



TOWN CLERK
Mrs S Villafuerte-Richards (CiLCA)

DISS TOWN COUNCIL
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Diss, Norfolk, IP22 4JZ

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Please ask for: Mrs S Villafuerte-Richards
Our ref: FC 19.04.23
Date: 13 April 2023

NOTICE OF MEETING

Dear Members of the Public and Press,

You are cordially invited to attend a meeting of **Full Council** to be held in the **Council Chamber** at **Diss Corn Hall** on **Wednesday 19th April 2023** at **7.15pm** to consider the business detailed below.

Town Clerk / CEO

AGENDA

- 1. Apologies**
To receive and consider apologies for absence.
- 2. Declarations of Interest and Requests for Dispensations**
To note any declarations of members' pecuniary and/or non-pecuniary/other interests pertaining to items on the following agenda, to note any dispensations granted in respect of business to be discussed and to consider any requests for dispensations.
- 3. Minutes**
To confirm as a true record, the minutes of the extraordinary meeting of Full Council on 15th March 2023 (copy herewith).
- 4. Public Participation**
To consider a resolution under Standing Orders 3d to 3h to suspend the meeting to receive reports from the County and District Councillors, and to hear comments from members of the public on items to be discussed on the agenda (*the period of designated time for public participation is 20 minutes unless directed by the Chairman of the meeting and individual members of the public are entitled to speak for a maximum of five minutes each*).
- 5. Items of URGENT business**
To discuss any item(s) of business which the Town Mayor or Town Clerk has previously been informed at least 24 hours before the meeting and decides should be considered as a matter of urgency (*councillors are reminded that no resolutions can be made under this agenda item*).
- 6. Finance**
 - a) To note bank outgoings for March 2023 (copy herewith).
 - b) To note the provisional summary of Income & Expenditure for March 2023, which is subject to year-end adjustments (copy herewith).
 - c) To note provisional Earmarked Reserves for March 2023, which is subject to year-end adjustments (copy herewith).
- 7. Quarterly report**
To consider virements from General Reserves to two budget cost headings relevant to the 3rd finance quarterly report (reference 59/2223 referred) following consideration by the Executive committee.

- 8. Cemetery**
 - a) To consider a proposal to remove the overage on the sale of the Cemetery bungalow to improve the likelihood of a purchase (report reference 67/2223 herewith).
 - b) To consider a report (reference 68/2223 herewith) regarding the cemetery chapel roof works.
- 9. Park**

To receive a report (reference 69/2223 herewith refers) regarding recommendations to enhance the appearance of the park.
- 10. Elections of Town Mayor and Council Leader**

To discuss candidates for the roles of Town Mayor and Council Leader prior to nomination.
- 11. Progress Report**

To note progress on decisions made at the last meeting of Council (copy herewith).
- 12. Member Forum**

To consider information or issues relevant to Council from members for brief discussion, action, or inclusion on a future agenda.
- 13. Date of Next Meeting**

To note that the Annual Meeting of the Town Council is scheduled for Wednesday 17th May 2023 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. Telephone & Broadband Contract**

To consider a recommendation from the Infrastructure committee regarding the Council's telephone & broadband provision (confidential report reference 66/2223 refers).
- 16. Honoured Citizen Awards**

To consider nominations received for the Honoured Citizen awards (confidential documents).

NOTES

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

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

DISS TOWN COUNCIL
MINUTES
DRAFT

Minutes of the meeting of the **Town Council** held in the **Council Chamber** at **Diss Corn Hall** on **Wednesday 15th March 2023** at **7.15pm.**

Present: Councillors S. Browne
D. Collins
M. Gingell
S. Kiddie
A. Kitchen
K. Murphy
S. Olander (ex-officio)
R. Peaty
J. Robertson
L. Sinfield
E. Taylor (ex-officio / Chair)
G. Waterman
J. Welch
J. Wooddissee

In attendance: S. Villafuerte Richards (Town Clerk)
County / District Councillor Kiddie
District Councillor Minshull
8 members of the public

FC0323/01 **APOLOGIES**
There were no apologies.

FC0323/02 **DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS**

Minute No.	Councillors Name	Personal/Other Interest	Pecuniary Interest	Reason
FC0323/13	D. Collins L. Sinfield	X		These councillors are members of the Diss Community Team.

FC0323/03 **MINUTES**
It was.

RESOLVED: That the minutes of the meeting of Full Council held on 11th January 2023 approved as a true record and were signed by the Town Mayor.

FC0323/04 **PUBLIC PARTICIPATION**

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

There were 10 members of the public in attendance, most of whom were invited for item 5 on the agenda, the Mayor's Cadet. County / District Councillor Kiddie reported that the resurfacing works on the A1066 in Roydon have been delayed due to bad weather, that the Denmark Hill / Shelfanger Road improvements being funded by cllr Kiddie have been programmed post April, and that the Vinces / Victoria Road junction is working well.

Free trees have been supplied to the Fair Green Neighbourhood Association (FGNA) via the 1 million trees for Norfolk scheme. He has attended several meetings regarding the

proposal to install pylon lines from Tilbury to Norwich, there will be an independent review of the scheme and members were encouraged to respond to the statutory consultation.

Cllr Kiddie was delighted to see the Mayor's Cadets in attendance. He said they were a credit to the community and congratulated their instructors. He also thanked all members for working with him throughout the previous electoral period and wished all councillors luck in the forthcoming elections.

There was a question regarding the pooling of water at the Sawmills Road junction Desira side despite the recent works to minimise the likelihood of flooding and it was noted that the parking spaces in the Triangle will be lined as part of a lining project in due course.

District Councillor Minshull confirmed that he is delighted that Town Councillor cllr Murphy is standing for the District Council elections along with both him and County / District cllr Kiddie. The District Council budget has been set with a 0% increase on the previous year, the sale of their previous site has allowed the savings to offset any increases and they are expanding on their service offer to include an anti-social behaviour Officer. The District Councillors have between them awarded £12k of grants to various local organisations including the Cadets, Quaker Wood, the FGNA and Girl Guides.

He also stated that a large project they have been working on for 8 years, which will be significant for the town, will be announced in due course.

The County & District cllrs left the meeting to attend Roydon Parish Council's AGM.

FC0323/05 MAYORS CADETS

Councillors considered the appointment of the mayors Cadets to serve until the end of the 2024 Mayoral year (report reference 60/2223 referred). Representatives of the Air and Army Cadets spoke on behalf of their nominees and thanked the Council for agreeing to support the scheme. The Cadets were presented with a badge and certificate by the Town Mayor. It was

RESOLVED: To appoint Sergeants Annalise Smith of the Norfolk Army Cadet Force and Harley Brinkley of the Norfolk & Suffolk Wing of the Royal Air Force Air Cadets as the mayor's cadets until the end of the 2024 mayoral year.

(Action: Clerk / Mayor to event invites; immediately)

FC0323/06 PUBLIC PARTICIPATION

Members considered 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.

A representative from FGNA spoke in favour of item 13 on the agenda. He stated that people are looking for community hubs and the large former Beales building lends itself to such given its prominent position. As well as facilitating a flexible covered market, small businesses without premises could regularly promote themselves, it could offer a venue for social events, education, and training activities – all with a sustainability emphasis.

FC0323/07 ITEMS OF URGENT BUSINESS

There was one item raised regarding the scheduled extraordinary meeting of the Executive committee meeting and it was agreed it would be discussed at the end of this meeting.

FC0323/08 FINANCE

Councillors noted the following:

- a) Bank outgoings for January & February 2023.
- b) Summary of Income and Expenditure for January & February 2023.
- c) Earmarked reserves for January & February 2023.

- d) Reconciliations of income & expenditure with the Councils bank statements for September 2022 – January 2023.

FC0323/09 **INTERNAL CONTROLS**

Councillors considered recommendations from the Executive committee regarding the review of internal controls (report ref 61/2223 referred). Financial Regulations clause 5.2 states that a schedule of payments is reported monthly but there are three months in the year without Full Council meetings, which needs to be corrected. It was

RESOLVED: To approve the adoption of the following internal control documents:

- a) the financial regulations as amended
- b) the income and expenditure internal controls
- c) the insurance schedule for 2022-23 – subject to minor change
- d) the internal audit plan
- e) the governance and management risk register
- f) the investment policy and financial reserves policy
- g) the statement of internal controls

(Action: RFO; immediately)

FC0323/10 **NEW BUSINESS SAVINGS ACCOUNT**

Members received report reference 62/2223 regarding a new business savings account. It was confirmed that there is minimal risk to Council regarding the required six month notice period given levels of reserves. Members also noted that Barclays shares decreased by 7% yesterday, which supports the Council's decision to diversify. It was

RESOLVED: To open a Lloyds bank 6-month fixed term deposit account with a £100,000 starting balance.

(Action: RFO; immediately)

FC0323/11 **MAYOR'S UPDATE**

- a) Members received a report from the Town Mayor regarding his mayoral year.
- b) Members considered revisions to the Mayor's handbook. It was

RESOLVED: to adopt the revised Mayor's handbook.

(Action: Clerk; immediately)

FC0323/12 **DISS MERE**

Councillors considered a recommendation from the Facilities committee to approve the draft licence of the exclusive right of fishing between Diss Town Council and the Diss & District Angling Club. Amendments since the Facilities committee meeting included the inclusion of the DDAC's Trustee details (redacted) and the removal of the required parking space as it is not required. It was

RESOLVED: to approve and sign the amended licence of the exclusive right of fishing between Diss Town Council and the Diss & District Angling Club.

(Action: Clerk / SO / ET; immediately)

FC0323/13 **MARKET**

Councillors considered appointing an action group to work with the Diss Community Team (DCT) to consider the feasibility of supporting the use of the former empty Beales building for an indoor market. There was discussion regarding the likely costs of running a large premises (monthly rental of £1,500, maintenance, utilities & business rates) and the impact on other town traders and it was agreed this would need to form part of the brief of the action group.

It was noted that the Town Council previously considered against financially contributing another venture proposed by the DCT to re-purpose the same building & that the Council's town centre vision for retail / restaurant on the ground floor with residential above could be explored. 35E (formerly occupying the Octagon and now Mere Street) is

a small model of how the proposal could look providing opportunities for small businesses to get low-cost premises. It was

RESOLVED: That councillors Collins, Kiddie, Sinfield & Welch work with the Clerk and the Chair of the Diss Community Team to arrange a site visit of the former Beales building and further consider the feasibility of supporting its use of for a daily indoor market.

(Action: Clerk / DC / SK / LS / JW; by 31.05.23)

FC0323/14 **PROGRESS REPORT**

Councillors noted the progress on decisions made at last meeting of Council. There were questions regarding the installation of Flock & the park lighting. It was noted that two poles are awaiting CCTV and the contractor in the Park today was installing new electrical points.

(Action: Clerk; immediately)

FC0323/15 **DATE OF NEXT MEETING**

Members noted that the next meeting of Full Council is scheduled for Wednesday 19th April 2023 at 7.15pm.

FC0323/16 **PUBLIC BODIES (Admissions to Meetings)**

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

FC0323/17 **STAFFING**

Councillors considered a request from the Responsible Finance Officer (confidential report reference 64/2223 referred) regarding a temporary assignment at Bungay Town Council. It was clarified that the role being carried out is financial only i.e. the elements of the RFO job description and not the Deputy Town Clerk. It was

RESOLVED: To approve the request from the Responsible Finance Officer to work 7.5 hours per week carrying out financial duties for Bungay Town Council for up to 4 months.

The Chair of the Executive committee explained the complaint received, which would be considered as per the Council's complaints policy at the extraordinary meeting of the Executive committee scheduled for 21st March 2023.

Post meeting note – the complaint was withdrawn by the complainant on 16th March 2023.

Meeting Closed 8.40pm.

