



TOWN CLERK
Mrs S Villafuerte-Richards, CILCA

DISS TOWN COUNCIL
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Diss, Norfolk, IP22 4JZ

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Date: 07/09/23

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 13th September 2023** at **7.15pm** to consider the business detailed below.

Town Clerk

AGENDA

1. **Apologies**
To receive and consider apologies for absence.
2. **Declarations of Interest 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 26th July 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 (*members of the public are entitled to speak for a maximum of three minutes*).
5. **Items of URGENT business**
To discuss any item(s) of business which the Town 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 July & August 2023 (copies herewith).
 - b) To note Income & Expenditure reports for July & August 2023 (copies herewith).
 - c) To note Earmarked Reserves for July & August 2023 (copies herewith).
 - d) To receive the first quarterly financial report April – June 2023 (reference 20/2324 herewith).
 - e) To note that the external auditor report and certificate for the Council's Year End 2022/23 Accounts has been received and no matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met.
7. **Community Grant Scheme**
To consider recommendations from the Grants Panel regarding four funding applications (copy details herewith).
8. **Diss Youth & Community Centre**
To consider a quotation (to be tabled) to re-inspect the DYCC roof.

9. Public Spaces Protection Order

To consider the Council's response to South Norfolk's formal consultation regarding the proposed Public Spaces Protection Order for Vehicle Related Anti-Social Behaviour (copy details herewith).

10. Changing Places Toilet

To receive a report (reference 21/2324 herewith refers) regarding a changing places toilet provision in Diss.

11. Parish Partnership Funding

To consider report reference 22/2324 regarding costs of installing a footway through the Sports Ground site to improve connectivity for users.

12. D-Day 80 Anniversary

To appoint the Beacon sub-committee to consider an event to mark the 80th Anniversary of D-Day on 6th June 2024 (copy details herewith).

13. Christmas Lights Switch-on event

To receive an update (report reference 23/2324 herewith) regarding plans for the Christmas Lights Switch-on event on Saturday 2nd December.

14. Strategic Plan

To receive an update following the first meeting of the strategic plan review action group (copy details herewith).

15. Progress Report

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

16. Member Forum

To consider information or issues relevant to Council from members for brief discussion, action or inclusion on a future agenda.

17. Date of Next Meeting

To note that the next meeting of Full Council is scheduled for Wednesday 15th November 2023 at 7.15pm.

18. Public Bodies (Admissions to Meetings)

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

19. Visit Diss Website

To consider two proposals to create a Visit Diss website from Red Dune Ltd and One Press Publishing (confidential report reference 24/2324 herewith).

NOTES

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

The reports and enclosures referred to in this agenda are 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 26th July 2023** at **6.45pm.**

Present: Councillors D. Collins, S.Kiddie, A.Kitchen, R.Peaty, J.Robertson
E. Taylor, G. Waterman, J. Welch

In attendance: Sonya French (Deputy Town Clerk/Chief Operations Officer)
There were no members of the public present.

FC0723/01 APOLOGIES

Apologies were received and accepted from Councillors L. Sinfield, S.Olander, S. Browne, M. Gingell and J. Wooddissee.

FC0723/02 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

There were no declarations of interest.

FC0723/03 MINUTES

Members confirmed the minutes of the June meeting. It was

RESOLVED: To approve the minutes of the meeting of Full Council held on 12th July 2023 as a true record to be signed by the Town Mayor.

(Action: Dep Clerk; immediately)

FC0723/04 PUBLIC PARTICIPATION

There were no members of the public in attendance.

FC0723/05 ITEMS OF URGENT BUSINESS

There were no items of urgent business which the Town Mayor or Town Clerk had previously been informed of at least 24 hours before the meeting.

FC0723/06 SPORTS GROUND

Councillors received a report (ref 19/2324) regarding works that are required at the Sports Ground Pavilion. After careful consideration and a short discussion on the works that were required. It was

RESOLVED: To grant delegated authority, up to £13,000.00, to the Town Clerk/CEO, Chair of Facilities, and Executive Chair to agree on quotes for the project.

