02	Water Bottles x4 - Council Office
14.08.2019	Contract Personnel Ltd	Bacs0166	£ 123.36	Maintenance Staff 15th-21st July 2019
14.08.2019	Dunnella Ltd	Bacs0167	£ 1,020.24	Mere Pump, Materials & Labour - Decrease Water Levels
14.08.2019	Durrants	Bacs0168	£ 900.00	Building Regulation Drawings & Specifications - DYCC
14.08.2019	Ensors	Bacs0169	£ 900.00	Forensic Accountancy for Heritage Triangle Project
14.08.2019	etc..(East Anglia) Ltd	Bacs0170	£ 374.40	Phone System Changes on Site - Council Office
14.08.2019	Hillside Office Supplies Ltd	Bacs0171	£ 56.65	Stationery - Council Office
14.08.2019	Mike Amiss Signs	Bacs0172	£ 580.00	Updates to Mayor/Honorary Citizens, Remeberance & Office External Boards
14.08.2019	Norfolk Parish Training & Support	Bacs0173	£ 280.00	CiICA Course Sept 2019 - Dept. Town Clerk
14.08.2019	Pearce & Kemp Ltd	Bacs0174	£ 1,196.40	External Bulkhead Light fitting - DYCC
14.08.2019	S2 Computers Ltd	Bacs0175	£ 2,139.95	2x Laptops and IT Support July/Aug 2019 - Council Office
14.08.2019	Sonata Security Ltd	Bacs0176	£ 784.03	Install New Fire Panel - DYCC
14.08.2019	Star Plumbing Ltd	Bacs0177	£ 498.00	Works at Sportsground by Anglian Water
14.08.2019	Total Gas & Power	Bacs0178	£ 1,412.55	Electricity July 2019 - All Sites
14.08.2019	Travis Perkins Trading Co Ltd	Bacs0179	£ 7.56	Brass Wood Screws
14.08.2019	Trade UK 6331640070878590	Bacs0180	£ 5.29	Toilet Cistern Handle - Council Office
14.08.2019	Trustees Diss Museum	Bacs0181	£ 59.80	Reimburse Market Electricity
14.08.2019	Waveney	Bacs0182	£ 974.82	Mere Fountain Repairs
14.08.2019	LR Wyard-Scott Ltd	Bacs0183	£ 107.47	Van Fuel July 2019
14.08.2019	Diss Heritage Triangle Trust CIO	Bacs0184	£ 500.00	Grant 2019/2020 (Cheque 112268 rejected due to signatures)
23.08.2019	Staff Salaries	Bacs	£ 16,240.05	Salaries Month 5
23.08.2019	HM Revenue & Customs	112273	£ 3,473.93	NI/PAYE Month 5
23.08.2019	Norfolk Pension Fund	Bacs	£ 4,150.32	Pensions Contributions Month 5
30.08.2019	HM Land Registry	112274	£ 20.00	Adding Extra Land to DYCC
			£ 36,851.70	

Detailed Income & Expenditure by Budget Heading 04/09/2019

Month No: 4

Cost Centre Report

	Actual Current Mth	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	0	0	2,964	2,964			0.0%	
Agency Services :- Income	0	0	2,964	2,964				0
4000 NCC Grasscutting	33	73	700	627		627	10.4%	
Agency Services :- Indirect Expenditure	33	73	700	627	0	627	10.4%	0
Movement to/(from) Gen Reserve	(33)	(73)						
120 Allotments								
1120 Allotment Rent	0	0	453	453			0.0%	
Allotments :- Income	0	0	453	453			0.0%	0
4020 Allotments - Insurance	0	25	26	1		1	95.9%	
Allotments :- Indirect Expenditure	0	25	26	1	0	1	95.9%	0
Movement to/(from) Gen Reserve	0	(25)						
140 Amenities								
1140 Amenities Income	50	(3,106)	4,212	7,318			(73.7%)	
1145 Duck Pellet Income	0	220	800	580			27.5%	
Amenities :- Income	50	(2,886)	5,012	7,898			(57.6%)	0
4040 Gardens/Floral Scheme	240	0	1,000	1,000		1,000	0.0%	
4060 Town/Park - R&R	4,701	6,017	15,156	9,139		9,139	39.7%	
4061 Play Equipment R&R	0	0	4,000	4,000		4,000	0.0%	
4062 Boardwalk Maintenance	0	0	2,150	2,150		2,150	0.0%	
4065 Van Replacement	0	0	2,000	2,000		2,000	0.0%	
4070 Van x 2 Running Costs	181	1,214	3,617	2,403		2,403	33.6%	
4071 Van Insurance	0	997	1,019	22		22	97.9%	
4075 Tree Management	0	4,500	5,000	500		500	90.0%	
4080 Fair Green - Maintenance	405	410	575	165		165	71.3%	
4085 Closed Churchyard - R&R	5	32	3,400	3,368		3,368	1.0%	
4090 Manorial Rights - R&R	0	3	500	497		497	0.5%	
4091 Duck Pellets	0	0	625	625		625	0.0%	
4095 Mere - Water/drainage	22	(730)	3,526	4,256		4,256	(20.7%)	
4100 Mere - Fountain	0	0	2,155	2,155		2,155	0.0%	
4101 Mere - Fountain Electricity	212	1,040	3,908	2,868		2,868	26.6%	
4102 Mere Fountain/Kiosk -Insurance	0	142	148	6		6	96.1%	
4110 Park - Water Rates	0	12	50	38		38	24.2%	
4115 Park - Electricity	47	199	725	526		526	27.4%	
4120 Mere's Mouth - Rent	0	100	100	0		0	100.0%	
4125 Mere's Mouth - Business Rates	0	208	420	212		212	49.6%	

Detailed Income & Expenditure by Budget Heading 04/09/2019

Month No: 4

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4130 Mere's Mouth Water Rates	0	0	54	54		54	0.0%	
4140 Park - Insurance	0	1,614	1,767	153		153	91.3%	
Amenities :- Indirect Expenditure	5,813	15,759	51,895	36,136	0	36,136	30.4%	0
Movement to/(from) Gen Reserve	(5,763)	(18,645)						
<u>150 Bank Interest</u>								
1090 Interest Received	200	435	0	(435)			0.0%	
Bank Interest :- Income	200	435	0	(435)				0
4202 Bank Charges	20	60	500	440		440	12.0%	
Bank Interest :- Indirect Expenditure	20	60	500	440	0	440	12.0%	0
Movement to/(from) Gen Reserve	180	375						
<u>160 Capital Expenditure</u>								
4200 Capital Expenditure	0	2,179	53,808	51,629		51,629	4.0%	
Capital Expenditure :- Indirect Expenditure	0	2,179	53,808	51,629	0	51,629	4.0%	0
Movement to/(from) Gen Reserve	0	(2,179)						
<u>180 Cemetery</u>								
1180 Cemetery Interment/Chapel Fees	1,548	11,763	18,000	6,237			65.4%	
1185 Cemetery Memorial Fees	2,468	2,468	6,000	3,532			41.1%	
Cemetery :- Income	4,016	14,231	24,000	9,769			59.3%	0
4250 Cemetery - Grounds - R&R	1,700	4,970	10,280	5,310		5,310	48.4%	
4260 Cemetery - Chapels - R&R	0	0	4,285	4,285		4,285	0.0%	
4270 General Equipment	61	721	5,665	4,944		4,944	12.7%	
4271 General Equipment Insurance	0	130	134	4		4	97.4%	
4272 Ride on Mower Insurance	0	379	391	12		12	97.0%	
4275 Cemetery - Water Rate	7	35	95	60		60	36.9%	
4280 Cemetery - Electricity	194	908	2,801	1,894		1,894	32.4%	
4285 Cemetery - Insurance	0	456	471	15		15	96.8%	
Cemetery :- Indirect Expenditure	1,962	7,600	24,122	16,522	0	16,522	31.5%	0
Movement to/(from) Gen Reserve	2,054	6,631						
<u>190 Cemetery Gravedigging</u>								
1190 Cemetery Gravedigging Fees	760	1,540	0	(1,540)			0.0%	
Cemetery Gravedigging :- Income	760	1,540	0	(1,540)				0
4300 Cemetery Gravedigging Exp.	680	2,340	0	(2,340)		(2,340)	0.0%	
Cemetery Gravedigging :- Indirect Expenditure	680	2,340	0	(2,340)	0	(2,340)		0
Movement to/(from) Gen Reserve	80	(800)						

