

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

**Our Ref:** FC 18.12.24  
**Date:** 12/12/2024

**For Information:**  
Diss Express

**Diss Town Council**  
Council Offices, 11-12 Market Hill,  
Diss, Norfolk, IP22 4JZ

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## Notice of Meeting

Dear Members of the Public and Press,

You are cordially invited to attend a meeting of **Full Council** to be held in the **Ceremony Room** at **Diss Council Offices** on **Wednesday 18<sup>th</sup> December 2024** at **7.15pm** to consider the business detailed below.

Town Clerk / Chief Executive Officer

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## Agenda

**1. Apologies**

To receive and consider apologies for absence.

**2. Declarations of Interest and Requests for Dispensations<sup>1</sup>**

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

**3. Minutes**

To confirm as a true record, the minutes of Full Council on Wednesday 20<sup>th</sup> November 2024 (copy herewith).

**4. Public Participation**

To consider a resolution under Standing Orders 3d to 3h to suspend the meeting to hear comments from members of the public on items to be discussed on the agenda (*The period of designated time for public participation is 20 minutes, unless directed by the Chair of the meeting, and individual members of the public are entitled to speak for a maximum of five minutes each*).

**5. Items of Urgent Business**

To discuss any item(s) of business which the Town Mayor or Town Clerk has previously been informed at least 24 hours before the meeting and decides should be considered as a matter of urgency (*Councillors are reminded that no resolutions can be made under this agenda item*).

**6. Finance**

- a) To note bank outgoings for November 2024 (copy herewith).
- b) To note the Income & Expenditure report for November 2024 (copy herewith).
- c) To note the Earmarked Reserves report for November 2024 (copy herewith).
- d) To note the reconciliations of income and expenditure with the Council's bank account statements for August, September & October 2024 (copies herewith).

**7. Budget**

To receive an update (report reference 41/2425 herewith) regarding the draft budget.

**8. Schedule of Meetings 2025-2026**

To consider a proposed Schedule of Meetings for 2025-2026 (copy herewith).

**9. Diss Youth & Community Centre**

To receive a verbal project update from the DYCC Action Group.

**10. Madgett's Walk**

To consider a proposal to incorporate Madgett's Walk in the District Council's John Grose site (report reference 42/2425 herewith refers).

**11. Christmas Lights Switch-On**

To consider a report (reference 43/2425 herewith refers) regarding the cancellation of the Christmas Lights Switch-on event 2024.

**12. Clerk, Council Leader, Town Mayor & Chair Forum**

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

**13. Progress Report**

To note progress on decisions made at the last meeting of Council (copy herewith).

**14. Date of Next Meeting**

To note that the next meeting of Full Council is scheduled for Wednesday 8<sup>th</sup> January 2025 at 7.15pm.

**15. Public Bodies (Admissions to Meetings)**

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

**16. Corn Hall**

To consider a confidential sublease to Park Radio Ltd for use of space at Diss Corn Hall (report reference 44/2425 herewith refers).

*Merry Christmas and a very Happy New Year.  
This meeting will be followed by Christmas refreshments and nibbles.*

**Notes**

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

The reports and enclosures referred to in this agenda are available (unless marked confidential) for public inspection at the Council Offices during normal opening hours or on our website at <https://www.diss.gov.uk/full-council>.

# DISS TOWN COUNCIL

## MINUTES

### DRAFT

Minutes of the meeting of the **Town Council** held in the **Council Chamber** at **Diss Corn Hall** on **Wednesday 20<sup>th</sup> November 2024** at **7.15pm**.

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

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

#### FC1124/01 APOLOGIES

Apologies were received and accepted from councillors Browne, Kitchen & Olander.

#### FC1124/02 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

There were none.

#### FC1124/03 MINUTES

Members received the minutes of the Full Council meeting on Wednesday 23<sup>rd</sup> October 2024. It was

**RESOLVED:** To approve the minutes of the meeting of the Full Council held on Wednesday 23<sup>rd</sup> October 2024 as a true record and signed by the Town Mayor.

#### FC1124/04 PUBLIC PARTICIPATION

There were four members of the public in attendance. District councillor Minshull reported on the Early Help Hub's 10<sup>th</sup> birthday celebrations. They have been leading the way in the field and their model has been copied by several other Councils. Mike Pursehouse who has been at the helm will be leaving at the end of the year.

The swimming pool is re-opening on 13<sup>th</sup> January 2024. The public consultation on the John Grose site will start in the New Year. They have had a Business Advice van at Hopper Way providing business support and ran a successful town and parish council summit last week. They have refused a further application for the biodigester in Bressingham and are considering enforcement to clear the site.

There was a question regarding the involvement of the Norfolk and Waveney Integrated Care System in the Early Help Hub and the District Council is still trying to engage.

County councillor Kiddie advised of the completion of the Heywood Road surfacing including lining, flooding issues in Bellrope Lane, Roydon, which are being investigated and confirmed that the railings on Mount St have been repaired. He will be meeting their Highways Engineer for a pre-Winter site visit. Their Ditchwalker is doing inspections and there are several projects relating to preventative flooding measures being discussed, which will be circulated to Town Councils.

Diss library will undergo refurbishment in the New Year. It is anticipated the works, which should include improvements to the frontage, will take six months and the library should be accommodated in the Denny Centre whilst works are completed. They are working with the UEA regarding support for veterans relating to the Armed Forces Covenant.

As a Diss High School Governor, he chaired a health & safety meeting where the results of the fire evacuation procedure in under three minutes were shared. They have also had to permanently exclude two students. Diss Junior School and Roydon primary school will be getting additional SEND provision.

The new plans for collecting food waste from April 2026 will have a considerable impact on the District's resources as they determine how they will manage the purchase of 60,000 caddies, 10 - 12 extra rounds, demand for more vehicles, additional land as the depot is not large enough, and additional staffing.

Both District councillors will be meeting with our new MP on Friday.

County / District Councillor Kiddie congratulated the Council on an appropriate and respectful Remembrance commemoration despite initial reservations.

The third member of the public is interested in joining the Town Council. She introduced herself explaining that she has worked for a large property company and now runs a new estate agent locally. She also volunteers as the Secretary for Diss Athletics Club, where her husband is one of three coaches. She has freed up some time to support the town she's lived in for her whole life.

The fourth member of the public was interested in item 8 on the agenda and confidential item 13. He would stay to discuss item 8.

**FC1124/05 ITEMS OF URGENT BUSINESS**

There were no items of urgent business raised.

**FC1124/06 FINANCE**

a) Members noted bank outgoings for October 2024. There was a request to consider grouping items on the bank outgoings report to ease understanding.

**(Action: AG to liaise with Finance Officer; by 18.12.24)**

b) Members noted the Income & Expenditure report for October 2024.

c) Members noted the Earmarked Reserves report for October 2024.

**FC1124/07 BUDGET**

Members received an update (reports 35/2425 & 36/2425 referred) regarding the draft budget. The Chair of the Executive committee summarised key factors for the proposed increase including staffing costs specifically the impact of the lowering of the National Insurance threshold. It was noted that admin salaries are being maintained at a little less than previously with maintenance increasing.

Given the cost-of-living rise, an increase of 7.36% is currently proposed subject to receiving the tax base figure prior to the next meeting. The Budget Action Group also proposes setting aside funds in Earmarked Reserves to cover the future costs of items such as a new vehicle and capital streetlighting replacements. It was noted that the Council usually purchases second-hand vehicles, will be considering e-vehicles and that the mis-selling of vehicle leases and low mileage may render this option not worth pursuing. It was

**RECOMMENDED:**

1. To approve the Infrastructure budget, along with the related Earmarked Reserves.
2. To approve the Executive budget, along with the related EMR's.
3. To approve the Facilities budget, along with the related EMR's.
4. To approve the current budget with the increase of 7.36%, pending any further adjustments before the final budget-setting meetings.

**(Action: Finance Officer; by 18.12.24)**

**FC1124/08 DISS YOUTH & COMMUNITY CENTRE**

Members received a project update from the DYCC Action Group (report 37/2425 referred). Cllr Goulder provided a detailed summary of the steps leading to today including the options, the feasibility study, consultation with stakeholders including the survey and link with the District Council regarding their leisure hub and community facility. The member of the public reminded members of the Parish Fields Friends interest in extending the woodland path on the DYCC site.

There was discussion on the wishes of the benefactor and covenant, which requires the sharing of any uplift in land value with Norfolk County Council. It was also noted that as part of the stakeholder liaison, the Council would be liaising with Diss High School. School Governor & County / District councillor Kiddie would speak to the Head tomorrow and the best contact for Junior School liaison would be provided. It was

**RECOMMENDED:**

1. To approve the draft initial resident survey subject to removal of statement 3 from question 3.
2. To recruit councillors Murphy, Collins, Craggs & Welch to help with community engagement sessions.

**(Action: Clerk / KM / DC / DC / JW / KK; immediately)**

**FC1124/09 CLERK, COUNCIL LEADER, TOWN MAYOR & CHAIR FORUM**

Members thanked the Clerk for her report and there were no questions to the Council Leader, Town Mayor and Committee Chairs on their activities since the last meeting.

**FC1124/10 PROGRESS REPORT**

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

**FC1124/11 DATE OF NEXT MEETING**

Members noted that the next meeting of Full Council is scheduled for Wednesday 18<sup>th</sup> December 2024 at 7.15pm taking place at the Council Offices due to the Corn Hall's pantomime.

**FC1124/12 PUBLIC BODIES (ADMISSIONS TO MEETINGS)**

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

**FC1124/13 SPORTS GROUND SKATEBOARD PARK**

Members received a recommendation for upgrading the Sports Ground Skateboard Park (confidential report 38/2425 referred). It was noted that considerable funds are required to repair the facility and that the number of current users is unknown. It was agreed that Council needs to better understand usage and user needs. It was

**RESOLVED:** To temporarily close the Skateboard Park for safety due to works required and request that users contact Diss Town Council to determine the demand and repairs required.