(Action: B&F Manager & Clerks; immediately)

FC0723/7 DATE OF NEXT MEETING

Councillors noted that the next meeting of Full Council is scheduled for Wednesday 13th September 2023 at 7.15pm.

Meeting Closed : 19:00 hours

Councillor Murphy
TOWN MAYOR

BANK OUTGOINGS JULY 2023				
<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
03.07.2023	Red5 Networks Ltd	DD412	£ 200.02	Phone/Broadband June 2023 - Council Office, DYCC and Sportsground
03.07.2023	South Norfolk District Council	DD413	£ 2,026.18	Waste Collections July to September 2023 - All Sites
05.07.2023	Barclays Bank Plc	B.Net	£ 20.00	B.Net Charges July 2023
14.07.2023	Ricoh (UK) Ltd	DD414	£ 757.61	Photocopier Rent June to August 2023, Copies taken March to April 2023
14.07.2023	Allmake Motor Parts Ltd	Bacs1918	£ 9.46	2x Fuel Cans - General Use
14.07.2023	Baldwin Skip Hire Ltd	Bacs1919	£ 242.06	Mixed Waste Skip Hire - All Areas
14.07.2023	CGM Group (East Anglia) Ltd	Bacs1920	£ 858.60	Ground Maintenance June 23 x3 Visits - Park & Sportsground
14.07.2023	City Electrical Factors Ltd	Bacs1921	£ 1,036.80	4x Patio Heaters - Cemetery Chapel
14.07.2023	Community Action Norfolk	Bacs1922	£ 180.00	Play Area Inspection Training Course x3 Maintenance Team
14.07.2023	Diss Garden Centre Ltd	Bacs1923	£ 113.90	Plants for Gardens around Mere Town Sign at Meres Mouth
14.07.2023	Jackamans	Bacs1924	£ 926.40	Legal Fees - Rectory Meadow to Diss Cricket Club, Angling Club Mere
14.07.2023	LR Wyard-Scott Ltd	Bacs1925	£ 274.22	Van & Machinery Fuel - June 2023
14.07.2023	Rural Services Partnership Ltd	Bacs1926	£ 138.00	Rural Market Town Group Membership 2023-2024
14.07.2023	Screwfix Direct Ltd	Bacs1927	£ 50.47	Bulkhead Lighting - Park Pavilion, Toilet Seat - Park Toilets
14.07.2023	Sonata Security Ltd	Bacs1928	£ 372.00	Annual Maint. of Fire Alarm and Emergency Lights - Office & DYCC
14.07.2023	Stratton Glass & Windows Ltd	Bacs1929	£ 26.46	Sports Pavilion Ladies Changing Room Wired Window
14.07.2023	Treadfirst Ltd	Bacs1930	£ 228.12	New Tyre & Rebalance - Ford Ranger, Puncture Repair - VW Caddy
14.07.2023	Trustees Diss Museum	Bacs1931	£ 68.41	Reimburse Market Electricity March to June 2023
14.07.2023	Vmit Ltd	Bacs1932	£ 1,982.66	IT Software June 23, IT Support May 23 & Annual Adobe Subscription x4
17.07.2023	Sage (UK) Ltd	DD415	£ 125.28	Sage 50 Payroll Extra Users License
21.07.2023	Barclaycard	Jun-23	£ 294.87	Council Office Gate Handles, Carnival Generator Hire, 11x Litter Pickers, Carnival Procession Insurance
24.07.2023	Anglian Water Business Ltd	DD416	£ 17.53	Water Supplied April to July 2023 - Market
24.07.2023	Anglian Water Business Ltd	DD417	£ 84.99	Water Supplied April to July 2023 - Sports Pavilion
24.07.2023	Corona Energy Retail 4 Ltd	DD418	£ 1,794.20	Electricity June 2023 - All Sites
25.07.2023	Employees	BACS	£ 20,012.60	Salaries Month 4
25.07.2023	Norfolk Pension Fund	BACS	£ 7,191.87	Pension Contributions Month 4
26.07.2023	EE Ltd	DD419	£ 43.79	Mobile Phones June-July 2023 - R.Ludkin, S.Richards & A.Rolfe
27.07.2023	Cash Cheque Sundries	105182	£ 10.54	Milk - Council Office
31.07.2023	HM Revenue & Customs	BACS	£ 4,837.18	NI/PAYE Month 4
31.07.2023	City Electrical Factors Ltd	Bacs1933	£ 36.24	20A C Type Circuit Protectors for Cemetery Chapel Heaters