Detailed Income & Expenditure by Budget Heading 04/09/2019

Month No: 4

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
200 Christmas Lights								
4320 Christmas Lights	1,662	1,734	16,000	14,266		14,266	10.8%	
4322 Insurance re. Christmas Lights	0	0	73	73		73	0.0%	
Christmas Lights :- Indirect Expenditure	1,662	1,734	16,073	14,339	0	14,339	10.8%	0
Movement to/(from) Gen Reserve	(1,662)	(1,734)						
220 Corn Hall								
4350 Corn Hall - Maint./R&R	510	843	8,685	7,843		7,843	9.7%	
4360 Corn Hall - Insurance	0	2,372	2,311	(61)		(61)	102.7%	
Corn Hall :- Indirect Expenditure	510	3,215	10,996	7,781	0	7,781	29.2%	0
Movement to/(from) Gen Reserve	(510)	(3,215)						
240 Council Properties								
1240 Office Rent/Service Charge	0	0	6,519	6,519			0.0%	
1250 Cemetery Bungalow Rent	368	1,472	4,416	2,944			33.3%	
Council Properties :- Income	368	1,472	10,935	9,463			13.5%	0
4400 Office R&R	547	975	5,293	4,318		4,318	18.4%	
4405 Office Building Maintenance	0	0	2,000	2,000		2,000	0.0%	
4410 Office Stairlift	0	0	950	950		950	0.0%	
4415 Cemetery Bungalow	0	0	760	760		760	0.0%	
4425 Health & Safety	107	458	3,382	2,924		2,924	13.5%	
4435 Pk Toilets Servicing	190	404	4,793	4,389		4,389	8.4%	
4445 Pk Toilets - Insurance	0	120	124	4		4	97.0%	
4450 Pk Toilet- Electricity	81	327	1,009	682		682	32.4%	
4455 Pk Toilets - B/Rates	0	1,351	2,719	1,369		1,369	49.7%	
4460 Pk Toilets - Water Rates	407	407	1,174	767		767	34.6%	
4465 Mere's Mouth Toilets	0	0	4,500	4,500		4,500	0.0%	
4470 Streetlights	0	0	14,500	14,500		14,500	0.0%	
4475 Staff Uniforms/Replacements	0	0	600	600		600	0.0%	
Council Properties :- Indirect Expenditure	1,332	4,041	41,804	37,763	0	37,763	9.7%	0
Movement to/(from) Gen Reserve	(964)	(2,569)						
260 Diss Youth & Community Centre								
1260 DYCC Hire Fees	1,150	6,862	19,565	12,704			35.1%	
Diss Youth & Community Centre :- Income	1,150	6,862	19,565	12,704			35.1%	0
4500 DYCC - Electricity	262	1,229	3,906	2,677		2,677	31.5%	
4505 DYCC - Gas	292	373	760	387		387	49.1%	

Detailed Income & Expenditure by Budget Heading 04/09/2019

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Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4510 DYCC - Business Rates	0	2,553	5,141	2,588		2,588	49.7%	
4515 DYCC - Water Rates	144	144	710	566		566	20.3%	
4520 Licences - Music	0	0	288	288		288	0.0%	
4525 DYCC - Insurance	0	997	1,020	23		23	97.8%	
4530 Annual Service Costs	135	135	2,890	2,755		2,755	4.7%	
4540 DYCC - General R&R	568	2,217	8,850	6,633		6,633	25.1%	
Diss Youth & Community Centre :- Indirect Expenditure	1,401	7,649	23,565	15,916	0	15,916	32.5%	0
Movement to/(from) Gen Reserve	(251)	(787)						
<u>280 Administrative Overheads</u>								
1285 Photocopying Income	0	9	0	(9)			0.0%	
Administrative Overheads :- Income	0	9	0	(9)				0
4610 Council Office Business Rates	0	2,388	4,493	2,105		2,105	53.1%	
4615 Council Office - Gas	467	585	1,428	843		843	41.0%	
4620 Council Office - Electricity	89	368	1,288	920		920	28.6%	
4625 Council Office - Telephone	81	733	2,535	1,802		1,802	28.9%	
4630 Council Office - Insurance	0	810	840	30		30	96.4%	
Administrative Overheads :- Indirect Expenditure	638	4,885	10,584	5,699	0	5,699	46.2%	0
Movement to/(from) Gen Reserve	(638)	(4,876)						
<u>300 Grants</u>								
4700 Diss Museum	3,859	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	0	100	1,000	900		900	10.0%	
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%	
4765 Heritage Triangle Trust	500	500	500	0		0	100.0%	
Grants :- Indirect Expenditure	18,859	19,100	20,000	900	0	900	95.5%	0
Movement to/(from) Gen Reserve	(18,858)	(19,100)						
<u>310 Highways</u>								
4780 Parish Partnership Bid	0	0	8,500	8,500		8,500	0.0%	
Highways :- Indirect Expenditure	0	0	8,500	8,500	0	8,500	0.0%	0
Movement to/(from) Gen Reserve	0	0						

Detailed Income & Expenditure by Budget Heading 04/09/2019

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Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>320</u> <u>Market</u>								
1320 Market Stallage	544	13,094	22,776	9,682			57.5%	
1325 Farmers Market Stallage	0	50	0	(50)			0.0%	
Market :- Income	544	13,144	22,776	9,632			57.7%	0
4810 Market Place - Water Rates	13	13	63	50		50	21.0%	
4815 Market Place - Business Rates	0	1,375	2,769	1,394		1,394	49.6%	
4830 Market Expenditure	17	70	0	(70)		(70)	0.0%	
Market :- Indirect Expenditure	31	1,458	2,832	1,375	0	1,375	51.5%	0
Movement to/(from) Gen Reserve	513	11,687						
<u>330</u> <u>HTP</u>								
4745 HTP	4,866	5,122	0	(5,122)		(5,122)	0.0%	
HTP :- Indirect Expenditure	4,866	5,122	0	(5,122)	0	(5,122)		0
Movement to/(from) Gen Reserve	(4,866)	(5,122)						
<u>340</u> <u>Promotion</u>								
4840 Promotion	204	204	1,045	841		841	19.5%	
4845 Website/Intranet Hosting/Maint	0	0	1,430	1,430		1,430	0.0%	
Promotion :- Indirect Expenditure	204	204	2,475	2,271	0	2,271	8.2%	0
Movement to/(from) Gen Reserve	(204)	(204)						
<u>360</u> <u>Precept</u>								
1076 Precept	0	274,493	0	(274,493)			0.0%	
Precept :- Income	0	274,493	0	(274,493)				0
Movement to/(from) Gen Reserve	0	274,492						
<u>370</u> <u>General Expenditure</u>								
4600 Town Mayor's Allowance	29	(166)	1,485	1,651		1,651	(11.2%)	
4605 Ccl Members' Allowance & Exp	0	0	2,291	2,291		2,291	0.0%	
4635 Subscriptions	0	1,038	1,861	823		823	55.8%	
4640 Audit	0	430	3,260	2,830		2,830	13.2%	
4645 Training	0	55	3,000	2,945		2,945	1.8%	
4646 Liability Insurance	0	4,169	4,310	141		141	96.7%	
4650 Conference Expenditure	0	0	1,150	1,150		1,150	0.0%	
4651 Meeting Room Hire	0	80	1,500	1,420		1,420	5.3%	
4652 External Meeting Room	0	0	150	150		150	0.0%	
4655 Printing/Staty/Equip	366	3,431	13,099	9,668		9,668	26.2%	

