

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

Our Ref: FC 23.04.25
Date: 18/04/2025

For Information:
Town Clerk

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 an extraordinary meeting of **Full Council** to be held in the **Main Hall** at **Diss Corn Hall** on **Wednesday 23rd April 2025** at **7:45pm** to consider the business detailed below.

Town Clerk / Chief Executive Officer

Agenda

1. Apologies

To receive and consider apologies for absence.

2. Declarations of Interest and Requests for Dispensations¹

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

3. Minutes

To confirm as a true record, the minutes of an extraordinary meeting of Full Council on Wednesday 2nd April 2025 (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. Shelfanger Road Planning Application

To consider planning application reference 2025/0960 from Norfolk Homes Ltd. regarding the Land East of Shelfanger Road and West of Heywood Road, Diss (copy details herewith).

7. Finance

- a) To note bank outgoings for March 2025 (copy herewith).
- b) To note the Income & Expenditure report for March 2025 (copy herewith).
- c) To note the Earmarked Reserves report for March 2025 (copy herewith).

8. Quarterly report

To receive the 4th quarterly finance report (reference 05/2526 herewith).

9. Financial Regulations

To consider new model Financial Regulations based on the National Association of Local Councils' template (copy herewith).

10. Roles and Responsibilities

To review the revised roles and responsibilities document considered at the last meeting of Council (copy details herewith).

11. Clerk's Report

To receive the Clerk's report on activities since the last report (copy herewith).

12. Progress Report

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

13. Date of Next Meeting

To note that the next meeting of Full Council is scheduled for Wednesday 21st May 2025 at 7.15pm.

14. Public Bodies (Admissions to Meetings)

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

15. John Grose

To receive a *confidential* update from South Norfolk District Council on the plans for the redevelopment of the John Grose site.

16. Sports Ground

To consider a *confidential* update regarding the novation agreement for the Sports Ground.

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 extraordinary meeting of the **Town Council** held in the **Council Chamber** at **Diss Corn Hall** on **Wednesday 2nd April 2025** at **7.15pm**.

Present: Councillors: S. Browne, D. Collins, D. Craggs, C. Dente, 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
7 members of the public

EFC0425/01 Apologies

Councillor's Name	Apologies Received	Absent Without Apology	Reason / Approval
A. Kitchen	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
S. Olander	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

EFC0425/02 Declarations of Interest

Minute No.	Councillor's Name	Personal/Other Interest	Pecuniary Interest	Reason
EFC0425/09	K. Murphy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	This cllr is a member of South Norfolk District Council & as such has already responded to the consultation.

EFC0425/03 Minutes

Members received the minutes of the Full Council meeting on Wednesday 12th March 2025. It was

Resolved: To approve the minutes of the meeting of the Full Council held on Wednesday 12th March 2025 as a true record and were signed by the Chair.

EFC0425/04 Public Participation

There were 9 members of the public in attendance. County Councillor Kiddie reported that they have filled in lots of potholes along Walcot Green and he helped Diss High School with its Health & Safety briefing. District cllr Minshull reported that the District Council was successful in warm home discount funding of £4m helping over 65s living in older houses. Their homeless prevention grant has reduced by £1m, which should have a minimal effect on the local area. The travellers' stopping place is being used but there was insufficient space to accommodate those currently residing on the Sports Ground site. Cllr Minshull contacted SNDC's Officer in response to the Clerk's contact this morning ref travelling community and this is being resolved. He also reported on the Mindful Towns & Villages initiative which offers a free course for the local community on suicide prevention.

One member of the public asked for an update on the DYCC, which will provided to a future meeting, and questioned the number of Honoured Citizen awards as he felt there should only be one award made.

EFC0425/05 Items of Urgent Business

There were no items of urgent business raised.

EFC0425/06 Finance

Members considered the movement of funds from the current year-end funds to Earmarked Reserves (EMR) and from the EMR Community Infrastructure Levy to project-related Earmarked Reserves (report reference 01/2526). It was

- Resolved:** 1. To approve the movement of funds from the current year-end funds to Earmarked Reserves.
2. To approve the movement of funds from the EMR Community Infrastructure Levy to the project-related Earmarked Reserves.

(Action: Finance Officer; immediately)

EFC0425/07 Committee Terms of Reference

Members reviewed proposed amendments to the committee terms of reference. The Clerk was asked to clarify the main amendments. It was confirmed that three items have moved from the Executive committee remit to Full Council to remove duplication. It was

Resolved: To approve the proposed amendments to the committee terms of reference.

(Action: Clerk; immediately)

EFC0425/08 Roles and Responsibilities

Members reviewed the responsibilities of the Town Mayor, Council Leader, Committee Chairs and Councillor roles. Cllr Taylor proposed an amendment to the proposal to retain the reporting lines of the Clerk to the Council Leader. It was further suggested that the Chair of the Executive committee could act as line manager in the absence of the Council Leader given the committee's oversight of staffing matters. It was also noted that the role of the Council Leader will have more responsibilities given Devolution and requirement to review the Council's strategic plan. It was

Resolved: That the Clerk will add a revised version of the responsibilities of the Town Mayor, Council Leader, Committee Chairs and Councillor roles with the minor amendments for review at the next Full Council meeting.

(Action: Clerk; by 17.04.25)

EFC0425/09 Norfolk & Suffolk Devolution Consultation

Members considered the Town Council's response to the proposal to establish a Mayoral Combined County Authority for the local government areas of Norfolk and Suffolk. District councillor Minshall provided an overview of the three unitary options. Option 1 – a single county unitary, the model supported by Norfolk County Council, Option 2 – two unitary divides Norfolk into East & West Norfolk, supported by South Norfolk District Council, Option 3 – three unitary as above but with a separate Norwich area, supported by Norwich City Council & Broadland District Council.

SNDC's decision was partly based on the financial impact of option 3 given their stable financial situation (current precept of £172) and the inevitable Council Tax increases given the precept in Norwich (£320) and funding support required by Great Yarmouth.

The level of devolved services is currently unknown but could include amenities such as play areas. There is concern regarding the potential splitting of social services into adult and children's services as they compete for staff and in education and the possibility of having to apply to two different authorities for school places. SNDC is trying to complete projects such as the John Grose redevelopment before the new shadow Council starts.

It was noted that the current consultation talks more of reorganisation, not devolution and that in effect, we may end up with the same number of tiers of government – central, Mayoral, Unitary and Town & Parish Councils (T&PCs). Town Council representatives who attended the SNDC Summit on Devolution earlier in the week referred to a presentation from the National Association of Local Councils entitled the 'Shift of power'. This considered the opportunities for T&PCs to deliver more for their local communities as principal authorities focus on statutory services, albeit funding and resources to do so is key.

There was discussion regarding the effectiveness of the Mayoral Combined Authority in Norfolk compared with other Unitary areas such as Manchester and a view that the decision will be made by the Minister and that we are unlikely to have any influence.

Members considered the draft response, and it was noted that additional information would be used to tweak the responses primarily the proposed new town of 10,000 homes in addition to the Greater Norwich Local Plan given that the housing need can be met by 2036.

There was also a strong view that there is insufficient information to formulate a view but that a joint response should be submitted by Diss Town Council and Roydon Parish Council before the 13th April deadline. It was also noted that SNDC's Managing Director has offered to do roadshows in towns & parishes. It was

Resolved: That councillors Peaty, Robertson & Taylor of DTC and cllrs Waterman, Curson & another councillor of Roydon Parish Council to be confirmed to meet w/c 7th April to review the draft response and send before the deadline of 13th April.
(Action: Clerk; by 13.04.25)

EFC0425/10 Clerk's Report

Members noted the Clerk's report will be presented at the 23rd April Full Council meeting.

EFC0425/11 Progress Report

- a) Members noted the progress report for the last meeting of Council will be presented to the 23rd April meeting.
- b) Members noted progress on decisions made at the last meeting of the Executive committee.

EFC0425/12 Date of Next Meeting

- a) Members noted that the next meeting of Full Council is scheduled for Wednesday 23rd April 2025 at 7.15pm.
- b) Members noted that the next meeting of the Executive Committee is scheduled for Wednesday 4th June 2025 at 7.15pm.

Meeting closed: 8.55pm.

Councillor K. Murphy
Chair / Town Mayor

Planning Pack 23rd April 2025**Reserved matters application 2025/0960 Norfolk Homes
Shelfanger Road Diss Norfolk IP22 4EH**

Submission of Reserved Matters pursuant to outline planning permission ref. 2021/2782: appearance, scale, landscaping, layout, and levels: 177 no. dwellings, public open space, and associated works (residential part only)

Please Note***

This planning pack was prepared before the public meeting and recommendations may change as a result of events raised at the meeting.

This application has been debated on a number of occasions over the last 3 years and most of the community objections are well known to both Town Council and residents. In fact, both groups share some of the concerns raised.

Whilst it is more usual to follow an outline application with a full application it is permitted to submit a reserved matters application in order to gain full approval. In this case Norfolk Homes have chosen to proceed with a reserved matters application, probably because they see it as the less onerous way to full planning permission.

In this case Scott Properties has shown an indicative plan of what could be built at the outline stage to establish the broad parameters of a development. Matters of layout, appearance, etc are reserved (or held back) for consideration in a later application, hence the title “reserved matters application” or “application for approval of reserved matters”.

These applications are directly linked to and follow on from the outline application and provide the detail that was not included at outline stage e.g. house types etc. If consent is granted, the outline and reserved matters approvals together form a single and complete full planning permission.

Whilst I have no real problem with this method of working it does mean time frames are compressed and as a result, I believe the opportunity for public scrutiny is reduced.

Attached below is the original plan submitted by Scott Properties for the outline application and for comparison a plan submitted by Norfolk Homes for the reserved matters application. This is not unusable as often a developer may prefer to buy a site where another company has done the ‘legwork’ as it expedites the time to commencing build for them. However, we understand that anything agreed or conditioned by the original landowner is passed on to the final developer unchanged.

The site has been consulted on by the Greater Norwich Local Plan since 2016 and latterly by the Diss & District Neighbourhood Plan (DDNP) and Diss Town Council. The DDNP also used independent consultants AECOM to carry out assessments on housing needs, local green space, strategic & environmental (SEA) and habitat regulation and also produce a design guide for developers to ensure the unique

character of Diss is both retained and enhanced. It is my belief that the case for building homes on this site is long established and will happen no matter what is decided today.