31.07.2023	Cooleraid Ltd	Bacs1934	£	18.60	2x Water Bottles June 2023 - Council Office
31.07.2023	E.On Next Energy	Bacs1935	£	37.15	Electricity Supplied 19/06 to 17/07 at Cemetery Bungalow
31.07.2023	ESPO	Bacs1936	£	157.83	Gas Supplied June 2023 - Council Office and DYCC
31.07.2023	ETC (East Anglia) Ltd	Bacs1937	£	346.80	Internet/Network Issues and Separate Park Radio at DYCC
31.07.2023	Eyre Builising Services Group Ltd	Bacs1938	£	1,950.00	Replace LED Light Fittings at DYCC
31.07.2023	Mervyn Lambert Plant Ltd	Bacs1939	£	480.00	Toilet Hire x6 - Coronation
31.07.2023	NLC Nova Lifts Co Ltd	Bacs1940	£	1,791.35	Repairs and Belt replacement to Cornhall Lift
31.07.2023	P.Cottrell	Bacs1941	£	25.00	Window Cleaning July 2023 - Council Office & Museum
31.07.2023	Screwfix Direct Ltd	Bacs1942	£	25.75	Line Marking yellow and masking tape
31.07.2023	Screwfix Direct Ltd	Bacs1943	£	69.98	Hose cart and teak oil
31.07.2023	Screwfix Direct Ltd	Bacs1944	£	12.34	O Rings for Van Watering System
31.07.2023	SLCC Enterprises	Bacs1945	£	375.00	Deposit for qualification Level 5 Community Governance
31.07.2023	SLCC Enterprises Ltd	Bacs1946	£	42.00	ChatGPT Training - S.French & A.Jamieson
31.07.2023	South Norfolk District Council	Bacs1947	£	168.00	Domestic Rates at Cemetery Bungalow - June 2023
31.07.2023	Star Plumbing, Heating & Renewables Ltd	Bacs1948	£	396.00	Repairs to Urinals & Pipework - Meres Mouth Toilets
31.07.2023	Story Photobooth	Bacs1949	£	395.00	Hollywood Photobooth at Carnival 2023
			£	50,251.26	