Councillor Taylor
TOWN MAYOR

BANK OUTGOINGS MARCH 2023				
<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
15.03.2023	Alliance Disposables Ltd	Bacs1759	£ 132.61	Sanitary Products - Council Office, DYCC & Sports Pavilion
15.03.2023	Ben Burgess Groundcare Equipment	Bacs1760	£ 360.00	Hose for Billy Goat Street Cleaner
15.03.2023	Broadland Toilet Hire	Bacs1761	£ 270.00	Toilet Hire & Toilet Repairs at Cemetery
15.03.2023	Collective Community Planning	Bacs1762	£ 2,880.00	Diss & District Neighbourhood Plan Supporting Works
15.03.2023	Cooleraid Ltd	Bacs1763	£ 49.12	3x Water Bottle & Unit Sanitization - Council Office
15.03.2024	Diss Van Centre Ltd	Bacs1764	£ 953.00	Repairs to VW Caddy & replace Adblue Pump
15.03.2025	F.A.S.T	Bacs1765	£ 100.00	Christmas Lights Switch-On First Aid
15.03.2023	Geosphere Ltd T/A Parish Online	Bacs1766	£ 324.00	Annual Subscription to Parish Online Mapping 2023/2024
15.03.2023	LR Wyard-Scott Ltd	Bacs1767	£ 384.38	Van & Machinery Fuel February 2023
15.03.2023	Nova Lifts	Bacs1768	£ 326.94	Service Contract 2023/24 Lift at Cornhall (Twice Annually)
15.03.2023	PRTY Band (CM Ready)	Bacs1769	£ 600.00	PRTY Performance atr Kings Coronation Event
15.03.2023	South Norfolk District Council	Bacs1770	£ 162.00	Rates at Cemetery Bungalow Balance for 2022/2023
15.03.2023	South Norfolk District Council	Bacs1771	£ 4,247.04	Annual Charges for Dog Waste Bins Emptying 2022/2023
15.03.2023	Vmit Ltd	Bacs1772	£ 1,119.38	IT Software March 23 and IT Support February 2023
21.03.2023	Barclaycard Credit Card	Mar-23	£ 472.52	Clearance of Barclaycard account at year end
21.03.2023	Ben Burgess Groundcare Equipment	Bacs 1773	£ 3,499.78	Billy Goat and Fuel - Clean Town Project
30.03.2023	Academy of Movement	Bacs1774	£ 1,032.00	Superhero Performance at Diss Carnival 2023
30.03.2023	Action Play & Leisure	Bacs1775	£ 9,808.66	Skate Park Maintenance
30.03.2023	AEWC Ltd	Bacs1776	£ 1,590.00	Evaluate & Submit Licence to Natural England for Chapel Roof
30.03.2023	AGR Interiors Ltd	Bacs1777	£ 250.00	Market Place works outside Museum
30.03.2023	Alliance Disposables Ltd	Bacs1778	£ 293.88	Sanitary Products - All Sites, Toilet Roll Holders - Meres Mouth WC
30.03.2023	Anglia Stone Consultants	Bacs1779	£ 360.00	Prepare the Diss Beacon Plans and Surrounds
30.03.2023	Diss Community Team CIC	Bacs1780	£ 24.00	Advertising of Xmas Lights Switch on at Octagon
30.03.2024	Diss Garden Centre	Bacs1781	£ 199.96	4x Trees - Meres Mouth
30.03.2023	Durrants	Bacs1782	£ 1,111.50	Council Office Refurbishment Design Works
30.03.2023	Eon Ltd	Bacs1783	£ 30.24	Cemetery Bungalow Electricity 24th Feb - 22nd March 2023
30.03.2023	ESPO	Bacs1784	£ 316.82	Gas Supplied February 2023 - Council Office & DYCC
30.03.2023	Gasway Services	Bacs1785	£ 540.00	Service & Certificate Cornhall Boiler
30.03.2024	Hillside Office Supplies Ltd	Bacs1786	£ 31.37	Stationery - Council Office
30.03.2023	Joseph Kerry	Bacs1787	£ 69.24	Refund overpayment of Market Stallage due to Non-attendance
30.03.2023	Linstead Farm & Garden Machinery	Bacs1788	£ 2,106.00	Annual Service of all External Use Machines

30.03.2023	Mary Moppins Ltd	Bacs1789	£ 1,674.00	Park & Meres Mouth Toilets - Opening & cleaning March 2023
30.03.2023	Norfolk County Council	Bacs1790	£ 40.55	Road Closure for Xmas Lights Event 2023
30.03.2023	Paul Rackham	Bacs1791	£ 995.84	Grave Digging x3 - March 2023
30.03.2023	P Cottrell	Bacs1792	£ 100.00	Window clean - Council Office, DYCC & Museum, Bus Shelter Cleaning
30.03.2023	Pearce & Kemp Ltd	Bacs1793	£ 3,556.40	Electrical Sockets on Diss Mere Park, Floodlight Faults at Sportsground
30.03.2023	Rialtas Business Solutions Ltd	Bacs1794	£ 1,398.16	Cashbook, Sales/Purchase Ledgers & Purchase Ordering Software 23/24
30.03.2023	Screwfix UK Ltd	Bacs1795	£ 55.92	Barrier Tape & Line Marking Spray - Carnival
30.03.2023	Suffolk County Council	Bacs1796	£ 8,921.16	Streetlighting Maintenance & Electricity 2022/2023
30.03.2023	Travis Perkins Trading Co Ltd	Bacs1797	£ 127.72	Silicon, WD40 and Graffiti Remover - General Use
30.03.2023	Uncalled Four	Bacs1798	£ 325.00	Uncalled Four Band Performances at Kings Coronation
30.03.2023	Youbie Yarns	Bacs1799	£ 82.00	Fabric & Repairs to Santa Costume
			£ 50,921.19	

11/04/2023

Diss Town Council

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Detailed Income & Expenditure by Budget Heading 31/03/2023

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>Agency Services</u>							
Agency Services Income	2,880	3,044	164			94.6%	
Agency Services :- Income	2,880	3,044	164			94.6%	0
NCC Grasscutting	83	100	17		17	82.6%	
Agency Services :- Indirect Expenditure	83	100	17	0	17	82.6%	0
Net Income over Expenditure	2,798	2,944	146				
<u>Allotments</u>							
Allotment Rent	500	500	0			100.0%	
Allotments :- Income	500	500	0			100.0%	0
Allotments - Insurance	26	27	1		1	96.0%	
Allotments :- Indirect Expenditure	26	27	1	0	1	96.0%	0
Net Income over Expenditure	474	473	(1)				
<u>Amenities</u>							
Amenities Income	13,883	2,085	(11,798)			665.8%	11,567
Amenities :- Income	13,883	2,085	(11,798)			665.8%	11,567
Gardens/Floral Scheme	1,831	1,800	(31)		(31)	101.7%	
Town/Park - R&R	49,068	18,000	(31,068)		(31,068)	272.6%	41,546
Play Equipment R&R	3,118	500	(2,618)		(2,618)	623.7%	
Boardwalk Maintenance	2,964	3,000	36		36	98.8%	2,527
Van Replacement	0	1,000	1,000		1,000	0.0%	
Van x 2 Running Costs	20,325	3,500	(16,825)		(16,825)	580.7%	14,125
Van Insurance	1,033	1,108	75		75	93.3%	
Tree Management	4,400	8,500	4,100		4,100	51.8%	
Closed Churchyard - R&R	27	3,604	3,577		3,577	0.7%	
Manorial Rights - R&R	10	10	0		0	96.6%	
Mere - Water/drainage	0	2,695	2,695		2,695	0.0%	
Mere - Fountain	1,492	8,250	6,758		6,758	18.1%	
Mere - Fountain Electricity	3,146	3,800	654		654	82.8%	
Mere Fountain/Kiosk -Insurance	147	158	11		11	93.2%	
Park - Water Rates	59	100	41		41	58.8%	
Park - Electricity	1,137	1,790	653		653	63.5%	
Mere's Mouth - Rent	100	100	0		0	100.0%	
Mere's Mouth - Business Rates	424	424	(0)		(0)	100.0%	
Mere's Mouth (resurfacing)	0	1,000	1,000		1,000	0.0%	
Park - Insurance	1,673	1,848	175		175	90.5%	
Amenities :- Indirect Expenditure	90,954	61,187	(29,767)	0	(29,767)	148.6%	58,198
Net Income over Expenditure	(77,072)	(59,102)	17,970				
plus Transfer from EMR	58,198						

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Detailed Income & Expenditure by Budget Heading 31/03/2023

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
less Transfer to EMR	11,567						
Movement to/(from) Gen Reserve	(30,441)						
<u>Mini Recycling Centre Adopter</u>							
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>Bank Interest</u>							
Interest Received	3,006	150	(2,856)			2004.2%	
Bank Interest :- Income	3,006	150	(2,856)			2004.2%	0
Bank Charges	240	240	0		0	100.0%	
Bank Interest :- Indirect Expenditure	240	240	0	0	0	100.0%	0
Net Income over Expenditure	2,766	(90)	(2,856)				
<u>Capital Expenditure</u>							
Capital Expenditure	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>Cemetery</u>							
Cemetery Interment/Chapel Fees	26,049	20,747	(5,302)			125.6%	
Cemetery Memorial Fees	9,033	10,373	1,340			87.1%	
Cemetery :- Income	35,082	31,120	(3,962)			112.7%	0
Cemetery - Grounds - R&R	9,249	7,000	(2,249)		(2,249)	132.1%	
Cemetery - Chapels - R&R	68,838	6,500	(62,338)		(62,338)	1059.0%	68,808
General Equipment	2,805	4,500	1,695		1,695	62.3%	
General Equipment Insurance	135	145	10		10	92.9%	
Ride on Mower Insurance	393	421	28		28	93.3%	
Cemetery - Water Rate	79	150	71		71	52.7%	
Cemetery - Electricity	475	950	475		475	50.0%	
Cemetery - Insurance	473	507	34		34	93.2%	
Cemetery :- Indirect Expenditure	82,447	20,173	(62,274)	0	(62,274)	408.7%	68,808
Net Income over Expenditure	(47,365)	10,947	58,312				
plus Transfer from EMR	68,808						
Movement to/(from) Gen Reserve	21,443						

Detailed Income & Expenditure by Budget Heading 31/03/2023

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>Cemetery Gravedigging</u>							
Cemetery Gravedigging Fees	9,523	0	(9,523)			0.0%	
Cemetery Gravedigging :- Income	9,523	0	(9,523)				0
Cemetery Gravedigging Exp.	9,683	0	(9,683)		(9,683)	0.0%	
Cemetery Gravedigging :- Indirect Expenditure	9,683	0	(9,683)	0	(9,683)		0
Net Income over Expenditure	(161)	0	161				
<u>Christmas Lights</u>							
Christmas Lights	17,973	19,000	1,027		1,027	94.6%	
Insurance re. Christmas Lights	76	81	5		5	93.4%	
Christmas Lights :- Indirect Expenditure	18,049	19,081	1,032	0	1,032	94.6%	0
Net Expenditure	(18,049)	(19,081)	(1,032)				
<u>Corn Hall</u>							
Corn Hall - Maint./R&R	9,272	11,000	1,728		1,728	84.3%	4,357
Corn Hall - Insurance	2,459	2,636	177		177	93.3%	
Corn Hall :- Indirect Expenditure	11,730	13,636	1,906	0	1,906	86.0%	4,357
Net Expenditure	(11,730)	(13,636)	(1,906)				
plus Transfer from EMR	4,357						
Movement to/(from) Gen Reserve	(7,373)						
<u>Council Properties</u>							
Office Rent/Service Charge	6,736	4,557	(2,179)			147.8%	
Cemetery Bungalow Rent	762	4,572	3,810			16.7%	
Council Properties :- Income	7,498	9,129	1,631			82.1%	0
Office R&R	3,617	4,500	883		883	80.4%	
Office Building Maintenance	4,405	7,500	3,095		3,095	58.7%	4,405
Office Stairlift	516	340	(176)		(176)	151.8%	
Cemetery Bungalow	2,286	760	(1,526)		(1,526)	300.8%	
Electricity Testing 5 Yrly	1,370	0	(1,370)		(1,370)	0.0%	1,152
Health & Safety	3,064	2,500	(564)		(564)	122.5%	
Pk Toilets Servicing	11,832	8,450	(3,382)	2,813	(6,195)	173.3%	
Pk Toilets - Insurance	365	133	(232)		(232)	274.8%	
Pk Toilet- Electricity	1,203	1,900	697		697	63.3%	
Pk Toilets - Water Rates	2,589	2,070	(519)		(519)	125.1%	
Mere's Mouth Toilets	15,411	8,450	(6,961)	2,813	(9,774)	215.7%	

Detailed Income & Expenditure by Budget Heading 31/03/2023

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
Mere's Mouth Electricity	402	2,000	1,598		1,598	20.1%	
Staff Uniforms/Replacements	378	600	222		222	63.0%	
Council Properties :- Indirect Expenditure	47,441	39,203	(8,238)	5,625	(13,863)	135.4%	5,557
Net Income over Expenditure	(39,943)	(30,074)	9,869				
plus Transfer from EMR	5,557						
Movement to/(from) Gen Reserve	(34,386)						
<u>Diss Youth & Community Centre</u>							
Loan Park Radio	1,380	0	(1,380)			0.0%	
DYCC Hire Fees	23,202	15,560	(7,642)			149.1%	
Diss Youth & Community Centre :- Income	24,582	15,560	(9,022)			158.0%	0
DYCC - Electricity	6,174	7,872	1,698		1,698	78.4%	
DYCC - Gas	783	1,500	717		717	52.2%	
DYCC - Business Rates	5,190	5,200	10		10	99.8%	
DYCC - Water Rates	681	710	29		29	95.9%	
Licences - Music	463	247	(216)		(216)	187.3%	
DYCC - Insurance	1,033	1,108	75		75	93.3%	
Annual Service Costs	1,044	1,500	456		456	69.6%	
DYCC - General R&R	10,137	9,000	(1,137)	156	(1,293)	114.4%	3,685
Diss Youth & Community Centre :- Indirect Expenditure	25,506	27,137	1,631	156	1,475	94.6%	3,685
Net Income over Expenditure	(923)	(11,577)	(10,654)				
plus Transfer from EMR	3,685						
Movement to/(from) Gen Reserve	2,762						
<u>Administrative Overheads</u>							
Photocopying Income	17	0	(17)			0.0%	
Administrative Overheads :- Income	17	0	(17)				0
Council Office Business Rates	4,853	4,860	7		7	99.9%	
Council Office - Gas	1,344	2,000	656		656	67.2%	
Council Office - Electricity	801	1,600	799		799	50.1%	
Council Office - Telephone	1,887	2,000	113		113	94.4%	
Council Office - Insurance	840	900	60		60	93.3%	
IT Equipment, Software & Suppo	19,170	10,000	(9,170)		(9,170)	191.7%	
Administrative Overheads :- Indirect Expenditure	28,895	21,360	(7,535)	0	(7,535)	135.3%	0
Net Income over Expenditure	(28,878)	(21,360)	7,518				