**(Action: Clerk; immediately)**

**FC1124/14 STAFFING**

Members received a confidential update regarding staffing (report 39/2425 referred). The Clerk provided a brief update following her meeting with the Council's Locum Responsible Finance Officer. It was estimated that one further day should be required to complete the Council's banking review ready for Council consideration in December and track the changes on the polices reviewed to date. The services would then be reviewed at the end of each week to determine need.

Members also considered what costs associated with the Community Governance degree study should be repaid by the former Deputy Town Clerk given her resignation within two years of course completion. Councillors considered the staff training policy wording, commitment to repay and benefits to the Council of the study. It was also noted that the policy should be reviewed with consideration for a sliding scale to reflect the benefits of the study borne by the Council. It was

**RESOLVED:** To request that the full course costs associated with the Community Governance degree study are repaid by the former Deputy Town Clerk given her resignation within two years of course completion with delegated authority to the Clerk to negotiate a payment plan.

**(Action: Clerk; immediately)**

Meeting Closed: 8.58pm.

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Councillor Murphy  
TOWN MAYOR

<b>BANK OUTGOINGS NOVEMBER 2024</b>				
<u>Date Paid</u>	<u>Payee Name</u>	<u>Bacs Ref</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
01.11.2024	South Norfolk Council	DD607	£ 2,316.88	Waste Collections October to December 2024 - All Sites
01.11.2024	Green Flag	DD608	£ 190.00	Breakdown Cover for VW Caddy & Ford Ranger
01.11.2024	Red5 Networks Ltd	DD609	£ 114.66	Phone/Broadband Nov 24 - Council Office, Skatepark CCTV Broadband Nov 24
04.11.2024	Barclays Bank Plc	B.Net	£ 20.00	Barclays.net monthly charges September to October 2024
14.11.2024	British Gas Trading Ltd	DD610	£ 1.95	Electricity September 2024 - Park Toilets
15.11.2024	AGR Interiors Ltd	Bacs2420	£ 100.00	Materials for Remembrance Day Decorations on Market Place
15.11.2024	Alliance Disposables Ltd	Bacs2421	£ 253.45	Sanitary Products - All Sites
15.11.2024	Charlie Scott-Bell	Bacs2422	£ 200.00	Photography for Christmas Lights Switch On
15.11.2024	Core Highways (Southeast) Ltd	Bacs2423	£ 241.20	Road Closure & Diversions for Remembrance 2024
15.11.2024	Diss Cornhall Trust	Bacs2424	£ 150.00	Council Chamber Hire - Meetings 9th, 16th and 23rd October 2024
15.11.2024	Diss Garden Centre	Bacs2425	£ 602.56	Plants & Compost for Mere Street Planters
15.11.2024	Diss Trophy Centre	Bacs2426	£ 98.00	Replace removed Boardwalk Plaques
15.11.2024	Dove Dementia Café	Bacs2427	£ 600.00	Grant 2024/2025
15.11.2024	Excite Solutions Ltd	Bacs2428	£ 476.40	Grounds Maintenance 7/7 - Park, Entry, Rectory Meadow & Lowes
15.11.2024	Fatstickman Ltd	Bacs2429	£ 954.00	15x Sponsorship Banners for Christmas Lights Switch On Event 2024
15.11.2024	FMG Consulting Ltd	Bacs2430	£ 6,000.00	Feasibility Study at DYCC
15.11.2025	Hillside Office Supplies Ltd	Bacs2431	£ 44.99	Stationery - Council Office
15.11.2024	LGRC Associates Ltd	Bacs2432	£ 4,279.32	Locum RFO Services - October 2024
15.11.2024	Lighting & Illumination Technology Exp Ltd	Bacs2433	£ 4,481.38	2024 Festive Lighting in Heritage Triangle - payment 2/3
15.11.2024	Matthew Smith	Bacs2434	£ 18.00	Refund for DBS Check for Father Christmas at Switch on Event
15.11.2024	MTM Youth Services CIC	Bacs2435	£ 2,500.00	Grant 2024/2025
15.11.2024	Nemco Utilities Ltd	Bacs2436	£ 216.00	Legionella Online Training - Maintenance
15.11.2024	Norfolk Parish Training & Support	Bacs2437	£ 65.00	Understanding Planning System - Cllr Goulder
15.11.2024	P.Cottrell	Bacs2438	£ 55.00	Bus Shelter & Window Cleaning October 2024 - Council Office & Museum
15.11.2024	Sandy Lane Nursery Ltd	Bacs2439	£ 402.00	Christmas Tree on Grass Area near Mavory House
15.11.2024	Society of Local Council Clerks	Bacs2440	£ 360.00	Annual Full Membership to SLCC - Clerk
15.11.2024	Star Plumbing, Heating & Renewables Ltd	Bacs2441	£ 289.80	Repairs to Mens Toilet Taps - Meres Mouth WC
15.11.2024	Top Garden Services	Bacs2442	£ 621.00	Grounds Maintenance 7/7 - Sportsground inc Verges & Hedges
15.11.2024	Travis Perkins Trading Co Ltd	Bacs2443	£ 8.40	2x Cement Tubes - Market Place Repairs
15.11.2024	Treadfirst	Bacs2444	£ 239.81	2x New Tyres & Alignment for Transit Connect
15.11.2024	VMIT Ltd	Bacs2445	£ 1,712.46	IT Support October, IT Support & Software November 2024 - DTC and DDNP
15.11.2024	Royal British Legion Poppy Appeal	112301	£ 18.50	Donation in Lieu of Remembrance Parade Wreath
18.11.2024	Evolve Business Solutions (EA) Ltd	DD611	£ 95.82	Photocopying Costs July to October 2024
20.11.2024	Barclaycard	Oct-24	£ 53.47	
20.11.2024	British Gas Trading Ltd	DD612	£ 614.01	Electricity October 2024 - DYCC
20.11.2024	British Gas Trading Ltd	DD613	£ 745.80	Electricity October 2024 - Mere Fountain
20.11.2024	British Gas Trading Ltd	DD614	£ 86.41	Electricity October 2024 - Park Toilet
20.11.2024	British Gas Trading Ltd	DD615	£ 638.94	Electricity October 2024 - Park Lighting
20.11.2024	British Gas Trading Ltd	DD616	£ 141.99	Electricity October 2024 - Council Office
20.11.2024	British Gas Trading Ltd	DD617	£ 98.39	Electricity October 2024 - Meres Mouth WC
20.11.2024	British Gas Trading Ltd	DD618	£ 56.41	Electricity October 2024 - Market
25.11.2024	Employees	BACS	£ 24,048.63	Salaries Month 8
26.11.2024	EE Ltd	DD619	£ 49.73	Mobiles x3 - 18th November to 18th December 2024
29.11.2024	Alarm Company	Bacs2446	£ 22.09	Replace Sealed Standby Battery on Intruder Alarm - DYCC
29.11.2024	Anglia Stone Consultants	Bacs2447	£ 178.20	SNDC Incription added to Beacon Surround
29.11.2024	Bierton & Woods	Bacs2448	£ 420.00	Memorial to the Late Cyril Grace in Diss Cemetery Chapel
29.11.2024	Bressingham Steam Museum	Bacs2449	£ 72.00	Fire Engine to Transport Father Christmas at Switch On Event
29.11.2024	Diss Parochial Church Council	Bacs2450	£ 50.00	Donation toward Heating of St Mays for Charity Stall Venue at Switch on Event
29.11.2024	Diss United Reformed Church	Bacs2451	£ 50.00	Room Hire for Santas Grotto at Switch on Event
29.11.2024	ESPO	Bacs2452	£ 285.80	Gas Supplied October 2024 - Council Office and DYCC
29.11.2024	ETC (East Anglia) Ltd	Bacs2453	£ 119.94	Replace Wireless Bridge for CCTV on Market Place & Church Street
29.11.2024	Foolhardy Folk	Bacs2454	£ 230.00	Entertainment at Switch on Event
29.11.2024	Linstead Farm & Garden Machinery Ltd	Bacs2455	£ 1,107.80	Replacement Blower & Strimmer x2, Repairs to Petrol Strimmer
29.11.2024	LJ Bryant	Bacs2456	£ 150.00	Entertainment at Switch on Event
29.11.2024	LJ Mallett	Bacs2457	£ 300.00	Entertainment at Switch on Event
29.11.2024	LR Wyard-Scott Ltd	Bacs2458	£ 163.67	Machinery & Van Fuel October 2024
29.11.2024	Matthew Smith (Black Dot Media)	Bacs2459	£ 60.00	Santa at Christmas Lights Switch On Event

29.11.2024	Mary Moppins Ltd	Bacs2460	£ 1,764.00	Monthly Cleaning & Opening of Park & Meres Mouth Toilets
29.11.2024	Park Radio Ltd	Bacs2461	£ 50.00	Compere at Switch On Event
29.11.2024	Paul Rackham	Bacs2462	£ 1,333.00	Grave Digging October & November 2024
29.11.2024	Pearce & Kemp Ltd	Bacs2463	£ 6,867.22	Christmas Lights on Mere Street & Museum - 1st Installment
29.11.2024	Phoenix Events (East) Ltd	Bacs2464	£ 410.60	Security & Radio Hire for Christmas Lights Switch-On Event
29.11.2024	Poz Magic	Bacs2465	£ 200.00	Entertainment at Switch on Event
29.11.2024	Red Dune Ltd	Bacs2466	£ 1,080.00	Website Development Balance - Visitdiss.com
29.11.2024	Sandy Lane Nursery Ltd	Bacs2467	£ 102.00	Compost for Rooted Christmas Tree
29.11.2024	Serena L Grant	Bacs2468	£ 120.00	Entertainment at Switch on Event
29.11.2024	Simonds Garage Services	Bacs2469	£ 434.61	MOT & Service of VW Caddy GM16 OSL
29.11.2024	Travis Perkins Trading Co Ltd	Bacs2470	£ 12.84	Gripfill Solvent Adhesive - Marketplace
29.11.2024	VMIT Ltd	Bacs2471	£ 1,058.40	MS365 Business Basic NCE x15 for Councillors iPads
29.11.2024	Voice Squad	Bacs2472	£ 80.00	Entertainment at Switch on Event
29.11.2024	HM Revenue & Customs	BACS	£ 7,728.50	NI/PAYE Month 8
29.11.2024	Norfolk Pension Fund	BACS	£ 8,612.27	Pension Contributions Month 8
			<b>£ 87,323.30</b>	