BANK OUTGOINGS AUGUST 2023				
<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
01.08.2023	Anglian Water Business Ltd (National)	DD421	£ 22.66	Water 14/04-13/07 - Cemetery
01.08.2023	Red5 Networks Ltd	DD420	£ 202.98	Phone/Broadband August 2023 - Council Office, DYCC & Sports Pavilion
01.08.2023	Barclays Bank Plc	B.NET	£ 20.00	Monthly Bank Charges for Barclays.Net Bacs system
15.08.2023	Alliance Disposables Ltd	Bacs1950	£ 663.71	Sanitary Products - All Sites
15.08.2023	Anglian Tree Solutions Ltd	Bacs1951	£ 228.00	Remove Fallen Tree - Churchyard
15.08.2023	Ashill Fire Protection Ltd	Bacs1952	£ 255.60	Inspect & Replace 2 Fire Extinguishers - Sports Pavilion
15.08.2023	Cooleraid Ltd	Bacs1953	£ 46.50	5 x Water Battoles July 2023 - Council Office
15.08.2023	Dardan Security (Systems) Ltd	Bacs1954	£ 238.44	Service Intruder Alarm - Council Office
15.08.2023	FAST First Aid	Bacs1955	£ 150.00	First Aid Provision at Carnival 2023
15.08.2023	Lighting & Illumination Technology Exp. Ltd	Bacs1956	£ 4,355.04	Christmas Lights 2023 Deposit for Heritage Triangle
15.08.2023	Linstead Farm & Garden Machinery	Bacs1957	£ 125.77	Repairs to Petrol Strimmer
15.08.2023	LR Wyard-Scott Ltd	Bacs1958	£ 244.78	Van & Machinery Fuel 2023
15.08.2023	Mary Moppins Ltd	Bacs1959	£ 1,674.00	Opening & Cleaning of Meres Mouth & Park Toilets - July 2023
15.08.2023	P.Cottrell	Bacs1960	£ 45.00	Window Cleaning at DYCC - July 2023
15.08.2023	Screwfix Direct Ltd	Bacs1961	£ 49.97	Wet Floor Signs - Council Office, Safety Boots - Maintenance
15.08.2023	South Norfolk District Council	Bacs1962	£ 168.00	Domestic Rates at Cemetery Bungalow - July 2023
15.08.2023	TOP Garden Services	Bacs1963	£ 1,898.40	Grass Cutting June and July 2023 - Cemetery
15.08.2023	Travis Perkins Trading Co Ltd	Bacs1964	£ 14.33	Mortar Mix - Street Repairs around Bins
15.08.2023	Vmit Ltd	Bacs1967	£ 1,198.08	IT Support June 2023, IT Software July 2023, Hard Drive Destruction
17.08.2023	Corona Energy Retail 4 Ltd	DD422	£ 70.52	Electricity July 2023 - Meres Mouth Toilets
21.08.2023	Barclaycard	Jun-23	£ 213.40	DDNP Wix Domain & Website 23/24, Canva Subscription 23/24
21.08.2023	Cash	105183	£ 19.01	Milk - Council Office, Postage Stamps - Council Office
24.08.2023	Corona Energy Retail 4 Ltd	DD423	£ 1,084.87	Electricity July 2023 - All Sites
25.08.2023	Employees	Bacs	£ 19,700.48	Salaries Month 5
29.08.2023	EE Ltd	DD424	£ 44.50	Mobile Phones August 2023 - SR, RL and AR
30.08.2023	HM Revenue & Customs	BACS	£ 4,821.16	NI/PAYE Month 5
30.08.2023	Norfolk Pension Fund	Bacs	£ 7,100.66	Pension Contributions Month 5
31.08.2023	Baldwin Skip Hire Ltd	Bacs1966	£ 242.06	Skip Hire - All Sites
31.08.2023	BHA Trees Ltd	Bacs1967	£ 2,280.00	3 Yearly Inspection, Report & Tree Schedule - All Sites
31.08.2024	Binder Ltd	Bacs1968	£ 202.50	Sewerage Disposal from Septic Tank at Park Pavilion
31.08.2025	British Gas	Bacs1969	£ 862.38	Gas Supplied to Cemtery Bungalow December 2022 to August 2023