Detailed Income & Expenditure by Budget Heading 31/03/2023

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>Grants</u>							
General Grants	1,363	20,000	18,637		18,637	6.8%	
Heritage Triangle Trust	69	0	(69)		(69)	0.0%	69
Grants :- Indirect Expenditure	1,432	20,000	18,568	0	18,568	7.2%	69
Net Expenditure	(1,432)	(20,000)	(18,568)				
plus Transfer from EMR	69						
Movement to/(from) Gen Reserve	(1,363)						
<u>Highways</u>							
Parish Partnership Bid Income	3,237	0	(3,237)			0.0%	
DDNP Income	8,600	0	(8,600)			0.0%	2,000
Highways :- Income	11,837	0	(11,837)				2,000
Parish Partnership Bid	5,103	11,600	6,498		6,498	44.0%	
Neighbourhood Plan	8,373	2,800	(5,573)		(5,573)	299.0%	14,573
Highways :- Indirect Expenditure	13,475	14,400	925	0	925	93.6%	14,573
Net Income over Expenditure	(1,639)	(14,400)	(12,761)				
plus Transfer from EMR	8,173						
less Transfer to EMR	8,400						
Movement to/(from) Gen Reserve	(1,866)						
<u>Market</u>							
Market Stallage	20,784	22,022	1,238			94.4%	
Market :- Income	20,784	22,022	1,238			94.4%	0
Market Place - Water Rates	56	63	7		7	89.4%	
Market Place - Business Rates	2,794	2,800	6		6	99.8%	
Museum Expenditure	333	0	(333)		(333)	0.0%	
Market Expenditure	309	750	441		441	41.2%	
Market :- Indirect Expenditure	3,493	3,613	120	0	120	96.7%	0
Net Income over Expenditure	17,291	18,409	1,118				
<u>Promotion</u>							
Promotion	246	1,000	754		754	24.6%	
Website/Intranet Hosting/Maint	180	0	(180)		(180)	0.0%	
Promotion :- Indirect Expenditure	426	1,000	574	0	574	42.6%	0
Net Expenditure	(426)	(1,000)	(574)				

Detailed Income & Expenditure by Budget Heading 31/03/2023

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>Precept</u>							
Precept	585,714	585,714	0			100.0%	54,806
Precept :- Income	<u>585,714</u>	<u>585,714</u>	<u>0</u>			<u>100.0%</u>	<u>54,806</u>
Net Income	<u>585,714</u>	<u>585,714</u>	<u>0</u>				
less Transfer to EMR	54,806						
Movement to/(from) Gen Reserve	<u>530,908</u>						
<u>General Expenditure</u>							
Town Mayor's Allowance	955	1,400	445		445	68.2%	
Ccl Members' Allowance & Exp	746	2,116	1,370		1,370	35.3%	
Subscriptions	2,174	2,200	26		26	98.8%	
Audit	2,406	2,920	514		514	82.4%	
Training	6,287	6,150	(137)		(137)	102.2%	
Liability Insurance	4,320	4,632	312		312	93.3%	
Conference Expenditure	30	300	270		270	10.0%	
Meeting Room Hire	960	1,500	540		540	64.0%	
Printing & Stationery	3,404	4,000	596		596	85.1%	
Postage	99	100	1		1	99.2%	
Wages - General Admin.	186,769	181,482	(5,287)		(5,287)	102.9%	
Wages - General Maint.	167,460	153,905	(13,555)		(13,555)	108.8%	
Staff Mileage	463	150	(313)		(313)	308.7%	
Legal/Financial/Prof fees	1,959	5,000	3,041		3,041	39.2%	
Annual Town Meeting	245	200	(45)		(45)	122.7%	
General Expenditure :- Indirect Expenditure	<u>378,278</u>	<u>366,055</u>	<u>(12,223)</u>	<u>0</u>	<u>(12,223)</u>	<u>103.3%</u>	<u>0</u>
Net Expenditure	<u>(378,278)</u>	<u>(366,055)</u>	<u>12,223</u>				
<u>Rechargeable</u>							
Rechargeable Exp. Refunded	3,066	0	(3,066)			0.0%	
Rechargeable :- Income	<u>3,066</u>	<u>0</u>	<u>(3,066)</u>				<u>0</u>
Rechargeable Expenditure	519	0	(519)		(519)	0.0%	
Rechargeable :- Indirect Expenditure	<u>519</u>	<u>0</u>	<u>(519)</u>	<u>0</u>	<u>(519)</u>		<u>0</u>
Net Income over Expenditure	<u>2,547</u>	<u>0</u>	<u>(2,547)</u>				
<u>S 137</u>							
S 137 - Expenditure	262	100	(162)		(162)	261.5%	
S 137 :- Indirect Expenditure	<u>262</u>	<u>100</u>	<u>(162)</u>	<u>0</u>	<u>(162)</u>	<u>261.5%</u>	<u>0</u>
Net Expenditure	<u>(262)</u>	<u>(100)</u>	<u>162</u>				

Detailed Income & Expenditure by Budget Heading 31/03/2023

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>Sports Ground</u>							
Sports Ground Hire Fees	12,942	14,215	1,273			91.0%	
Sports Ground :- Income	12,942	14,215	1,273			91.0%	0
Pavilion Maintenance	333	0	(333)		(333)	0.0%	
General Sports Ground Maint.	3,229	3,000	(229)		(229)	107.6%	146
Ground Maintenance	1,591	6,220	4,629		4,629	25.6%	
Sports Grnd-Water Rate	353	553	200		200	63.8%	
Sports Ground - Electricity	2,303	2,200	(103)		(103)	104.7%	
Sports Ground - Phone	121	650	529		529	18.7%	
Sports Ground - Insurance	1,269	1,360	91		91	93.3%	
Skateboard Pk - Insurance/Insp	476	510	34		34	93.3%	
Skateboard Pk-Maint. Materials	1,000	1,000	0		0	100.0%	
Sports Ground :- Indirect Expenditure	10,675	15,493	4,818	0	4,818	68.9%	146
Net Income over Expenditure	2,267	(1,278)	(3,545)				
plus Transfer from EMR	146						
Movement to/(from) Gen Reserve	2,413						
<u>Events</u>							
Remembrance Service Costs	500	800	300		300	62.5%	
Coronation Expenditure	13,044	5,177	(7,867)		(7,867)	252.0%	659
Communication Strategy	0	200	200		200	0.0%	
Events :- Indirect Expenditure	13,544	6,177	(7,367)	0	(7,367)	219.3%	659
Net Expenditure	(13,544)	(6,177)	7,367				
plus Transfer from EMR	659						
Movement to/(from) Gen Reserve	(12,885)						
<u>Christmas Switch on Event</u>							
Christmas Switch On Income	2,960	1,400	(1,560)			211.4%	2,553
Christmas Switch on Event :- Income	2,960	1,400	(1,560)			211.4%	2,553
Christmas Switch on Event	3,992	2,650	(1,342)		(1,342)	150.7%	6,279
Christmas Switch on Event :- Indirect Expenditure	3,992	2,650	(1,342)	0	(1,342)	150.7%	6,279
Net Income over Expenditure	(1,032)	(1,250)	(218)				
plus Transfer from EMR	4,932						
less Transfer to EMR	3,900						
Movement to/(from) Gen Reserve	0						

Detailed Income & Expenditure by Budget Heading 31/03/2023

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>Carnival</u>							
Carnival Income	12,366	0	(12,366)			0.0%	12,249
	<u>12,366</u>	<u>0</u>	<u>(12,366)</u>				<u>12,249</u>
Carnival :- Income							
Carnival	18,406	1,250	(17,156)		(17,156)	1472.4%	18,381
	<u>18,406</u>	<u>1,250</u>	<u>(17,156)</u>	<u>0</u>	<u>(17,156)</u>	<u>1472.4%</u>	<u>18,381</u>
Carnival :- Indirect Expenditure							
Net Income over Expenditure	(6,040)	(1,250)	4,790				
plus Transfer from EMR	18,335						
less Transfer to EMR	12,295						
Movement to/(from) Gen Reserve	0						
<u>Town Mayor's Charity</u>							
Town Mayor's Charity	2,379	0	(2,379)			0.0%	
	<u>2,379</u>	<u>0</u>	<u>(2,379)</u>				<u>0</u>
Town Mayor's Charity :- Income							
Town Mayor's Charity Exp	1,591	0	(1,591)		(1,591)	0.0%	
	<u>1,591</u>	<u>0</u>	<u>(1,591)</u>	<u>0</u>	<u>(1,591)</u>		<u>0</u>
Town Mayor's Charity :- Indirect Expenditure							
Net Income over Expenditure	788	0	(788)				
<u>CIL</u>							
CIL - CIL Income	20,362	0	(20,362)			0.0%	20,362
	<u>20,362</u>	<u>0</u>	<u>(20,362)</u>				<u>20,362</u>
CIL :- Income							
CIL - Expenditure	749	0	(749)		(749)	0.0%	749
	<u>749</u>	<u>0</u>	<u>(749)</u>	<u>0</u>	<u>(749)</u>		<u>749</u>
CIL :- Indirect Expenditure							
Net Income over Expenditure	19,613	0	(19,613)				
plus Transfer from EMR	749						
less Transfer to EMR	20,362						
Movement to/(from) Gen Reserve	0						
<u>Streetlighting</u>							
Streetlighting	3,300	0	(3,300)			0.0%	6,700
	<u>3,300</u>	<u>0</u>	<u>(3,300)</u>				<u>6,700</u>
Streetlighting :- Income							
CCTV Costs	9,898	2,500	(7,398)		(7,398)	395.9%	9,137
Streetlighting	101,829	9,000	(92,829)	10,111	(102,939)	1243.8%	97,754
	<u>111,726</u>	<u>11,500</u>	<u>(100,226)</u>	<u>10,111</u>	<u>(110,337)</u>	<u>1059.5%</u>	<u>106,891</u>
Streetlighting :- Indirect Expenditure							
Net Income over Expenditure	(108,426)	(11,500)	96,926				
plus Transfer from EMR	106,911						
less Transfer to EMR	6,680						

Detailed Income & Expenditure by Budget Heading 31/03/2023

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	(8,195)						
Grand Totals:- Income	773,130	685,389	(87,741)			112.8%	
Expenditure	914,627	685,389	(229,238)	15,892	(245,130)	135.8%	
Net Income over Expenditure	(141,498)	0	141,498				
plus Transfer from EMR	280,578						
less Transfer to EMR	118,010						
Movement to/(from) Gen Reserve	21,071						

SUMMARY REPORT OF EARMARKED RESERVES 2022-23

Project Ref	NC	Committee	Site	EMR	Balance as at 1st April 2022	Less:Actual Year to date Expense	Balance	Add: Year to date receipts	Balance as at 31st March 2023	
RF	330	1	Executive	By-election	By-election costs	£ 5,000	£ 5,000		£ 5,000	
RF	335	2	Executive	Communications	Communication Strategy	£ 693	£ 693	£ -	£ -	
RF	342	3	Executive	Events	Christmas Lights switch on	£ 3,562	£ 5,230	£ -1,668	£ 5,348	£ 3,680
RF	344	4	Executive	Events	Carnival	£ 8,671	£ 17,025	£ -8,354	£ 12,335	£ 3,981
I	370	5	Facilities	Cemetery	Cem Roads, Cem Monuments	£ 4,500		£ 4,500		£ 4,500
J	372	6	Facilities	Cemetery	Cemetery Chapels	£ 54,300	£ 68,808	£ -14,507	£ 25,964	£ 11,456
L	375	7	Facilities	Corn Hall	Corn Hall	£ 26,500	£ 4,357	£ 22,143	£ 5,000	£ 27,143
M	384	8	Facilities	Council Offices	Building maintenance	£ 30,000	£ 4,405	£ 25,595	£ 5,500	£ 31,095
D	390	9	Facilities	DYCC	Van Replacement	£ 6,000		£ 6,000	£ 1,000	£ 7,000
K	392	10	Facilities	DYCC	Maintenance workshop	£ 1,500		£ 1,500	£ 1,500	£ 3,000
O	398	11	Facilities	DYCC	DYCC	£ 3,002	£ 3,685	£ -683	£ 5,000	£ 4,317
P	400	12	Facilities	Market	Maintenance Market	£ 21,000		£ 21,000	£ 500	£ 21,500
C	412	13	Facilities	Mere	Boardwalk	£ 5,000	£ 2,527	£ 2,473	£ 2,000	£ 4,473
H	414	14	Facilities	Mere	Maintenance Mere's Mouth (Resurfacing)	£ 1,000		£ 1,000	£ 1,000	£ 2,000
G	416	15	Facilities	Mere	Mere Fountain	£ 16,065		£ 16,065	£ 6,750	£ 22,815
A	422	16	Facilities	Park	Park General - Beacon Project	£ 1,000	£ 13,446	£ -12,446	£ 19,289	£ 6,842
B	424	17	Facilities	Park	Play Equipment	£ -		£ -	£ 500	£ 500
Y	426	18	Facilities	Park	Park Toilets	£ 13,000		£ 13,000	£ 3,000	£ 16,000
Q	430	19	Facilities	SPG	Athletics maintenance	£ 11,000		£ 11,000		£ 11,000
R	432	20	Facilities	SPG	SPG Floodlights	£ -		£ -		£ -
S	434	21	Facilities	SPG	SPG Pav maintenance	£ -		£ -		£ -
T	436	22	Facilities	SPG	SPG - Skateboard Park	£ 1,059		£ 1,059	£ 1,000	£ 2,059
F	440	23	Facilities	St Marys Churchyard	Closed churchyard repairs	£ 15,000		£ 15,000	£ 3,579	£ 18,579
E	450	24	Facilities	Facilities	Tree Management	£ 500		£ 500	£ 500	£ 1,000
N	469	25	Facilities		5 Yr Electrical Testing	£ 5,250	£ 1,152	£ 4,098		£ 4,098
U	470	26	Facilities		Park Bollards	£ 15,000	£ 2,819	£ 12,181		£ 12,181
RF	455	27	HTP	HTP	HTP	£ 9,177	£ 69	£ 9,109		£ 9,109
RF	460	28	Infrastructure	Infrastructure	Bus Shelters maintenance	£ 15,826	£ 105	£ 15,721		£ 15,721
RF	462	29	Infrastructure	Infrastructure	Streetlights	£ 99,812	£ 97,774	£ 2,038	£ 8,280	£ 10,318
RF	464	30	Infrastructure	Infrastructure	Community Infrastructure Levy (CIL)	£ 48,795	£ 749	£ 48,045	£ 20,362	£ 68,408
RF	466	31	Infrastructure	Infrastructure	CCTV	£ 5,163	£ 9,738	£ -4,575	£ 11,759	£ 7,184
RF	468	32	Infrastructure	Infrastructure	D&D Neighbourhood Plan	£ 2,185	£ 8,373	£ -6,187	£ 11,400	£ 5,213
V	471	33	Infrastructure	Infrastructure	Park Light Review	£ 10,000	£ 15,398	£ -5,398	£ 5,398	£ -
W	472	34	Infrastructure	Infrastructure	Mere Street Pedestrianisation	£ 10,000		£ 10,000		£ 10,000
X	473	35	Infrastructure	Infrastructure	Street Cleaner	£ 35,000	£ 24,457	£ 10,543		£ 10,543
RF	445	36	Infrastructure	Infrastructure	Parish Partnership Works	£ -		£ -	£ 5,000	£ 5,000
				TOTAL	£ 484,560	£ 280,809	£ 203,751	£ 161,964	£ 365,715	