I would like to address some of the concerns that have been expressed:

1. I think probably the most recurring comment is having **the main road running through the estate will create 'rat run'**. Proposals by Norfolk Homes include a 20mph speed limit, retarders to reduce speed (raised table) and crossing points. They even have a crossing where the bridleway crosses the main estate road. They also added more bends in the road to discourage speeding. I believe that this design is acceptable to both Norfolk County Council (NCC) and South Norfolk Council (SNC). The addition of laybys for service vehicles and visitors is also shown on the latest plan. It is a great pity that the proposed road connecting Shelfanger Road and Heywood Road could not be run along the northern farm track route but NCC highways found that suitable visibility splays were not possible.
2. **There are no details of green heating/energy.** The latest application does give full details including air source heat pumps and EV charging facilities.
3. **Local Infrastructure.** There are a lot of local concerns that that doctors, dentists and schools should have increased their capacity with so many homes being built in the Diss area. Unfortunately, this infrastructure does not usually get built with or in advance of housing unless the number being built are very high e.g. 2000+. Cringleford and Wymondham are examples.
4. **Diss is becoming an unsustainable market town.** Too many new homes being built for the narrow country lanes and town becoming more spread out. We have a growing population and more homes particularly affordable homes are required to keep up with demand. Diss is no different to other towns.
5. **Hedgerows.** They are protected and require planning approval for removal if they grow in or are adjacent to any common land, protected land (nature reserve or SSSI), or land used for agriculture, forestry or the breeding or keeping of horses, ponies or donkeys.

There is much more detail available on the SNC planning portal **2025/0960** for those that wish to see consultees comments, home designs etc.



Proposed Layout of the Norfolk Homes reserved matters Planning Application 2025/0960

The Chairs Recommendation

This proposed development site is probably the most scrutinised development in Diss over the last 10 years. In fact, there can be little doubt that the building of homes on this site will happen. Our mission must be to ensure that the estate is well designed and gives a safe environment for all the families living there.

It was a little disappointing that the Norfolk Homes 'Community Consultation' with residents and town councillors was not so much, to consult but was purely to pass on their own proposals. It was a tick box exercise and meaningless in terms of a consultation. It is quite obvious that very little that residents or councillors said to them appeared to influence the reserved matters application and that the DDNP particularly the Design Guide was ignored even though it was approved 16th October 2023 by SNC before Norfolk Homes put together their submission.

We have heard concerns at today's public meeting, a number of which Diss Town Council is in full agreement with. In addition, we also have a number of safety concerns which have not been addressed.

As a result, we have no option but to recommend refusal of this reserved matters application no. 2025/0960.

The specific reasons for this recommendation for refusal are listed below:

- 1. DDNP design guide.** The full design guide should be considered as it is relevant to this application. In particular sections DG01, DG05, DG10, DG11, DG14 and DG18 should all be complied with. These cover items such as waste storage, cycle storage, security on pedestrian and cycleways, accessibility of open spaces, garage and parking space areas suitable for modern vehicles (SUV's), trees and plantings and much more.
- 2. Flood Risk.** This is an area that has historically flooded on a regular basis. However, 5 well designed attenuation basins should have adequate capacity. Our concern is that attenuation basins are designed to take excess rainfall when necessary and be part of the green landscape at other times. With today's weather patterns they are likely to be ponds for much of the year. In fact, it is debatable whether they should even be considered as part of the estates green space. They will need adequate protection to stop them becoming an attraction and resultant danger to younger children.
- 3. The LEAP children's play area.** Apart from the location which is too close to 3 attenuation basins access to the play area means children will have to cross the busy main road to be able to play there making it only suitable for supervised children. This is not acceptable and the LEAP area should be relocated to a less busy and safer part of the estate - see Design Guide DG05 or alternatively a more formal type of crossing and relevant signage should be used in this location.
- 4. Lack of lighting on the cycle/pedestrian pathway** which runs east to west through the estate and is located where there is no existing lighting at either end of the road through the estate. The NCC default position is that they take the view that no lighting is required on any new estate. We disagree as their own regulations make provision for the supply of safety lighting where absolutely necessary. The Police secured by design guidelines stress

the need for security on pedestrian and cycleways. This is a pathway that will be in darkness in the commute to/from school in the winter and will affect families taking young children to infant, junior school and nursery and also children going to the high school either on foot or by bicycle. It will also be crime waiting to happen at night on a pitch-black estate with the cemetery hedges and trees as a back drop. See Designing Out Crime Officers comments.

5. **Lighting at Shelfanger Road and Burston Road junctions.** As in 4 above we believe there is a strong case for safety lighting in both areas. At the Burston/Heywood Road end the speed limit will reduce from 60mph to 20mph on a severe bend in the road and signage and safety lighting is essential. The junction onto Shelfanger Road will also see changing speed limits and slow-moving traffic emerging onto the busy Shelfanger Road. *If NCC is making a case for refusing lighting, we would like to see full reasons for their decision and the regulations they are using for their decision-making process.*

6. **The worries about drains overflowing** has been a concern in this area for some years. The Victorian sewers do not have sufficient capacity or need replacing as part of the project. It is not acceptable for drainage to spill over into the ground floor of homes and gardens because of a lack of capacity.

Most of these problems could be eliminated with more thought and consultation. Diss Town Council is more than happy to contribute its thoughts to both SNC and Norfolk Homes to achieve a safe well-designed estate.

Cllr Eric Taylor

Chair of Planning

Diss Town Council

Item 7a

BANK OUTGOINGS MARCH 2025				
Date Paid	Payee Name	Bacs Ref	Amount Paid	Transaction Detail
04.03.2025	Red5 Networks Ltd	DD659	£ 116.70	Phone & Broadband March 2025 - Council Office, CCTV Broadband - Skatepark
07.03.2025	Barclays Bank Plc	B.net	£ 20.00	Barclays.Net Monthly Charges
14.03.2025	Alliance Disposables Ltd	Bacs2556	£ 220.46	Sanitary Products - All Sites
14.03.2025	A.Story	Bacs2557	£ 500.00	Vintage Horsebox Photobooth Hire - Carnival 2025
14.03.2025	Diss Cornhall Trust	Bacs2558	£ 50.00	Council Chamber Hire 19th February 2025
14.03.2025	Garden Projects Team	Bacs2559	£ 2,348.64	Deposit for Anglian Garden Sleeper Works
14.03.2025	LR Wyard-Scott	Bacs2560	£ 120.48	Diesel for Vans - February 2025
14.03.2025	Parish Online	Bacs2561	£ 324.00	Annual Subscription to Parish Online - Mapping Software
14.03.2025	Red Dune Ltd	Bacs2562	£ 540.00	Website Hosting, Maintenance & Specialist Software for Visitdiss.org.uk
14.03.2025	Sandy Lane Nursery Ltd	Bacs2563	£ 30.00	Replacement Liquid Amber Tree for Market Place
14.03.2025	Sash Bright Ltd	Bacs2564	£ 200.00	Re-Cord Sliding Sash Window - Registrars Office
14.03.2025	Simonds Garage Services	Bacs2565	£ 2,266.53	Reconditioned DPF Filter in Ford Ranger CY15 KUO
14.03.2025	Steve Jackman	Bacs2566	£ 210.00	Website Tech Support for 2025/26 - Diss.gov.uk
14.03.2025	Treadfirst	Bacs2567	£ 62.16	New Tyre & Alignment on VW Caddy
14.03.2025	Victoria Waples	Bacs2568	£ 355.70	Interim Internal Audit on 11th February 2025
14.03.2025	Vmit Ltd	Bacs2569	£ 936.55	IT Support & Software March 2025 - Diss Town Council & DDNP
17.03.2025	British Gas Trading Ltd	DD660	£ 105.39	Electricity February 2025 - Meres Mouth Toilets
19.03.2025	Anglian Water Business Ltd	DD661	£ 18.10	Park Water December to March 2025
20.03.2025	British Gas Trading Ltd	DD662	£ 740.90	Electricity February 2025 - DYCC
20.03.2025	British Gas Trading Ltd	DD663	£ 642.73	Electricity February 2025 - Sportsground
20.03.2025	British Gas Trading Ltd	DD664	£ 495.12	Electricity February 2025 - Mere Fountain
20.03.2025	British Gas Trading Ltd	DD665	£ 124.02	Electricity February 2025 - Cemetery
20.03.2025	British Gas Trading Ltd	DD666	£ 338.29	Electricity February 2025 - Park Toilets
20.03.2025	British Gas Trading Ltd	DD667	£ 142.49	Electricity February 2025 - Council Offices
20.03.2025	British Gas Trading Ltd	DD668	£ 41.61	Electricity February 2025 - Market
20.03.2025	British Gas Trading Ltd	DD669	£ 17.68	Electricity February 2025 - Park Lighting
24.03.2025	Barclaycard	Feb-25	£ 337.50	Road Tax for Ford Ranger CY15 KUO
24.03.2025	Barclaycard	Bacs2570	£ 99.99	Annual Canva PTY Licence for Marketing Software 25/26
25.03.2025	Employees	BACS	£ 17,965.47	Salaries Month 12
26.03.2025	EE Ltd	DD670	£ 49.73	Mobile Phones 18/03 to 17/04 - Clerk, Maintenance Manager & Maintenance Team
31.03.2025	Diss Cornhall Trust	Bacs2571	£ 590.00	Grant 2024/2025
31.03.2025	Diss Trophy Centre	Bacs2572	£ 14.00	Carnival Parade Shields Engraving
31.03.2025	Diss Van Centre	Bacs2573	£ 117.00	Repairs to GM16 OSL after Adblue Faulty
31.03.2025	ESPO	Bacs2574	£ 612.98	Gas Supplied February 2025
31.03.2025	Fenland Leisure Products Ltd T/A Online	Bacs2575	£ 346.80	Split Link Assembly Bolts & Bolt Covers - Mere Park Play Equipment
31.03.2025	Frontside - Andrew Willis	Bacs2576	£ 475.00	Repairs to MUGA Fencing
31.03.2025	Garden Project Team	Bacs2577	£ 3,522.96	30% Upfront Payment for Sleeper Works on Anglian Gardens
31.03.2025	Jewellery Workshop Ltd	Bacs2578	£ 840.00	Repairs to Town Mayors Chain of Office
31.03.2025	Mary Moppins Ltd	Bacs2579	£ 1,822.80	Monthly Cleaning/Service of Park and Meres Mouth Toilets
31.03.2025	My Period Ltd	Bacs2580	£ 1,000.00	Grant 2024/2025
31.03.2025	Norfolk County Council	Bacs2581	£ 45.00	Road Closure for Armed Forces Day 2025
31.03.2025	Park Radio Ltd	Bacs2582	£ 5,310.00	Grant 2024/2025
31.03.2025	Paul Rackham	Bacs2583	£ 936.00	Grave Digging x3 - March 2025
31.03.2025	Proludic Ltd	Bacs2584	£ 140.64	10x Trampoline Rods - Mere Park Equipment
31.03.2025	Rialtas Business Solutions Ltd	Bacs2585	£ 369.60	Year End Preparation and Closedown Training
31.03.2025	Screwfix Direct Ltd	Bacs2586	£ 42.98	Assorted Plasters - Maintenance, Watering Can/Broom - General Equipment
31.03.2025	Star Plumbing, Heating & Renewables	Bacs2587	£ 927.60	Replace Smart Water Heater at Park Toilets
31.03.2025	Suffolk County Council	Bacs2588	£ 8,144.40	Electricity & Maintenance to all Streetlights 2024/2025
31.03.2025	Top Garden Services	Bacs2589	£ 4,320.00	Hedge Removal at Rectory Meadow
31.03.2025	Vmit Ltd	Bacs2590	£ 1,281.84	Dell Latitude Laptop - Administration Staff
31.03.2025	HM Revenue & Customs	BACS	£ 4,511.44	NI/PAYE Month 12
31.03.2025	Norfolk Pension Fund	BACS	£ 6,323.23	Pension Contributions Month 12
31.03.2025	Public Works Loan Board	DD671	£ 18,324.82	Loan Repayment for Heritage Triangle Works and Boardwalk
			£ 89,439.33	