31.08.2023	CGM Group (East Anglia) Ltd	Bacs1970	£	512.40	Ground Works at Sportsground & Park - July 2023
31.08.2023	Cooleraid Ltd	Bacs1971	£	109.82	Annual Water Cooler Hire 23/24 - DYCC Workshop
31.08.2023	CPRE Norfolk	Bacs1972	£	36.00	Annual Subscription to Campaign for Rural England 23/24
31.08.2023	Dissigns signmakers	Bacs1973	£	570.00	Signs made for Boardwalk - HTP
31.08.2023	E.On Next	Bacs1974	£	29.00	Electricity at Cemetery Bungalow July to August 2023
31.08.2023	ESPO	Bacs1975	£	125.00	Gas Supplied July 2023 - Council Office & DYCC
31.08.2023	Fenland Leisure Products Ltd T/A Online Play	Bacs1976	£	214.80	2x Seats for Mere Park Equipment
31.08.2023	Glasdon UK Ltd	Bacs1977	£	159.60	Plastic End Caps for Benches - Town & Park
31.08.2023	Paul Rackham	Bacs1978	£	2,002.00	Grave Digging July and August 2023
31.08.2023	Pearce & Kemp Ltd	Bacs1979	£	183.00	Repairs to Heaters at Cemetery Chapel
31.08.2023	Screwfix Direct Ltd	Bacs1980	£	75.34	Bulkhead Light - Sports Pavilion, Screws for Boardwalk Project
31.08.2023	The Alarm Company	Bacs1981	£	156.25	Call-Out and Repairs to Intruder Alarm at DYCC
31.08.2023	TOP Garden Services	Bacs1982	£	759.36	Garden Works at Cemetery during August 2023
31.08.2023	Travis Perkins Trading Co Ltd	Bacs1983	£	23.53	Hardboard Plywood - Council Office Window
31.08.2023	Waveney Build Ltd	Bacs1984	£	576.00	Sash Window Repairs - Council Office
			£	53,774.90	

04/08/2023

Diss Town Council

Page 1

10:35

Detailed Income & Expenditure by Budget Heading 01/07/2023

Month No: 4

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Agency Services							
1000 Agency Services Income	3,848	3,456	(392)			111.3%	
Agency Services :- Income	3,848	3,456	(392)			111.3%	0
4000 NCC Grasscutting	39	100	61		61	39.5%	
Agency Services :- Indirect Expenditure	39	100	61	0	61	39.4%	0
Net Income over Expenditure	3,809	3,356	(453)				
120 Allotments							
1120 Allotment Rent	0	500	500			0.0%	
Allotments :- Income	0	500	500			0.0%	0
4020 Allotments - Insurance	28	28	0		0	100.0%	
Allotments :- Indirect Expenditure	28	28	0	0	0	100.0%	0
Net Income over Expenditure	(28)	472	500				
140 Amenities							
1140 Amenities Income	2,110	2,085	(25)			101.2%	
1143 Flock Income	9,999	0	(9,999)			0.0%	9,999
Amenities :- Income	12,109	2,085	(10,024)			580.8%	9,999
4030 Park Enhancement Costs (470)	42	0	(42)		(42)	0.0%	42
4040 Gardens/Floral Scheme	922	1,300	378		378	70.9%	
4060 Town/Park - R&R	7,021	20,000	12,979	945	12,034	39.8%	30
4061 Play Equipment R&R	2,799	5,000	2,202		2,202	56.0%	
4062 Boardwalk Maintenance	0	1,000	1,000		1,000	0.0%	
4065 Van Replacement	0	1,000	1,000		1,000	0.0%	
4070 Van x 2 Running Costs	1,427	3,500	2,073		2,073	40.8%	
4071 Van Insurance	1,695	1,220	(475)		(475)	138.9%	
4075 Tree Management	0	9,000	9,000		9,000	0.0%	
4085 Closed Churchyard - R&R	16	30	14		14	53.2%	
4090 Manorial Rights - R&R	0	10	10		10	0.0%	
4095 Mere - Water/drainage	0	2,800	2,800		2,800	0.0%	
4100 Mere - Fountain	0	1,500	1,500		1,500	0.0%	
4101 Mere - Fountain Electricity	1,406	4,830	3,424		3,424	29.1%	
4102 Mere Fountain/Kiosk -Insurance	155	155	0		0	100.0%	
4110 Park - Water Rates	781	100	(681)		(681)	780.7%	
4115 Park - Electricity	432	1,841	1,409		1,409	23.5%	
4120 Mere's Mouth - Rent	100	100	0		0	100.0%	
4125 Mere's Mouth - Business Rates	212	424	212		212	50.0%	

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Detailed Income & Expenditure by Budget Heading 01/07/2023