	% of EMR	Balance year end 2021/22	YTD Balance
Facilities	58%	£230,676.40	£211,559
HTP	2%	£9,177.45	£9,109
Infrastructure	36%	£226,780.85	£132,386
Executive	3%	£17,925.71	£12,661
TOTAL		£484,560.41	£365,715

Balance as at 31/03/2023	General Reserves	£ 313,948
	EMR	£ 365,715
	Total Funds	£ 679,663

Streetlighting Funds Breakdown		
	Capital Reserves (ring fenced)	£ 7,098
	EMR General	£ 3,220
		£ 10,318



DISS TOWN COUNCIL

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Report Number:
59/2223

Report to:	Executive Committee
Date of Meeting:	1 st March 2023
Authorship:	Responsible Finance Officer
Subject:	Accounts Quarter 3

Introduction

- Budget spending to which I wish to draw members attention as at 31/12/2022, the third quarter of the financial year ending 31/03/2023. Income and expenditure for the year is shown in Appendix A.
- Appendix A is the new style report developed to present a clearer picture of the revenue budgets and the Earmarked Reserves (EMR) for specified projects. Each cost heading has its income shown in black and expenditure shown in red. The report shows the percentage of revenue budget spent which at the end of month 9 would ideally be 75%. This report will be revised and improved in the new financial year.
- Overspends or underspends of 15% will be reported as per Financial Regulations, clause 4.8. which states that material is 15% variance from budget. Therefore, in this report, exceptions that require explanations are those codes that are outside of 63.75% to 86.25% (or under £100). Any budget headings outside of tolerances that have not been explained below are expected due to timing of payment e.g., annual payment of insurances or biannual payments of business rates.
- The report aims to put the contributions and spending in the day-to-day revenue budgets and the transactions in the EMR into context and differentiate between the annual precept funds and the existing funds.
- The final section of the report details the income and expenditure compared to budget, its effect on the balance sheet, which is the statement of financial position.

Amenities

- The income associated with the Queen's Platinum Jubilee, if isolated from the Amenities income, would show that almost the whole budget has been received by this the third quarter. To avoid the same distortions happening next year the income and expenditure incurred by the Coronation event will be allocated to individual codes under the Events cost heading.
- The Town and Park expenditure heading has been used in large part to account for EMR projects expenditure. The day-to-day revenue costs at month 9 are £2,414 and well within budget.
- Unexpected repairs account for £1,400 of van running costs, which if removed, would be 72%.
- Tree Management is underspent by 20% and although invoices for approximately £1K are due, the tree management expenditure has been identified as problematic to budget for on a year-by-year revenue basis. Hence it has been agreed that from 2023-24 the expenditure will be allocated its own EMR.

10. The budgets for the Mere water drainage costs and Park water rates (which only feeds the inactive drinking water fountain) are unlikely to be used this year.
11. Park Electricity costs are underbudget by 17%. These costs trend towards increased use in the summer months.
12. Overall, the amenities budget is performing well with an overall actual deficit being 50% of the budget. This is due to income from the QPJ being allocated to this cost heading and contingency budgets being available to absorb unexpected costs which in context have not been significant.

Bank Interest

13. Income from interest received will be boosted to approximately £1,400 by Council's decision to deposit nominated long term funds into higher paying savings accounts. It was agreed at the February Facilities committee that these additional funds would be reallocated to fund the Coronation event for which no public precept funding was allocated.

Cemetery

14. Income from the Cemetery overall has increased from 55% at month 6 to 82% at month 9.
15. Although Cemetery expenditure predictions remain overbudget by approximately £1,000, the effect of the surplus income is expected to bring the cemetery budget heading to well within tolerances by year end.
16. The Cemetery chapel roof replacement project is in its final stages. Costs at month 9 are £51,879 with a further £32K expected expenditure to complete. Of this only £8K will be required from General Reserves.

Council Properties

17. Overall income from council properties is 65% of the budgeted income. This is unlikely to achieve full budget as the cemetery bungalow remains vacant.
18. As communicated in the 2nd quarterly financial report, significant improvements could be made when budgeting for spending at the park and the mere's mouth toilets. By the end of December, the budget heading is shown as overspent and is anticipated to be £36,500 in expenditure by year end. Because of the unavoidable expenditure, it is proposed that £15k from General Reserves is allocated to this cost heading by means of a virement ¹.

Diss Youth & Community Centre (DYCC)

19. Income from the DYCC has surpassed the full year's budget (105%) by the 3rd quarter, which is believed to be as a result of conservative budgeting following the COVID 19 lockdown.
20. Charges for water have been wrongly estimated by the supplier, which have now been resolved with the issue of credit note in the 4th quarter of the financial year.
21. Although shown as underbudget in this report, the gas and electricity costs at the DYCC are subject to close monitoring and investigation to ensure the most efficient use.
22. Costs to refurbish the DYCC offices were agreed expenditure in the General R&R. Overall the DYCC is in surplus by £693 when it was budgeted to be in deficit.

Administrative Overheads

23. The IT costs have exceeded the budget as the IT support retainer package agreed in October (FC1022/09) was not included in the 22-23 budget. It is proposed that £11K from General Reserves is allocated to this cost heading by means of a virement.

¹ Section 4.2 Financial Regulations

General Expenditure

24. The wages budgets which account for 49% of the total budgeted expenditure are expected to fluctuate with the restructure and nationally agreed increases. At month 9 of the financial year 77% of the wages budget has been spent.
25. Staff mileage and training have exceeded budget due to expenses incurred for the Community Governance Level 4 Course (currently 58%) as agreed in December 2021.

Sports Ground

26. Income from the sports ground is likely to be less than anticipated as football usage is reduced compared to previous years. This is likely to result in £10K of income being generated instead of the £14K budgeted.
27. Utilities expenditure at the sports ground has been incorrectly invoiced by the suppliers and have since been credited. Costs for the year are expected to be within budget tolerances.
28. Ground maintenance is invoiced in January and has been budgeted for appropriately.

Christmas Lights

29. The Christmas Lights Switch-on event committee secured income from stallholders and sponsors and the event was successful. Following receipt of all outstanding invoices, the EMR funds are £323 surplus to the starting balance.

Market Place

30. Income from stallage at the Market place has improved with increased usage. The cost of valuing the museum for the Council's asset register was not budgeted for, which has put the overall budget under this cost heading at 69%.

Summary at the end of Quarter 3

31. Income (other than precept) is £147,185. This includes income such as the carnival, neighborhood plan and streetlighting. These are not budgeted for so calculating without these anomalies reveals income of approximately 14% over the budget for the whole year.
32. Revenue expenditure is £528,773 (84% of budget). The current surplus of £149,320 provides ample confidence that spending is within tolerances and a year-end surplus will be achieved.
33. Expenditure from the EMR has been substantial at £89,819 on projects such as the cemetery chapel roof, CCTV installation, street cleaning equipment and council offices refurbishment.
34. General Reserves currently stand at £395K. The minimum level for General Reserves was determined to be 6 months of expenditure which is £315K. This allows for a maximum of £80K available for virement if required. The proposals request a total of £26K.

Recommendation

That the cost heading "Council Properties" receives a £15K virement from General Reserves and the cost heading "Administrative Overheads" receives a £11K virement from General Reserves.

Members agreed that they would like guidance on how to add this to their signature blocks on their emails from the office staff. It was.

RESOLVED: To approve the revised communications policy.

(Action: Dep TC to upload new communications policy to the website; immediately)
(Action: Dep TC to provide guidance on how to add sections to signature blocks to councillors; immediately)

d) Councillors discussed a new co-option policy.

RESOLVED: To approve a new co-option policy.

(Action: Dep TC to upload new co-option policy to the website; immediately)

e) Members discussed a revised co-option application form. It was.

RESOLVED: To approve a revised co-option application form.

(Action: Dep TC to upload revised co-option application to the website; immediately)

EX0323/08

STRATEGIC PLAN

Members considered:

- a) Progress on the Strategic Plan actions.
- b) Recommendations regarding potential for market growth (reference report 55/2223).
Councillors agreed no resolutions were required as advertisement of this space would be a normal operational requirement.

EX0323/09

PROGRESS REPORT

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

EX0323/10

FINANCE

Members received:

- a) The 3rd Finance quarterly report (reference 59/2223 herewith refers). There were no queries from councillors on the quarterly report. It was.

RESOLVED: To forward the report and resolutions to Full Council on 15th March 2023 to agree the resolutions.

(Action: RFO & CEO to add to FC agenda on 15.03.23; immediately)

- b) Report regarding the review of internal controls (reference 57 & 58/2223). Council discussed the report and the appendices and would like some changes before it goes to Full Council on the 15.03.23.

Councillors would like the section under expenses in Financial regs to state that all expenses to be paid within two weeks upon receipt. Appendix H – Investment & Strategy Plan there is a typo and the date should read 15th March 2023 as opposed to 1st March 2023.

During discussion around the items insured by Diss Town Council, Councillors noted that both the streetlights and CCTV are not listed, they would like an explanation from the RFO & CEO as to why these are not included in the document. It was.

RESOLVED: That once the changes are made to the documents, they are forwarded to Full Council on 15th March 2023 to consider the resolutions.

(Action: RFO & CEO to add to FC agenda on 15.03.23; immediately)

EX0323/11

MEMBER FORUM

Members considered information or issues relevant to this committee from members for brief discussion, action, or inclusion on a future agenda. Members were updated on answers to questions that were asked during the member forum at the previous Executive meeting in December 2022.

Council would like a single sentence on each policy to state CEO/Town Clerk and COO/Deputy Town Clerk are interchangeable titles. Members want these amendments to just be added to policies and there is no requirement to bring them back to council once completed.



DISS TOWN COUNCIL

Council Offices, 11-12 Market Hill,
Diss, Norfolk, IP22 4JZ.
Telephone & Fax: (01379) 643848
Email: towncouncil@diss.gov.uk
Website: www.diss.gov.uk

Report Number:
67 / 2223

Report to:	Full Council
Date of Meeting:	April 2023
Authorship:	Town Clerk / CEO
Subject:	Cemetery Bungalow

Introduction

1. At the October meeting of the extraordinary meeting of Full Council (minute reference FC1022/10), members resolved:
 - a) To appoint Abbots to market the Cemetery Bungalow with an initial purchase price of offers over £325k subject to negotiation on an overage.
 - b) To give delegated authority to the CEO/Clerk alongside the Chairs of the Executive and Facilities committees to agree upon a purchase price.
2. It was suggested that an overage was put on the sale to ensure that the Town Council benefits from a negotiated additional percentage should the new purchaser wish to sell some of the land in the future.

Price reduction

3. In December 2022, the Council was approached by Abbots suggesting a price reduction to try and get it moving. The property had viewings but both purchasers stated that they thought it was overpriced considering its condition.
4. Given most property values had reduced by 1-2%, it was agreed by the CEO and the Chairs of the Executive and Facilities committees to reduce the asking price to offers over £300k.

Clean

5. At councillors Sinfield and Waterman's induction review meeting, they suggested to the Clerk / Mayor that the Cemetery bungalow could do with a good clean and tidy up to improve the chances of a sale.
6. This prompted a thorough clean of the property and grounds by the Chief Operating Officer and Facilities and Buildings team in February (see Appendix A).

Condition of sale

7. There has been little interest in the property recently. Abbots has confirmed that the condition of sale regarding the overage is putting potential buyers off and it is therefore proposed that this is removed to encourage more interest and try and achieve the current asking price.

Spring Sale

8. Abbotts emailed in March requesting consideration of a minimum 5% reduction in the sale price of the Cemetery bungalow to enter their Spring Sale (Appendix B).
9. The views of the CEO / Clerk and Chairs of the Executive & Facilities committee were as follows:
 - a) The property price has been reduced once to offers over £300k.
 - b) It is not clear what marketing has been undertaken to date by the current agent to sell the property nor is it clear how the Spring Sale differs from the current strategy
 - c) As the letter states, Spring is traditionally a busy time for the housing market, properties look their best particularly after the effort put in by staff and councillors on the spring clean and there is more time for viewings therefore it is hoped that there should be more interest in the property at its current value in the next few months

Agent

10. DTC has been approached by local agent, Whittleby Parish who are keen to market the property on our behalf. This agent was considered at the outset. Their original valuation came in at £350,000 - £375,000 in July 2022 (Appendix C).
11. Whittleby Parish has been in touch stating that property prices have decreased by between 9 & 11% since their original valuation. They believe there is around £50k worth of works required to the bungalow to bring it up to a good standard and therefore recommend marketing the property at offers over £275k.
12. The agreement with Abbotts has been reviewed and DTC must provide one months' notice, which was given on 5th April.
13. It is therefore recommended to remove the current condition of sale regarding the overage, terminate the agreement with Abbotts and appoint Whittleby Parish to market the property with an initial purchase price of offers over £275k.