15/04/2025

Diss Town Council 2024/2025

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Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

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	3,848	4,040	192			95.2%	0
4000 NCC Grasscutting	80	100	20		20	79.9%	
Agency Services :- Indirect Expenditure	80	100	20	0	20	79.9%	0
Net Income over Expenditure	3,768	3,940	172				
<u>120 Allotments</u>							
1120 Allotment Rent	1,525	525	(1,000)			290.5%	
Allotments :- Income	1,525	525	(1,000)			290.5%	0
4020 Allotment Expenditure	3,629	30	(3,599)		(3,599)	12096.3	
Allotments :- Indirect Expenditure	3,629	30	(3,599)	0	(3,599)	12096.3	0
Net Income over Expenditure	(2,104)	495	2,599				
<u>140 Amenities</u>							
1140 Amenities Income	6,208	2,000	(4,208)			310.4%	
Amenities :- Income	6,208	2,000	(4,208)			310.4%	0
4040 Gardens/Floral Scheme	918	2,000	1,082		1,082	45.9%	
4060 Town/Park - R&R	26,115	22,000	(4,115)	2,540	(6,655)	130.2%	
4061 Play Equipment R&R	1,942	5,000	3,058		3,058	38.8%	
4062 Boardwalk Maintenance	1,220	1,000	(220)		(220)	122.0%	338
4070 Van x 2 Running Costs	6,924	7,000	76		76	98.9%	
4071 Van Insurance	1,748	1,865	117		117	93.7%	
4075 Tree Management	30,065	18,000	(12,065)	3,910	(15,975)	188.8%	4,095
4080 Bus Shelter Cleaning - EMR	120	0	(120)		(120)	0.0%	30
4085 Closed Churchyard - R&R	33	100	67		67	33.4%	
4090 Manorial Rights - R&R	5	10	5		5	52.0%	
4095 Mere - Water/drainage	4,599	2,000	(2,599)		(2,599)	229.9%	
4100 Mere - Fountain	1,914	2,000	86		86	95.7%	
4101 Mere - Fountain Electricity	5,685	7,131	1,446		1,446	79.7%	
4102 Mere Fountain/Kiosk -Insurance	160	170	10		10	94.0%	
4110 Park - Water Rates	73	100	27		27	73.1%	
4115 Park - Electricity	2,512	1,903	(609)		(609)	132.0%	
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%	
4140 Park - Insurance	1,819	1,940	121		121	93.8%	
Amenities :- Indirect Expenditure	86,377	73,243	(13,134)	6,450	(19,584)	126.7%	4,463
Net Income over Expenditure	(80,169)	(71,243)	8,926				
7000 plus Transfer from EMR	4,463	0	(4,463)				

Continued over page

Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	(75,706)	(71,243)	4,463				
<u>145 Mini Recycling Centre Adopter</u>							
1150 Mini Recycling Adopter Payment	450	450	0			100.0%	
Mini Recycling Centre Adopter :- Income	450	450	0			100.0%	0
Net Income	450	450	0				
<u>150 Bank Interest</u>							
1090 Interest Received	24,216	6,500	(17,716)			372.6%	
1095 Long Term Repaid	100,000	0	(100,000)			0.0%	
Bank Interest :- Income	124,216	6,500	(117,716)			1911.0%	0
4202 Bank Charges	386	350	(36)		(36)	110.3%	
Bank Interest :- Indirect Expenditure	386	350	(36)	0	(36)	110.3%	0
Net Income over Expenditure	123,831	6,150	(117,681)				
<u>160 Capital Expenditure</u>							
4200 PWLB Repayment	41,007	41,007	(0)		(0)	100.0%	
Capital Expenditure :- Indirect Expenditure	41,007	41,007	(0)	0	(0)	100.0%	0
Net Expenditure	(41,007)	(41,007)	0				
<u>180 Cemetery</u>							
1180 Cemetery Interment/Chapel Fees	23,157	25,000	1,843			92.6%	
1185 Cemetery Memorial Fees	8,039	10,000	1,961			80.4%	
Cemetery :- Income	31,196	35,000	3,804			89.1%	0
4250 Cemetery - Grounds - R&R	5,101	9,300	4,199		4,199	54.8%	
4260 Cemetery - Chapels - R&R	350	1,000	650		650	35.0%	
4270 General Equipment	4,355	6,000	1,645		1,645	72.6%	
4271 General Equipment Insurance	146	156	10		10	93.9%	
4272 Ride on Mower Insurance	425	424	(1)		(1)	100.2%	
4275 Cemetery - Water Rate	66	150	84		84	44.3%	
4280 Cemetery - Electricity	831	1,151	320		320	72.2%	
4285 Cemetery - Insurance	512	545	34		34	93.9%	
Cemetery :- Indirect Expenditure	11,786	18,726	6,940	0	6,940	62.9%	0
Net Income over Expenditure	19,410	16,274	(3,136)				

Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

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	8,020	0	(8,020)			0.0%	
Cemetery Gravedigging :- Income	8,020	0	(8,020)				0
4300 Cemetery Gravedigging Exp.	8,020	0	(8,020)	2,000	(10,020)	0.0%	
Cemetery Gravedigging :- Indirect Expenditure	8,020	0	(8,020)	2,000	(10,020)		0
Net Income over Expenditure	0	0	0				
<u>200 Christmas Lights</u>							
1230 Christmas Lights	250	0	(250)			0.0%	
Christmas Lights :- Income	250	0	(250)				0
4320 Christmas Lights	19,839	21,000	1,161		1,161	94.5%	
4322 Insurance re. Christmas Lights	81	81	(0)		(0)	100.6%	
Christmas Lights :- Indirect Expenditure	19,920	21,081	1,161	0	1,161	94.5%	0
Net Income over Expenditure	(19,670)	(21,081)	(1,411)				
<u>220 Corn Hall</u>							
4350 Corn Hall - Maint./R&R	3,081	6,000	2,919		2,919	51.4%	
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	7,269	8,846	1,577	0	1,577	82.2%	1,520
Net Expenditure	(7,269)	(8,846)	(1,577)				
7000 plus Transfer from EMR	1,520	0	(1,520)				
Movement to/(from) Gen Reserve	(5,749)	(8,846)	(3,097)				
<u>240 Council Properties</u>							
1240 Office Rent/Service Charge	6,653	6,864	212			96.9%	
Council Properties :- Income	6,653	6,864	212			96.9%	0
4400 Office R&R	2,322	4,500	2,178	85	2,093	53.5%	
4405 Office Building Maintenance	375	1,000	625		625	37.5%	
4410 Office Stairlift	387	400	13		13	96.9%	
4415 Cemetery Bungalow	391	1,500	1,109		1,109	26.0%	
4425 Health & Safety	297	2,500	2,203	119	2,084	16.6%	
4435 Pk Toilets Servicing	10,828	12,000	1,172	9,371	(8,200)	168.3%	
4445 Pk Toilets - Insurance	396	422	26		26	93.8%	
4450 Pk Toilet- Electricity	1,897	1,783	(114)		(114)	106.4%	

Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

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	1,818	2,000	182		182	90.9%	
4465 Mere's Mouth Toilets	12,532	15,000	2,468	9,371	(6,903)	146.0%	
4466 Mere's Mouth Electricity	983	722	(261)		(261)	136.1%	
4475 Staff Uniforms/Replacements	344	250	(94)		(94)	137.5%	
Council Properties :- Indirect Expenditure	32,568	42,077	9,509	18,946	(9,437)	122.4%	0
Net Income over Expenditure	(25,916)	(35,213)	(9,297)				
<u>260 Diss Youth & Community Centre</u>							
1260 DYCC Hire Fees	13,616	5,181	(8,435)			262.8%	
Diss Youth & Community Centre :- Income	13,616	5,181	(8,435)			262.8%	0
4500 DYCC - Electricity	4,674	14,103	9,429		9,429	33.1%	
4505 DYCC - Gas	747	830	83		83	89.9%	
4510 DYCC - Business Rates	5,040	5,200	160		160	96.9%	
4515 DYCC - Water Rates	800	800	0		0	100.0%	
4520 Licences - Music	0	250	250		250	0.0%	
4525 DYCC - Insurance	1,129	1,204	75		75	93.8%	
4530 Annual Service Costs	366	1,000	634		634	36.6%	
4540 DYCC - General R&R	12,571	9,000	(3,571)		(3,571)	139.7%	
Diss Youth & Community Centre :- Indirect Expenditure	25,326	32,387	7,061	0	7,061	78.2%	0
Net Income over Expenditure	(11,710)	(27,206)	(15,496)				
<u>280 Administrative Overheads</u>							
1050 Donations	80	0	(80)			0.0%	
Administrative Overheads :- Income	80	0	(80)				0
4610 Council Office Business Rates	4,853	4,860	7		7	99.9%	
4615 Council Office - Gas	2,996	1,800	(1,196)		(1,196)	166.5%	
4620 Council Office - Electricity	1,434	1,630	196		196	88.0%	
4625 Council Office - Telephone	2,984	2,000	(984)		(984)	149.2%	
4630 Council Office - Insurance	910	970	60		60	93.8%	
4657 IT Equipment, Software & Suppo	22,483	24,000	1,517		1,517	93.7%	
Administrative Overheads :- Indirect Expenditure	35,660	35,260	(400)	0	(400)	101.1%	0
Net Income over Expenditure	(35,580)	(35,260)	320				
<u>300 Grants</u>							
4720 General Grants	10,000	10,000	0		0	100.0%	
4750 Sam Speed Sign	35	0	(35)		(35)	0.0%	
Grants :- Indirect Expenditure	10,035	10,000	(35)	0	(35)	100.4%	0
Net Expenditure	(10,035)	(10,000)	35				

Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

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%	705
Highways :- Income	705	0	(705)				705
4785 Neighbourhood Plan	489	1,000	511		511	48.9%	489
Highways :- Indirect Expenditure	489	1,000	511	0	511	48.9%	489
Net Income over Expenditure	216	(1,000)	(1,216)				
7000 plus Transfer from EMR	489	0	(489)				
8001 less Transfer to EMR	705	0	(705)				
Movement to/(from) Gen Reserve	0	(1,000)	(1,000)				
<u>320 Market</u>							
1320 Market Stallage	21,570	21,000	(570)			102.7%	
Market :- Income	21,570	21,000	(570)			102.7%	0
4810 Market Place - Water Rates	116	50	(66)		(66)	231.7%	
4815 Market Place - Business Rates	2,470	2,800	330		330	88.2%	
4830 Market Expenditure	503	528	25		25	95.3%	
Market :- Indirect Expenditure	3,089	3,378	289	0	289	91.4%	0
Net Income over Expenditure	18,481	17,622	(859)				
<u>340 Promotion</u>							
4840 Promotion	1,455	600	(855)		(855)	242.5%	
4845 Website/Intranet Hosting/Maint	0	300	300		300	0.0%	
Promotion :- Indirect Expenditure	1,455	900	(555)	0	(555)	161.7%	0
Net Expenditure	(1,455)	(900)	555				
<u>360 Precept</u>							
1076 Precept	668,148	668,148	0			100.0%	
Precept :- Income	668,148	668,148	0			100.0%	0
Net Income	668,148	668,148	0				
<u>370 General Expenditure</u>							
1445 Town Mayor Income (not TMC)	1,100	0	(1,100)			0.0%	
General Expenditure :- Income	1,100	0	(1,100)				0
4600 Town Mayor's Allowance	1,548	1,500	(48)		(48)	103.2%	

Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4605 Ccl Members' Allowance & Exp	1,456	2,136	680		680	68.2%	
4635 Subscriptions	2,134	2,500	366		366	85.3%	
4640 Audit	2,842	2,500	(342)		(342)	113.7%	
4645 Training	3,973	4,500	527		527	88.3%	
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	4,051	4,000	(51)		(51)	101.3%	
4660 Postage	108	100	(8)		(8)	108.0%	
4665 Wages - General Admin.	179,583	217,272	37,689		37,689	82.7%	
4666 Wages - General Maint.	185,931	187,033	1,102		1,102	99.4%	
4667 Staff Mileage	521	500	(21)		(21)	104.2%	
4675 Legal/Financial/Prof fees	5,620	2,000	(3,620)		(3,620)	281.0%	
4680 Vacancy Advert	0	1,000	1,000		1,000	0.0%	
4690 HR Support	2,700	2,800	100		100	96.4%	
4992 Annual Town Meeting	192	200	8		8	95.9%	
General Expenditure :- Indirect Expenditure	395,455	433,139	37,684	0	37,684	91.3%	0
Net Income over Expenditure	(394,355)	(433,139)	(38,784)				
<u>375 Rechargeable</u>							
1280 Rechargeable Exp. Refunded	2,835	0	(2,835)			0.0%	
Rechargeable :- Income	2,835	0	(2,835)				0
4685 Rechargeable Expenditure	2,835	0	(2,835)		(2,835)	0.0%	
Rechargeable :- Indirect Expenditure	2,835	0	(2,835)	0	(2,835)		0
Net Income over Expenditure	0	0	0				
<u>380 S 137</u>							
4870 S 137 - Expenditure	19	0	(19)		(19)	0.0%	
S 137 :- Indirect Expenditure	19	0	(19)	0	(19)		0
Net Expenditure	(19)	0	19				
<u>400 Sports Ground</u>							
1400 Sports Ground Hire Fees	14,843	10,500	(4,343)			141.4%	
Sports Ground :- Income	14,843	10,500	(4,343)			141.4%	0
4900 Track Maintenance	1,950	4,000	2,050		2,050	48.8%	
4910 Pavilion Maintenance	580	2,500	1,920		1,920	23.2%	
4920 Ground Maintenance	2,943	5,000	2,057		2,057	58.9%	

Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4930 Sports Grnd-Water Rate	368	600	232		232	61.3%	
4935 Sports Ground - Electricity	3,879	4,767	888		888	81.4%	
4940 Sports Ground - Phone	0	300	300		300	0.0%	
4945 Sports Ground - Insurance	1,376	1,467	91		91	93.8%	
4955 Skateboard Pk - Insurance/Insp	515	550	35		35	93.7%	
4965 Skateboard Pk-Maint. Materials	154	1,000	846	1,325	(479)	147.9%	
Sports Ground :- Indirect Expenditure	11,766	20,184	8,418	1,325	7,093	64.9%	0
Net Income over Expenditure	3,077	(9,684)	(12,761)				
<u>420 Events</u>							
1145 Beacon Project Income	1,521	0	(1,521)			0.0%	1,521
Events :- Income	1,521	0	(1,521)				1,521
4760 Remembrance Service Costs	413	800	387		387	51.6%	
4991 General Events Expenditure	94	200	106		106	47.0%	
4993 Beacon Expenditure	7,134	0	(7,134)		(7,134)	0.0%	7,134
Events :- Indirect Expenditure	7,641	1,000	(6,641)	0	(6,641)	764.1%	7,134
Net Income over Expenditure	(6,120)	(1,000)	5,120				
7000 plus Transfer from EMR	7,134	0	(7,134)				
8001 less Transfer to EMR	1,521	0	(1,521)				
Movement to/(from) Gen Reserve	(507)	(1,000)	(493)				
<u>425 Christmas Switch on Event</u>							
1235 Christmas Switch On Income	4,360	1,400	(2,960)			311.4%	2,960
Christmas Switch on Event :- Income	4,360	1,400	(2,960)			311.4%	2,960
4990 Christmas Switch on Event	5,195	2,650	(2,545)		(2,545)	196.0%	2,545
Christmas Switch on Event :- Indirect Expenditure	5,195	2,650	(2,545)	0	(2,545)	196.0%	2,545
Net Income over Expenditure	(835)	(1,250)	(415)				
7000 plus Transfer from EMR	2,545	0	(2,545)				
8001 less Transfer to EMR	2,960	0	(2,960)				
Movement to/(from) Gen Reserve	(1,250)	(1,250)	0				
<u>430 Carnival</u>							
1435 Carnival Income	11,506	10,000	(1,506)			115.1%	1,506
Carnival :- Income	11,506	10,000	(1,506)			115.1%	1,506
4996 Carnival	14,100	12,750	(1,350)	775	(2,125)	116.7%	1,350
Carnival :- Indirect Expenditure	14,100	12,750	(1,350)	775	(2,125)	116.7%	1,350
Net Income over Expenditure	(2,594)	(2,750)	(156)				
7000 plus Transfer from EMR	1,350	0	(1,350)				

Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
8001 less Transfer to EMR	1,506	0	(1,506)				
Movement to/(from) Gen Reserve	(2,750)	(2,750)	0				
<u>440 Town Mayor's Charity</u>							
1440 Town Mayor's Charity	1,172	0	(1,172)			0.0%	
Town Mayor's Charity :- Income	1,172	0	(1,172)				0
4795 Town Mayor's Charity Exp	1,172	0	(1,172)		(1,172)	0.0%	
Town Mayor's Charity :- Indirect Expenditure	1,172	0	(1,172)	0	(1,172)		0
Net Income over Expenditure	(1)	0	1				
<u>460 CIL</u>							
1460 CIL - CIL Income	1,505	0	(1,505)			0.0%	1,505
CIL :- Income	1,505	0	(1,505)				1,505
5000 CIL - Expenditure	11,814	0	(11,814)	4,893	(16,707)	0.0%	11,814
CIL :- Indirect Expenditure	11,814	0	(11,814)	4,893	(16,707)		11,814
Net Income over Expenditure	(10,309)	0	10,309				
7000 plus Transfer from EMR	11,814	0	(11,814)				
8001 less Transfer to EMR	1,505	0	(1,505)				
Movement to/(from) Gen Reserve	0	0	0				
<u>470 Streetlighting</u>							
1470 Streetlighting	14,600	0	(14,600)			0.0%	
Streetlighting :- Income	14,600	0	(14,600)				0
4730 CCTV Costs	1,705	4,000	2,295		2,295	42.6%	
4970 Streetlighting	8,074	9,500	1,426		1,426	85.0%	
Streetlighting :- Indirect Expenditure	9,779	13,500	3,721	0	3,721	72.4%	0
Net Income over Expenditure	4,821	(13,500)	(18,321)				
<u>900 Reserves</u>							
9000 Earmarked Reserve Expenditure	0	0	0	10,700	(10,700)	0.0%	
Reserves :- Indirect Expenditure	0	0	0	10,700	(10,700)		0
Net Expenditure	0	0	0				

Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	939,927	771,608	(168,319)			121.8%	
Expenditure	746,874	771,608	24,734	45,089	(20,355)	102.6%	
Net Income over Expenditure	193,053	0	(193,053)				
plus Transfer from EMR	29,315	0	(29,315)				
less Transfer to EMR	8,197	0	(8,197)				
Movement to/(from) Gen Reserve	214,171	0	(214,171)				

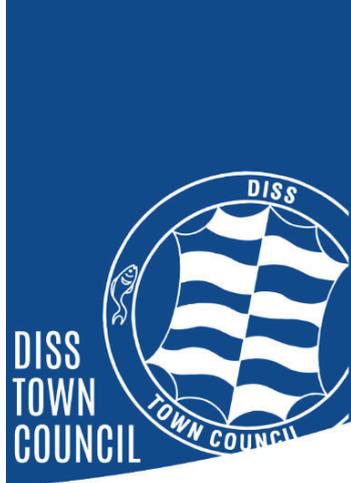
SUMMARY REPORT OF EARMARKED RESERVES 2024-25