Detailed Income & Expenditure by Budget Heading 04/09/2019

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Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4660 Postage	84	84	1,000	916		916	8.4%	
4665 Wages - General Admin.	13,124	52,368	160,125	107,757		107,757	32.7%	
4666 Wages - General Maint.	9,674	43,340	155,659	112,319		112,319	27.8%	
4667 Staff Mileage	4	80	0	(80)		(80)	0.0%	
4675 Legal/Financial/Prof fees	0	0	2,500	2,500		2,500	0.0%	
4680 Vacancy Advert	0	0	300	300		300	0.0%	
4690 HR Support	0	90	1,000	910		910	9.0%	
4992 Annual Town Meeting	10	73	420	347		347	17.5%	
General Expenditure :- Indirect Expenditure	23,291	105,074	353,110	248,036	0	248,036	29.8%	0
Movement to/(from) Gen Reserve	(23,291)	(105,074)						
375 Rechargeable								
1280 Rechargeable Exp. Refunded	285	1,956	0	(1,956)			0.0%	
Rechargeable :- Income	285	1,956	0	(1,956)				0
4685 Rechargeable Expenditure	128	481	0	(481)		(481)	0.0%	
4686 Wages-Rechargeable Expenditure	59	237	0	(237)		(237)	0.0%	
Rechargeable :- Indirect Expenditure	187	719	0	(719)	0	(719)		0
Movement to/(from) Gen Reserve	98	1,237						
400 Sports Ground								
1400 Sports Ground Hire Fees	992	1,905	8,530	6,625			22.3%	
Sports Ground :- Income	992	1,905	8,530	6,625			22.3%	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.	317	336	3,487	3,151		3,151	9.6%	
4920 Ground Maintenance	1,318	2,629	5,104	2,475		2,475	51.5%	
4930 Sports Grnd-Water Rate	74	323	233	(90)		(90)	138.8%	
4935 Sports Ground - Electricity	259	1,134	2,988	1,854		1,854	38.0%	
4940 Sports Ground - Phone	12	6	561	555		555	1.1%	
4945 Sports Ground - Insurance	0	1,224	1,203	(21)		(21)	101.8%	
4955 Skateboard Pk - Insurance/Insp	0	459	585	126		126	78.5%	
Sports Ground :- Indirect Expenditure	1,980	6,113	16,161	10,048	0	10,048	37.8%	0
Movement to/(from) Gen Reserve	(989)	(4,208)						
420 Events								
4760 Royal British Legion	0	0	791	791		791	0.0%	
4991 Other Events	0	380	242	(138)		(138)	156.9%	
4995 Communication Strategy	0	979	2,536	1,557		1,557	38.6%	
Events :- Indirect Expenditure	0	1,359	3,569	2,210	0	2,210	38.1%	0
Movement to/(from) Gen Reserve	0	(1,359)						

Detailed Income & Expenditure by Budget Heading 04/09/2019

Month No: 4

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>425</u> <u>Christmas Switch on Event</u>								
1235 Christmas Switch On Income	30	1,063	0	(1,063)			0.0%	
Christmas Switch on Event :- Income	<u>30</u>	<u>1,063</u>	<u>0</u>	<u>(1,063)</u>				<u>0</u>
4990 Christmas Switch on Event	0	71	1,250	1,179		1,179	5.6%	
Christmas Switch on Event :- Indirect Expenditure	<u>0</u>	<u>71</u>	<u>1,250</u>	<u>1,179</u>	<u>0</u>	<u>1,179</u>	<u>5.6%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>30</u>	<u>992</u>						
<u>430</u> <u>Carnival</u>								
1435 Carnival Income	757	13,332	0	(13,332)			0.0%	
Carnival :- Income	<u>757</u>	<u>13,332</u>	<u>0</u>	<u>(13,332)</u>				<u>0</u>
4996 Carnival	106	9,103	1,250	(7,853)		(7,853)	728.3%	
Carnival :- Indirect Expenditure	<u>106</u>	<u>9,103</u>	<u>1,250</u>	<u>(7,853)</u>	<u>0</u>	<u>(7,853)</u>	<u>728.3%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>650</u>	<u>4,229</u>						
<u>440</u> <u>Town Mayor's Charity</u>								
1440 Town Mayor's Charity	0	100	0	(100)			0.0%	
Town Mayor's Charity :- Income	<u>0</u>	<u>100</u>	<u>0</u>	<u>(100)</u>				<u>0</u>
4795 Town Mayor's Charity Exp	548	1,197	0	(1,197)		(1,197)	0.0%	
Town Mayor's Charity :- Indirect Expenditure	<u>548</u>	<u>1,197</u>	<u>0</u>	<u>(1,197)</u>	<u>0</u>	<u>(1,197)</u>		<u>0</u>
Movement to/(from) Gen Reserve	<u>(548)</u>	<u>(1,097)</u>						
<u>460</u> <u>CIL</u>								
1460 CIL - CIL Income	0	66,762	0	(66,762)			0.0%	
CIL :- Income	<u>0</u>	<u>66,762</u>	<u>0</u>	<u>(66,762)</u>				<u>0</u>
Movement to/(from) Gen Reserve	<u>0</u>	<u>66,762</u>						
<u>465</u> <u>Sec 106</u>								
1465 Sec 106	0	(1,000)	0	1,000			0.0%	
Sec 106 :- Income	<u>0</u>	<u>(1,000)</u>	<u>0</u>	<u>1,000</u>				<u>0</u>
Movement to/(from) Gen Reserve	<u>0</u>	<u>(1,000)</u>						
<u>900</u> <u>Reserves</u>								
9000 Earmarked Reserve Expenditure	1,388	16,410	0	(16,410)		(16,410)	0.0%	
Reserves :- Indirect Expenditure	<u>1,388</u>	<u>16,410</u>	<u>0</u>	<u>(16,410)</u>	<u>0</u>	<u>(16,410)</u>		<u>0</u>
Movement to/(from) Gen Reserve	<u>(1,388)</u>	<u>(16,410)</u>						

Detailed Income & Expenditure by Budget Heading 04/09/2019

Month No: 4

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	9,150	393,416	94,235	(299,181)			417.5%	
Expenditure	65,511	215,486	643,220	427,734	0	427,734	33.5%	
Net Income over Expenditure	<u>(56,360)</u>	<u>177,930</u>	<u>(548,985)</u>	<u>(726,915)</u>				
Movement to/(from) Gen Reserve	<u>(56,360)</u>	<u>177,930</u>						

Detailed Income & Expenditure by Budget Heading 05/09/2019

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Cost Centre Report

	Actual Current Mth	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	3,044	3,044	2,964	(80)			102.7%	
Agency Services :- Income	<u>3,044</u>	<u>3,044</u>	<u>2,964</u>	<u>(80)</u>			<u>102.7%</u>	<u>0</u>
4000 NCC Grasscutting	0	73	700	627		627	10.4%	
Agency Services :- Indirect Expenditure	<u>0</u>	<u>73</u>	<u>700</u>	<u>627</u>	<u>0</u>	<u>627</u>	<u>10.4%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>3,044</u>	<u>2,972</u>						
<u>120 Allotments</u>								
1120 Allotment Rent	0	0	453	453			0.0%	
Allotments :- Income	<u>0</u>	<u>0</u>	<u>453</u>	<u>453</u>			<u>0.0%</u>	<u>0</u>
4020 Allotments - Insurance	0	25	26	1		1	95.9%	
Allotments :- Indirect Expenditure	<u>0</u>	<u>25</u>	<u>26</u>	<u>1</u>	<u>0</u>	<u>1</u>	<u>95.9%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>0</u>	<u>(25)</u>						
<u>140 Amenities</u>								
1140 Amenities Income	1,575	(1,531)	4,212	5,743			(36.4%)	
1145 Duck Pellet Income	0	220	800	580			27.5%	
Amenities :- Income	<u>1,575</u>	<u>(1,311)</u>	<u>5,012</u>	<u>6,323</u>			<u>(26.2%)</u>	<u>0</u>
4040 Gardens/Floral Scheme	0	0	1,000	1,000		1,000	0.0%	
4060 Town/Park - R&R	221	6,238	15,156	8,918		8,918	41.2%	
4061 Play Equipment R&R	0	0	4,000	4,000		4,000	0.0%	
4062 Boardwalk Maintenance	0	0	2,150	2,150		2,150	0.0%	
4065 Van Replacement	0	0	2,000	2,000		2,000	0.0%	
4070 Van x 2 Running Costs	90	1,305	3,617	2,312		2,312	36.1%	
4071 Van Insurance	0	997	1,019	22		22	97.9%	
4075 Tree Management	0	4,500	5,000	500		500	90.0%	
4080 Fair Green - Maintenance	0	410	575	165		165	71.3%	
4085 Closed Churchyard - R&R	0	32	3,400	3,368		3,368	1.0%	
4090 Manorial Rights - R&R	0	3	500	497		497	0.5%	
4091 Duck Pellets	0	0	625	625		625	0.0%	
4095 Mere - Water/drainage	850	120	3,526	3,406		3,406	3.4%	
4100 Mere - Fountain	876	876	2,155	1,279		1,279	40.7%	
4101 Mere - Fountain Electricity	227	1,267	3,908	2,641		2,641	32.4%	
4102 Mere Fountain/Kiosk -Insurance	0	142	148	6		6	96.1%	
4110 Park - Water Rates	0	12	50	38		38	24.2%	
4115 Park - Electricity	49	248	725	477		477	34.2%	
4120 Mere's Mouth - Rent	0	100	100	0		0	100.0%	
4125 Mere's Mouth - Business Rates	0	208	420	212		212	49.6%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4130 Mere's Mouth Water Rates	0	0	54	54		54	0.0%	
4140 Park - Insurance	0	1,614	1,767	153		153	91.3%	
Amenities :- Indirect Expenditure	2,313	18,072	51,895	33,823	0	33,823	34.8%	0
Movement to/(from) Gen Reserve	(738)	(19,383)						
<u>150 Bank Interest</u>								
1090 Interest Received	221	655	0	(655)			0.0%	
Bank Interest :- Income	221	655	0	(655)				0
4202 Bank Charges	20	80	500	420		420	16.0%	
Bank Interest :- Indirect Expenditure	20	80	500	420	0	420	16.0%	0
Movement to/(from) Gen Reserve	201	575						
<u>160 Capital Expenditure</u>								
4200 Capital Expenditure	0	2,179	53,808	51,629		51,629	4.0%	
Capital Expenditure :- Indirect Expenditure	0	2,179	53,808	51,629	0	51,629	4.0%	0
Movement to/(from) Gen Reserve	0	(2,179)						
<u>180 Cemetery</u>								
1180 Cemetery Interment/Chapel Fees	1,957	13,720	18,000	4,280			76.2%	
1185 Cemetery Memorial Fees	960	3,427	6,000	2,573			57.1%	
Cemetery :- Income	2,916	17,148	24,000	6,852			71.4%	0
4250 Cemetery - Grounds - R&R	310	5,280	10,280	5,000		5,000	51.4%	
4260 Cemetery - Chapels - R&R	316	316	4,285	3,969		3,969	7.4%	
4270 General Equipment	0	721	5,665	4,944		4,944	12.7%	
4271 General Equipment Insurance	0	130	134	4		4	97.4%	
4272 Ride on Mower Insurance	0	379	391	12		12	97.0%	
4275 Cemetery - Water Rate	0	35	95	60		60	36.9%	
4280 Cemetery - Electricity	202	1,110	2,801	1,691		1,691	39.6%	
4285 Cemetery - Insurance	0	456	471	15		15	96.8%	
Cemetery :- Indirect Expenditure	828	8,428	24,122	15,694	0	15,694	34.9%	0
Movement to/(from) Gen Reserve	2,088	8,720						
<u>190 Cemetery Gravedigging</u>								
1190 Cemetery Gravedigging Fees	300	1,840	0	(1,840)			0.0%	
Cemetery Gravedigging :- Income	300	1,840	0	(1,840)				0
4300 Cemetery Gravedigging Exp.	0	2,340	0	(2,340)		(2,340)	0.0%	
Cemetery Gravedigging :- Indirect Expenditure	0	2,340	0	(2,340)	0	(2,340)		0
Movement to/(from) Gen Reserve	300	(500)						