Month No: 4

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4140 Park - Insurance	1,764	1,757	(7)		(7)	100.4%	
Amenities :- Indirect Expenditure	<u>18,770</u>	<u>55,567</u>	<u>36,797</u>	<u>945</u>	<u>35,852</u>	<u>35.5%</u>	<u>72</u>
Net Income over Expenditure	<u>(6,661)</u>	<u>(53,482)</u>	<u>(46,821)</u>				
7000 plus Transfer from EMR	72						
8001 less Transfer to EMR	9,999						
Movement to/(from) Gen Reserve	<u>(16,588)</u>						
<u>145 Mini Recycling Centre Adopter</u>							
1150 Mini Recycling Adopter Payment	0	450	450			0.0%	
Mini Recycling Centre Adopter :- Income	<u>0</u>	<u>450</u>	<u>450</u>			<u>0.0%</u>	<u>0</u>
Net Income	<u>0</u>	<u>450</u>	<u>450</u>				
<u>150 Bank Interest</u>							
1090 Interest Received	2,575	500	(2,075)			515.1%	
Bank Interest :- Income	<u>2,575</u>	<u>500</u>	<u>(2,075)</u>			<u>515.1%</u>	<u>0</u>
4202 Bank Charges	92	240	148		148	38.4%	
Bank Interest :- Indirect Expenditure	<u>92</u>	<u>240</u>	<u>148</u>	<u>0</u>	<u>148</u>	<u>38.4%</u>	<u>0</u>
Net Income over Expenditure	<u>2,483</u>	<u>260</u>	<u>(2,223)</u>				
<u>160 Capital Expenditure</u>							
4200 Capital Expenditure	2,179	41,007	38,828		38,828	5.3%	
Capital Expenditure :- Indirect Expenditure	<u>2,179</u>	<u>41,007</u>	<u>38,828</u>	<u>0</u>	<u>38,828</u>	<u>5.3%</u>	<u>0</u>
Net Expenditure	<u>(2,179)</u>	<u>(41,007)</u>	<u>(38,828)</u>				
<u>180 Cemetery</u>							
1180 Cemetery Interment/Chapel Fees	9,734	25,000	15,266			38.9%	
1185 Cemetery Memorial Fees	3,509	10,500	6,991			33.4%	
Cemetery :- Income	<u>13,243</u>	<u>35,500</u>	<u>22,257</u>			<u>37.3%</u>	<u>0</u>
4250 Cemetery - Grounds - R&R	2,582	8,000	5,418		5,418	32.3%	
4260 Cemetery - Chapels - R&R	46,178	1,000	(45,178)		(45,178)	4617.8%	11,456
4270 General Equipment	899	3,000	2,101		2,101	30.0%	
4271 General Equipment Insurance	142	142	0		0	100.0%	
4272 Ride on Mower Insurance	412	412	0		0	100.0%	
4275 Cemetery - Water Rate	60	150	90		90	40.0%	
4280 Cemetery - Electricity	117	472	355		355	24.8%	