NC	Committee	Site	EMR	Balance as at 1st April 2024	Less: Actual Year to date Expense	Balance	Add: Year to date receipts	Balance as at 31st March 2025	
320	37	Facilities	Cemetery	Cemetery Bungalow Sale	£ 268,841.60		£ 268,841.60	£ 268,841.60	
330	1	Executive	By-election	By-election costs	£ 5,000.00		£ 5,000.00	£ 5,000.00	
335	2	Facilities	Facilities	Flock Project	£ 9,999.00		£ 9,999.00	£ 9,999.00	
342	3	Executive	Events	Christmas Lights switch on	£ 3,847.31	£ 2,545.10	£ 1,302.21	£ 2,960.21	£ 4,262.42
344	4	Executive	Events	Carnival	£ 5,286.17	£ 250.00	£ 5,036.17	£ 405.76	£ 5,441.93
370	5	Facilities	Cemetery	Cemetery Grounds (Inc Monuments)	£ 4,500.00		£ 4,500.00	£ 4,500.00	
372	6	Facilities	Cemetery	Cemetery Chapels	£ -		£ -	£ -	
375	7	Facilities	Corn Hall	Corn Hall	£ 25,975.21	£ 1,520.00	£ 24,455.21	£ 24,455.21	
384	8	Facilities	Council Offices	Building maintenance	£ 30,589.58		£ 30,589.58	£ 30,589.58	
390	9	Facilities	DYCC	Van Replacement	£ 8,000.00		£ 8,000.00	£ 8,000.00	
392	10	Facilities	DYCC	Replacement Ride-On Lawnmower	£ 6,345.00		£ 6,345.00	£ 6,345.00	
398	11	Facilities	DYCC	DYCC	£ 14,860.24		£ 14,860.24	£ 14,860.24	
400	12	Facilities	Market	Maintenance Market	£ 21,500.00		£ 21,500.00	£ 21,500.00	
412	13	Facilities	Mere	Boardwalk	£ 337.84	£ 337.84	£ -	£ -	
414	14	Facilities	Mere	Maintenance Mere's Mouth	£ 1,530.00		£ 1,530.00	£ 1,530.00	
416	15	Facilities	Mere	Mere Fountain	£ 22,815.00		£ 22,815.00	£ 22,815.00	
422	16	Facilities	Park	Park General - Beacon Project	£ 6,842.46	£ 7,134.09	£ -291.63	£ 1,521.09	£ 1,229.46
424	17	Facilities	Park	Play Equipment	£ 500.00		£ 500.00	£ 500.00	
426	18	Facilities	Park	Park Toilets	£ 16,000.00		£ 16,000.00	£ 16,000.00	
430	19	Facilities	SPG	Athletics maintenance	£ 11,000.00		£ 11,000.00	£ 11,000.00	
432	20	Facilities	SPG	SPG Floodlights	£ -		£ -	£ -	
434	21	Facilities	SPG	SPG Pav maintenance	£ -		£ -	£ -	
436	22	Facilities	SPG	SPG - Skateboard Park	£ -		£ -	£ -	
440	23	Facilities	St Marys	Closed churchyard repairs	£ 18,579.00		£ 18,579.00	£ 18,579.00	
450	24	Facilities	Facilities	Tree Management	£ 4,095.00	£ 4,095.00	£ -	£ -	
469	25	Facilities	Maintenance	5 Yr Electrical Testing	£ 3,300.00		£ 3,300.00	£ 3,300.00	
470	26	Facilities	Park	Park Enhancement Project	£ 12,139.67		£ 12,139.67	£ 12,139.67	
455	27	HTP	HTP	HTP	£ 8,633.59		£ 8,633.59	£ 8,633.59	
460	28	Infrastructure	Infrastructure	Bus Shelters maintenance	£ 15,601.04	£ 30.00	£ 15,571.04	£ 15,571.04	
462	29	Infrastructure	Infrastructure	Streetlights	£ 4,416.06		£ 4,416.06	£ 4,416.06	
464	30	Infrastructure	Infrastructure	Community Infrastructure Levy (CIL)	£ 111,638.24	£ 11,814.31	£ 99,823.93	£ 1,505.38	£ 101,329.31
466	31	Infrastructure	Infrastructure	CCTV	£ 1,674.99		£ 1,674.99	£ 1,674.99	
468	32	Infrastructure	Infrastructure	D&D Neighbourhood Plan	£ 4,177.32	£ 489.24	£ 3,688.08	£ 1,000.00	£ 4,688.08
472	34	Infrastructure	Infrastructure	Parking Scheme	£ 10,000.00		£ 10,000.00	£ 10,000.00	
445	36	Infrastructure	Infrastructure	Parish Partnership Works	£ 5,000.00		£ 5,000.00	£ 5,000.00	
				TOTAL	£ 663,024.32	£ 28,215.58	£ 634,808.74	£ 7,392.44	£ 642,201.18

	% of EMR	Balances	YTD Balance
Facilities	74%	£487,749.60	£ 476,183.76
HTP	1%	£8,633.59	£ 8,633.59
Infrastructure	22%	£152,507.65	£ 142,679.48
Executive	2%	£14,133.48	£ 14,704.35
TOTAL		£663,024.35	£ 642,201.18

31.03.2025	Current Year End balance (Precept)	£ 192,576.00
	General Reserves	£ 113,882.00
	EMR	£ 642,201.18
	Total Funds	£ 948,659.18

Streetlighting Funds Breakdown		
	Capital Reserves (ring fenced)	£ 4,096.11
	EMR General	£ 319.95
		£ 4,416.06

**DISS TOWN COUNCIL**

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Report Number: 05/2526

Report to:	Full Council
Date of Meeting:	23 rd April 2025
Authorship:	Finance Officer
Subject:	Accounts Quarter 4

Introduction

1. Budget spending to which I wish to draw members' attention as of 31/03/2025, the final quarter for the financial year ending 31/03/2025. Income and expenditure for the year is shown in Appendix A.
2. Overspends or underspends of 15% will be reported as per Financial Regulations, clause 4.8, which states that material is a 15% variance from the budget.
3. Several budgets will be shown as an overspend, due to monies that have already been committed as expenditure, but this will not take place until 2025/26, therefore they are not overspent.
4. Utilities at various sites also show either overspend or underspend. This is explained by the usage being either higher or lower than the predicted amount.

Agency Services

5. The grass cutting had an underspend due to the improved efficiency of maintenance of these areas. We reduced the number of cuts during this year to 5 cuts, as per the contract from South Norfolk, rather than every 2 weeks in previous years.

Allotments

6. The income and expenditure for the Allotments was overspent, as we have never previously allocated any funds to the hedge cutting in this area. Therefore, it was agreed by the Facilities committee on F0524/15 that we would spend £3,600, including a contribution of £1,000 from the Allotment Holders Association (DDAHA) to cut the hedge back severely and make it more manageable in the future. An annual budget of £1k is being allocated for hedge maintenance plus a contribution from the DDAHA.

Amenities

7. The Amenities heading for everyday expenditure within the Town and Park was over budget. This includes the £3,600 spent on hedge removal at Rectory Meadow agreed at AIE0125/18, and £1,695 for Pest Control at Meres Mouth, agreed at F0724/10, both unexpected expenditures.
8. The Park Play Equipment was underspent due to minimal maintenance during 2024/25, but works are pending. Therefore, it's already been agreed to transfer the remaining budget into the Earmarked Reserves for these works.
9. The Boardwalk shows an overspend, but some work was completed through the EMR, therefore there was no actual overspend against this code.

10. The Tree Management budget had been set to £18,000 as the second year of the tree management plan, but most of the works were completed in year 2, which has reduced the EMR to 0, and taken some funds from the general reserves. Therefore, the spend in 2025/26 should be minimal, but the remaining balance at year-end will go into the EMR again.
11. The closed churchyard and manorial rights both show an underspend, due to reduced maintenance at these sites during 2024/25, due to our maintenance team spending most of their time grass cutting at the cemetery.
12. The Mere Water Drainage shows an overspend due to the investigative drain works carried out under Aldi Car Park, agreed as emergency work under the Clerk's delegated authority.

Bank Interest

13. The surplus of £17,681 for interest income and expenditure on bank charges is attributed to the Council's strategy of diversifying accounts to maximise reserve returns while ensuring sufficient liquidity.

Cemetery

14. The Cemetery Ground budget was underspent by £4,199 due to the agreed £5,000 for the water testing which had not taken place. Had this been scheduled, we would have been overspending due to the use of contractors for grass cutting at the start of the season due to the fast-growing season and residents' complaints.
15. The Chapel did not require much spending due to recent refurbishments, but we do require a budget in case of any general maintenance, therefore this was underspent during 2024/25.
16. New equipment has been purchased, negating the requirement for servicing and explaining the underspend.

Corn Hall

17. The budget of £6,000 for the Cornhall maintenance and repairs was underspent due to the agreed reallocation of responsibilities between us and the Cornhall Trust.
18. There is still £24,455.21 in the Cornhall EMR.

Christmas Lights Switch-on event.

19. The Christmas Lights switch-on event was funded by an EMR (£3,847), which came from the previous year's income and a precept contribution of (£1,400). The event cost £5,195 and raised £4,360 in income leaving £4,262 towards the December 2025 event.

Carnival

20. The Carnival was funded by an EMR (£5,286), which came from the previous year's income and a precept contribution of (£2,700). The event cost £14,100 and raised £11,506 in income leaving £5,442 towards the 2025 event.

Council Properties

21. The Council Office Repairs and Maintenance has underspent during 2024/25, due to very little maintenance taking place, although the rear refurbishments have just been agreed and will be allocated to EMR.
22. The Cemetery Bungalow did have a budget set, as it was still owned by Diss Town Council when the previous year's budget was set. This has since been sold, so only minimal spending has taken place, and no further budget setting is required.
23. The Health and Safety Budget is underspent as most PPE equipment has been purchased, and replacements were not required within this financial year.

24. Staff Uniforms were overspent during the 2024/25 financial year, as some staff required extra items to the usual replacements.