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>200 Christmas Lights</u>								
4320 Christmas Lights	0	1,734	16,000	14,266		14,266	10.8%	
4322 Insurance re. Christmas Lights	0	0	73	73		73	0.0%	
Christmas Lights :- Indirect Expenditure	0	1,734	16,073	14,339	0	14,339	10.8%	0
Movement to/(from) Gen Reserve	0	(1,734)						
<u>220 Corn Hall</u>								
4350 Corn Hall - Maint./R&R	6	849	8,685	7,837		7,837	9.8%	
4360 Corn Hall - Insurance	0	2,372	2,311	(61)		(61)	102.7%	
Corn Hall :- Indirect Expenditure	6	3,221	10,996	7,775	0	7,775	29.3%	0
Movement to/(from) Gen Reserve	(6)	(3,221)						
<u>240 Council Properties</u>								
1240 Office Rent/Service Charge	0	0	6,519	6,519			0.0%	
1250 Cemetery Bungalow Rent	368	1,840	4,416	2,576			41.7%	
Council Properties :- Income	368	1,840	10,935	9,095			16.8%	0
4400 Office R&R	83	1,058	5,293	4,235		4,235	20.0%	
4405 Office Building Maintenance	0	0	2,000	2,000		2,000	0.0%	
4410 Office Stairlift	0	0	950	950		950	0.0%	
4415 Cemetery Bungalow	0	0	760	760		760	0.0%	
4425 Health & Safety	0	458	3,382	2,924		2,924	13.5%	
4435 Pk Toilets Servicing	0	404	4,793	4,389		4,389	8.4%	
4445 Pk Toilets - Insurance	0	120	124	4		4	97.0%	
4450 Pk Toilet- Electricity	83	410	1,009	599		599	40.6%	
4455 Pk Toilets - B/Rates	0	1,351	2,719	1,369		1,369	49.7%	
4460 Pk Toilets - Water Rates	0	407	1,174	767		767	34.6%	
4465 Mere's Mouth Toilets	0	0	4,500	4,500		4,500	0.0%	
4470 Streetlights	0	0	14,500	14,500		14,500	0.0%	
4475 Staff Uniforms/Replacements	0	0	600	600		600	0.0%	
Council Properties :- Indirect Expenditure	166	4,207	41,804	37,597	0	37,597	10.1%	0
Movement to/(from) Gen Reserve	202	(2,367)						
<u>260 Diss Youth & Community Centre</u>								
1260 DYCC Hire Fees	2,275	9,137	19,565	10,429			46.7%	
Diss Youth & Community Centre :- Income	2,275	9,137	19,565	10,429			46.7%	0
4500 DYCC - Electricity	268	1,496	3,906	2,410		2,410	38.3%	
4505 DYCC - Gas	0	373	760	387		387	49.1%	

Detailed Income & Expenditure by Budget Heading 05/09/2019

Month No: 5

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4510 DYCC - Business Rates	0	2,553	5,141	2,588		2,588	49.7%	
4515 DYCC - Water Rates	0	144	710	566		566	20.3%	
4520 Licences - Music	0	0	288	288		288	0.0%	
4525 DYCC - Insurance	0	997	1,020	23		23	97.8%	
4530 Annual Service Costs	0	135	2,890	2,755		2,755	4.7%	
4540 DYCC - General R&R	2,636	4,854	8,850	3,996		3,996	54.8%	
Diss Youth & Community Centre :- Indirect Expenditure	2,904	10,553	23,565	13,012	0	13,012	44.8%	0
Movement to/(from) Gen Reserve	(629)	(1,416)						
280 Administrative Overheads								
1285 Photocopying Income	0	9	0	(9)			0.0%	
Administrative Overheads :- Income	0	9	0	(9)				0
4610 Council Office Business Rates	0	2,388	4,493	2,105		2,105	53.1%	
4615 Council Office - Gas	0	585	1,428	843		843	41.0%	
4620 Council Office - Electricity	93	461	1,288	827		827	35.8%	
4625 Council Office - Telephone	312	1,045	2,535	1,490		1,490	41.2%	
4630 Council Office - Insurance	0	810	840	30		30	96.4%	
Administrative Overheads :- Indirect Expenditure	405	5,290	10,584	5,294	0	5,294	50.0%	0
Movement to/(from) Gen Reserve	(405)	(5,281)						
300 Grants								
4700 Diss Museum	0	4,000	4,000	0		0	100.0%	
4710 CAB	0	3,000	3,000	0		0	100.0%	
4715 Borderhoppa Com Bus	0	1,000	1,000	0		0	100.0%	
4720 General Grants	0	100	1,000	900		900	10.0%	
4735 Corn Hall	0	6,500	6,500	0		0	100.0%	
4755 Diss Youth Group	0	4,000	4,000	0		0	100.0%	
4765 Heritage Triangle Trust	0	500	500	0		0	100.0%	
Grants :- Indirect Expenditure	0	19,100	20,000	900	0	900	95.5%	0
Movement to/(from) Gen Reserve	0	(19,100)						
310 Highways								
4780 Parish Partnership Bid	0	0	8,500	8,500		8,500	0.0%	
Highways :- Indirect Expenditure	0	0	8,500	8,500	0	8,500	0.0%	0
Movement to/(from) Gen Reserve	0	0						