03/12/2024

## Diss Town Council 2024/2025

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## Detailed Income &amp; Expenditure by Budget Heading 01/11/2024

Month No: 8

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Agency Services</u>							
1000 Agency Services Income	3,848	4,040	192			95.2%	
Agency Services :- Income	<b>3,848</b>	<b>4,040</b>	<b>192</b>			<b>95.2%</b>	<b>0</b>
4000 NCC Grasscutting	80	100	20		20	79.9%	
Agency Services :- Indirect Expenditure	<b>80</b>	<b>100</b>	<b>20</b>	<b>0</b>	<b>20</b>	<b>79.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>3,768</b>	<b>3,940</b>	<b>172</b>				
<u>120 Allotments</u>							
1120 Allotment Rent	1,000	525	(475)			190.5%	
Allotments :- Income	<b>1,000</b>	<b>525</b>	<b>(475)</b>			<b>190.5%</b>	<b>0</b>
4020 Allotment Expenditure	29	30	1	3,600	(3,599)	12096.3	
Allotments :- Indirect Expenditure	<b>29</b>	<b>30</b>	<b>1</b>	<b>3,600</b>	<b>(3,599)</b>	<b>12096.3</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>971</b>	<b>495</b>	<b>(476)</b>				
<u>140 Amenities</u>							
1140 Amenities Income	4,440	2,000	(2,440)			222.0%	
Amenities :- Income	<b>4,440</b>	<b>2,000</b>	<b>(2,440)</b>			<b>222.0%</b>	<b>0</b>
4030 Park Enhancement Costs (470)	312	0	(312)		(312)	0.0%	
4040 Gardens/Floral Scheme	534	2,000	1,466		1,466	26.7%	
4060 Town/Park - R&R	17,676	22,000	4,324	249	4,075	81.5%	
4061 Play Equipment R&R	907	5,000	4,093	174	3,919	21.6%	
4062 Boardwalk Maintenance	1,220	1,000	(220)		(220)	122.0%	338
4070 Van x 2 Running Costs	2,571	7,000	4,429		4,429	36.7%	
4071 Van Insurance	1,748	1,865	117		117	93.7%	
4075 Tree Management	23,625	18,000	(5,625)	7,250	(12,875)	171.5%	4,095
4080 Bus Shelter Cleaning - EMR	90	0	(90)	30	(120)	0.0%	30
4085 Closed Churchyard - R&R	33	100	67	2,065	(1,998)	2098.3%	
4090 Manorial Rights - R&R	5	10	5		5	52.0%	
4095 Mere - Water/drainage	0	2,000	2,000		2,000	0.0%	
4100 Mere - Fountain	10	2,000	1,990	2,032	(42)	102.1%	
4101 Mere - Fountain Electricity	3,385	7,131	3,746		3,746	47.5%	
4102 Mere Fountain/Kiosk -Insurance	160	170	10		10	94.0%	
4110 Park - Water Rates	37	100	63		63	36.7%	
4115 Park - Electricity	2,419	1,903	(516)		(516)	127.1%	
4120 Mere's Mouth - Rent	100	100	0		0	100.0%	
4125 Mere's Mouth - Business Rates	424	424	(0)		(0)	100.0%	
4130 Mere's Mouth Water Rates	0	500	500		500	0.0%	

Continued over page

## Detailed Income &amp; Expenditure by Budget Heading 01/11/2024

Month No: 8

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4140 Park - Insurance	1,819	1,940	121		121	93.8%	
Amenities :- Indirect Expenditure	<u>57,075</u>	<u>73,243</u>	<u>16,168</u>	<u>11,801</u>	<u>4,367</u>	<u>94.0%</u>	<u>4,463</u>
<b>Net Income over Expenditure</b>	<u>(52,636)</u>	<u>(71,243)</u>	<u>(18,607)</u>				
7000 plus Transfer from EMR	4,463						
<b>Movement to/(from) Gen Reserve</b>	<u>(48,173)</u>						
<u>145 Mini Recycling Centre Adopter</u>							
1150 Mini Recycling Adopter Payment	450	450	0			100.0%	
Mini Recycling Centre Adopter :- Income	<u>450</u>	<u>450</u>	<u>0</u>			<u>100.0%</u>	<u>0</u>
<b>Net Income</b>	<u>450</u>	<u>450</u>	<u>0</u>				
<u>150 Bank Interest</u>							
1090 Interest Received	8,532	6,500	(2,032)			131.3%	
Bank Interest :- Income	<u>8,532</u>	<u>6,500</u>	<u>(2,032)</u>			<u>131.3%</u>	<u>0</u>
4202 Bank Charges	255	350	95		95	72.8%	
Bank Interest :- Indirect Expenditure	<u>255</u>	<u>350</u>	<u>95</u>	<u>0</u>	<u>95</u>	<u>72.8%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>8,277</u>	<u>6,150</u>	<u>(2,127)</u>				
<u>160 Capital Expenditure</u>							
4200 PWLB Repayment	22,683	41,007	18,324		18,324	55.3%	
Capital Expenditure :- Indirect Expenditure	<u>22,683</u>	<u>41,007</u>	<u>18,324</u>	<u>0</u>	<u>18,324</u>	<u>55.3%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(22,683)</u>	<u>(41,007)</u>	<u>(18,324)</u>				
<u>180 Cemetery</u>							
1180 Cemetery Interment/Chapel Fees	13,762	25,000	11,238			55.0%	
1185 Cemetery Memorial Fees	6,739	10,000	3,261			67.4%	
Cemetery :- Income	<u>20,501</u>	<u>35,000</u>	<u>14,499</u>			<u>58.6%</u>	<u>0</u>
4250 Cemetery - Grounds - R&R	3,086	9,300	6,214	1,440	4,774	48.7%	
4260 Cemetery - Chapels - R&R	350	1,000	650		650	35.0%	
4270 General Equipment	3,658	6,000	2,342	525	1,816	69.7%	
4271 General Equipment Insurance	146	156	10		10	93.9%	
4272 Ride on Mower Insurance	425	424	(1)		(1)	100.2%	
4275 Cemetery - Water Rate	44	150	106		106	29.4%	
4280 Cemetery - Electricity	582	1,151	569		569	50.6%	
4285 Cemetery - Insurance	512	545	34		34	93.9%	
Cemetery :- Indirect Expenditure	<u>8,803</u>	<u>18,726</u>	<u>9,923</u>	<u>1,965</u>	<u>7,958</u>	<u>57.5%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>11,698</u>	<u>16,274</u>	<u>4,576</u>				

## Detailed Income &amp; Expenditure by Budget Heading 01/11/2024

Month No: 8

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>190 Cemetery Gravedigging</u>							
1190 Cemetery Gravedigging Fees	4,588	0	(4,588)			0.0%	
Cemetery Gravedigging :- Income	<u>4,588</u>	<u>0</u>	<u>(4,588)</u>				<u>0</u>
4300 Cemetery Gravedigging Exp.	4,900	0	(4,900)		(4,900)	0.0%	
Cemetery Gravedigging :- Indirect Expenditure	<u>4,900</u>	<u>0</u>	<u>(4,900)</u>	<u>0</u>	<u>(4,900)</u>		<u>0</u>
<b>Net Income over Expenditure</b>	<u>(312)</u>	<u>0</u>	<u>312</u>				
<u>200 Christmas Lights</u>							
1230 Christmas Lights	250	0	(250)			0.0%	
Christmas Lights :- Income	<u>250</u>	<u>0</u>	<u>(250)</u>				<u>0</u>
4320 Christmas Lights	13,612	21,000	7,388	6,774	615	97.1%	
4322 Insurance re. Christmas Lights	81	81	(0)		(0)	100.6%	
Christmas Lights :- Indirect Expenditure	<u>13,693</u>	<u>21,081</u>	<u>7,388</u>	<u>6,774</u>	<u>614</u>	<u>97.1%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(13,443)</u>	<u>(21,081)</u>	<u>(7,638)</u>				
<u>220 Corn Hall</u>							
4350 Corn Hall - Maint./R&R	2,881	6,000	3,119		3,119	48.0%	
4355 Corn Hall - Earmarked Spend	1,520	0	(1,520)		(1,520)	0.0%	1,520
4360 Corn Hall - Insurance	2,668	2,846	178		178	93.8%	
Corn Hall :- Indirect Expenditure	<u>7,069</u>	<u>8,846</u>	<u>1,777</u>	<u>0</u>	<u>1,777</u>	<u>79.9%</u>	<u>1,520</u>
<b>Net Expenditure</b>	<u>(7,069)</u>	<u>(8,846)</u>	<u>(1,777)</u>				
7000 plus Transfer from EMR	1,520						
<b>Movement to/(from) Gen Reserve</b>	<u>(5,549)</u>						
<u>240 Council Properties</u>							
1240 Office Rent/Service Charge	4,960	6,864	1,904			72.3%	
Council Properties :- Income	<u>4,960</u>	<u>6,864</u>	<u>1,904</u>			<u>72.3%</u>	<u>0</u>
4400 Office R&R	1,844	4,500	2,656		2,656	41.0%	
4405 Office Building Maintenance	175	1,000	825		825	17.5%	
4410 Office Stairlift	0	400	400		400	0.0%	
4415 Cemetery Bungalow	391	1,500	1,109		1,109	26.0%	
4425 Health & Safety	269	2,500	2,231		2,231	10.8%	
4435 Pk Toilets Servicing	6,807	12,000	5,193	3,725	1,469	87.8%	
4445 Pk Toilets - Insurance	396	422	26		26	93.8%	
4450 Pk Toilet- Electricity	884	1,783	899		899	49.6%	