Diss Youth & Community Centre (DYCC)

25. The income for the DYCC was over the budgeted amount, due to the £9,875 income from South Norfolk Council for the feasibility study.
26. The DYCC General Expenditure also overspent due to the same feasibility study.
27. The DYCC Annual Servicing costs were underspent, as the annual service of the Stairlift did not take place, as the building is not in use.

Administrative Overheads

28. The Council Office telephone went overbudget due to the replacement of the IP Cortex at a cost of £1,312.50, which was required to keep the phone system working.

Promotion

29. The promotion budget was overspent due to the balance of the Visit Diss Website creation, which was agreed to come from the General Reserves on F0923/19. Only the annual running costs for this were budgeted for.

General Expenditure

30. The councillors' allowances were underspent as not all councillors claimed their allowances, but all were budgeted for.
31. The General Administration Wages budget was underspent due to the non-replacement of the Deputy Clerk role.
32. The Legal, Financial and Professional fees were overspent, due to the hire of a Locum RFO from October to December 2024.

Sports Ground

33. The athletics track did not have any maintenance completed in 2024/25, as there has been minimal use of this facility, but some budget was used to resurface part of the Sportsground car park.
34. The Pavilion had only minimal running costs in 2024/25, but it has been agreed to transfer the remaining budget in an EMR for any future maintenance work.
35. The Grounds Maintenance was underspent as a better-priced contractor was sourced for this facility after the budget had been set.
36. The Skatepark budget was overspent through use of the EMR, and considerable future spending will be required at this facility, therefore some provisions have been placed in the EMR with additional funds to come from Community Infrastructure Levy (CIL).

Events

37. The remembrance service costs were underspent due to the road closure being invoiced at less than expected.
38. The General Events budget is set as a contingency if any small items are required which are needed for any events outside of Remembrance, Carnival and Christmas lights. There were only a few items required, therefore this was underspent.

Town Mayor's Charity

39. The mayor raised £1,171.63 for his chosen charity in 2024/25.

Summary

40. Income other than the precept was budgeted at £103,460. Actual income was £271,779 (262.7%), which can largely be attributed to the sale of the Cemetery bungalow, CIL, Interest, and events.
41. Expenditure was budgeted at £771,608. The actual revenue expenditure was £746,874 (96.8%).
42. The EMR has decreased due to the expenditure of £28,215.58, and an income of only £7,392.44 leaving a final balance of £642,201, of which £268,842 is ringfenced for capital expenditure.
43. The EMR and General Reserves total on the balance sheet is £756,083 (beginning of the year) and concludes at £949,136.

Transfer of General Reserve Funds at Year End

44. The level and utilisation of reserves was determined formally by the Council, informed by the Responsible Finance Officer (RFO) and Clerk during the budgeting process. The balance of the remaining General Reserves at year end was £306,342.
45. At the Previous meeting of Full Council, it was agreed that funds totaling £13,283.29 would be transferred to the relevant EMR's.
46. The financial reserves policy (sect 7) criteria states that the general reserve should be between 3-12 months amount of the precept, depending on the size of the Council. This would suggest that we should have between £179,298 and £717,191. It was previously agreed that 6 months of expenditure was appropriate to be held in General Reserves, which would be £358,595.50.
47. Due to Diss Town Council being a larger council, it is recommended that the financial reserves policy, clause 7.2, is amended to 4-5 months of precept, as we do not need 6 months in General Reserves.
48. The balance of General Reserves at year end after the agreed EMR is £293,059, which is between 4-5 months and a more acceptable level.

Recommendation

To amend the Financial Reserves policy clause 7.2 to maintain 4-5 months of precept.



DISS TOWN COUNCIL FINANCIAL REGULATIONS

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These Financial Regulations were reviewed and adopted by the Council at its meeting held on 23rd April 2025.

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1. General

- 1.1. These Financial Regulations govern the financial management of the Council and may only be amended or varied by resolution of the Council. They are one of the Council's governing documents and shall be observed in conjunction with the Council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of Councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
 - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the Council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
 - 'Must' and **bold text** refer to a statutory obligation the Council cannot change.
 - 'Shall' refers to a non-statutory instruction by the Council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the Council. The Clerk has been appointed as RFO, and these regulations apply accordingly. The RFO:
 - acts under the policy direction of the Council.
 - administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices.
 - determines on behalf of the Council its accounting records and control systems.
 - ensures the accounting control systems are observed.
 - ensures the accounting records are kept up to date.
 - seeks economy, efficiency and effectiveness in the use of Council resources; and
 - produces financial management information as required by the Council.
- 1.6. **The Council must not delegate any decision regarding:**
 - **setting the final budget or the precept (Council tax requirement);**

- the outcome of a review of the effectiveness of its internal controls
- approving accounting statements.
- approving an annual governance statement.
- borrowing.
- declaring eligibility for the General Power of Competence; and
- addressing recommendations from the internal or external auditors

1.7. In addition, the Council shall:

- determine and regularly review the bank mandate for all Council bank accounts.
- authorise any grant or single commitment in excess of £10,000; and

2. Risk management and internal control

2.1. **The Council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

2.2. The Clerk/RFO shall prepare, for approval by Council, a risk management policy covering all activities of the Council. This policy and consequential risk management arrangements shall be reviewed by the Council at least annually.

2.3. When considering any new activity, the Clerk/RFO shall prepare a draft risk assessment including risk management proposals for consideration by the Council.

2.4. **At least once a year, the Council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**

2.5. **The accounting control systems determined by the RFO must include measures to:**

- ensure that risk is appropriately managed.
- ensure the prompt, accurate recording of financial transactions.
- prevent and detect inaccuracy or fraud; and
- allow the reconstitution of any lost records.
- identify the duties of officers dealing with transactions and
- ensure division of responsibilities.

2.6. At least once in each quarter, and at each financial year end, a member other than the Mayor shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the Council.

2.7. Regular back-up copies shall be made of the records on any Council computer and stored either online or in a separate location from the computer. The Council shall put measures in place to ensure that the ability to access any Council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

- 3.1. All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the Council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**
 - **day-to-day entries of all sums of money received and expended by the Council and the matters to which they relate.**
 - **a record of the assets and liabilities of the Council.**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual {Governance and Accountability} Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the Council contained in the Annual {Governance and Accountability} Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the Council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The Council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the Council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the Council, supply the RFO, internal auditor, or external auditor with such information and explanation as the Council considers necessary.
- 3.7. The internal auditor shall be appointed by [the Council] and shall carry out their work to evaluate the effectiveness of the Council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The Council shall ensure that the internal auditor:
 - is competent and independent of the financial operations of the Council.
 - reports to Council in writing, or in person, on a regular basis with a minimum of one written report during each financial year.
 - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - has no involvement in the management or control of the Council.
- 3.9. Internal or external auditors may not under any circumstances:
 - perform any operational duties for the Council.
 - initiate or approve accounting transactions.

- provide financial, legal or other advice including in relation to any future transactions; or
 - direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.
- 3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.
- 3.12. The RFO shall, without undue delay, bring to the attention of all Councillors any correspondence or report from internal or external auditors.

4. Budget and precept

- 4.1. **Before setting a precept, the Council must calculate its Council tax (England) requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**
- 4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the Executive Committee at least annually in September for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Executive committee. The RFO will inform committees of any salary implications before they consider their draft budgets.
- 4.3. No later than November each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year along with a forecast for the following three financial years, taking account of the lifespan of assets and cost implications of repair or replacement.
- 4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of Full Council.
- 4.5. The Budget Action Group (made up of Chairs of committees) shall review each committee's draft budget and submit any proposed amendments to the Council not later than early December each year.
- 4.6. The draft budget (with any committee proposals and three-year forecast), including any recommendations for the use or accumulation of reserves, shall be considered by the Executive committee and a recommendation made to the Council.
- 4.7. Having considered the proposed budget (and three-year forecast), the Council shall determine its Council tax (England) requirement by setting a budget. The Council shall set a precept for this amount no later than the due date in January set by the precepting authority for the ensuing financial year.

- 4.8. **Any member with Council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the due date set in January by the precepting Authority** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by Full Council.

5. Procurement

- 5.1. **Members and officers are responsible for always obtaining value for money.**
Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and recorded in the minutes.
- 5.3. Every contract shall comply with these the Council's Standing Orders and these Financial Regulations, and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the Council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:
- 5.6. **For contracts estimated to exceed [£30,000] including VAT, the Clerk shall {seek formal tenders from at least [three] suppliers agreed by [the Council]} OR {advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation}. Tenders shall be invited in accordance with Appendix 1.**
- 5.7. **For contracts estimated to be over £30,000 including VAT, the Council must comply with any requirements of the Legislation¹ regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**
- 5.8. For contracts greater than £3,000 excluding VAT the Clerk shall seek at least 2 fixed price quotes.

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¹ The Regulations require councils to use the Find-Tender website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

5.9. Where the value is between £500 and £3,000 excluding VAT, the Clerk shall try to obtain 2 estimates, which might include evidence of online prices, or recent prices from regular suppliers.

5.10. For smaller purchases, the Clerk shall seek to achieve value for money.

5.11. **Contracts must not be split into smaller lots to avoid compliance with these rules.**

5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:

- i. specialist services, such as legal professionals acting in disputes.
- ii. repairs to, or parts for, existing machinery or equipment.
- iii. works, goods or services that constitute an extension of an existing contract.
- iv. goods or services that are only available from one supplier or are sold at a fixed price.

5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the Council. Avoidance of competition is not a valid reason.

5.14. The Council shall not be obliged to accept the lowest or any tender, quote or estimate.

5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- the Clerk, under delegated authority, for any items below £2,500 excluding VAT.
- the Clerk, in consultation with the Chair of the appropriate committee, for any items below £5,000 excluding VAT.
- a duly delegated committee of the Council for all items of expenditure within their delegated budgets for items under £10,000 excluding VAT.
- the Council for all items over £10,000.

Such authorisation must be supported by a minute (in the case of Council or committee decisions) or other auditable evidence trail.

5.16. No individual member, or informal group of members may issue an official order or make any contract on behalf of the Council.

5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the Council or a duly delegated committee acting within its Terms of Reference except in an emergency.

5.18. In cases of serious risk to the delivery of Council services or to public safety on Council premises, the Clerk may authorise expenditure of up to £5,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair of Executive Committee as soon as possible and to Full Council as soon as practicable thereafter.

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- 5.19. No expenditure shall be authorised, no contract entered into, or tender accepted in relation to any major project, unless the Council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.20. An official order shall be issued for all work, goods and services unless a formal contract is to be prepared, or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.21. Any ordering system can be misused and access to them shall be controlled by the RFO.