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>320 Market</u>								
1320 Market Stallage	928	14,022	22,776	8,754			61.6%	
1325 Farmers Market Stallage	0	50	0	(50)			0.0%	
Market :- Income	<u>928</u>	<u>14,072</u>	<u>22,776</u>	<u>8,704</u>			61.8%	0
4810 Market Place - Water Rates	0	13	63	50		50	21.0%	
4815 Market Place - Business Rates	0	1,375	2,769	1,394		1,394	49.6%	
4830 Market Expenditure	18	88	0	(88)		(88)	0.0%	
Market :- Indirect Expenditure	<u>18</u>	<u>1,476</u>	<u>2,832</u>	<u>1,356</u>	<u>0</u>	<u>1,356</u>	52.1%	0
Movement to/(from) Gen Reserve	<u>910</u>	<u>12,596</u>						
<u>330 HTP</u>								
4745 HTP	0	5,122	0	(5,122)		(5,122)	0.0%	
HTP :- Indirect Expenditure	<u>0</u>	<u>5,122</u>	<u>0</u>	<u>(5,122)</u>	<u>0</u>	<u>(5,122)</u>		0
Movement to/(from) Gen Reserve	<u>0</u>	<u>(5,122)</u>						
<u>340 Promotion</u>								
4840 Promotion	0	204	1,045	841		841	19.5%	
4845 Website/Intranet Hosting/Maint	0	0	1,430	1,430		1,430	0.0%	
Promotion :- Indirect Expenditure	<u>0</u>	<u>204</u>	<u>2,475</u>	<u>2,271</u>	<u>0</u>	<u>2,271</u>	8.2%	0
Movement to/(from) Gen Reserve	<u>0</u>	<u>(204)</u>						
<u>360 Precept</u>								
1076 Precept	0	274,493	0	(274,493)			0.0%	
Precept :- Income	<u>0</u>	<u>274,493</u>	<u>0</u>	<u>(274,493)</u>				0
Movement to/(from) Gen Reserve	<u>0</u>	<u>274,492</u>						
<u>370 General Expenditure</u>								
4600 Town Mayor's Allowance	228	63	1,485	1,423		1,423	4.2%	
4605 Ccl Members' Allowance & Exp	0	0	2,291	2,291		2,291	0.0%	
4635 Subscriptions	0	1,038	1,861	823		823	55.8%	
4640 Audit	0	430	3,260	2,830		2,830	13.2%	
4645 Training	280	335	3,000	2,665		2,665	11.2%	
4646 Liability Insurance	0	4,169	4,310	141		141	96.7%	
4650 Conference Expenditure	0	0	1,150	1,150		1,150	0.0%	
4651 Meeting Room Hire	0	80	1,500	1,420		1,420	5.3%	
4652 External Meeting Room	0	0	150	150		150	0.0%	
4655 Printing/Staty/Equip	1,739	5,170	13,099	7,929		7,929	39.5%	

Detailed Income & Expenditure by Budget Heading 05/09/2019

Month No: 5

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4660 Postage	0	84	1,000	916		916	8.4%	
4665 Wages - General Admin.	7,774	60,142	160,125	99,983		99,983	37.6%	
4666 Wages - General Maint.	13,100	56,440	155,659	99,219		99,219	36.3%	
4667 Staff Mileage	0	80	0	(80)		(80)	0.0%	
4670 NI/PAYE/Pension	779	779	0	(779)		(779)	0.0%	
4675 Legal/Financial/Prof fees	750	750	2,500	1,750		1,750	30.0%	
4680 Vacancy Advert	0	0	300	300		300	0.0%	
4690 HR Support	0	90	1,000	910		910	9.0%	
4992 Annual Town Meeting	0	73	420	347		347	17.5%	
General Expenditure :- Indirect Expenditure	<u>24,649</u>	<u>129,723</u>	<u>353,110</u>	<u>223,387</u>	<u>0</u>	<u>223,387</u>	<u>36.7%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(24,649)</u>	<u>(129,723)</u>						
<u>375 Rechargeable</u>								
1280 Rechargeable Exp. Refunded	145	2,101	0	(2,101)			0.0%	
Rechargeable :- Income	<u>145</u>	<u>2,101</u>	<u>0</u>	<u>(2,101)</u>				<u>0</u>
4685 Rechargeable Expenditure	60	541	0	(541)		(541)	0.0%	
4686 Wages-Rechargeable Expenditure	59	297	0	(297)		(297)	0.0%	
Rechargeable :- Indirect Expenditure	<u>119</u>	<u>838</u>	<u>0</u>	<u>(838)</u>	<u>0</u>	<u>(838)</u>		<u>0</u>
Movement to/(from) Gen Reserve	<u>26</u>	<u>1,263</u>						
<u>400 Sports Ground</u>								
1400 Sports Ground Hire Fees	1,050	2,954	8,530	5,576			34.6%	
Sports Ground :- Income	<u>1,050</u>	<u>2,954</u>	<u>8,530</u>	<u>5,576</u>			<u>34.6%</u>	<u>0</u>
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.	415	751	3,487	2,736		2,736	21.5%	
4920 Ground Maintenance	0	2,629	5,104	2,475		2,475	51.5%	
4930 Sports Grnd-Water Rate	0	323	233	(90)		(90)	138.8%	
4935 Sports Ground - Electricity	268	1,402	2,988	1,586		1,586	46.9%	
4940 Sports Ground - Phone	0	6	561	555		555	1.1%	
4945 Sports Ground - Insurance	0	1,224	1,203	(21)		(21)	101.8%	
4955 Skateboard Pk - Insurance/Insp	0	459	585	126		126	78.5%	
Sports Ground :- Indirect Expenditure	<u>683</u>	<u>6,796</u>	<u>16,161</u>	<u>9,365</u>	<u>0</u>	<u>9,365</u>	<u>42.1%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>366</u>	<u>(3,842)</u>						
<u>420 Events</u>								
4760 Royal British Legion	0	0	791	791		791	0.0%	
4991 Other Events	0	380	242	(138)		(138)	156.9%	

Detailed Income & Expenditure by Budget Heading 05/09/2019

Month No: 5

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4995 Communication Strategy	0	979	2,536	1,557		1,557	38.6%	
Events :- Indirect Expenditure	0	1,359	3,569	2,210	0	2,210	38.1%	0
Movement to/(from) Gen Reserve	0	(1,359)						
<u>425 Christmas Switch on Event</u>								
1235 Christmas Switch On Income	60	1,123	0	(1,123)			0.0%	
Christmas Switch on Event :- Income	60	1,123	0	(1,123)				0
4990 Christmas Switch on Event	0	71	1,250	1,179		1,179	5.6%	
Christmas Switch on Event :- Indirect Expenditure	0	71	1,250	1,179	0	1,179	5.6%	0
Movement to/(from) Gen Reserve	60	1,052						
<u>430 Carnival</u>								
1435 Carnival Income	0	13,332	0	(13,332)			0.0%	
Carnival :- Income	0	13,332	0	(13,332)				0
4996 Carnival	0	9,103	1,250	(7,853)		(7,853)	728.3%	
Carnival :- Indirect Expenditure	0	9,103	1,250	(7,853)	0	(7,853)	728.3%	0
Movement to/(from) Gen Reserve	0	4,229						
<u>440 Town Mayor's Charity</u>								
1440 Town Mayor's Charity	0	100	0	(100)			0.0%	
Town Mayor's Charity :- Income	0	100	0	(100)				0
4795 Town Mayor's Charity Exp	0	1,197	0	(1,197)		(1,197)	0.0%	
Town Mayor's Charity :- Indirect Expenditure	0	1,197	0	(1,197)	0	(1,197)		0
Movement to/(from) Gen Reserve	0	(1,097)						
<u>460 CIL</u>								
1460 CIL - CIL Income	0	66,762	0	(66,762)			0.0%	
CIL :- Income	0	66,762	0	(66,762)				0
Movement to/(from) Gen Reserve	0	66,762						
<u>465 Sec 106</u>								
1465 Sec 106	0	(1,000)	0	1,000			0.0%	
Sec 106 :- Income	0	(1,000)	0	1,000				0
Movement to/(from) Gen Reserve	0	(1,000)						

Detailed Income & Expenditure by Budget Heading 05/09/2019

Month No: 5

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>470 Streetlighting</u>								
1470 Streetlighting	297,300	297,300	0	(297,300)			0.0%	
Streetlighting :- Income	<u>297,300</u>	<u>297,300</u>	<u>0</u>	<u>(297,300)</u>				<u>0</u>
Movement to/(from) Gen Reserve	<u>297,300</u>	<u>297,300</u>						
<u>900 Reserves</u>								
9000 Earmarked Reserve Expenditure	79	16,490	0	(16,490)		(16,490)	0.0%	
Reserves :- Indirect Expenditure	<u>79</u>	<u>16,490</u>	<u>0</u>	<u>(16,490)</u>	<u>0</u>	<u>(16,490)</u>		<u>0</u>
Movement to/(from) Gen Reserve	<u>(79)</u>	<u>(16,490)</u>						
Grand Totals:- Income	310,182	703,598	94,235	(609,363)			746.6%	
Expenditure	32,191	247,678	643,220	395,542	0	395,542	38.5%	
Net Income over Expenditure	<u>277,990</u>	<u>455,920</u>	<u>(548,985)</u>	<u>(1,004,905)</u>				
Movement to/(from) Gen Reserve	<u>277,990</u>	<u>455,920</u>						