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## Detailed Income &amp; Expenditure by Budget Heading 01/11/2024

Month No: 8

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4460 Pk Toilets - Water Rates	1,411	2,000	589		589	70.6%	
4465 Mere's Mouth Toilets	9,425	15,000	5,575	3,725	1,851	87.7%	
4466 Mere's Mouth Electricity	1,154	722	(432)		(432)	159.8%	
4475 Staff Uniforms/Replacements	295	250	(45)		(45)	118.0%	
<b>Council Properties :- Indirect Expenditure</b>	<b>23,050</b>	<b>42,077</b>	<b>19,027</b>	<b>7,450</b>	<b>11,578</b>	<b>72.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(18,090)</b>	<b>(35,213)</b>	<b>(17,124)</b>				
<u>260 Diss Youth &amp; Community Centre</u>							
1260 DYCC Hire Fees	2,494	5,181	2,687			48.1%	
<b>Diss Youth &amp; Community Centre :- Income</b>	<b>2,494</b>	<b>5,181</b>	<b>2,687</b>			<b>48.1%</b>	<b>0</b>
4500 DYCC - Electricity	3,920	14,103	10,183		10,183	27.8%	
4505 DYCC - Gas	419	830	411		411	50.4%	
4510 DYCC - Business Rates	5,040	5,200	160		160	96.9%	
4515 DYCC - Water Rates	600	800	200		200	75.0%	
4520 Licences - Music	0	250	250		250	0.0%	
4525 DYCC - Insurance	1,129	1,204	75		75	93.8%	
4530 Annual Service Costs	330	1,000	670		670	33.0%	
4540 DYCC - General R&R	7,459	9,000	1,541	4,875	(3,334)	137.0%	
<b>Diss Youth &amp; Community Centre :- Indirect Expenditure</b>	<b>18,896</b>	<b>32,387</b>	<b>13,491</b>	<b>4,875</b>	<b>8,616</b>	<b>73.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(16,402)</b>	<b>(27,206)</b>	<b>(10,804)</b>				
<u>280 Administrative Overheads</u>							
1050 Donations	80	0	(80)			0.0%	
<b>Administrative Overheads :- Income</b>	<b>80</b>	<b>0</b>	<b>(80)</b>				<b>0</b>
4610 Council Office Business Rates	4,853	4,860	7		7	99.9%	
4615 Council Office - Gas	1,289	1,800	511		511	71.6%	
4620 Council Office - Electricity	861	1,630	769		769	52.8%	
4625 Council Office - Telephone	2,527	2,000	(527)		(527)	126.4%	
4630 Council Office - Insurance	910	970	60		60	93.8%	
4657 IT Equipment, Software & Suppo	18,220	24,000	5,780		5,780	75.9%	
<b>Administrative Overheads :- Indirect Expenditure</b>	<b>28,659</b>	<b>35,260</b>	<b>6,601</b>	<b>0</b>	<b>6,601</b>	<b>81.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(28,579)</b>	<b>(35,260)</b>	<b>(6,681)</b>				
<u>300 Grants</u>							
4720 General Grants	3,100	10,000	6,900		6,900	31.0%	
<b>Grants :- Indirect Expenditure</b>	<b>3,100</b>	<b>10,000</b>	<b>6,900</b>	<b>0</b>	<b>6,900</b>	<b>31.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(3,100)</b>	<b>(10,000)</b>	<b>(6,900)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 01/11/2024

Month No: 8

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>310 Highways</u>							
1303 DDNP Income	705	0	(705)			0.0%	
Highways :- Income	<u>705</u>	<u>0</u>	<u>(705)</u>				<u>0</u>
4785 Neighbourhood Plan	476	1,000	524		524	47.6%	476
Highways :- Indirect Expenditure	<u>476</u>	<u>1,000</u>	<u>524</u>	<u>0</u>	<u>524</u>	<u>47.6%</u>	<u>476</u>
<b>Net Income over Expenditure</b>	<u>229</u>	<u>(1,000)</u>	<u>(1,229)</u>				
7000 plus Transfer from EMR	476						
<b>Movement to/(from) Gen Reserve</b>	<u>705</u>						
<u>320 Market</u>							
1320 Market Stallage	16,023	21,000	4,978			76.3%	
Market :- Income	<u>16,023</u>	<u>21,000</u>	<u>4,978</u>			<u>76.3%</u>	<u>0</u>
4810 Market Place - Water Rates	88	50	(38)		(38)	175.3%	
4815 Market Place - Business Rates	2,470	2,800	330		330	88.2%	
4830 Market Expenditure	345	528	183		183	65.3%	
Market :- Indirect Expenditure	<u>2,902</u>	<u>3,378</u>	<u>476</u>	<u>0</u>	<u>476</u>	<u>85.9%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>13,120</u>	<u>17,622</u>	<u>4,502</u>				
<u>340 Promotion</u>							
4840 Promotion	1,005	600	(405)		(405)	167.5%	
4845 Website/Intranet Hosting/Maint	0	300	300		300	0.0%	
Promotion :- Indirect Expenditure	<u>1,005</u>	<u>900</u>	<u>(105)</u>	<u>0</u>	<u>(105)</u>	<u>111.7%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(1,005)</u>	<u>(900)</u>	<u>105</u>				
<u>360 Precept</u>							
1076 Precept	668,148	668,148	0			100.0%	
Precept :- Income	<u>668,148</u>	<u>668,148</u>	<u>0</u>			<u>100.0%</u>	<u>0</u>
<b>Net Income</b>	<u>668,148</u>	<u>668,148</u>	<u>0</u>				
<u>370 General Expenditure</u>							
4600 Town Mayor's Allowance	(877)	1,500	2,377	228	2,149	(43.3%)	
4605 Ccl Members' Allowance & Exp	0	2,136	2,136		2,136	0.0%	
4635 Subscriptions	2,079	2,500	421		421	83.1%	
4640 Audit	2,487	2,500	13		13	99.5%	
4645 Training	3,466	4,500	1,034	199	835	81.4%	

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## Detailed Income &amp; Expenditure by Budget Heading 01/11/2024

Month No: 8

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4646 Liability Insurance	4,686	5,098	412		412	91.9%	
4650 Conference Expenditure	9	0	(9)		(9)	0.0%	
4651 Meeting Room Hire	100	0	(100)		(100)	0.0%	
4655 Printing & Stationery	3,401	4,000	599		599	85.0%	
4660 Postage	84	100	16		16	84.2%	
4665 Wages - General Admin.	132,702	217,272	84,570		84,570	61.1%	
4666 Wages - General Maint.	123,588	187,033	63,445		63,445	66.1%	
4667 Staff Mileage	452	500	48		48	90.5%	
4670 NI/PAYE/Pension	(86)	0	86		86	0.0%	
4675 Legal/Financial/Prof fees	3,500	2,000	(1,500)	360	(1,860)	193.0%	
4680 Vacancy Advert	0	1,000	1,000		1,000	0.0%	
4690 HR Support	2,700	2,800	100		100	96.4%	
4992 Annual Town Meeting	192	200	8		8	95.9%	
<b>General Expenditure :- Indirect Expenditure</b>	<b>278,481</b>	<b>433,139</b>	<b>154,658</b>	<b>787</b>	<b>153,871</b>	<b>64.5%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(278,481)</b>	<b>(433,139)</b>	<b>(154,658)</b>				
<u>375 Rechargeable</u>							
1280 Rechargeable Exp. Refunded	1,537	0	(1,537)			0.0%	
<b>Rechargeable :- Income</b>	<b>1,537</b>	<b>0</b>	<b>(1,537)</b>				<b>0</b>
4685 Rechargeable Expenditure	387	0	(387)		(387)	0.0%	
<b>Rechargeable :- Indirect Expenditure</b>	<b>387</b>	<b>0</b>	<b>(387)</b>	<b>0</b>	<b>(387)</b>		<b>0</b>
<b>Net Income over Expenditure</b>	<b>1,150</b>	<b>0</b>	<b>(1,150)</b>				
<u>380 S 137</u>							
4870 S 137 - Expenditure	19	0	(19)		(19)	0.0%	
<b>S 137 :- Indirect Expenditure</b>	<b>19</b>	<b>0</b>	<b>(19)</b>	<b>0</b>	<b>(19)</b>		<b>0</b>
<b>Net Expenditure</b>	<b>(19)</b>	<b>0</b>	<b>19</b>				
<u>400 Sports Ground</u>							
1400 Sports Ground Hire Fees	8,451	10,500	2,049			80.5%	
<b>Sports Ground :- Income</b>	<b>8,451</b>	<b>10,500</b>	<b>2,049</b>			<b>80.5%</b>	<b>0</b>
4900 Track Maintenance	0	4,000	4,000		4,000	0.0%	
4910 Pavilion Maintenance	502	2,500	1,998		1,998	20.1%	
4920 Ground Maintenance	2,890	5,000	2,110	1,839	271	94.6%	
4930 Sports Grnd-Water Rate	249	600	351		351	41.5%	
4935 Sports Ground - Electricity	1,497	4,767	3,270		3,270	31.4%	
4940 Sports Ground - Phone	0	300	300		300	0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 01/11/2024