6. Banking and payments

- 6.1. The Council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the Council; banking arrangements shall not be delegated to a committee. The Council has resolved to bank with Unity Trust, Lloyds Bank Plc and Nationwide Building Society. The arrangements shall be reviewed every two years for security and efficiency.
- 6.2. The Council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation. Even where a purchase has been authorised, the payment must also be authorised, and only authorised payments shall be approved or signed to allow the funds to leave the Council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the Council before being certified by the Finance Officer.
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by online banking in accordance with a resolution of the Council, unless the Council resolves to use a different payment method.
- 6.6. For each financial year, the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the Council may authorise in advance for the year.
- 6.7. A list of such payments shall be reported to the next appropriate meeting of the Council for information only.
- 6.8. The Clerk/RFO shall have delegated authority to authorise payments in the following circumstances:
- i. any payments of up to £2,500 excluding VAT, within an agreed budget.
 - ii. payments of up to £5,000 excluding VAT in cases of serious risk to the delivery of Council services or to public safety on Council premises.

6.9. The RFO shall present a detailed list of all payments made to Full Council at each month's meeting, which will be noted to the minutes of that meeting.

7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, the Finance Officer shall be appointed as the Service Administrator. The bank mandate agreed by the Council shall identify a minimum of 4 councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process.
- 7.2. All authorised signatories shall have access to view the Council's bank accounts online.
- 7.3. No employee or Councillor shall disclose any PIN or password, relevant to the Council or its banking, to anyone not authorised in writing by the Council or a duly delegated committee.
- 7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be made available to the two authorised signatories.
- 7.5. In the prolonged absence of the Service Administrator, the Office Administrator – Cemetery Lead shall set up any payments due before the return of the Service Administrator.
- 7.6. Two Councillors who are authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.7. A full list of all payments made in a month shall be provided to the next Full Council meeting.
- 7.8. With the approval of the Council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the Council in line with contract renewal dates.
- 7.9. Payment may be made by BACS or CHAPS by resolution of the Council provided that each payment is approved online by two authorised bank signatories, evidence is retained, and any payments are reported to the Council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the Council at least every two years.
- 7.10. Account details for suppliers may only be changed upon written notification by the supplier verified by the Clerk and a member. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.
- 7.11. Members and officers shall ensure that any computer used for the Council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.

7.12. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for Council banking.

8. **Cheque payments**

- 8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two members and the Clerk.
- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil.
- 8.4. Cheques or orders for payment shall be presented for signature at the Council office and reported to the Council at the next convenient meeting.

9. **Payment cards**

- 9.1. Any corporate credit card or trade card account opened by the Council will be specifically restricted to use by the Clerk, Finance Officer and Facilities & Buildings Manager and any balance shall be paid in full each month.
- 9.2. Personal credit or debit cards of members or staff shall not be used under any circumstances, except for expenses of up to £250 including VAT, incurred in accordance with Council policy.

10. **Petty Cash**

~~10.1.~~ The Council will not maintain any form of cash float or petty cash.

11. **Payment of salaries and allowances**

- 11.1. **As an employer, the Council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. **Councillors' allowances are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 11.3. Salary rates shall be agreed by the Council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the Council or relevant committee.
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the 25th of each month.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook.

Commented [SR2]: DTC only makes out one cheque per year to the Royal British Legion for the Remembrance wreath. This should be feasible online now so this section could be removed.

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11.7. Any termination payments shall be supported by a report to the Council, setting out a clear business case. Termination payments shall only be authorised by Full Council.

11.8. Before employing interim staff, the Council must consider a full business case.

12. Loans and investments

12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by Full Council and recorded in the minutes. All borrowing shall be in the name of the Council, after obtaining any necessary approval.

12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by Full Council, following a written report on the value for money of the proposed transaction.

12.3. The Council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any strategy and policy shall be reviewed by the Council at least annually.

12.4. All investment of money under the control of the Council shall be in the name of the Council.

12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

12.6. Payments in respect of short-term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

13.1. The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.

13.2. The Council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report from the Clerk. The RFO shall be responsible for the collection of all amounts due to the Council.

13.3. Any sums found to be irrecoverable, and any bad debts shall be reported to the Council by the RFO and shall be written off in the year. The Council's approval shall be shown in the accounting records.

13.4. All sums received on behalf of the Council shall be deposited intact with the Council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.

13.5. Personal cheques shall not be cashed out of money held on behalf of the Council.

13.6. The RFO shall ensure that VAT is correctly recorded in the Council's accounting software and that any VAT Return required is submitted from the software by the due date.

13.7. Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the Council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any Council meeting.

14. Payments under contracts for building or other construction works

14.1. Where contracts provide for payment by instalments the Finance Officer shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

14.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the Council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

15.1. The Facilities and Buildings Manager shall be responsible for the care and custody of stores and equipment.

15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

15.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

15.4. The Facilities and Buildings Manager shall be responsible for periodic checks of stocks and stores, at least annually.

16. Assets, properties and estates

16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the Council.

16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the Council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.

16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law. In each case a written report shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

16.5. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Council, together with

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any other consents required by law, except where the estimated value of any one item does not exceed £500. In each case a written report shall be provided to Council with a full business case.

17. Insurance

- 17.1. The RFO shall keep a record of all insurances effected by the Council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the Council's review of risk management.
- 17.2. The Clerk shall give prompt notification to the Finance Officer of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 17.3. The Clerk shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the Council at the next available meeting. The Clerk shall negotiate all claims on the Council's insurers.
- 17.4. All appropriate members and employees of the Council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the Council, or duly delegated committee.

18. Charities

- 18.1. Where the Council is sole managing trustee of a charitable body the Clerk shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

19. Suspension and revision of Financial Regulations

- 19.1. The Council shall review these Financial Regulations annually and following any change of Clerk / RFO. The Clerk shall monitor changes in legislation or proper practices and advise the Council of any need to amend these Financial Regulations.
- 19.2. The Council may, by resolution duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the Council to act unlawfully.
- 19.3. The Council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post.
- 3) Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of Council.
- 4) Any invitation to tender issued under this regulation shall be subject to Standing Order 18d and shall refer to the terms of the Bribery Act 2010.
- 5) Where the Council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

Roles and Responsibilities

ROLE RESPONSIBILITIES

Town Mayor

1. Champion engagement with the community and wider area
2. Represent the Council at civic functions and other events
3. Liaise with the Town Clerk to prepare the Full Council agenda
4. Chair Full Council meetings
5. Work closely with the Council Leader and Town Clerk for the benefit of the Council including attendance at ~~regular monthly~~ meetings
6. Work with the Clerks, Council Leader and committee chairs to ensure a consistent message is presented across all media
7. Deputise for the Council Leader as required
8. Nominate and raise funds for chosen charity/charities
9. ~~Arrange to m~~Meet with potential co-option / election candidates alongside the councillor proposer / seconder (this should take place with a minimum of two councillors).
10. Carry out exit interview for departing councillors.

Council Leader

1. Attend leadership and appropriate training prior to undertaking the role or within first six months of appointment
2. Drive and champion the strategic plan and maintain Council focus on key priorities
- ~~3. Maintain Council focus on key priorities~~
- ~~4. Support committee chairs and Council Officers~~
- ~~5. Maintain overview of plan progress and keep Council motivated~~
- ~~6.3.~~ Ensure relevant cooperation and communication across committees to maximise synergies and realisation of objectives via ~~regular monthly~~ individual and / or group meetings with committee chairs
- ~~7. Ensure objective targets are met as agreed with Council and keep the whole Council up to date with progress~~
- ~~8. Keep whole Council up to date with progress and relevant information~~
- ~~9.4.~~ Work closely with the Town Mayor for the benefit of the Council and deputise as necessary

all media ~~40.5.~~ Work with the Clerks, Town Mayor and committee chairs to ensure a consistent message is presented across

~~6.~~ Support all councillors in their role and provide feedback via six-monthly individual meetings

~~44.7.~~ Provide line management for the Town Clerk including carrying out the Clerk's annual Performance Management Review

~~12.~~ Carry out the Clerk's annual Performance Management Review.

~~13.~~ Deputise as necessary for the Town Mayor.

Other consideration - That neither the Council Leader nor the Town Mayor (other than Full Council) have committee chair responsibilities to provide sufficient time to focus on the above duties.

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Committee Chair

1. Attend Chairmanship training prior to undertaking the role or within first six months of appointment
2. Drive and champion the committee
3. Work with the Clerks to prepare the meeting agenda including updating the committee strategic action plan
4. Ensure the Vice-Chair is appropriately briefed and included in committee related correspondence so s/he can act in absences and develop knowledge and skills for future Chair role.
5. Attend meetings on issues relevant to their committee as the nominated representative of Council along with the Clerk wherever possible. Allocate a substitute representative from their committee to attend if necessary.
6. Oversee priority progress and support committee members to keep them motivated in their work on individual objectives relevant to that committee
7. Meet ~~regularly~~ monthly and cooperate with other committee chairs and the Council Leader to maximise syner-
gies and realisation of objectives
8. Ensure objectives are met as agreed in committee
9. Lead on or monitor the work of the Action Groups
10. Liaise with Council Leader/Town Clerk over progress with priorities
11. Provide committee updates to Council
- ~~12.~~ Provide information to assist with the Council's budgeting process
- ~~13.~~ 12. Ensure meetings are conducted in line with meeting protocol
- ~~14.~~ 13. Review draft minutes of meetings supplied by the Clerks within three working days
- ~~15.~~ 14. Work with Clerks, Town Mayor and Council Leader to ensure a consistent message, relevant to committee outcomes, is presented across all media, ~~relevant to committee~~ outcomes

~~16. Take ownership of committee and agenda preparation although agendas and minutes belong to the Clerk(s).~~

Councillors

1. Sit on at least one committee and one Action Group where relevant to skills and interests
2. Submit any agenda items for consideration to the Chair and Clerk at least two weeks prior to the scheduled meeting date. Late items will not be considered unless they are considered as urgent business by the Chair / Clerk.
3. Read agendas and all papers in advance of meetings
4. Seek clarification from the Chair or Clerks on any matters on an agenda prior to the meeting if unclear
5. Adhere to Council's Code of Conduct and policies including its communications policy
6. Keep informed of activities across the Council
7. Identify individual training requirements and provide training feedback.

N.B. As a Council it was agreed to nominate an Armed Forces Champion to promote support for the Armed Forces community. It would make sense for this role to be carried out by someone with relevant background / experience and if not the Mayor.