Item 6b

SUMMARY REPORT OF EARMARKED RESERVES 2019-20

Committee	EMR	Balance as at 1st April 2019	Less:Actual Year to date Expense	Balance	Add: Year to date receipts	Balance as at 31st May 2019	Notes
Cap	Park Improvements/General Allocation/Urgent Repair work	£ 5,193.99		£ 5,193.99		£ 5,193.99	
Cap	Van Replacement	£ 21,000.00		£ 21,000.00		£ 21,000.00	
Cap	Closed churchyard repairs	£ 20,950.00		£ 20,950.00		£ 20,950.00	
Facilities	Mere water drainage £322.66	£ 5,325.00		£ 5,325.00		£ 5,325.00	
Facilities	Corn Hall	£ 6,054.00		£ 6,054.00		£ 6,054.00	
Facilities	Boardwalk	£ 5,777.00		£ 5,777.00		£ 5,777.00	
Cap	Neighbourhood Plan	£ 11,188.48	£1,376.25	£ 9,812.23		£ 9,812.23	Neighbourhood plan manager's Time/Expenses March-April 2019 - 287.85; IT Support May 2019 Neighbourhood Plan Laptop £45.90; IT Support June, July & August; Neighbourhood Plan Laptop £137.70; NP Office Time/Expenses May-June 19 £604.80; NP Office Time/Expenses June-July 19 £300
Ex	Events	£ 1,750.00		£ 1,750.00		£ 1,750.00	
Ex	Communication Strategy	£ 1,170.53		£ 1,170.53		£ 1,170.53	
Ex	Christmas Lights switch on	£ 260.81		£ 260.81		£ 260.81	
Ex	Carnival	£ 3,671.82		£ 3,671.82		£ 3,671.82	
Ex	Training/conference expenses	£ 6,700.00		£ 6,700.00		£ 6,700.00	
Ex	Wages- General Admin/General allocation- Archiving, Cemetery Check Services, Staff Allowances	£ 18,260.00	£182.50	£ 18,077.50		£ 18,077.50	Childcare Allow (17 March - 16 April); Childcare Allowance (Apr-May19); Childcare Allowance (May-Jun 19)
Ex	HR Support	£ 2,000.00		£ 2,000.00		£ 2,000.00	
Ex	Event staff support (Min no. FC0717/12)	£ 635.68		£ 635.68		£ 635.68	
Ex	Legal/Financial Liabilities/VAT Advice	£ 5,000.00	-£500.00	£ 5,500.00		£ 5,500.00	PO 4943 - Amend Draft management agreement re. Mere's Mouth toilets + related correspondence £500-accrued as at 31st March 2019 - Invoice yet to be received from Jackamans
Ex	By-election costs	£ 5,000.00		£ 5,000.00		£ 5,000.00	
Facilities	Town & Park (includes Park Pavilion)	£ 4,118.00	£1,001.47	£ 3,116.53		£ 3,116.53	Bird Netting on Park Pavillion £1001.47
Facilities	Mere biodiversity Plan	£ -		£ -		£ -	
Facilities	Maintenance workshop (DYCC move)	£ 6,000.00	£1,370.69	£ 4,629.31	£ 12.50	£ 4,641.81	DYCC Car Park, Kerb & Bollards £2615(from 2018/19 budget); DYCC Bin Storage Pad £1495(from 2018/19 budget); Maintenance Restroom Electrical Equipment £294 (Faulty Kettle £12.50 credit); Workshop Heating £1064.19; DYCC Storage Container £670 (from 2018/19 budget)
Facilities	Staff Uniforms & Health & Safety	£ 2,087.00		£ 2,087.00		£ 2,087.00	
Facilities	Office Equipment	£ 2,500.00	£547.59	£ 1,952.41		£ 1,952.41	New Laptop for Deputy Town Clerk £547.59
Facilities	Maintenance Mere's Mouth (Resurfacing)	£ 7,000.00		£ 7,000.00		£ 7,000.00	
Facilities	Play Equipment	£ 5,606.00		£ 5,606.00		£ 5,606.00	
Facilities	The Entry resurfacing	£ 1,631.00		£ 1,631.00		£ 1,631.00	
Facilities	Cemetery, Cem Roads, Cem Monuments	£ 15,000.00	£16,345.00	-£ 1,345.00	£ 3,761.25	£ 2,416.25	Resurface Cemetery Footpath £14,850; Roundabout/Parking -Cemetery £1,495; Receipt of £3,761.25 from Rosedale for Cemetery improvements
Facilities	General Equipment - Workshop	£ 10,619.00		£ 10,619.00		£ 10,619.00	
Facilities	Council office Budgeted use of reserves £11000 for Boiler	£ 11,919.00		£ 11,919.00		£ 11,919.00	
Facilities	Council Office building maintenance	£ 5,000.00		£ 5,000.00		£ 5,000.00	
Facilities	Maintenance Market	£ 10,142.67		£ 10,142.67		£ 10,142.67	

Committee	EMR	Balance as at 1st April 2019	Less:Actual Year to date Expense	Balance	Add: Year to date receipts	Balance as at 31st May 2019	Notes
Facilities	Track maintenance	£ 12,300.00		£ 12,300.00		£ 12,300.00	
Facilities	SPG Floodlights	£ 3,500.00		£ 3,500.00		£ 3,500.00	
Facilities	SPG Pav maintenance	£ 4,000.00		£ 4,000.00		£ 4,000.00	
Facilities	SPG - Skateboard Park	£ 5,000.00		£ 5,000.00		£ 5,000.00	
Facilities	Tree Management	£ 12,000.00	£60.00	£ 12,060.00		£ 12,060.00	Take down dead tree at front of the Church - Expense Accrued as at 31st March 2019 for £60-Invoice yet to be received from Anglian tree solutions
Facilities	Mere Fountain	£ 6,655.00		£ 6,655.00		£ 6,655.00	
Facilities	Cemetery Chapels	£ 15,863.00		£ 15,863.00		£ 15,863.00	
Facilities	DYCC Grant received	£ 935.29		£ 935.29		£ 935.29	
Facilities	DYCC	£ 10,583.00		£ 10,583.00		£ 10,583.00	
Facilities	Park Toilets	£ 22,978.02		£ 22,978.02		£ 22,978.02	
Facilities	Mere's Mouth Toilets	£ 11,000.00		£ 11,000.00		£ 11,000.00	
Inf	CIL Income	£ 40,073.54		£ 40,073.54		£ 40,073.54	
Inf	Grants CCTV/CCTV Budgeted use of reserves	£ 4,742.43		£ 4,742.43		£ 4,742.43	
Facilities	Bus Shelters maintenance	£ 19,051.04		£ 19,051.04		£ 19,051.04	
HTP	HTP Project - Heritage Triangle Trust	£ -		£ -		£ -	
HTP	Project Account	£ -		£ -		£ -	
HTP	HTP	£ 18,535.00		£ -		£ -	
Facilities	Streetlights	£ 5,000.00		£ -		£ -	
	TOTAL	£ 393,776.30	£ 20,263.50	£ 349,977.80	£ 3,773.75	£ 353,751.55	

**DISS TOWN COUNCIL**

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Report Number:
12 /1920

Report to:	Full Council
Date of Meeting:	11 th September 2019
Authorship:	Town Clerk
Subject:	Meeting Schedule

Introduction

1. Herewith is the Clerk's review of the proposed meeting schedules and further proposal. It has been written after reviewing the meeting minutes relevant to this item, in discussion with the Deputy Town Clerk post the Action Group meeting & provides an Officer perspective.
2. At the May meeting of Council, it was agreed that given the reduction in councillor membership to 7, only monthly Council meetings would be scheduled, and all committee related items would form part of those agendas.
3. At the July meeting of Council, councillors considered the key Council documents list. It was agreed that reviewing each document during a Full Council meeting would be too time consuming given other items on the agenda. It was suggested that given the interest in co-option from the public, it would be prudent to re-introduce committee meetings.
4. At the extraordinary meeting of Council in August, a meeting schedule proposal from the Deputy Town Clerk was reviewed, which included 4 additional meetings per committee until May i.e. a total of 24 (see Appendix A). This is the equivalent of 30 meetings over a full 12 months. Councillors believed that having each committee meeting once every three months was not frequent enough. It was resolved that an Action Group of Chairs of committees, the Council Leader, Town Mayor and Deputy Town Clerk would consider a new meeting schedule and present it to the next Council meeting.
5. The Action Group has proposed a meeting schedule, which adds one additional meeting per year for the Executive and Facilities committees totalling 26 (Appendix B) or the equivalent of 32 meetings per year. This is a similar number of meetings scheduled during 2017/18 and two more than in 2018-19.