Month No: 8

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4945 Sports Ground - Insurance	1,376	1,467	91		91	93.8%	
4955 Skateboard Pk - Insurance/Insp	515	550	35		35	93.7%	
4965 Skateboard Pk-Maint. Materials	0	1,000	1,000		1,000	0.0%	
Sports Ground :- Indirect Expenditure	<b>7,029</b>	<b>20,184</b>	<b>13,155</b>	<b>1,839</b>	<b>11,315</b>	<b>43.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>1,422</b>	<b>(9,684)</b>	<b>(11,106)</b>				
<u>420 Events</u>							
1145 Beacon Project Income	1,373	0	(1,373)			0.0%	873
Events :- Income	<b>1,373</b>	<b>0</b>	<b>(1,373)</b>				<b>873</b>
4760 Remembrance Service Costs	373	800	427	299	128	84.0%	
4991 General Events Expenditure	94	200	106		106	47.0%	
4993 Beacon Expenditure	7,134	0	(7,134)		(7,134)	0.0%	6,986
Events :- Indirect Expenditure	<b>7,601</b>	<b>1,000</b>	<b>(6,601)</b>	<b>299</b>	<b>(6,900)</b>	<b>790.0%</b>	<b>6,986</b>
<b>Net Income over Expenditure</b>	<b>(6,228)</b>	<b>(1,000)</b>	<b>5,228</b>				
7000 plus Transfer from EMR	6,986						
8001 less Transfer to EMR	873						
<b>Movement to/(from) Gen Reserve</b>	<b>(115)</b>						
<u>425 Christmas Switch on Event</u>							
1235 Christmas Switch On Income	4,207	1,400	(2,807)			300.5%	
Christmas Switch on Event :- Income	<b>4,207</b>	<b>1,400</b>	<b>(2,807)</b>			<b>300.5%</b>	<b>0</b>
4990 Christmas Switch on Event	5,351	2,650	(2,701)	177	(2,878)	208.6%	
Christmas Switch on Event :- Indirect Expenditure	<b>5,351</b>	<b>2,650</b>	<b>(2,701)</b>	<b>177</b>	<b>(2,878)</b>	<b>208.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(1,145)</b>	<b>(1,250)</b>	<b>(105)</b>				
<u>430 Carnival</u>							
1435 Carnival Income	11,506	10,000	(1,506)			115.1%	1,506
Carnival :- Income	<b>11,506</b>	<b>10,000</b>	<b>(1,506)</b>			<b>115.1%</b>	<b>1,506</b>
4996 Carnival	13,850	12,750	(1,100)		(1,100)	108.6%	1,100
Carnival :- Indirect Expenditure	<b>13,850</b>	<b>12,750</b>	<b>(1,100)</b>	<b>0</b>	<b>(1,100)</b>	<b>108.6%</b>	<b>1,100</b>
<b>Net Income over Expenditure</b>	<b>(2,344)</b>	<b>(2,750)</b>	<b>(406)</b>				
7000 plus Transfer from EMR	1,100						
8001 less Transfer to EMR	1,506						
<b>Movement to/(from) Gen Reserve</b>	<b>(2,750)</b>						

## Detailed Income &amp; Expenditure by Budget Heading 01/11/2024

Month No: 8

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>440</u> <u>Town Mayor's Charity</u>							
1440 Town Mayor's Charity	377	0	(377)			0.0%	
	<u>377</u>	<u>0</u>	<u>(377)</u>				<u>0</u>
Town Mayor's Charity :- Income							
4795 Town Mayor's Charity Exp	1,172	0	(1,172)		(1,172)	0.0%	
	<u>1,172</u>	<u>0</u>	<u>(1,172)</u>	<u>0</u>	<u>(1,172)</u>		<u>0</u>
Town Mayor's Charity :- Indirect Expenditure							
<b>Net Income over Expenditure</b>	<b>(795)</b>	<b>0</b>	<b>795</b>				
<u>460</u> <u>CIL</u>							
1460 CIL - CIL Income	1,505	0	(1,505)			0.0%	1,505
	<u>1,505</u>	<u>0</u>	<u>(1,505)</u>				<u>1,505</u>
CIL :- Income							
5000 CIL - Expenditure	6,921	0	(6,921)	3,700	(10,621)	0.0%	6,921
	<u>6,921</u>	<u>0</u>	<u>(6,921)</u>	<u>3,700</u>	<u>(10,621)</u>		<u>6,921</u>
CIL :- Indirect Expenditure							
<b>Net Income over Expenditure</b>	<b>(5,416)</b>	<b>0</b>	<b>5,416</b>				
7000 plus Transfer from EMR	6,921						
8001 less Transfer to EMR	1,505						
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>						
<u>470</u> <u>Streetlighting</u>							
1470 Streetlighting	14,600	0	(14,600)			0.0%	
	<u>14,600</u>	<u>0</u>	<u>(14,600)</u>				<u>0</u>
Streetlighting :- Income							
4730 CCTV Costs	1,613	4,000	2,387		2,387	40.3%	
4970 Streetlighting	0	9,500	9,500	1,287	8,213	13.5%	
	<u>1,613</u>	<u>13,500</u>	<u>11,887</u>	<u>1,287</u>	<u>10,600</u>	<u>21.5%</u>	<u>0</u>
Streetlighting :- Indirect Expenditure							
<b>Net Income over Expenditure</b>	<b>12,987</b>	<b>(13,500)</b>	<b>(26,487)</b>				
Grand Totals:- Income	779,575	771,608	(7,967)			101.0%	
Expenditure	515,099	771,608	256,509	44,553	211,955	72.5%	
<b>Net Income over Expenditure</b>	<b>264,475</b>	<b>0</b>	<b>(264,475)</b>				
plus Transfer from EMR	21,466						
less Transfer to EMR	3,884						
<b>Movement to/(from) Gen Reserve</b>	<b>282,058</b>						

## SUMMARY REPORT OF EARMARKED RESERVES 2024-25

Project Ref	NC	Committee	Site	EMR	Balance as at 1st April 2024	Less: Actual Year to date Expense	Balance	Add: Year to date receipts	Balance as at 30th November 2024	
NEW	320	37	Facilities	Cemetery	Cemetery Bungalow Sale	£ 268,842		£ 268,842	£ 268,842	
RF	330	1	Executive	By-election	By-election costs	£ 5,000		£ 5,000	£ 5,000	
NEW	335	2	Facilities	Facilities	Flock Project	£ 9,999		£ 9,999	£ 9,999	
RF	342	3	Executive	Events	Christmas Lights switch on	£ 3,847		£ 3,847	£ 3,847	
RF	344	4	Executive	Events	Carnival	£ 5,286		£ 5,286	£ 406	
I	370	5	Facilities	Cemetery	Cem Roads, Cem Monuments	£ 4,500		£ 4,500	£ 4,500	
L	375	7	Facilities	Corn Hall	Corn Hall	£ 25,975	£ 1,520	£ 24,455	£ 24,455	
M	384	8	Facilities	Council Offices	Building maintenance	£ 30,590		£ 30,590	£ 30,590	
D	390	9	Facilities	DYCC	Van Replacement	£ 8,000		£ 8,000	£ 8,000	
K	392	10	Facilities	DYCC	Replacement Ride-On Lawnmower	£ 6,345		£ 6,345	£ 6,345	
O	398	11	Facilities	DYCC	DYCC	£ 14,860		£ 14,860	£ 14,860	
P	400	12	Facilities	Market	Maintenance Market	£ 21,500		£ 21,500	£ 21,500	
C	412	13	Facilities	Mere	Boardwalk	£ 338	£ 338	£ -	£ -	
H	414	14	Facilities	Mere	Maintenance Mere's Mouth (Resurfacing)	£ 1,530		£ 1,530	£ 1,530	
G	416	15	Facilities	Mere	Mere Fountain	£ 22,815		£ 22,815	£ 22,815	
A	422	16	Facilities	Park	Park General - Beacon Project	£ 6,842	£ 6,986	£ -143	£ 873	£ 729
B	424	17	Facilities	Park	Play Equipment	£ 500		£ 500	£ 500	
Y	426	18	Facilities	Park	Park Toilets	£ 16,000		£ 16,000	£ 16,000	
Q	430	19	Facilities	SPG	Athletics maintenance	£ 11,000		£ 11,000	£ 11,000	
F	440	23	Facilities	St Marys Churchyard	Closed churchyard repairs	£ 18,579		£ 18,579	£ 18,579	
E	450	24	Facilities	Facilities	Tree Management	£ 4,095	£ 4,095	£ -	£ -	
N	469	25	Facilities		5 Yr Electrical Testing	£ 3,300		£ 3,300	£ 3,300	
U	470	26	Facilities		Park Enhancement Project	£ 12,140		£ 12,140	£ 12,140	
RF	455	27	HTP	HTP	HTP	£ 8,634		£ 8,634	£ 8,634	
RF	460	28	Infrastructure	Infrastructure	Bus Shelters maintenance	£ 15,601	£ 30	£ 15,571	£ 15,571	
RF	462	29	Infrastructure	Infrastructure	Streetlights	£ 4,416		£ 4,416	£ 4,416	
RF	464	30	Infrastructure	Infrastructure	Community Infrastructure Levy (CIL)	£ 111,638	£ 6,921	£ 104,717	£ 1,505	
RF	466	31	Infrastructure	Infrastructure	CCTV	£ 1,675		£ 1,675	£ 1,675	
RF	468	32	Infrastructure	Infrastructure	D&D Neighbourhood Plan	£ 4,177	£ 476	£ 3,701	£ 3,701	
W	472	34	Infrastructure	Infrastructure	Park Scheme	£ 10,000		£ 10,000	£ 10,000	
RF	445	36	Infrastructure	Infrastructure	Parish Partnership Works	£ 5,000		£ 5,000	£ 5,000	
					TOTAL	£ 663,024	£ 20,366	£ 642,658	£ 2,784	
									£ 645,442	

	% of EMR	Balances	YTD Balance
Facilities	74%	£487,749.57	£475,684
HTP	1%	£8,633.59	£8,634
Infrastructure	23%	£152,507.65	£146,586
Executive	2%	£14,133.17	£14,539
TOTAL		£663,024.01	£645,442

30/11/2024	Current Year End balance (Precept)	£ 264,475
	General Reserves	£ 310,641
	EMR	£ 645,442
	Total Funds	£ 1,220,558

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



**TOWN CLERK**  
Miss S Richards,

**DISS TOWN COUNCIL**  
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Diss, Norfolk, IP22 4JZ.  
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Facebook: @DissTC