Detailed Income & Expenditure by Budget Heading 01/07/2023

Month No: 4

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4285 Cemetery - Insurance	496	496	0		0	100.0%	
Cemetery :- Indirect Expenditure	50,886	13,672	(37,214)	0	(37,214)	372.2%	11,456
Net Income over Expenditure	(37,643)	21,828	59,471				
7000 plus Transfer from EMR	11,456						
Movement to/(from) Gen Reserve	(26,186)						
<u>190 Cemetery Gravedigging</u>							
1190 Cemetery Gravedigging Fees	2,612	0	(2,612)			0.0%	
Cemetery Gravedigging :- Income	2,612	0	(2,612)				0
4300 Cemetery Gravedigging Exp.	1,054	0	(1,054)		(1,054)	0.0%	
Cemetery Gravedigging :- Indirect Expenditure	1,054	0	(1,054)	0	(1,054)		0
Net Income over Expenditure	1,558	0	(1,558)				
<u>200 Christmas Lights</u>							
4320 Christmas Lights	0	21,000	21,000		21,000	0.0%	
4322 Insurance re. Christmas Lights	79	79	0		0	100.0%	
Christmas Lights :- Indirect Expenditure	79	21,079	21,000	0	21,000	0.4%	0
Net Expenditure	(79)	(21,079)	(21,000)				
<u>220 Corn Hall</u>							
4350 Corn Hall - Maint./R&R	3,489	6,000	2,511		2,511	58.1%	
4360 Corn Hall - Insurance	2,588	2,582	(6)		(6)	100.2%	
Corn Hall :- Indirect Expenditure	6,076	8,582	2,506	0	2,506	70.8%	0
Net Expenditure	(6,076)	(8,582)	(2,506)				
<u>240 Council Properties</u>							
1240 Office Rent/Service Charge	3,268	5,500	2,232			59.4%	
Council Properties :- Income	3,268	5,500	2,232			59.4%	0
4400 Office R&R	1,691	2,500	809		809	67.6%	
4405 Office Building Maintenance	505	0	(505)		(505)	0.0%	505
4410 Office Stairlift	0	340	340		340	0.0%	
4415 Cemetery Bungalow	806	2,000	1,194		1,194	40.3%	
4420 Electricity Testing 5 Yrly	798	0	(798)		(798)	0.0%	798
4425 Health & Safety	63	2,500	2,437		2,437	2.5%	
4435 Pk Toilets Servicing	2,265	12,000	9,735	731	9,004	25.0%	

Detailed Income & Expenditure by Budget Heading 01/07/2023

Month No: 4

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4445 Pk Toilets - Insurance	384	384	0		0	100.0%	
4450 Pk Toilet- Electricity	501	1,720	1,219		1,219	29.1%	
4460 Pk Toilets - Water Rates	(1,051)	2,070	3,121		3,121	(50.8%)	
4465 Mere's Mouth Toilets	3,467	15,000	11,533	731	10,801	28.0%	
4466 Mere's Mouth Electricity	269	1,500	1,231		1,231	17.9%	
4475 Staff Uniforms/Replacements	0	250	250		250	0.0%	
Council Properties :- Indirect Expenditure	9,699	40,264	30,565	1,463	29,102	27.7%	1,303
Net Income over Expenditure	(6,431)	(34,764)	(28,333)				
7000 plus Transfer from EMR	1,303						
Movement to/(from) Gen Reserve	(5,128)						
<u>260 Diss Youth & Community Centre</u>							
1160 Loan Park Radio	820	0	(820)			0.0%	
1260 DYCC Hire Fees	10,299	20,000	9,701			51.5%	
Diss Youth & Community Centre :- Income	11,119	20,000	8,881			55.6%	0
4500 DYCC - Electricity	2,166	7,758	5,592		5,592	27.9%	
4505 DYCC - Gas	219	830	611		611	26.3%	
4510 DYCC - Business Rates	2,520	5,200	2,680		2,680	48.5%	
4515 DYCC - Water Rates	401	710	309		309	56.5%	
4520 Licences - Music	0	247	247		247	0.0%	
4525 DYCC - Insurance	1,095	1,085	(10)		(10)	100.9%	
4530 Annual Service Costs	135	1,500	1,365		1,365	9.0%	
4540 DYCC - General R&R	5,014	4,000	(1,014)	156	(1,170)	129.3%	
Diss Youth & Community Centre :- Indirect Expenditure	11,550	21,330	9,780	156	9,624	54.9%	0
Net Income over Expenditure	(431)	(1,330)	(899)				
<u>280 Administrative Overheads</u>							
1285 Photocopying Income	30	0	(30)			0.0%	
Administrative Overheads :- Income	30	0	(30)				0
4610 Council Office Business Rates	2,426	4,860	2,434		2,434	49.9%	
4615 Council Office - Gas	922	1,230	308		308	75.0%	
4620 Council Office - Electricity	282	956	674		674	29.5%	
4625 Council Office - Telephone	523	2,000	1,477		1,477	26.2%	
4630 Council Office - Insurance	882	882	0		0	100.0%	
4657 IT Equipment, Software & Suppo	7,226	14,000	6,774		6,774	51.6%	
Administrative Overheads :- Indirect Expenditure	12,261	23,928	11,667	0	11,667	51.2%	0
Net Income over Expenditure	(12,231)	(23,928)	(11,697)				