Recommendations

1. To remove the current condition of sale regarding the overage on the Cemetery bungalow.
2. To terminate the agreement with Abbotts and appoint Whittleby Parish to market the Cemetery Bungalow with an initial purchase price of offers of over £275k.

Sarah Richards

From: Sonya French
Sent: 20 February 2023 17:14
To: Liz Sinfield; George Waterman
Cc: Sarah Richards; John Robertson
Subject: Cemetery Bungalow

Dear Councillors,

As per your conversation with Sarah during a councillor meeting and highlighting the fact to me during the Facilities meeting that the Cemetery bungalow could do with a good clean and tidy up which you stated could increase the chances of a sale.

Members of the Maintenance team and I have been at the bungalow last Friday and today and we have cleaned up the garden, removed broken fences, mowed the lawn, cut back trees and vegetation, de bugged the gutters and swept the windowsills. Inside the property we have cleaned all the walls, removed the rubbish from the house including some very smelly curtains, we have removed one carpet that was very stained. Cleaned all skirting boards and windowsills, cleaned the carpets with a carpet cleaning machine, cleaned the bathroom including removing the scale from the toilet, sink, windowsill and floor, cleaned the kitchen cupboards, sink, and mopped all the floors.

The bungalow now looks and smells like it could be moved into, and I am happy to show you the results should you wish to visit again.

Thank you for highlighting this to myself and Sarah and hopefully this work will increase the probability of a sale.

Kind Regards

Sonya French
Chief Operations Officer

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

Tel/Fax: 01379 643848 (Ext: #202)

41 Heywood Road
Diss
Norfolk
IP22 4DL

24.03.23

Dear Sonya

Join our Spring Sale

Soon we will be running a **Spring Sale** campaign designed to maximise interest from potential buyers and secure a sale you're happy with, in the time you need for the best possible price.

With current market conditions, it's so important that your property really stands out from others - this is where our **Spring Sale** campaign can really have an impact on helping to get your property noticed by the right buyers.

Perks of joining our Spring Sale

1. Spring is traditionally a busy time for the housing market. **Many buyers** are wanting to move before the summer and will be **starting their property search as we speak**.
2. Many properties look their best in the spring, which is a **great opportunity** to attract keen buyers.
3. We will **review the marketing** of your property and refresh it online and offline.
4. With the lighter spring evenings and bank holidays, we have lots of extra time to fit in **viewings** and **Open House** events to support your sale.

We would love to include your property in our Spring Sale and will be in touch in the next few days to discuss this with you.

Best Wishes

Patrick McCarthy
Branch Manager



Whittley Parish

Mr R Ludkin
Diss Town Council
11-12 Market Hill
Diss
IP22 4JZ

9th July 2022

Our Ref: LO.JH

Dear Mr Ludkin

Re: Cemetery Bungalow, Heywood Road, Diss, IP22 4DJ

Thank you for your time and for the opportunity of being able to have a look over Heywood Road in Diss, for the purposes of an up to date market appraisal.

Turning to the question of value, as already discussed with you on the day, I feel realistically the property is worth in the regions of £350,000 to £375,000. Having spoken to our Lettings team I feel realistically the value lies in the regions of £850 - £875 pcm. We will always strive to ensure we achieve the very best possible price for you.

We do pride ourselves in being a proactive and honest Estate Agent where customer service is extremely important to us. Having now been established for over 24 years we have an in depth knowledge within the area we operate. With each and every property we advertise we tailor an individual marketing strategy, which will further help expose your property to the widest possible target market.

Advertising is also still very important, we are pleased to be the only estate agent in Diss and Long Stratton to advertise on **Rightmove**, **Zoopla**, **Primelocation** and **OntheMarket.com**, being the 4 largest property portals, combined with a large database of potential purchasers, means we are able to expose all of our properties to the widest possible target audience.

From our office we will act proactively by immediately raising awareness of your property by calling through our large database of registered purchasers to gain viewings from the onset. Within 24-48 hours of visiting your property for photographs we will have prepared the sales brochure of your property, to not only be advertised on the internet but also within our busy office windows to catch the eye of both local and out of area buyers.

If you have any further questions or queries or would like to proceed with placing your property on the market, please do not hesitate to contact me directly, or alternatively do call into the office.

Yours sincerely

LIAM OSBORNE
For Whittley Parish



DISS TOWN COUNCIL

Council Offices, 11-12 Market Hill,
Diss, Norfolk, IP22 4JZ.
Telephone & Fax: (01379) 643848
Email: towncouncil@diss.gov.uk
Website: www.diss.gov.uk

Report Number:
68 / 2223

Report to:	Full Council
Date of Meeting:	19 th April 2023
Authorship:	Town Clerk
Subject:	Cemetery Chapel Roof

Introduction

1. M&J Group contacted Diss Town Council (DTC) early February stating that they had only allowed to fix the roof tiles as per the fixing specification (attached at Appendix A) undertaken by their sub-contractor for plain tiles on a 58-degree pitch.
2. They also stated that the existing tiles for reuse were very twisted, and their recommendation was to fix all tiles with aluminium clout nails to prevent tiles slipping out of the roof which was one of the major causes of leaks in the old roof.
3. N.B. The replacement tiles were shown to the contractor prior to works starting.
4. M&J subsequently sent the attached request for instruction of £15,295.44 (Appendix B) for these additional works for the Council to review and discuss.

Cost breakdown

5. A detailed explanation of the additional costs was requested and can be seen at Appendix C.
6. Explanatory notes on the tabled information from the contractor are as follows:
 - a) Line 1 - we have omitted the original cost for labour with fixing the tiles every 5th course as per the fixing spec (340m² x 19 tiles = 6460)
 - b) Line 2 - we have included a cost per elevation with fixing every tile (340m² x 60 tiles = 20,400). This price was worked out after we had completed one full elevation to have a more accurate price so we would not overcharge.
 - c) Line 3 - cost for additional nails
 - d) The columns at the top are as follows:
 - i. Total Value Total Value of the RFI
 - ii. Labour Our cost we pay for our roofers (2 men for 6 days per elevation @ £180 (£10,800) then minus the cost of fixing every fifth course 340m² @ £8.34 (£2,835.60) = £7,964.40
 - iii. P&O Profit & Overhead – this covers additional overheads we incur i.e. extra site visit done by our contracts

managers, scaffold inspection etc. which the remaining is left for profit.

- e) FYI, we did reduce our standard P&O percentage we place on projects as we fully understand the situation Diss Council are in with all the additional cost due to the discovery of the bats.
7. DTC also requested a site meeting with the contractor to better understand the situation, which was attended by councillors Peaty and Robertson, the Clerk/CEO, Deputy Clerk/COO & the Facilities & Buildings Manager on 3rd March.
8. It was established at this meeting that additional works are required to the central entrance way section as the beams are rotting. It was also recommended by the contractor to recoat the fascias in black gloss as they have faded. This would not only finish off the job with a pleasing aesthetic appearance but also protect the fascias from the elements.
9. It is recommended that both tasks are undertaken whilst the infrastructure is in place, and this should mean that the Cemetery Chapel will require no further major works for the next 25 years at least. The quote for these additional works totals £7,656 and can be viewed at Appendix D.
10. Prior to this meeting the COO visited the site with her partner (a roofer) and it was confirmed that the tiling work had been undertaken to a very high standard. He was also of the view that given the number of additional tiles required and labour, the tile fixing rate was realistic.

Project costs

11. The original value of the order to M&J was £65, 838 (see Appendix E). It is estimated that with the unforeseen scaffolding costs, additional drilling of tiles to fix and the mortar repairs to the parapet wall, fixing all tiles with nails, plus the extra timberworks and fascia decoration, the total costs from M&J will increase to £94,398 (total of value column on Appendix F).
12. Expenditure on M&J to date totals £62,623.
13. Total project costs to date are £68,808 which includes £4,860 to Practical Ecology Ltd and £1,325 to AEWC Ltd for the bat supervisory works and Natural England licence.
14. This leaves £11,456 in the remaining Earmarked Reserves (EMR) Cemetery Chapel roof allocation.
15. Total projected project costs = £100,583, which is £20,319 (an increase of 25%) above the total EMR allocation of £80,264.

Conclusion

16. The internal structural works have been completed, the tiling is 81% complete and the guttering will be installed once roofing works are completed.
17. It is expected that a realistic end date for the project would be 12th May which includes the additional two weeks of work to the timbers and fascias.
18. The bat specialist found six bats present on his supervisory visit, which were checked over, fed, and released at dusk rather than put in the bat boxes due to the number found.
19. A request for payment has been received for a further £24,826 taking the total valuation sum to £87,449 (see Appendix F).

20. Members are also requested to approve the additional payment of £7,656 for the additional timbers and fascia decoration as per quotation at Appendix D.
21. It is proposed that the additional funds of £20,319 are allocated from General Reserves to EMR Cemetery Chapel roof at year end. This will cover the remaining request for payment at Appendix C once the EMR has been spent, the quote for additional works (Appendix D) plus 2 more weeks of scaffolding costs at £600 per week.
22. A representative from M&J is making himself available to answer any questions from members during the meeting via Zoom / Teams.

Recommendations

1. To approve expenditure of £15,295.44 to nail every tile as per Appendix B.
2. To approve expenditure of £7,656 for the additional timbers and fascia decoration as per Appendix D.
3. To approve the request for payment of £24,826 from M&J Group.
3. To allocate additional funds of £20,319 from General Reserves to Earmarked Reserves Cemetery Chapel roof at year end to cover the shortfall in total project costs.



ESTIMATOR

SPECRITE

Reference:

MWEBTF2201280811XVN

Date:

28/01/2022

Client:

M&J Group
M&J Group, Hammond Road,
Bedford, MK41 0UD

Project:

Diss Cemetery Chapel
1, Heywood Road, Diss, IP22
4DL

Please find below details of your fixing specification for TileFix

Fixing Specification

Perimeters	Every Course, twice nailed (38mm x 2.65mm Aluminium Nails (Pack 25 500g) (plain))
Local Areas	Every Fourth Course, twice nailed (38mm x 2.65mm Aluminium Nails (Pack 25 500g) (plain))
General Areas	Every Fifth Course, twice nailed (38mm x 2.65mm Aluminium Nails (Pack 25 500g) (plain))
Local Areas - designated	6 - courses in from angled details, verges, side abutments etc 24 - courses in from flat details, eaves, ridges, top abutments etc.

For sites located close to the coast, consideration should be given to the use of Solofix and Stainless Steel fixings in order to provide maximum durability.

BS5534:2014 requires all perimeter tiles are to be twice mechanically fixed, this may supersede the recommended fixing given above.

Building Details

Building height, H	12.3 m (height to ridge)
Building length, L	27 m
Building width, W	11 m

Roof Details

Tile	Plain	Colour	Anthracite
Rafter pitch	58 degrees	Headlap	67 mm
Roof type	Duo	Ridge Height (agl)	12.3 m
Counter battens	None	Eave Height (agl)	3.5 m
Underlay Pu	695.737	Max Rafter Length	10.38 m

* This is the required Pu value for the underlay. The underlay used by the roofer has to have a Pd value greater than this, in accordance with BS 5534 : 2014

PROJECT:											
RFI 010 - Tile Fixings - Estimate							Total Value		15295.44		
BY:											
Olli Knowles							Labour		7964.40		
DATE:											
02/02/2023							P&O		6773.44		
P&O 85.0465 Rebate % 0 Lodge % 0 Congestion 0											
Item	Description	Unit	Qty	PMC	SMC	LAB	P&O	Lodge/ Cong.	Unit Cost	Item Cost	Item Value
									0.00	0.00	
	RFI 010 - additional costs for having to fix every tile compared to every 4th course all								0.00	0.00	
	for in the bid.								0.00		
									0.00		
	Discussed with DG, allowing 2men for 6days to each elevation for additional tile fix								0.00		
	(5no elevations)								0.00		
									0.00		
	Labour - Clay Handmade Plain T	m2	-340	0.00	0.00	8.34	7.09	0.00	15.43	15.43	-5,247.18
									0.00		
	Labour - 2men / 6days per eleva	no	5	0.00	0.00	2,160.00	1,837.00	0.00	3,997.00	3,997.00	19,985.02
									0.00		
	Additional Nails	m2	340	1.64	0.00	0.00	0.00	0.00	1.64	1.64	557.60
	*60tiles/m2 nailed once (£0.04/nail) = £2.40/m2								0.00		
	19tiles/m2 (allowed originally as per fixing spec) nailed once (£0.04/nail) = £0.76/m								0.00		
	£2.40 - £0.76 = £1.64/m2 for the remaining tiles to be fixed to the whole area.								0.00		
									0.00		
	22% lodge taken out as discussed between DG & TG								0.00		



M&J GROUP
CONSTRUCTION & ROOFING

Tel: 0844 800 3912 Fax: 0844 800 1081

REQUEST FOR INFORMATION/INSTRUCTION

To:	Sonya French	Email/Fax:	sonya.french@diss.gov.uk
Of:	Diss Town Council	RFI No.	11
Contract:	Diss Cemetery Chapel	Contract No.	7619
From:	Dan Goddard	Date:	30/03/2023
		Office Use:	RR

	Omit	Add
<u>RFI 011 - Decoration of Fascias & Additional Timbers</u>		
ITEM 1: Install additional access scaffolding under archway to enable timber works		£7,656.00
ITEM 2: Remove existing timber close boarding and replace with new. Replace 4no 3m lengths of rafter with new and stain to match existing		
ITEM 3: Rub down and prep existing fascias, prime and decorate in black to match.		
ITEM 4 ** Scaffold Hire will be charged @ £600.00 p/wk from Monday 10th if not instructed before Friday 7th April **		
		£7,656.00
Contract Cost Implication *:	£7,656.00	Extension of Time Required: Yes - 2 Weeks

Response; * Cost is nett of cost of delays

Please sign where indicated and return. We regret works cannot proceed without formal instruction.