Twitter: @DissTownCouncil

## BANK RECONCILIATIONS COUNCILLOR CHECK

### August 2024

#### Bank Accounts:

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

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

Signed

*R Peaty*

Date

*11th Dec 2024*



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## BANK RECONCILIATIONS COUNCILLOR CHECK

### September 2024

#### Bank Accounts:

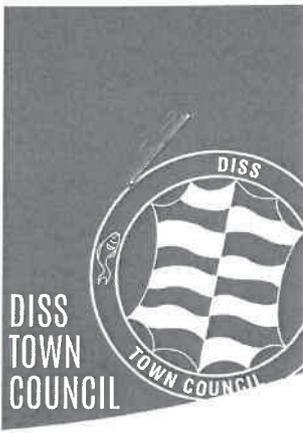
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## BANK RECONCILIATIONS COUNCILLOR CHECK

### October 2024

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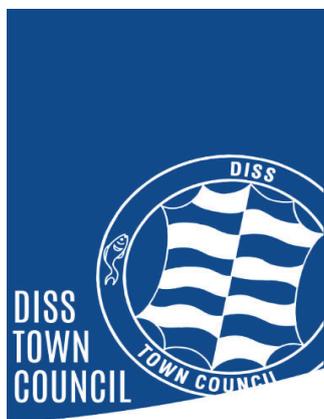
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Signed

Date

11th Dec 2024



## DISS TOWN COUNCIL

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Report Number:  
**41 / 2425**

Report to:	Full Council
Date of Meeting:	Wednesday 18 <sup>th</sup> December 2024
Authorship:	Finance Officer
Subject:	Annual Budget 2025/26

1. At the meeting of Full Council on the 20<sup>th</sup> November 2024, the full draft budget was agreed by members, with an overall increase of 7.36% and a final precept figure of £717,191.
2. There have been no changes to this budget since the last meeting of council, but we have received the tax base figure for the next financial year.
3. The tax base for 2025-2026 has been increased from 2,834 to 2,903, which has reduced the percentage increase to 4.79% or £247.05 for a Band D householder, an annual increase of £11.29.
4. See the Appendix for the updated full budget.

### Recommendation

To approve the current budget with the increase of 4.79%, pending any further adjustments before the final budget-setting meeting.

	Last Year		Current Year				Next Year
	Budget 23-24	Actual 23-24	Budget 24-25	Actual YTD 24-25	Projected 24-25	Forecast 24-25	Budget 25-26
<b>Agency Services</b>							
Total Income	£3,456	£3,848	£4,040	£3,848	£0	£3,848	£3,848
Overhead Expenditure	-£100	-£98	-£100	-£55	-£96	-£151	-£100
Income Less Expenditure	£3,356	£3,750	£3,940	£3,793	-£96	£3,697	£3,748
<b>Allotments</b>							
Total Income	£500	£500	£525	£1,000	£500	£1,500	£525
Overhead Expenditure	-£28	-£28	-£30	-£29	£0	-£29	-£1,030
Income Less Expenditure	£472	£472	£495	£971	£500	£1,471	-£505
<b>Amenities</b>							
Total Income	£2,085	£19,700	£2,000	£3,188	£1,400	£4,588	£2,000
Overhead Expenditure	-£55,567	-£57,190	-£73,243	-£24,465	-£48,716	-£73,181	-£93,137
Income Less Expenditure	-£53,482	-£37,490	-£71,243	-£21,277	-£47,316	-£68,593	-£91,137
<b>Mini Recycling Centre Adopter</b>							
Total Income	£450	£450	£450	£450	£0	£450	£450
Overhead Expenditure		£0					
Income Less Expenditure	£450	£450	£450	£450	£0	£450	£450
<b>Bank Interest rec'd/Bank Charges</b>							
Total Income	£500	£12,995	£6,500	£7,503	£8,104	£15,607	£14,000
Bank Charges	-£240	-£457	-£350	-£190	-£180	-£370	-£400
Income Less Expenditure	£260	£12,538	£6,150	£7,313	£7,924	£15,237	£13,600
<b>Capital Expenditure - Loans</b>	-£41,007	-£41,007	-£41,007	-£20,504	-£18,414	-£38,918	-£27,589
<b>Cemetery</b>							
Total Income	£35,500	£39,994	£35,000	£23,093	£16,127	£39,220	£33,000
Overhead Expenditure	-£10,118	-£62,924	-£12,146	-£7,248	-£1,430	-£8,678	-£13,320
Income Less Expenditure	£25,382	-£22,930	£22,854	£15,845	£14,697	£30,542	£19,680
<b>Cemetery Bungalow</b>							
Total Income	£0	£1,401	£0	0	£0	£0	£0
Overhead Expenditure	-£2,000	-£3,128	-£1,500	-£391	-£826	-£1,217	£0
Income Less Expenditure	-£2,000	-£1,727	-£1,500	-£391	-£826	-£1,217	£0
<b>General Equipment</b>							
Overhead Expenditure	-£3,554	-£1,243	-£6,580	-£3,306	-£800	-£4,106	-£4,596
<b>Christmas Lights</b>							
Total Income	£0	£0	£0	0	£0	£0	£0
Overhead Expenditure	-£21,079	-£18,950	-£21,081	-£3,815	-£17,371	-£21,186	-£19,083
Income Less Expenditure	-£21,079	-£18,950	-£21,081	-£3,815	-£17,371	-£21,186	-£19,083
<b>Corn Hall</b>							
Overhead Expenditure	-£8,582	-£9,764	-£8,846	-£5,299	-£1,308	-£6,607	-£8,846
<b>Council Offices</b>							
Total Income	£5,500	£6,584	£6,864	£3,268	£2,200	£5,468	£6,536
Overhead Expenditure	-£12,768	-£17,546	-£17,160	-£7,313	-£9,506	-£16,819	-£19,080
Income Less Expenditure	-£7,268	-£10,962	-£10,296	-£4,045	-£7,306	-£11,351	-£12,544
<b>Other Council Properties</b>							
Health & Safety	-£2,500	-£1,936	-£2,500	-£79	-£2,417	-£2,496	-£2,500
PK Toilet Servicing	-£12,000	-£10,224	-£12,000	-£4,483	-£7,347	-£11,830	-£14,000
PK Toilet Insurance	-£384	-£384	-£422	-£396	£0	-£396	-£422
PK Toilet Electricity	-£1,720	-£2,192	-£1,783	-£773	-£892	-£1,665	-£1,783
PK Toilet B Rates	£0	£0	£0	£0	£0	£0	£0
PK Toilet Water Rates	-£2,070	-£699	-£2,000	£1,051	-£3,121	-£2,070	-£2,000
Mere's Mouth Toilet	-£16,500	-£12,806	-£15,722	-£7,794	-£10,262	-£18,056	-£18,500
Staff Uniforms/Replacements	-£250	£0	-£250	-£290	-£250	-£540	-£500
Total Expense	-£35,424	-£28,241	-£34,677	-£12,764	-£24,289	-£37,053	-£39,705
<b>Diss Youth &amp; Community Centre</b>							
Total Income	£20,000	£17,492	£5,181	£1,871	£3,080	£4,951	£0
Overhead Expenditure	-£21,330	-£25,598	-£32,387	-£9,944	-£11,414	-£21,358	-£19,880
Income Less Expenditure	-£1,330	-£8,106	-£27,206	-£8,073	-£8,334	-£16,407	-£19,880
<b>Grants</b>							
Grants Expenditure	-£10,000	-£10,475	-£10,000	£0	£0	£0	-£10,000