[Last reviewed March 2022.]

Staffing / Finance

1. Deposit for Locum service received.
2. Our final Internal Auditor visit is being scheduled for May.

Events

3. The Annual Town Meeting takes place on Wednesday 30th April at the Corn Hall starting at 6pm with networking. All councillors are expected to attend if available.
4. Updates on VE Day 80, Carnival and Armed Forces Day planning were provided to the April Assets, Infrastructure and Events meeting. We've had a good response from councillors regarding supporting the Carnival on 8th June so thank you. You can still sign up by emailing the Carnival inbox at carnival@diss.gov.uk.
5. Please try and support our first event of the year – VE Day 80 commemoration on Thursday 8th May in Diss Park by the beacon starting at 8.15pm.

Stakeholder management

6. Adrian Ramsay MP will be virtually attending the Council's Annual Town Meeting on 30th April.
7. A site meeting is being scheduled with a third contractor regarding repairs to the most used piece of Skate Park equipment. Two quotes have been received. The minor repairs have been undertaken, and the contractor will return to paint over the rusting steel on the ramp and volcano and some others once a patina has formed at this own cost. A further progress update will be sent to the Skate Park working group and another meeting will be arranged once the third quote is available to review.
8. The Council's solicitor has been instructed to get the sublease for Park Radio ready for signing as all queries have now been resolved.
9. MFG, who own Morrisons forecourts, seemed positive about covering the cost of the recommended works by Metrorod to repair the collapsed Mere drain. He said it was likely that the planned works to the forecourt would be scheduled for 2026 as their 2025 schedule is full so this is when it is likely any recommendations from the survey would be undertaken. I have chased confirmation and timescale. Our letter requesting a condition be attached to their consent requesting the

required repairs to the drain is on the planning application as a consultee's comment, to be considered with the application.

Casual vacancy

11. Once we have a formal councillor vacancy, we are legally obliged to inform the District Council. They have to give notice of the vacancy (14 days) and then if no by-election is called, the vacancy can be promoted (minimum 4 weeks). Therefore, co-option wouldn't take place until the June meeting at the earliest.

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	This project has been delayed due to other priorities including Carnival planning & Diss Matters publication. An update will be provided to a future FC meeting.
	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	28.02.25	Chair of CH has confirmed that the board welcome DTC rep at their meetings. May meeting will be attended by clr Craggs and July & September by clr Peaty (as Chair & VC of Exec)
	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	
	FC0924/04	PUBLIC PARTICIPATION	Town Council may wish to consider additional First Aid blood kits alongside defibs and / or training for residents to use them.	Clerk	31.12.24	I have emailed District clrs regarding funding some kits following my meeting with a company that supplies these and free training. No reply received as yet but several organisations are keen to have them supplied.
	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	Following meeting with landowner, this item is back on the agenda.
	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	Update will be provided during the confidential part of the meeting.
	FC1224/09	Madgett's Walk	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.	Clerk	Immediately	This was not undertaken due to impact of the fencing on the root protection zone. FBM to liaise with Tree Officer at SNDC to consider options
	FC0225/08	Banking	1. Keep the Nationwide savings account as it is, as it attracts favourable interest for minimal work. 2. Keep the Lloyds account, so we can continue to utilise their longer-term savings for Earmarked Reserves funds. 3. Open a Unity Trust account, with a current and savings account, with councillors Craggs, Kitchen, Peaty, Robertson, Sinfield & Taylor as signatories. 4. Close the Barclays accounts.	Finance Officer	31.03.25	This will be a focus now end of year is complete.
	FC0225/09	Diss Youth & Community Centre	to approve the usage of the grassed area at the rear of the Diss Youth & Community Centre as a community allotment temporarily (until such time the site might be developed) and subject to insurance cover being provided by the organising body.	George Waterman / Clerk	Immediately	
	FC0225/10	IT Support	1. To enter into a three-year contract with VMiT Ltd from April 2025 – March 2028 at an annual cost of £7,752. 2. Replace the Lenovo laptop at an estimated cost of £750 - £1k from the 2024-25 budget. 3. To add Last Pass and Microsoft 365 Premium licenses to the Council's IT contract from April 2025 and September 2025 respectively.	Clerk	Immediately	In progress.
	FC0225/12	Staff Performance Management Review	To adopt the new staff appraisal scheme with associated forms and policy with a review by 31st March 2026.	Clerk	Aug/Sept 2025 March 2026	
	FC0225/13	Anglian Memorial Garden	To appoint the Garden Project Team to complete the works in the Anglian Memorial Garden for the price of £9,283 plus VAT allocated to Community Infrastructure Levy funds.	FBM	Immediately	Works in progress.
	FC0225/14	Clerk's Report	It was agreed that the Clerk would contact the Corn Hall to resolve the last remaining queries regarding the sublease to Park Radio Ltd so they can relocate as soon as possible.	Clerk	Immediately	This should be signed next week.
	FC0225/18	Staffing Review	To appoint LCC to undertake a staffing review for a total cost of £2,190 excluding mileage as per quote received allocated to Legal/Financial/Prof fees (4675) and schedule from April 2025.	Clerk	31.03.25	Clerk met with Associate last week. Documentation to be sent across and dates arranged for meetings with all staff and nominated councillors end of April / May.
	FC0325/04	Public Participation	There was a request to follow up on the recently attended to water leak on Shelfanger Road, which hasn't been fixed and to enquire about telecommunication engineers working on the cabinet opposite fish and chip shop on Shelfanger Road.	KK	Immediately	Workers have returned several times to attend the water leak.
	FC0325/04	Public Participation	He will provide a briefing to Diss and Roydon councillors once he knows more about the reorganisation.	GM	23.04.25	This was provided at the extra meeting of FC on 2nd April
	FC0325/01	Co-Option	To co-opt Catherine Dente as a councillor of Diss Town Council	Clerk	30.04.25	
	FC0325/08	Internal Controls	Positive feedback was received on this report, which would be shared with the Finance Officer	Clerk	Immediately	Completed

Progress Report

Committee	Minute Ref	Subject	Action	Assigned to	Timescale	Comments or further action
	FC0325/09	Community Grant Scheme	<ol style="list-style-type: none"> 1. a) To award £590 to Diss Corn Hall Trust to host a monthly Open Mic Night to cover venue contribution and building costs and marketing & promotion. 2. To award £1,000 to My Period to provide free accessible period products and advance education. 3. To refuse the £1,000 grant requested from The Norfolk Community Law Service to host legal advice drop-in sessions. 4. a) To award £5,310 to Park Radio Ltd to deliver the Voices of Diss - A Community Storytelling & Oral History Project. 5. That the grant form financials section is amended to include a request for a breakdown of costs plus total project costs. 	Clerk / Finance Officer	Immediately	Completed
	FC0325/14	Rectory Meadow	<ol style="list-style-type: none"> 1. To approve the quote from Clarke Fencing Ltd of up to £7,475 from Earmarked Reserves Community Infrastructure Levy funds to install new fencing and two gates as per the proposed positioning at Rectory Meadow subject to further discussions with Diss Cricket Club. 2. That Diss Town Council assumes responsibility for the green infrastructure on the path side of the fence at Rectory Meadow. 3. That the lease between Diss Town Council and Diss Cricket Club is reviewed to reflect any changes. 4. To approve the proposed planting scheme for installation in Autumn 2025. 	Clerk / FBM	30.04.25 31.10.25	Scheduled for installation from 22.04.25. Press release revised and distributed 18.04.25
	FC0325/15	Diss Youth & Community Centre	That the presentation and report would be circulated to all members and there would be an update following review by the DYCC Action Group at the next Full Council meeting.	DYCC AG	23.04.25	Presentation and report circulated. The DYCC AG met with the SNC Officer & discussions focussed on their public consultation sessions starting at the end of April. The DYCC AG will attend these sessions to continue assessing the demand for an additional community space given the inclusion of such a space on the JG site. Also District Council Officer will be providing a confidential update on this agenda. This consultation will help inform next steps for the DYCC AG who will meet prior to the May meeting where a full update will be provided.
	FC0325/16	Council Leader	<ol style="list-style-type: none"> 1. To remove the title of Council Leader from cllr Olander as per clause 3 of the DTC Leader Role & Protocol. 2. That the Council Leader role becomes vacant until our next election in May 2025 when the leadership role will be considered. 	Clerk	Immediately by 21.05.25	Clerk has advised cllr Olander of the resolution. Correspondence is being shared between the two parties.
	FC0325/01	Electricity Contract Renewal	<ol style="list-style-type: none"> 1. To approve a new 36-month green electricity contract with British Gas to commence from 1st October 2025 at an annual cost of £21,710 through the broker The Utility Supplier Group. 2. If prices fluctuate significantly, to delegate authority to the Clerk to work with the Chair of the Executive committee and Finance Officer to appoint the best value electricity supplier on a (maximum of) 36-month contract to start from 1st October 2025. 3. To review the gas contract in September 2026 aiming for an 18-month contract, so they and at the same time as the electricity. 	Finance Officer / Clerk	immediately / 30.08.26	Completed. Not required - prices reduced after the meeting.
	FC0325/18	Honoured Citizen Awards	To award three Honoured Citizen awards to Katie Brame, Richard Pither & Alan Franks	Clerk	by 30.04.25	Winners & proposers notified. Katie declined to accept the award. The other two recipients will receive their awards at the Annual Town Meeting on 30.04.25
	EFC0425/06	Finance	<ol style="list-style-type: none"> 1. To approve the movement of funds from the current year-end funds to Earmarked Reserves. 2. To approve the movement of funds from the EMR Community Infrastructure Levy to the project-related Earmarked Reserves. 	Finance Officer	immediately	Completed
	EFC0425/07	Committee Terms of Reference	To approve the proposed amendments to the committee terms of reference.	Clerk	immediately	Completed
	EFC0425/08	Roles and Responsibilities	That the Clerk will add a revised version of the responsibilities of the Town Mayor, Council Leader, Committee Chairs and Councillor roles with the minor amendments for review at the next Full Council meeting.	Clerk	17.04.25	On agenda
	EFC0425/09	Norfolk & Suffolk Devolution Consultation	That councillors Peaty, Robertson & Taylor of DTC and cllrs Waterman, Curson & another councillor of Roydon Parish Council to be confirmed to meet w/c 7th April to review the draft response and send before the deadline of 13th April.	Clerk	13.04.25	Completed