I hereby authorise the works described above and authorise due payment in the sum(s) quoted.

Signed: _____ On Behalf of: Diss Town Council Date: _____

Response Required By: **07/04/2023**

Ref: M&J/007/Oct2013

PROJECT:												
	RFI 011 - Decoration & Timberworks - Estimate						Total Value	7656.00				
BY:												
	Olli Knowles / DG						Labour	2160.00				
DATE:												
	30/03/2023						P&O	1836.00				
P&O	85	Rebate %	0	Lodge %	0	Congestion	0					
Item	Description	Unit	Qty	PMC	SMC	LAB	P&O	Lodge/ Cong.	Unit Cost	Item Cost	Item Value	
									0.00	0.00		
	RFI 011 - decoration of all fascias in black paint & timberworks (4no new 3m rafters, and replace 6m2 of close boarding and stain).									0.00	0.00	
									0.00			
									0.00			
	> Remove existing timber close boarding and replace with new. Replace 4no 3m raf with new 100x75mm timbers from scaffold working platform tower.									0.00		
									0.00			
	Access - Scaffold for timber replacement works only									0.00		
	4m Scaffold Tower @ 5m	item	1	0.00	0.00	0.00	0.00	0.00	0.00			
*	M&J Mark Up (SMC)	item	1	1,500.00	300.00	0.00	0.00	0.00	1,800.00	1,800.00	1,800.00	
	* M&J Mark up to cover admin costs and tag sign offs									0.00		
									0.00			
	> Install 4no new rafters (3m sections) and remove/install new 9mm close boarding and stain to match existng to area highlighted during site meeting									0.00		
*	New Rafters & Close Boarding	Days	4	0.00	0.00	180.00	153.00	0.00	333.00	333.00	1,332.00	
	* Labour 2men 2 days									0.00		
**	Materials Required	Item	1	787.26	0.00	0.00	0.00	0.00	787.26	787.26	787.26	
	** No Mark up on materials to reduce cost to client (MD Approved)									0.00		
									0.00			
									0.00			
	> Sand & paint 52 LM of all fascias in black paint.									0.00		
*	Fascia Decoration in Black	Days	8	0.00	0.00	180.00	153.00	0.00	333.00	333.00	2,664.00	
	* labour for 2 men for 4 days									0.00		
**	Materials Required	Item	1	1,072.74	0.00	0.00	0.00	0.00	1,072.74	1,072.74	1,072.74	
	** No Mark up on materials to reduce cost to client (MD Approved)									0.00		
									0.00			
									0.00			
	** Scaffold Hire will be charged @ £600.00 p/wk from Monday 10th if not instructed before Friday 7th April **									0.00		
	Scaffold Hire	Wks		600.00	0.00	0.00	0.00	0.00	600.00	600.00	0.00	



M&J GROUP
CONSTRUCTION & ROOFING

Hammond Rd
Elm Farm Industrial Estate
Bedford
MK41 0UD

Tel: 0844 800 3912

mj@mjconstructiongroup.co.uk

Sonya French
Diss Town Council

Quote No. 7619/OK/P

Date: 08/09/2021

Tel No: 01379 643848

email: sonya.french@diss.gov.uk

Dear Sirs,

Re: Diss Cemetery Chapel, Diss, Norfolk IP22 4DL - Pitched Roof Refurbishment

Thank you for your enquiry and we have pleasure in enclosing our prices, subject to the general terms and conditions as available on request from our offices.

Following our recent site visit, please see below our quotation for the pitched roof refurbishment and internal structural works at Diss Cemetery Chapel, as per drawings.

Cost Summary / Breakdown

1.00	Preliminaries - Access, Health & Safety:	£9,620.50
2.00	Internal Structural Works:	£9,770.00
3.00	Pitched Roof Refurbishments - Chapel & Workshop Roofs:	£46,447.98
Bid Total:		£65,838.48

Please read this quotation in conjunction with the attached clarification letter.

Notes:

- 1] All prices quoted are net and subject to addition of VAT at current rates.
- 2] Guarantees are only issued on receipt of full payment. The sum of £1.00 has been included in the above quoted bid sum in respect of the guarantee.
- 3] This bid is to be read in conjunction with M&J Schedule of Contract Daywork Rates, Contract Attendances and Special Conditions.
- 4] The above quotation makes no allowance for Building Control or Planning Applications.
- 5] The above quotation makes no allowance for Principal Designer duties. However, should it be required for this particular contract please advise and a cost can be provided for instruction.
- 6] Where M&J have produced a BoQ this bid has been prepared and is strictly based upon the attached M&J BoQ and work descriptions. Please see attached Attendance Schedule item 27.

Terms : Nett 20 days

Fixed Price: 30 days from date of quotation

Ref. M&J/003a/Mar2020



Quotation No. 7619/OK/P

Re: Diss Cemetery Chapel, Diss, Norfolk IP22 4DL - Pitched Roof Refurbishment

Item	
	<p><u>Preliminaries - Access, Health & Safety</u> Supply, erect and maintain access scaffolding including heras fencing, hinged gates, table top lifts, independent platform, single door fan, pedestrian fan and debris chute for the duration of the works. On completion, scaffold to be safely and carefully dismantled and removed from site. Welfare facilities to be situated on site for operatives use during the project.</p> <p><u>Internal Structural Works</u> Supply and install new steel tie bars as per structural engineers drawings, including all appropriate fixings. Ply wood strengthening to be installed as per plans.</p> <p><u>Pitched Roof Refurbishments - Chapel & Workshop Roofs</u> Strip existing roof coverings and set aside for re-use (allowing for 30% new tiles to match the existing so allowed to save 70% of tiles from strip). Felt and batten to be disposed off site. Supply and install new 1F felt and treated 25x38mm battens to roof area. Supply and install new 25x38mm counter battens to provide air gap. Install the set aside handmade clay plain tiles including the allowance of new tiles to match the existing as close as possible. Supply and install in line vent tiles to be installed just below the ridge lines to provide route for air to leave roof area. Supply and install new 5U eave protection felt & over fascia vent to provide ventilation to the roof space. Strip off existing guttering (leaving downpipes in place) and dispose off site. Supply and install new uPVC half round guttering to match the existing and link in with existing downpipes in situ. Supply and install new 25x38mm ridge battens. Supply and install new Fleur de Lys style ridge tiles and mortar bed in position. Supply and install 30% new valley tiles and re-instate other 70% set aside during stripping, fixing new tile and a half to either side including cuts to tiles. Supply and install new lead to replace existing and to replace mortar bedded details to parapet walls, chasing into brickwork and dressing over tiles.</p>

Terms : Nett 20 days

Fixed Price: 30 days from date of quotation

Ref. M&J/003a/Mar2020

SCHEDULE OF CONTRACT DAYWORK RATES
(rates are standard contract charges as of 1st January 2020)



Operatives (All Skill Levels)	£45.00	Per Hour
SUPERVISORY/MANAGERIAL(all levels)	£52.50	Per Hour
Travel/Lodge	£0.45	Per Mile (Each Way)
Materials @ invoice cost (exc., early settlement discounts)	Cost + 22%	
Carriage and/or Delivery Charges (Materials and Plant)	Cost + 25%	
Plant and/or Hired In Plant	Cost + 18%	
Sub-Contract Works	Cost + 18%	
Parking (where free on site parking is not available)	Cost + 18%	

Notes;

- 1 Normal hours are Mon-Fri 8.00am-4.30pm (exc. bank holidays) Works outside these times will be charged at double rate up to 8.00pm and triple rate thereafter.
- 2 All hourly rates will be charged in minimum multiples of 2 (eg, 1.5 hours work will be charged at 2 hours, 3 hours work will be charged at 4 hours).
- 3 Travelling time is charged at basic hourly rate. Premium rate for out of hours works does not apply to travelling time.
- 4 Where non-stock materials are used, charges will be to full delivery quantity ordered for the works.
- 5 All rates are strictly NETT and exclusive of VAT.
- 6 Travelling time and Travel costs are not charged for, where works are within a 10 mile radius of the quoting office.
- 7 Travelling time and Travel costs are not charged for where our operatives are already gainfully employed on site. Except where the extent of the full days work is wholly daywork.
- 8 Supplier/Sub-Contractor Deliveries not off-loaded as per pre-arranged agreements will be charged at nett cost +5%.
- 9 All mechanical power tools, generators, extension leads etc, will be deemed as hired-in plant and charged as above.
- 10 Non-productive and/or abortive visits will be charged for in accordance with the above rates and methods of calculation.
- 11 Daywork sheets will normally be presented either on the day in question or on the 1st working day following. Signature by yourselves will be deemed as guarantee of unqualified payment.
- 12 Daywork sheets will be initiated where works are ordered out of sequence to our Method Statement and/or normal working practice. eg., where upstands are completed early/late to suit construction program. In such cases measured works, plus time taken will be recorded and paid for.
- 13 Parking is charged on an hourly basis per vehicle in attendance at the site at the time dayworks are carried out.

Ref. M&J/003a/Mar2020



Contract Attendances

Quote No. 7619/OK/P

	By MC/Others	By M&J Group	Comments
1		◆	
2			N/A
3		◆	
4			N/A
5			N/A
6			N/A
7			N/A
8		◆	
9		◆	
10		◆	
11		◆	
12	◆		
13	◆		
14		◆	Until M&J handover.
15		◆	
16		◆	
17			N/A
18			N/A
19			As existing.
20			£1,495 per day or part thereof.
21			N/A
22			N/A
Others (Please Specify)			
22a			
23	Price Based Upon No. of Visits:	1	
24	Additional Visits Charged At:	£750 each	Plus Measured Works
25	On Site Training/Induction (See special condition K)	£45.00	First hour/per operative - no charge
26	Specialist Training (See special condition J)	£45.00	Hour/Person + Cost of course
		Yes	No
27	Subject to Remeasure (SMM7/NRM2)		◆
28	Retention To Be Applied		◆
		Enclosed	Available on Request
29	Our Terms & Conditions:		◆
30	Our Dayworks Schedule:	◆	

This quotation is based upon the contract programme stated below. Thereafter additional preliminary costs will be chargeable on a prorate weekly basis as follows;

31	Contract Programme	tbc	Continuous weeks
32	H&S Management:	£250.00	Per week
33	Technical Management and/or Drawings	£500.00	Per week
34	Contract Management (1 visit per week)	£400.00	Per week
35	Scaffold Tag Inspections (1 inspection per week)	£200.00	Per week
36	Specialist plant (Exc cranes and/or M.C. attendances)	See M&J Dayworks	Per week

Ref. M&J/003a/Mar2020



Special Conditions

Quote No. 7619/OK/P

- A. In the case where M&J act as a subcontractor, then any agreed retention monies shall be limited to a period of 15 months from issue of Practical Completion and/or 24 months from M&J final handover, whichever is the earliest. Save for where it can be legitimately proven that M&J's works are defective.
- B. This quotation is not prepared in accordance with Building Regulations Part L in respect of insulation and airtightness requirements and/or BREEAM requirements, any amendments required to the specification as a result of these regulations/requirements may require a price revision.
- C. The attached quotation is based strictly on the insurance cover maintained by us at the time of order (Excluding PI, unless specifically agreed)
- D. For projects incorporating "Green Finishes", these are "live" products and on occasions availability is subject to seasons and/or harvesting programmes. No assurances of supply to meet contract programmes are either offered or implied by us.
- E. For projects incorporating "Green Finishes", in warm weather conditions finishes may need up to 6Litres of water/m2 per day to establish successful root growth. We have allowed to undertake the first 24hr watering-in period following installation. Thereafter the MC/Client shall provide due labour and attendance to maintain watering.
- F. Unless otherwise stated, all pitch pockets are to be formed using hot melt applied monolithic systems. Extra over costings are available on request where such systems would not be deemed to be suitable and/or cold applied materials may be required.
- G. In the case where M&J have been employed to provide design, this design is provided strictly on the basis that it is to be used for the works as quoted for by M&J and only where M&J are employed to undertake the works themselves. M&J specifically exclude liability for any use of the designs other than for that which they were originally prepared and where M&J are not employed to undertake the works. Please note liability for any claim or loss in relation to cladding or cladding systems is excluded.
- H. Where safety and/or access measures dictate that scaffold and/or general access of any kind is required over adjacent surfaces that may be susceptible to damage, M&J and/or their sub-contractors will exercise reasonable care, however we cannot accept any liability arising from accidental damage to such surfaces. Any costs for making good are solely at the client's risk.
- I. M&J's bid is based strictly upon the use of standard M&J equipment, any additional specialist equipment not already owned by M&J which would require hiring as a result of specific customer/site requirements, would be chargeable at cost + 18%.
- J. M&J's bid is based strictly upon training to regulatory requirements. Any additional training required specific to the contract would be chargeable at cost + the hourly rate as stated within our dayworks schedule.
- K. M&J's bid is based on a maximum 1 hour site induction per operative. Thereafter all time required for induction/site tool box talks/ attendance at safety meetings etc., will be charged at the agreed contract daywork rates.
- L. M&J's bid for any monolithic ("hot-melt") products is based strictly upon the use of standard petrol engine sway-bar armed mixers. Any project specific requirement for non-standard equipment, eg., electrically operated and/or manually agitated plant would be at an extra over cost to be agreed in advance of the works taking place.
- M. Unless specifically stated M&J have not included for the production of drawings. Hand sketches may be provided or in AutoCAD LT 2009 according to client requirements, at an agreed extra over cost.
- N. Where man safe posts are to be supplied and fitted by others. M&J must be consulted in advance to ensure system compatibility. M&J reserve the right not to warrant details to man safe posts where we consider the type of post used may effect the long term performance of the covering. All man safe posts must have cover flashing/shrouds to protect the exposed edge of waterproofing membrane.
- O. Where RWO's are supplied and fitted by others. All RWO's must have a mechanical membrane clamping ring. Wade and/or Harmer RWO's are generally acceptable, all other RWO types must be approved by M&J. M&J reserve the right not to warrant the seal to RWOs that we consider may not be suitable for use with the agreed roof covering.
- P. Our bid is based strictly on the items as described within M&J's BOQ. This may not be in accordance with NRM2 and for the avoidance of doubt, it is strictly the items described in M&J's BoQ that are included. E.g: If rooflight linings are not described then no allowance has been made for them.
- Q. Where the stripping of elements of and/or the entire roof construction is specified, M&J and/or their sub-contractors will exercise reasonable care, however in the absence of the provision of a scaffolded temporary roof structure we cannot accept any liability arising from water ingress. It is the responsibility of the client to inform their insurers that such works are being undertaken.
- R. Our bid is based strictly on the basis that we are provided with a substrate that is true, dry and free from defect. Any additional works required by M&J to achieve this status would be deemed to be a variation to the contract.