Annual Budget 2025/2026

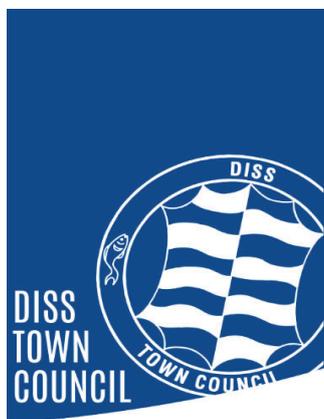
	Last Year		Current Year				Next Year
	Budget 23-24	Actual 23-24	Budget 24-25	Actual YTD 24-25	Projected 24-25	Forecast 24-25	Budget 25-26
<b>Highways - Parish Partnership Bid</b>							
Income	£0	£1,525	£0	£0	£0	£0	£0
Parish Partnership Bid	£0	£0	£0	£0	£0	£0	£0
DDNP Contribution	£0	-£1,035	-£1,000	-£325	£0	-£325	-£1,000
<b>Income Less Expenditure</b>	<b>£0</b>	<b>£490</b>	<b>-£1,000</b>	<b>£325</b>	<b>£0</b>	<b>-£325</b>	<b>-£1,000</b>
<b>Market</b>							
Total Income	£20,000	£20,542	£21,000	£10,784	£10,784	£21,568	£21,000
Overhead Expenditure	-£3,228	-£3,512	-£3,378	-£1,534	-£1,578	-£3,112	-£3,180
<b>Income Less Expenditure</b>	<b>£16,772</b>	<b>£17,030</b>	<b>£17,622</b>	<b>£9,250</b>	<b>£9,206</b>	<b>£18,456</b>	<b>£17,820</b>
<b>Promotion</b>							
Overhead Expenditure	-£400	-£1,295	-£900	-£90	-£333	-£423	-£1,300
<b>General Expenditure</b>	<b>-£38,116</b>	<b>-£41,702</b>	<b>-£52,634</b>	<b>-£34,131</b>	<b>-£19,695</b>	<b>-£53,826</b>	<b>-£53,725</b>
<b>Sports Ground</b>							
Total Income	£10,000	£14,437	£10,500	£6,441	£6,441	£12,882	£10,500
Overhead Expenditure	-£15,914	-£19,300	-£20,184	-£4,506	-£14,391	-£18,897	-£31,522
<b>Income Less Expenditure</b>	<b>-£5,914</b>	<b>-£4,863</b>	<b>-£9,684</b>	<b>£1,935</b>	<b>-£7,950</b>	<b>-£6,015</b>	<b>-£21,022</b>
<b>Events</b>							
Event Income	£0	£3,358	£0	0	£0	£0	£0
Overhead Expenditure	-£1,000	-£7,369	-£1,200	-£129	-£600	-£729	-£1,300
<b>Income Less Expenditure</b>	<b>-£1,000</b>	<b>-£4,011</b>	<b>-£1,200</b>	<b>-£129</b>	<b>-£600</b>	<b>-£729</b>	<b>-£1,300</b>
<b>Christmas Switch-On Event</b>							
Total Income	£1,400	£4,023	£1,400	£4,207	£1,200	£5,407	£4,000
Overhead Expenditure	-£2,800	-£5,256	-£1,250	-£395	-£2,759	-£3,154	-£5,250
<b>Income Less Expenditure</b>	<b>-£1,400</b>	<b>-£1,233</b>	<b>£150</b>	<b>£3,812</b>	<b>-£1,559</b>	<b>£2,253</b>	<b>-£1,250</b>
<b>Carnival</b>							
Total Income	£10,000	£13,332	£10,000	£11,506	£0	£11,506	£10,000
Overhead Expenditure	-£11,455	-£13,482	-£2,750	-£13,850	£0	-£13,850	-£12,750
<b>Income Less Expenditure</b>	<b>-£1,455</b>	<b>-£150</b>	<b>£7,250</b>	<b>-£2,344</b>	<b>£0</b>	<b>-£2,344</b>	<b>-£2,750</b>
<b>Wages</b>							
Recharged	£0	£3,293	£0	£1,081	£0	£1,081	£0
Wages Admin	-£199,557	-£198,930	-£219,672	-£94,920	-£117,692	-£212,612	-£219,705
Wages Maint	-£197,102	-£203,087	-£196,033	-£87,966	-£118,567	-£206,533	-£205,552
<b>Income Less Expenditure</b>	<b>-£396,659</b>	<b>-£398,724</b>	<b>-£415,705</b>	<b>-£181,805</b>	<b>-£236,259</b>	<b>-£418,064</b>	<b>-£425,257</b>
<b>Town Mayors Charity</b>							
Total Income	£0	£1,382	£0	£355	£550	£905	£0
Overhead Expenditure	£0	-£2,558	£0	-£1,172	-£1,168	-£2,340	£0
<b>Income Less Expenditure</b>	<b>£0</b>	<b>-£1,176</b>	<b>£0</b>	<b>-£817</b>	<b>-£618</b>	<b>-£1,435</b>	<b>£0</b>
<b>CIL Income</b>							
CIL Income	£0	£52,196	£0	0	£0	£0	£0
CIL Expenditure	£0	-£8,966	£0	-£3,974	£0	-£3,974	£0
<b>Sec 106 Income</b>							
Sec 106 Income	£0	£0	£0	0	£0	£0	£0
Sec 106 Expenditure	£0	£0	£0	0	£0	£0	£0
<b>Streetlighting Income</b>							
Streetlighting Income	£0	£1,525	£0	£14,600	£0	£14,600	£0
Streetlighting Expenditure	-£10,000	-£18,942	-£13,500	-£1,420	-£9,565	-£10,985	-£31,000
	-£10,000	-£17,417	-£13,500	£13,180	-£9,565	£3,616	-£31,000
<b>HTP Expenditure</b>							
HTP Expenditure	£0	£0	£0	£0	£0	£0	£0
<b>Total Income</b>	<b>£109,391</b>	<b>£217,052</b>	<b>£103,460</b>	<b>£93,195</b>	<b>£50,386</b>	<b>£143,581</b>	<b>£105,859</b>
<b>Total Expenditure</b>	<b>-£701,369</b>	<b>-£802,083</b>	<b>-£771,608</b>	<b>-£339,735</b>	<b>-£420,697</b>	<b>-£760,107</b>	<b>-£823,050</b>
Precept	-£591,978		-£668,148				-£717,191
Tax Base	2,838		2,834				2,903
Band D Householder	£208.59		£235.76				£ 247.05
Estimated Increase in Band D Equivalent							4.79%

## Proposed Revised Schedule of Council/Committee Meetings 2025/26

	Jan 2025	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan 2026	Feb	Mar	Apr	May
<b>Executive Committee</b>	15 <sup>th</sup>		26 <sup>th</sup>	4 <sup>th</sup>		4 <sup>th</sup>			3 <sup>rd</sup>			3 <sup>rd</sup>			4 <sup>th</sup>		
<b>Assets, Infrastructure &amp; Events Committee</b>	29 <sup>th</sup>	5 <sup>th</sup>		9 <sup>th</sup>	7 <sup>th</sup>		2 <sup>nd</sup>			1 <sup>st</sup>	26 <sup>th</sup>		28 <sup>th</sup>			8 <sup>th</sup>	
<b>Full Council</b>	8 <sup>th</sup>	19 <sup>th</sup>	12 <sup>th</sup> <del>19<sup>th</sup></del>	23 <sup>rd</sup>	*21 <sup>st</sup>	**18 <sup>th</sup>	30 <sup>th</sup>	X	17 <sup>th</sup>	15 <sup>th</sup>	19 <sup>th</sup>	17 <sup>th</sup>	14 <sup>th</sup>	18 <sup>th</sup>	18 <sup>th</sup>	22 <sup>nd</sup>	*20 <sup>th</sup>
<b>Annual Town Meeting (electors)</b>				30 <sup>th</sup>												29 <sup>th</sup>	

### Notes

1. The **Annual Town Meetings** (for electors) are scheduled for **6pm on Wednesday 30<sup>th</sup> April 2025 & 29<sup>th</sup> April 2026** at a venue to be confirmed. By law, the meeting must take place between 1 March and 1 June.
2. All other meetings will be held on Wednesdays at 7.15pm with most taking place in the Council Chamber at the Corn Hall.
3. The schedule excludes Planning meetings, which usually precede scheduled committee dates above and usually start between 6.30pm and 6.45pm should applications require committee consideration.
4. The schedule also excludes monthly sub-committee meetings (e.g., Carnival & Christmas Lights Switch-On) and working group meetings (e.g. Remembrance).
5. \*The Annual meeting must take place in May. In an election year, it must take place within 14 days following the day on which new councillors elected take office.
6. \*\*The annual meeting of the Diss Surveyors Allotment Charity (DSAC), of which all councillors are trustees, will precede the June meeting of Council at a time to be advised.
7. Meetings will be advertised 5 clear days in advance with the agenda on the Council's noticeboard and website.
8. Members will be invited to all meetings via email.



## DISS TOWN COUNCIL

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Report Number:  
**42 / 2425**

Report to:	Full Council
Date of Meeting:	18 <sup>th</sup> December
Authorship:	Town Clerk
Subject:	Madgett's Walk gardens

### Introduction

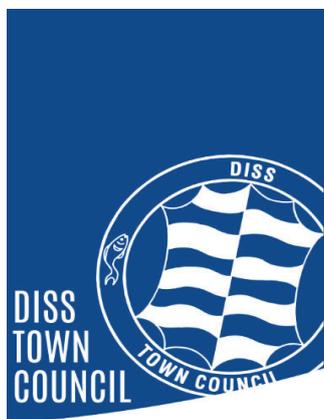
1. Many of the sleepers around Madgett's Walk have fallen into significant disrepair, a situation exacerbated by a recent rat infestation. Although the rats are no longer present, their burrowing activity behind the beds enclosed by sleepers caused structural instability, particularly during periods of heavy rain, which displaced some sleepers.
2. A temporary barrier was positioned at the worst part for several weeks during this period.
3. It would cost significant sums of money to replace & repair the sleepers along this stretch.

### John Grose site

4. As members are aware the John Grose site will be cleared early in the New Year and heras fenced off until development plans are realised.
5. Given the condition of the sleepers and the knowledge that the design of the new development is likely to absorb this area, I have spoken with the Project Officer at South Norfolk Council to enquire if the sleepers and gardens beyond their boundary can be included within their site.
6. In effect the heras fencing will be put up against the sleepers all around Madgett's Walk leaving the footpath open for access.
7. SNC needs to assess the feasibility of this proposal, but I am asking members for in principle agreement given the timescales.
8. Access to maintain the beds will be granted as and when required.

### **Recommendation**

To approve that the Madgett's Walk sleeper beds are heras fenced off within the John Grose development site early 2025 with access for maintenance when required and leaving the footpath open for access.

**DISS TOWN COUNCIL**

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Report Number:  
**43 / 2425**

Report to:	Full Council
Date of Meeting:	18 <sup>th</sup> December 2024
Authorship:	Town Clerk
Subject:	Christmas Lights Switch-on event update.

Introduction

1. Unfortunately, the Christmas Lights Switch-on event scheduled for Saturday 7<sup>th</sup> December had to be cancelled this year due to the very bad weather conditions.
2. Strong winds and rain were anticipated all week, and the decision was made on the morning of the event in the hope the forecast might change. All those involved in the event were alerted of the possibility of cancellation the day before and asked to keep an eye on the event Facebook page for the latest updates.
3. All outdoor activities were cancelled but the indoor events including Santa's grotto & Poz's Punch & Judy show in the United Reformed Church and a Christmas craft fayre in St Mary's church went ahead as planned in the afternoon.

Financial situation

4. Expenditure on the event totals £5,395.
5. Income of £540 was received from 10 x stallholders.
6. £3,667 was received from sponsors. The sponsors had all publicity in packages apart from announcements at the event.
7. The total expenditure minus sponsorship is £1,728. Diss Town Council budgets £1,250 towards this event so overall the event has made a loss of £478.
8. Funds brought forward from 2023 total £3,847 and therefore the balance for the 2025 event is £3,909.

Stallholder reimbursements

9. It is proposed that the stallholders are offered first refusal on attendance at the 2025 event to save on reimbursing their pitch fees. This will guarantee them a pitch and price.
10. Alternatively, a refund will be arranged.