Clerk's Proposal

6. The following proposal considers councillors views on the frequency of meetings, staff time in preparing & attending meetings and the most effective way of using staff and councillor time to achieve Council's aims.
7. This proposal retains the suggested 5 Executive & Facilities committee meetings per year, proposes 3 meetings annually for Infrastructure and reduces the number of Full Council meetings to 8 per year. Total number of meetings = 21 - an additional 9 meetings per year to the current monthly schedule and 5 (9 months) / 12 (year) less than the Action Group's proposal.
8. Appendix C sets out the proposed timetable.

Benefits of Proposal

9. This proposal allows two weeks between each meeting allowing Officers enough time to draft reports and action decisions in between minute writing and the next agenda preparation.
10. It also allows committees to carry out their function within their delegated authority and therefore develop expertise on their areas of responsibility.
11. It is proposed that Full Council meets less frequently to consider those few decisions that must, legally be made by Full Council, any controversial issues that committees feel ought to be considered by Council and strategic issues that have already been scrutinised at committee level.
12. Full Council meetings have historically taken place monthly to approve payments and get cheques signed. DTC has been able to dispense with this requirement because decisions to spend money are made in Council or committee e.g. when a contract is let & specific Council authorisation for the payments is not necessary.
13. Fewer Full Council meetings should avoid the need to cancel committee meetings (due to insufficient business) given the tendency to add the committee required decisions to the Full Council agenda to expedite a decision.
14. This proposal provides opportunities to slot in additional working group meetings as required on the 'free' Wednesdays.
15. If the public and press are more likely to attend Full Council meetings, this will allow committees and/or working groups to discuss controversial issues in advance.
16. There are 22 key documents/actions for committees/Council to review/approve annually. This requires each meeting to consider approximately one per meeting, which should be more than achievable with the other agenda items.
17. By allocating routine topics to specific committee/Council agendas, each committee would have a forward plan of what it is going to discuss at which meeting throughout the year.

Budget Setting

18. The budgeting process for 2019-20 worked very effectively and it is proposed that we follow a similar process for 2019-20 particularly given the new councillor and Officer membership.
19. In September and before the first scheduled Executive meeting, a small working group of councillors/Officers with the specialist knowledge review the existing budget and potential amendments for 2019-20.
20. This review is reported to the October Executive committee who will have the opportunity to comment and add further to the discussions.
21. The October Facilities meeting provides the opportunity for the committee responsible for the greatest expenditure to put forward their views before the revised budget (which has taken into consideration the comments from both the Executive and Facilities committees) is presented to the second Executive committee in November.
22. There is also an opportunity for the Infrastructure committee to review the budget at its earlier November meeting. Please note the items of expenditure allocated to this committee for 2018-19 are Parish Partnership Funding & a budget for a potential residents parking scheme.
23. Any further recommendations from the Executive committee are then set out within a written report to the December Full Council meeting for further tweaking. This avoids repetition of discussions at meetings.
24. This should result in a fully debated and tight budget proposal recommendation to be approved by the January Council meeting in order to meet the precept setting deadlines of around mid-January 2020.
25. Please note the Council's new RFO is due to start on 1st October.

Infrastructure Committee

26. Given the powers of higher tier authorities to make decisions on infrastructure related issues, it is proposed that Council will have enough opportunity to consider how it might influence such decisions, which are often long-term projects, in three meetings per year.
27. In-between meetings of Town Councillors, it is proposed that working group meetings with higher tier authority representatives are held to more effectively progress such projects.

Committee Membership

28. It is proposed to fix the size of each committee at seven members equivalent to 50% of Full Council once full membership (14 councillors) is reached.
29. Assuming the Town Mayor and Council Leader are ex-officio on each committee, five seats on each of three committees remain for the other councillors (of which there should be 12). That means that each councillor will be on one committee except for three "lucky" councillors (in addition potentially to the planning sub-committee).
30. This will reduce any confusion over committee membership and allow each committee to develop expertise in their areas of responsibility. Not being a member of a committee does not preclude a councillor from getting involved in the work of that committee through its working groups. The bulk of Council work takes place outside of meetings. All meeting agendas are distributed to all councillors.
31. It should also foster a better understanding of the principle of delegation to committees. Where something is the responsibility of two committees (e.g. Facilities want to do something that hasn't been allocated in the budget, Executive can consider a virement or use of reserves), it will be a different set of councillors (except for the ex-officio councillors) considering it each time.
32. In the meantime, given 11 councillors, it is proposed to fix the size of each committee at five or six members, equivalent to 50% of the existing Full Council membership as per point 29. This means that the committee size will increase to 7 with the remaining three new councillors.

Option A

33. In order to achieve 5 members per committee (quorum is 3), there are a total of 15 seats to fill. With the Mayor & Leader ex-officio on all 3, 9 councillors will need to fill the remaining 9 seats i.e. each councillor joins one committee.

Option B

34. In order to achieve 6 members per committee, there are a total of 18 seats to fill. With the Mayor & Leader ex-officio on all 3, 9 councillors will need to fill the remaining 12 seats i.e. three councillors will need to be members of two committees.
35. Given that councillors have already put forward their committee preferences and the number of members per committee exceeds the proposed membership limit, it is proposed that members are allocated via a draw. To ensure that each councillor gets the opportunity to sit on a committee of choice, membership should be reviewed annually.

Other Points for Consideration

36. Since the decision was taken to reduce the number of meetings, the June meeting finished at 21:15, the July meeting at 20:57 and the extraordinary August meeting at 21.30. Two from the three meetings have finished within the two-hour time limit.
37. No items on these agendas have been deferred other than those requiring additional information for decisions to be made.
38. It is proposed that the agenda packs are distributed to councillors on the Monday instead of the Thursday prior to the meetings (see last row in Appendix C). This will provide three days for councillors to review the agenda packs and pass on any comments to Officers before they are publicised. This should allow for missing information to be provided & any errors

corrected before they are picked up by the public/press and should also ensure that decisions are made at the meeting and not deferred.

39. The re-introduction of the Clerks' weekly updates should help councillors and staff feel more informed of progress in-between meetings.
40. When moving to monthly meetings of Full Council, it was agreed that only those items requiring decisions would be incorporated. This allowed for all business to be covered given the reduction in scheduled meetings. Item updates are included in the progress report and as referred to in point 39 above. This has reduced repeated discussions in meetings and duplication in meeting minutes and it is strongly recommended that this agenda format continues with the re-introduction of committee meetings.

Recommendations:	a)	To approve the proposed Schedule of Meetings (Appendix C)
	b)	To fix the size of committee membership at five / six
	c)	To increase the size of committee membership to seven once Full Council membership is reached
	d)	To receive and comment to the Clerks on the agenda packs by midday on the Thursday before the meetings
	e)	To include only those items requiring a decision on an agenda for all meetings.

Schedule of Council/Committee Meetings 2019/20

	MAY 2020	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN 2020	FEB	MAR	APR	MAY
Executive Committee					4th			4th			4th		
Facilities Committee							27th			26th			27th
Infrastructure Committee						30th			29th			29th	
Full Council	13th				18th	16th	13th	11th	8th Budget Setting	12th	18th	15th	13th

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 yet to be determined.

*The annual meeting of the Diss Surveyors Allotment Charity (DSAC), of which all councillors are trustees, is yet to be determined.

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		8 th	
Infrastructure Committee	25 th			18 th		19 th		29 th	
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 yet to be determined.

*The annual meeting of the Diss Surveyors Allotment Charity (DSAC), of which all councillors are trustees, is yet to be determined.

Proposed Schedule of Council/Committee Meetings 2019/20

	SEP 2019	OCT	NOV	DEC	JAN 2020	FEB	MAR	APR	MAY	JUNE	JULY	AUG	No. of meetings annually
Executive Committee		2 nd	27 th			5 th		8 th		3 rd			5
Facilities Committee		16 th			22 nd		25 th		6 th		1 st		5
Infrastructure Committee			13 th				11 th			17 th			3
Full Council	11 th	30 th		11 th	8 th Budget Setting	19 th		22 nd	20 th		15 th		8
Comments from members on agenda received by ...		23 rd Sept 7 th 21 st	18 th 4 th	2 nd	13 th 30 th Dec	27 th Jan 10 th	16 th 2 nd	30 th Mar 13 th	27 th Apr 11 th	25 th May 8 th	22 nd June 6 th		21

All meetings are held at 7.15pm in the Council Chamber at the Corn Hall. *N.B. The above schedule assumes the Corn Hall has availability on these dates although Wednesday evenings tend to be kept free for Council meetings. In the event it is not available, the ceremony room is an adequate alternative for committee meetings.*

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**.