Ref. M&J/003a/Mar2020

08/09/2021

Dear Sir/Madam,

Re: Diss Cemetery Chapel, Diss, Norfolk – Pitched Roof Refurbishment

Please find attached our tender return documents for this project.

We would like to clarify the following item regarding our tender return.

Generally

- No rafter replacement/repairs have been allowed for as this is unforeseen until the roof covering is removed. Once the structural timbers below the roof level have been inspected, any structural timber works will be sent over to the client as an additional cost.
- As per discussions with Sonya French, the required sarking board repairs can only be identified once the roof covering has been removed and therefore no cost has been allowed for at tender stage. Any repair works discovered will be priced for once identified and the cost given to as an additional cost to the contract.
- Existing mortar abutment flashings have been priced to be replaced with new lead flashings.
- Specification asks for bat friendly breather felt to be installed. Due to the buildings being vaulted ceilings and leaving no loft space for bats to nest, this is not required. The documents also do not state to allow for any bat tiles for entry so we have deemed the need for bat friendly felt to be unnecessary. We can therefore install a breather felt instead and offer the below saving for using this product as an alternative to the bat friendly felt.
- We have allowed to install new Fleur de Lys ridge tiles to the ridge lines of the Chapel, however due to the shape of the tiles, we are only able to mortar bed in place and we are unable to mechanically fix (requirement to meet regulations). This has been priced as per the documents to remain competitive in the tender but should we be successful, this will need discussing and potentially a new ridge tile being installed to ensure that we are meeting fixing regulations for the tiles.
- As discussed with Robert Ludkin, our tender submission allows for all ridge tiles to be removed and disposed off site and new Fleur de Lys style ridge tiles to be installed. Below are the savings to the client for going with other discussed alternative ridge tiles.
- Potential savings to client, as described above:
 - o Breather Felt – saving to £307.65.
 - o Roll Top Ridge Tiles – saving of £927.18.
 - o Half Round Clay Ridge Tiles – saving of £1,491.39.

Yours Sincerely,

Olli Knowles | *Pitched Roofing Estimator*
M&J Group (Construction & Roofing) Ltd

REQUEST FOR PAYMENT

(This is not a tax invoice)

Valuation No.	8-DG
Date:	31/03/2023
Payment Days:	30
MC Valn Date:	31/03/2023
Default Notice:	12/04/2023
Final Date for Payment:	30/04/2023
Your Ref:	21/5938



M&J Group
Construction & Roofing

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

Page 1 of 1

Retention % 0.00%

MCD % 0.00%

Valuation Sum: £87,449.11

Less Retention: £0.00

Less Discount: £0.00

Attention: Sarah Richards

Tel: 01379 643848

Fax: sarah.richards@diss

Less Previously Invoiced: (£62,622.62)

Nett Due: £24,826.49

+ VAT (Ref 335009680)

M&J Group UTR No. 2016018007

Note: In the event of non-issue of a payment notice by the client/employer, this application is to be taken as the Default Notice on the relevant contractual date

Project: Diss Cemetery Chapel, Diss, Norfolk IP22 4DL - Pitched Roof Refurbishment

Qty	Item	Description	Value	% Claim	Claim
1	1.00	Item Preliminaries - Access, Health & Safety:	£9,620.50	90.00	£8,658.45
2	1.00	Item Internal Structural Works:	£9,770.00	100.00	£9,770.00
3	1.00	Item Pitched Roof Refurbishments - Chapel & Workshop Roofs:	£46,447.98	85.00	£39,480.78
4		Additions/Omissions			
5	1.00	Item RFI 001 - Drilling of Tiles to Fix	£4,132.40	85.00	£3,512.54
6	1.00	Item RFI 002 - Mortar Repairs to Parapet Wall	£584.04	75.00	£438.03
7	1.00	Item RFI 003 - Roofing Felt Saving (N.I)	(£307.65)	0.00	£0.00
8	22.00	week RFI 006 - Scaffold Hire (02.05.22 - 02.10.2022)	£600.00	100.00	£13,200.00
9	1.00	Item RFI 010 - Tile Fixings	£15,295.44	81.00	£12,389.31
10		RFI 011 - Decoration & Timberworks			
11	1.00	Item Items 1,2 & 3	£7,656.00	0.00	£0.00
12	0.00	week Scaffold Hire (10.04.23 - TBC)	£600.00	100.00	
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DISS TOWN COUNCIL

Council Offices, 11-12 Market Hill,
Diss, Norfolk, IP22 4JZ.
Telephone & Fax: (01379) 643848
Email: towncouncil@diss.gov.uk
Website: www.diss.gov.uk

Report Number:
69 / 2223

Report to:	Full Council
Date of Meeting:	19 th April 2023
Authorship:	Chief Operations Officer / Deputy Town Clerk
Subject:	Upgrade of Park

Introduction

1. The Town Park is the most utilised green space that is owned by Diss Town Council. We have recently upgraded most of the play equipment and feel that there is more to do to enhance the appearance of the park.
2. The park is a significant public space that plays a vital role in enhancing the social, physical, and environmental aspects of a town. It is a place where individuals can relax, connect with nature, and engage in recreational activities.
3. Therefore, it is essential to create a more pleasant park to meet the diverse needs of the residents. This report will provide recommendations for improving the park's ambiance. This project also links to the strategic plan of making Diss a greener town.

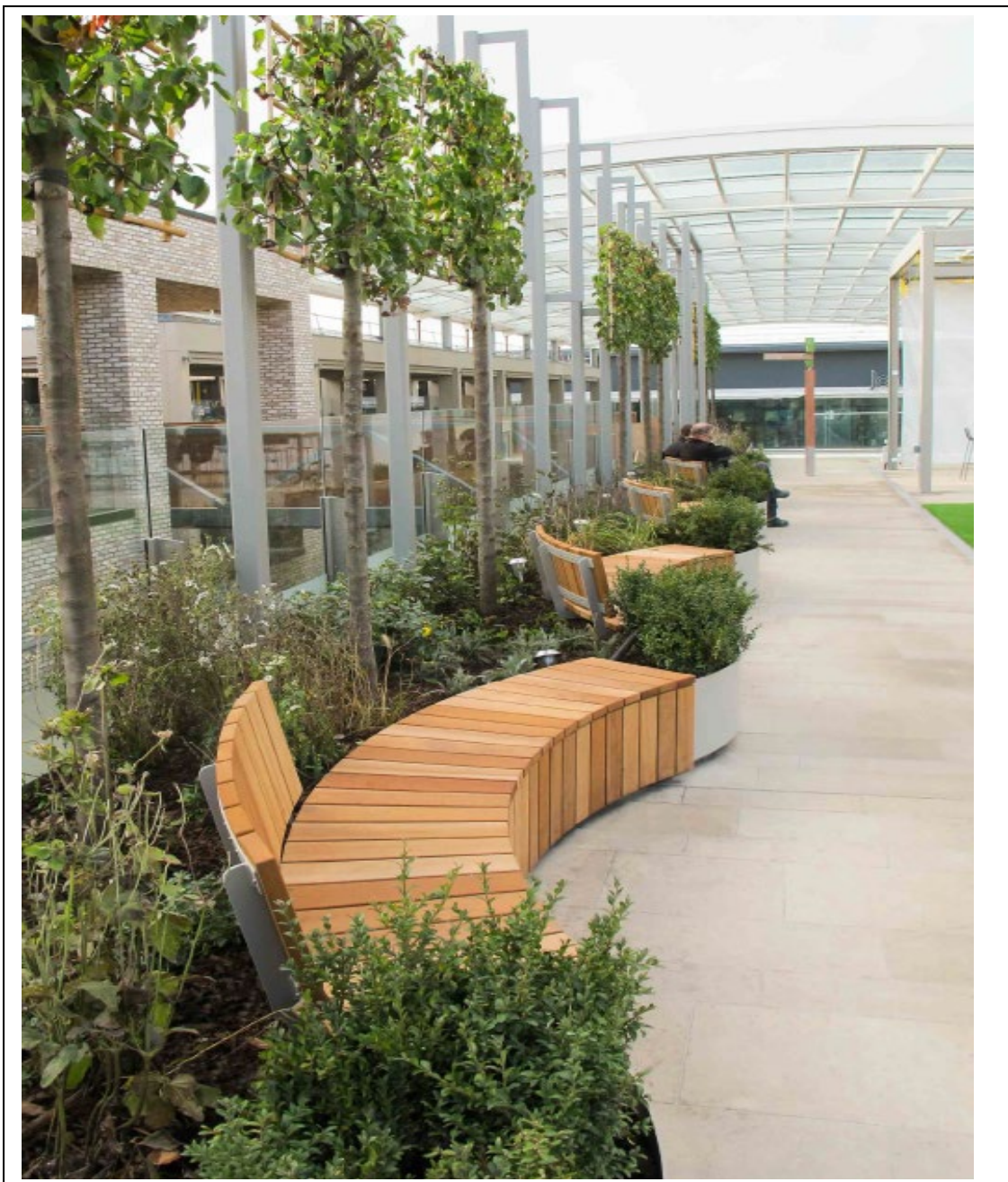
Legacy of upgrading the Park

4. It is proposed that a new project is undertaken by councillors and staff of DTC to improve the overall appearance of the park. These enhancements should include new benches, planters, trees, wildflower areas and shrubs.
5. There is currently work being undertaken to improve the beacon with a new surround being installed over the next three months, there is another project currently being completed to update all of the signs located within the park and to repaint the park pavilion, all of this put together will create a newly improved and visually pleasing park for the future.
6. This project will provide a lasting legacy within the town and a project that the members of the council and staff can be proud of.
7. Legacy projects are a significant investment in a town's infrastructure, designed to leave a lasting impact and benefit for future generations. These projects create long-term benefits for the community and will be good for the Town.
8. This project will enhance the quality of life for the residents and visitors, creating a much-improved public space and cultural landmark providing a sense of pride and identity within the town.
9. There is a future view for the council to work towards gaining the Green Flag Status which it previously held. Details of the award can be found at: www.greenflagaward.org.

New Benches

10. Benches are an essential aspect of any park as they provide a seating area for residents and visitors to relax and enjoy the surroundings. The current benches in the park are old, worn-out, and uncomfortable, causing discomfort for residents and visitors.
11. The benches that sit alongside park road are currently facing the road allowing residents and visitors to enjoy a view of the traffic along Park Road, which is not ideal. During this project it is envisaged that the benches are placed in a more strategic position to allow the view of the park to be enjoyed as opposed to the road.
12. Fig 1 below shows how some interestingly placed benches with some new planting alongside could present a more pleasing view alongside park road, interspersed with some of the trees that are currently in place. This also creates a natural barrier against the traffic and pollution.

Fig 1



12. It is recommended to install new benches around the park that are durable, comfortable, and aesthetically pleasing. The benches should be placed strategically in areas with shade and scenic views to provide visitors with a pleasant seating experience.
13. Fig 2,3,4,5 & 6 below shows some different designs of benches that could be incorporated into the park project.

Fig 2



Fig 3



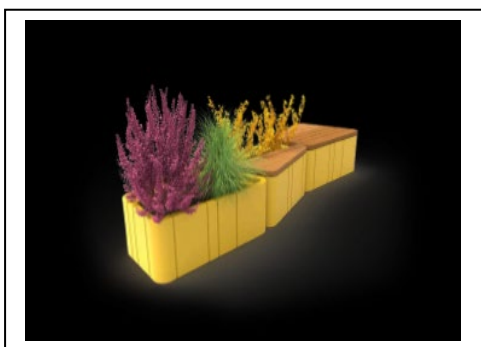
Fig 4



Fig 5



Fig 6



13. A further enhancement is to remove some of the old and unsightly picnic tables that are around the new play area. These picnic benches have previously come under criticism from the public due to the height and design of the benches.
14. Below in figs 7-10 respectively are some images of picnic tables that could be incorporated into this area to improve the overall appearance and comfort for residents and visitors to the park.