Insurance

11. Given the increased risk of extreme weather impacting on future events, we will look again at insurance to cover event cancellation.

12. The cost was prohibitive in previous years but if a larger event with more costly infrastructure such as the Carnival were to be cancelled, this could have more considerable financial implications.

#### Terms & Conditions

13. We are also going to review new Terms and Conditions for events to ensure the cancellation policy is clear and communicated to all participants in advance of the event.

<b>Recommendation</b>
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To note the contents of this report.
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## **DYCC Futures Project**

Verbal update on agenda.

## **Staffing**

1. Having 121 meetings with all office staff every two weeks, office team meetings following Council meetings and with the outdoor team every month.
2. Banking report been deferred to January agenda. Locum service to be cancelled until such time RFO-specific tasks are required. Quotes being sourced for staffing review early 2025.
3. The office will be closed to the public from lunchtime on 24<sup>th</sup> reopening on Monday 30<sup>th</sup> December. There will be a small Friday market not requiring a road closure on Friday 27<sup>th</sup> December.
4. Cllr Taylor has reviewed the performance management review process and drafted a new procedure which a much more user-friendly form to complete. Cllrs Craggs, Peaty, Taylor and I will be meeting in the New Year to review prior to consideration by the next Executive committee. In the meantime, I am seeking feedback from a member of the admin and outdoor team.

## **Events**

5. I have applied for a £500 grant to support the VE & VJ Day celebrations in May and August 2025. Planning for these events and in support of Armed Forces Day on 28<sup>th</sup> June will start in the New Year.
6. A theme has been decided for Carnival on 8<sup>th</sup> June and will be launched early 2025! We now have a newly constituted Carnival sub-committee of at least 11 members.
7. It was unfortunate that for the first time ever we had to cancel one of the Town Council's key events this year – the Christmas Lights Switch on. Please see report on agenda summarising the financial impact and recommendations but I would like to take this opportunity to thank Robert for the way he managed the cancellation of the event (& the prior organisation) and Kim for acting as one of the elves all day in the URC in addition to publicity, sponsorship etc.
8. The root ball Christmas tree purchased for the planter is growing in a planter at the Cemetery and will hopefully grow a bit ready for next year. The cut tree at the end of Mere St is looking fabulous and we've had positive feedback on the lights display in part reflective of the new icicle lights purchased for the Heritage

Triangle this year.

9. The Town Mayor's Christmas carol concert on Tuesday at St Mary's church was delightful. £429 raised for the TM's charity Nelson Journey after venue cost. Big thanks to Kim and Alex for organising this event & councillors Kiddie, Taylor & Kitchen, County / District councillor Kiddie and George and Emily for helping.
10. Don't forget to attend Lunchtime Christmas carols starting at 12.30pm in St Mary's Church on Friday 20<sup>th</sup> December.

### **Stakeholder management**

11. The next meeting with our local MP is in February to precede Full Council. Adrian has written a ministerial letter to Angela Rayner seeking clarity on the National Planning Policy Framework issues we raised at the last meeting.
12. I met the Diss High School Council representatives from year groups 7-11 earlier this week. They will hopefully be completing the DYCC survey online as 'homework'(!). I also briefed them about the role of DTC and asked for feedback on the Skateboard Park and for support of upcoming events.
13. I will be attending a neighbouring town's Youth Forum in February to better understand the format and how it might work for DTC to better engage young people before liaising with DHS / MTM Youth Services.
14. I met with one of the Triangle Trustees regarding various matters including town centre parking control, boardwalk, and the Corn Hall.
15. A meeting on the Skateboard Park has been scheduled for 16<sup>th</sup> January at 5pm and we have 7 members of the public who have confirmed attendance. Councillors Peaty, Robertson, Craggs and Murphy will be accompanying the Clerk.
16. November Monthly column written in conjunction with Kim for our regular Diss Express slot. There will be a break in December and another one in January.

### **Casual vacancy**

17. We are aware of two applications to date for the councillor vacancy. A meeting has been arranged for 18<sup>th</sup> December with both to explain the role of DTC / Town councillor. I plan to have the co-option on the agenda on an agenda from the Spring and we will continue to promote the opportunity until then.

*I'd like to wish all councillors a very Merry Christmas and a very Happy New Year and thank you for all you've done for Diss Town Council throughout 2024.*

Progress Report

Committee	Minute Ref	Subject	Action	Assigned to	Timescale	Comments or further action
Full Council	FC0923/19	VISIT DISS WEBSITE	To appoint Red Dune Ltd to develop a Visit Diss website as per quotation received with expenditure of £1,500 allocated to General Reserves / Bank Interest and with ongoing annual costs of £390 to be budgeted separately from 2024-25 under Promotion (power – encourage tourism to the council's area / statutory provision LGA 1972, s.144 / General Power of Competence.	Clerk	Immediately	We are now working with representatives from No. 8 The Market Place on the content side. We are working to a Spring go-live date so there will be an update at the Feb or March meeting.
Full Council	FC0424/08	ELECTION OF DEPUTY TOWN MAYOR	To reconsider the election of a Deputy Mayor at the January meeting of Council.	Clerk	02.01.25	
Full Council	FC0624/17	ANGLIAN GARDEN MEMORIAL	1. To liaise with the Council's tree surgeon to determine whether the roots of the tree are likely to cause future movement post-works. With assurances from the tree surgeon to go ahead with recommendations 2 and 3 below. 2. To appoint the Garden project Team to complete the works at Anglian Garden for the price of £9,283.00 plus VAT. 3. To utilise Community Infrastructure Levy funds to cover the cost of this enhancement to the town centre.	Town Clerk / FBM	31.03.25	Contractor meeting FBM / Clerk regarding removing part of the wall around the tree of the Anglian Memorial Garden to determine the extent of root impact, make safe and adapt the quote accordingly (action from July Infrastructure meeting). Awaiting revised quote / options from contractor. FBM chasing. No update
Full Council	FC0724/15	DISS CORN HALL	to ask that Diss Town Council be involved in more detailed discussions regarding the Corn Hall following feedback from Trustees and to inform future planning requirements.	Clerk	Immediately	Will ask if Chair / VC of Exec could attend Trustee meetings going forward.
Full Council	FC0924/04	PUBLIC PARTICIPATION	There was also a question regarding the possibility of removing an unused cycle rack outside the library on Church St.	KK	17.10.24	
Full Council	FC0924/04	PUBLIC PARTICIPATION	Town Council may wish to consider additional stab units alongside defibs and / or training for residents to use them.	Clerk	31.12.24	Could a councillor volunteer investigate this?
Full Council	FC0924/04	PUBLIC PARTICIPATION	There was also a suggestion that the District Council could work collaboratively with the Citizens Advice team to support pensioners in getting any extra financial help available.	GM	17.10.24	
Full Council	FC0924/15	DISS CORN HALL	to support the principles of the draft agreement between Park Radio Ltd and the Diss Corn Hall Trust subject to a detailed contract, plan for enabling works, full repairing lease and Diss Town Council stated as an interested party as landlord.	Clerk	Immediately	On agenda
Full Council	FC1024/09	NATIONAL GRID ENVIRONMENTAL SURVEY	to enter into a licence agreement with National Grid to allow access to part of the Sports Ground site for non-intrusive surveying purposes relating to the Norwich to Tilbury pylon project subject to receiving a rationale first.	Clerk	Immediately	National Grid replied 11.12.24 to email. I intend to complete paperwork for £1k payment after Full Council meeting.
Full Council	FC1024/18	SPORTS GROUND	1. To approve the draft Novation agreement amending the agreement between Diss Town Council and G N Rackham & Sons Ltd dated 10th February 1989 relating to the Sports Ground site to be between Diss Town Council and the three current Directors of the company subject to confirmation that its potential future development into a community facility would not be affected. 2. That all legal costs will be covered by the other party. 3. That the Clerk arranges for the agreement to be executed as per Standing Order 23b.	Clerk	30.11.24	Point 1 is already addressed in clause 4.2 of the agreement. Point 2 has been added at clause 6 and will be sent to other party for consideration. No update.
Full Council	FC1124/06	FINANCE	A request to consider grouping items on the bank outgoings report to ease understanding.	AG to liaise with Finance Officer	18.12.24	

## Progress Report

Committee	Minute Ref	Subject	Action	Assigned to	Timescale	Comments or further action
Full Council	FC1124/07	BUDGET	<ol style="list-style-type: none"> <li>1. To approve the Infrastructure budget, along with the related Earmarked Reserves.</li> <li>2. To approve the Executive budget, along with the related EMR's.</li> <li>3. To approve the Facilities budget, along with the related EMR's.</li> <li>4. To approve the current budget with the increase of 7.36%, pending any further adjustments before the final budget-setting meetings.</li> </ol>	Finance Officer	18.12.24	On agenda
Full Council	FC1124/08	DISS YOUTH & COMMUNITY CENTRE	<ol style="list-style-type: none"> <li>1. To approve the draft initial resident survey subject to removal of statement 3 from question 3.</li> <li>2. To recruit councillors Murphy, Collins, Craggs &amp; Welch to help with community engagement sessions.</li> </ol>	Clerk / KM / DC / DC / JW / KK	Immediately	On agenda
Full Council	FC1124/13	SPORTS GROUND SKATEBOARD PARK	To temporarily close the Skateboard Park for safety due to works required and request that users contact Diss Town Council to determine the demand and repairs required.	Clerk	Immediately	Completed. Considerable initial response received. 50 or so emails and many comments on social media. We have since had 2 people confirm attendance at a meeting to discuss the Skateboard Park being scheduled for 16th January.
Full Council	FC1124/10	STAFFING	To request that the full course costs associated with the Community Governance degree study are repaid by the former Deputy Town Clerk given her resignation within two years of course completion with delegated authority to the Clerk to negotiate a payment plan.	Clerk	Immediately	Email sent on 02.12.24.