The annual meeting of the Diss Surveyors Allotment Charity, of which all councillors are Trustees, is scheduled for **20th May 2020** at 7pm prior to the Annual Meeting of Council.

Full Council - Progress Report

Minute Reference	Committee/Title	Action	Assigned to	Timescale (By)	Comments or further action
EX0318/10	HUMAN RESOURCES	A report will be provided to all future meetings of this committee updating on the HR matters as follows: a) Leavers – receiving reports of exit interviews from both staff and councillors; b) New starters – to receive results of probationary assessments c) Time Off In Lieu - status against policy d) Appraisal schedule / Salary scale increases approved e) Report on implementation of HR policies to deal with issues including disciplinary, grievance, sickness and absence f) Recorded accidents at work g) Occupational health issues h) Status of volunteers/self-employed contractors	Clerk	Every meeting	a) Exit interview conducted with RFO
EX0918/08	BANKING	iii) To request a Barclaycard Flex credit card facility b) Review of Council investment options	RFO	end of March 2019	To be reviewed by new RFO.
EX1118/10	COUNCIL'S RESILIENCE PLAN	Draft Resilience Plan to be presented to committee in the New Year	JR / Clerk	by 03.01.19	JR to meet with contact to progress.
EX1218/16	IT SUPPORT	To review S2 Computers Ltd service provision after one year contract	DepTC	Dec-19	
EX0219/07	PROGRESS REPORT	To schedule a meeting to review databases in light of the General Data Protection Regulation.	Clerk	immediately	Done - item for October
EX0219/11	COMMUNITY GRANT SCHEME	ii) To review the letter to grant recipients requesting a report to determine the effectiveness of the funding. To contact the recipients prior to receipt of the letter with their grant cheques.	NH/FW/JR/ Clerks	by 13.03.19/ 30.04.19	Monitoring forms to be sent our September to inform budgeting process
INF0119/10	DISS AND DISTRICT NEIGHBOURHOOD PLAN	Full Council to consider expected Officer involvement in the Diss & District Neighbourhood Plan.	Clerk	by 14.02.19	Clerk has spent 10 hours to date on NP matters. Meeting with Chair & Project Officer, review of contract / JD & payment / IT support issues. Clerk meeting with Project Officer w/c 10th June to discuss IT / FOI request
INF0119/13	BIRD DROPPINGS	To investigate the preventative measures for reducing incidents of bird droppings in the town centre with Dealey Falconry and Bird Control and consult local businesses as necessary.	DepTC	by 31.03.19	Pavilion netting in situ. Quote for Corn Hall solution awaited. Dealey Falconry schedule hawk flying for w/c 16th September
INF0119/15	PEDESTRIANISATION OF MERE STREET	To investigate options for the pedestrianisation of Mere Street from its junctions with Market Place and Chapel Street with Norfolk County Council.	Clerk/ Chair	by 18.04.19	No progress
FC0519/10	COUNCIL VACANCIES	To promote councillor vacancies through social media, website and press.	SF to organise promotion	immediately	4 new councillors appointed. 3 vacancies remain
FC0519/11	Nunnery Wall	To add the Nunnery Wall item to the June agenda for consideration.	Clerk	by 6.7.19	Awaiting statement from former owner of Nunnery regarding transfer of wall ownership during sale
FC0519/13	Nelson Rd Traffic Regulation Order	to approve the proposed Traffic Regulation Order & that the proposed new road layout on Nelson Road to accommodate two-way traffic should be considered by Norfolk County Council.	Clerk / SO		Meeting with NCC / Greater Abellia scheduled for September
FC0519/17	S106 Monies	a) to approve the specification for the first floor of the DYCC subject to minor amends to increase room capacity & invite tenders thereon. b) To appoint Waterfields & Sons Ltd to undertake the groundworks and Raddiramps to renovate the equipment at the Skateboard Park at the Sports Ground. c) to investigate options for shelter designs at the Skateboard Park to be considered at the June meeting of Council.	Dep Clerk/ MM	immediately	Specification ordered. Contract advertised on Contracts Finder - tenders being invited. Quotations to be sent to SNC for approval before contracting works. Installation date October
FC0619/05	DYCC	To support in principle the proposal to restore the boundary belt between the DYCC, South Norfolk Council owned car park and Parish Fields subject to further land ownership enquiries.	Dep Clerk	Immediately	Dep TC working alongside DW to agree a programme of works
FC0619/14	Comms Strategy	That Councillors Howard, Poulter and Taylor together with the Clerk would review the Communications Strategy for consideration by Council at a future meeting.	Clerk	by 05.07.19	AG Meeting being scheduled for September with revised Comms Strategy for approval by October Full Council
FC0619/16	Progress Report	That Councillor Browne and the Clerk review the action plan	Clerk/SB	by 11.07.19	To be undertaken by relevant committee
FC0719/07	Co-option	To co-opt Doreen Collins onto Diss Town Council.	Dep Clerk	immediately	Done

Full Council - Progress Report

Minute Reference	Committee/Title	Action	Assigned to	Timescale (By)	Comments or further action
FC0719/08	Facilities Committee	DYCC- a i) To contact Land Registry and have the piece of land put back into the Town Council's ownership, to give Friends of Parish Fields permission to utilise land at the rear of the DYCC to reopen the ancient walkway.	Dep Clerk	immediately	Dep TC currently working alongside land registry to put land into DTC name.
		a ii) To write to South Norfolk Council agreeing to their polling arrangement proposals	Dep Clerk	immediately	Completed
		b) To complete further work on the pricing structure for consideration at the next meeting of Full Council.	JM/JR/Dep TC	by 12.09.19	Dep TC and SO completed. Pricing structure been added to websites.
		c) To purchase an individual plaque in the Cemetery Chapel for the late Mr Walden	Dep TC	Immediately	Dep TC this is in progress awaiting a price for the work.
		d) To agree to the Swootman Plough being installed.	Dep TC	immediately	Being put into place in September. Insurance arranged which is at no added cost to the Council.
		e) To contribute £100.00 to St Mary's Church to cover the cost of materials to install red poppies to commemorate Remembrance Day	DepTC	Immediately	Dep TC completing with Andy R who will be installing the poppies.
FC0719/09	Executive Committee	a) To agree to advertise the RFO post for 25 hrs and to amend points 13, 15 and 17 from desirable to essential.	DepTC	immediately	Completed interviews on 30/08/2019. New RFO to be in post on 1st October 2019.
		b) To adopt the New Mourning Protocol with the Mayor, Council Leader and one available Committee Chair nominated for the Chain of Command.	Dep TC	Immediately	Completed. MM considering H&S implications of flagflying
FC0719/10	Infrastructure Committee	Not to adopt the phone box on the Mere's Mouth but to investigate the relocation of the heritage phone box from Market Place to Mere's Mouth with options for use to be investigated.	SO	immediately	
FC0719/11	Key council documents	i)To schedule an extraordinary meeting of Council in August to consider re-introducing committee meetings and the co-option of new councillors. ii)To review the Key Council documents list at a the September Full Council meeting.	DepTC	Immediately	Done On September agenda
FC0719/15	Facilities Committee	To appoint Proludic to install design Option 1 for new play equipment in Diss Park to include the aerial runway.	DepTC	Immediately	Installation of new park to commence from 7th Oct 2019. Work will take about 5-6 weeks and park will re-open week commence 18th Nov.
FC0819/06	Co-option	To agree to the Co-option to Council of Mrs Kiddie and Mr Gingell.	Dep TC	immediately	Done
FC0819/07	Committee Meetings	To have an action group of Chairs of Committee, Council Leader and Town Mayor and Clerks to look at the new Committee Meeting Structure, this would be presented to Full Council on 18th Sept.	Dep TC	immediately	Proposal on agenda
		b) To agree to Councillors recommendations of appointment and to appoint Councillors Kiddie and Gingell to Executive and Infrastructure subject to change.	Dep TC	immediately	Completed
		c) To move to appoint Deputy Chair's to the next meeting of each Committee	Dep TC	immediately	Chairs to complete at next meeting of each committee.
		d) To agree at next Full Council meeting once Action Group and Clerks had agreed dates.	Clerk	by 11.09.19	Actioned.
		e) To agree to Committees Terms of Reference and delegations to committee/officers.	Clerk	immediately	Agreed and completed.
FC0819/08	Park Fees	To change the wording to read Car Boot sales were to be £50 for charity organisations/send hire fees to Mr Dixon	Clerk	immediately	Done
FC0819/11	Complaint	To send the addendum to DCHT	Dep Clerk	immediately	Done