Fig 7



Fig 8



Fig 9



Fig 10



Trees

10. Council has recently agreed and allocated funds of £450 to introduce new trees into the park which will be placed strategically to enhance the park. Some of these trees have been purchased and will be positioned alongside the benches and planters to improve the overall appearance of the park.
11. Trees, shrubs, and plants play a significant role in enhancing the ambiance of a park. They provide shade, oxygen, and a natural habitat for birds and other animals. The trees, shrubs and plants will be selected based on their suitability for the local climate and soil type.

Planters

12. Planters are an excellent way to add colour and texture to the park. They provide a platform to showcase a variety of plants and flowers that can enhance the ambiance of the park.
13. The planters should be strategically placed in areas with high foot traffic to provide visitors with a pleasant visual experience. The planters should be designed to complement the park's overall design and theme. Additionally, the planters will be strategically placed to be easily accessible for maintenance and watering.
14. These planters could be stand-alone planters as indicated in fig 11,12 & 13.

Fig 11



Fig 12



Fig 13



- 15. Alternatively, these planters can be incorporated into benches to allow people to sit and enjoy the benches whilst enjoying the planting schemes at the same time. See fig 14, 15 & 16 below.

Fig 14



Fig 15

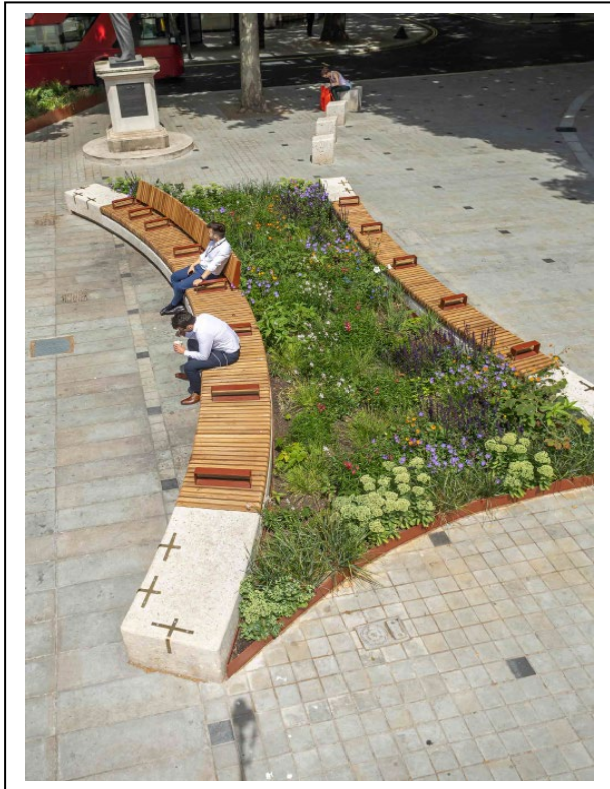
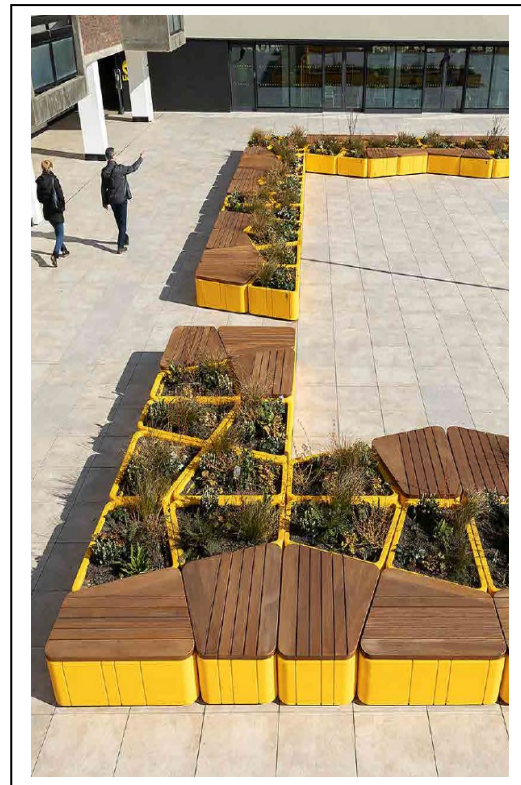


Fig 16



Plants for Planters

14. The choice of plants for the park is crucial in creating a pleasant ambiance. The plants will be selected based on their suitability for the local climate and soil type. The plants should also be low maintenance and drought-tolerant to reduce the need for frequent watering and maintenance.
15. Flowering plants such as marigolds, petunias, and impatiens can be planted in the park to add colour and fragrance. Additionally, shrubs such as hydrangeas, roses, and lilacs can be planted to provide a visual barrier and enhance the park's aesthetic appeal.

Wildflower Areas

16. It is also envisaged that we can work with the local biodiversity officer at South Norfolk Council to provide some areas on the park for wildflowers.
17. Wildflower areas in parks are of great importance for a variety of reasons. Firstly, they provide habitats for many different species of animals and insects, including butterflies, bees, and birds. These creatures rely on the nectar and pollen produced by wildflowers for their survival, making them crucial to the overall health of local ecosystems.
18. Additionally, wildflowers can provide shelter and nesting sites for these animals, creating a diverse and vibrant community within the park.
19. These areas will have an important role in promoting diversity and conservation within the park. Bring a natural habitat to an urban park. These areas can add beauty and colour to the park, creating a natural and calming environment for visitors to enjoy.

There is currently a project to do a trial of wildflower areas in the Town and this could link into this project once agreed.

Future Staff Costs

20. The future staff costs will be minimal once the implementation of the project is completed.
21. All the benches being installed are to replace benches that are either, unsightly, not strategically placed for the best enjoyment of residents and visitors or not fit for use. Due to this being the same number of benches being installed it would create no extra costs in the current maintenance schedule of these benches.
22. The planters that are envisaged will be of a metal construction material needing very minimal maintenance as the metal is coated in an anti-corrosion material.
23. The new trees and plants will require watering during the summer months. I have envisaged that this would take x1 facilities & buildings operative 30-45 minutes x 3 times per week? during the months from May – Sep. This would be an extra cost to council for watering of the plants and trees roughly £900.00 - £1,350.00 per year. This extra watering could be tagged onto the end of the other planters that are currently being watered during these months around the Town.
24. There would be no extra cost for equipment to water these plants as the machines for this have recently been purchased by council.
25. Finally, the costs for upkeep of the planters would be kept to a minimum as the plants would be of a variety that are low maintenance and durable for the climate within Diss. I would estimate that we would need x 1 member of the buildings & facilities for approximately 1 hour per fortnight = 26 hours of maintenance for the year. This would be at a cost of approximately £390.00 per year.
26. I have not been able to do an estimation of costs on the wildflower areas at this time as the project team would need to get an idea of what is required to install and update a wildflower area in the park during the investigation period. This cost would become more transparent once the wildflower area project has been initiated.

Conclusion

27. In conclusion, creating a more pleasant park in the town can be achieved through the installation of new benches, trees, planters, and plants. The new benches should be durable, comfortable, and aesthetically pleasing.
28. Trees should be planted strategically to provide shade, oxygen, and enhance the natural environment.
29. Planters should be strategically placed to add colour and texture to the park, and plants should be selected based on their suitability for the local climate and soil type. These recommendations will enhance the ambiance of the park and provide visitors with a pleasant and relaxing experience.
30. To set up a working party of councillors and staff to look at the project in more depth and finalise an installation date of Autumn 2023 for the planting of the new trees and Spring 2024 for the planting of the new shrubs and plants which is the optimum time for new shrubs and plants to be planted.

Budget

31. To utilise up to £55k for the completion of the project. It is proposed that £15k could be utilised from the Earmarked Reserves Park security project which has now been disbanded. The remainder of the funds of £40k to come from Community Infrastructure Levy funds (as at end of February 2023, EMR CIL has a balance of £68,408).

Recommendations

1. To appoint a working party of councillors and staff to work on the park enhancement project.
2. To fund up to £55k for the project, £15k to be transferred from Park Security Earmarked Reserves and £40k to be transferred from Community Infrastructure Levy into a new EMR for Park Enhancement Project.

N.B. A copy of the planters and benches brochure is available from the office in pdf format, should you require a copy please email sonya.french@diss.gov.uk

Progress Report

Committee	Minute Reference	Subject	Action	Assigned to	Timescale	Comments or further action
Full Council	FC1121/07	Emergency Plan	2. To confirm a date with the District's Emergency Planning Officer for a trial implementation of the Emergency Plan.	Clerk / SNC Emergency planning Officer	30.04.23	SNC has requested a date post 4th May elections. Dates will be circulated after Easter when SNC Officer is back in the office.
Full Council	FC120122/15	Experience Art Trail	To support the "Toy Studio / Flock" design for the new outdoor artwork commissioned by Norfolk County Council at the Mere's Mouth location.	Clerk	by 31.03.22	The preparatory groundworks have already been completed. Designer was waiting to confirm the final install date as it's dependent on the painting schedule (the artwork is currently with the painters & painting is in progress). Estimated install date either w/c 10 April or w/c 24 April, but will update as soon as I hear back.
Full Council	FC0522/13	PARK LIGHTING	1. To approve the remaining Park lighting upgrades including the additional mounting posts and power supplies for the CCTV at an additional cost of £5,398.36 allocated to General Reserves. 2. To approve the CCTV works at the Park for a total of £3,950 allocated to Earmarked Reserves – Infrastructure CCTV.	MM / Clerk / RFO	Immediately	Lighting works complete. Contractor will attend site on 25-26th April to fit the equipment to the columns on the Mere which will include the cameras.
Full Council	FC0522/20	CEMETERY CHAPEL	1. To give delegated authority to the Town Clerk and Deputy Town Clerk to negotiate the scaffolding quotation to a maximum of 25% of the £600 weekly charge. 2. Following agreement of 1 above to pay the part-invoice totalling £34,138.66 for works undertaken on the Cemetery Chapel roof to date allocated to Earmarked Reserves Cemetery Chapel.	Clerk	Immediately	On agenda
Full Council	FC0922/04	PUBLIC PARTICIPATION	The Diss beacon cycle trail signs have been installed but need reviewing to check they are correct.	Clerk to follow up with CV & PC	by 03.11.22	Unable to reach former cllr Valori. Member of Fair Green has been asked to help. No update
Full Council	FC0922/09	Mayor's Cadets	To approve the appointment of Mayor's Cadets	Clerk	by 30.09.22	Completed
Full Council	FC1022/10	Cemetery Bungalow	1. To appoint Abbots to market the Bungalow with an initial purchase price of offers over £325k subject to negotiation on an overage. 2.To give delegated authority to the CEO/Clerk alongside the Chair of Executive and Facilities committees to agree upon a purchase price.	DepTC/Clerk/MG/JR	28.02.23	On agenda
Full Council	FC1122/07	INTERNAL AUDIT	2. To approve proposed actions as appropriate responses to the internal audit report's recommendations adding deadline dates where not stated.	RFO	28.02.23	Reported in the internal controls review in Feb 23
Full Council	FC1122/09	CIVILITY & RESPECT PLEDGE	To sign up to the Civility & Respect Pledge .	Town Clerk	by 22.06.23	It is proposed that the Executive Committee will consider a Dignity at Work policy at its June meeting. This should then enable the Clerk to commit the Council to the pledge statements online. No update.
Full Council	FC1122/11	Informal Meetings of Councillors	To continue with optional informal meetings of councillors and officers in person and when needed to share ideas and explore opportunities.	Town Clerk	When necessary	
Full Council	FC1222/07	Electricity Costs	2. To approve virements of up to £10K towards electricity costs from unspent and available budgets where necessary at the end of the financial year. 3. To delegate authority to the RFO with approval from the Chair of the Exec committee to appoint the best value electricity supplier on a (maximum of) 24-month contract before July 2023.	RFO/MG	31.03.23/ 30.06.23	End of year figures for cost and usage confirm that virement now not required.
Full Council	FC0123/09	Strategic Plan	That the Clerk would contact relevant councillors / Officers to review involvement, objectives and timescales for review at the March meeting of Council.	Clerk / Relevent Cllrs / Staff	by 8.06.23	Infrastructure members have approved a revised plan for the remaining objectives & members will be considering additional objectives at their July meeting. It is proposed that a summary of outcomes across all objectives is considered at the June or July meetings of FC with additional objectives as part of a revised strategic plan.

Progress Report

Committee	Minute Reference	Subject	Action	Assigned to	Timescale	Comments or further action
Full Council	FC0323/09	Internal Controls	To approve the adoption of the: a)the financial regulations as amended b)the income and expenditure internal controls c)the insurance schedule for 2022-23 – subject to minor change d)the internal audit plan e)the governance and management risk register f)the investment policy and financial reserves policy g)the statement of internal controls	RFO	Immediately	Done
Full Council	FC0323/10	New Business Savings Account	To open a Lloyds Bank 6 month fixed term deposit account with a £100,00 starting balance.	RFO	Immediately	Further investigation has determined a current account is also required. RFO to research further & discuss with Chair of Exec & ICC.
Full Council	FC0323/11	Mayors Update	To adopt the revised Mayors handbook.	Town Clerk	Immediately	Done
Full Council	FC0323/12	Diss Mere	To approve and sign the licence of the exclusive right of fishing between Town Council & Diss & District Angling Club.	Town Clerk / SO / ET	Immediately	Awaiting final licence for signing from solicitor.
Full Council	FC0323/13	Market	That councillors Collins, Kiddie, Sinfield & Welch to work with the Clerk and the Chair of the DCT to arrange a site visit of the former Beales building and further consider feasibility of supporting the use of the former Beales building for a daily indoor market.	Clerk / DC /SK/LS/JW	31.05.23	Report to be presented to May / June meeting.