Detailed Income & Expenditure by Budget Heading 01/07/2023

Month No: 4

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>300 Grants</u>							
4720 General Grants	0	10,000	10,000		10,000	0.0%	
Grants :- Indirect Expenditure	<u>0</u>	<u>10,000</u>	<u>10,000</u>	<u>0</u>	<u>10,000</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(10,000)</u>	<u>(10,000)</u>				
<u>320 Market</u>							
1320 Market Stallage	9,384	20,000	10,616			46.9%	
Market :- Income	<u>9,384</u>	<u>20,000</u>	<u>10,616</u>			<u>46.9%</u>	<u>0</u>
4805 Mere's Mouth - Maintenance	470	0	(470)		(470)	0.0%	470
4810 Market Place - Water Rates	30	63	33		33	47.3%	
4815 Market Place - Business Rates	1,235	2,800	1,565		1,565	44.1%	
4830 Market Expenditure	142	365	223		223	38.9%	
Market :- Indirect Expenditure	<u>1,877</u>	<u>3,228</u>	<u>1,351</u>	<u>0</u>	<u>1,351</u>	<u>58.1%</u>	<u>470</u>
Net Income over Expenditure	<u>7,507</u>	<u>16,772</u>	<u>9,265</u>				
7000 plus Transfer from EMR	470						
Movement to/(from) Gen Reserve	<u>7,977</u>						
<u>340 Promotion</u>							
4840 Promotion	169	250	81		81	67.6%	
4845 Website/Intranet Hosting/Maint	252	150	(102)		(102)	168.0%	
Promotion :- Indirect Expenditure	<u>421</u>	<u>400</u>	<u>(21)</u>	<u>0</u>	<u>(21)</u>	<u>105.3%</u>	<u>0</u>
Net Expenditure	<u>(421)</u>	<u>(400)</u>	<u>21</u>				
<u>360 Precept</u>							
1076 Precept	295,989	591,978	295,989			50.0%	10,000
Precept :- Income	<u>295,989</u>	<u>591,978</u>	<u>295,989</u>			<u>50.0%</u>	<u>10,000</u>
Net Income	<u>295,989</u>	<u>591,978</u>	<u>295,989</u>				
8001 less Transfer to EMR	10,000						
Movement to/(from) Gen Reserve	<u>285,989</u>						
<u>370 General Expenditure</u>							
4600 Town Mayor's Allowance	133	1,500	1,367		1,367	8.9%	
4605 Ccl Members' Allowance & Exp	0	1,000	1,000		1,000	0.0%	
4635 Subscriptions	1,561	2,500	939		939	62.4%	
4640 Audit	396	2,180	1,784		1,784	18.2%	

10:35

Detailed Income & Expenditure by Budget Heading 01/07/2023

Month No: 4

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4645 Training	3,828	4,500	672		672	85.1%	
4646 Liability Insurance	4,635	4,536	(99)		(99)	102.2%	
4655 Printing & Stationery	1,517	3,500	1,983		1,983	43.3%	
4660 Postage	0	100	100		100	0.0%	
4665 Wages - General Admin.	65,900	199,557	133,657		133,657	33.0%	
4666 Wages - General Maint.	62,881	197,102	134,221		134,221	31.9%	
4667 Staff Mileage	87	300	213		213	28.9%	
4675 Legal/Financial/Prof fees	436	2,000	1,564		1,564	21.8%	
4680 Vacancy Advert	0	2,000	2,000		2,000	0.0%	
4992 Annual Town Meeting	40	200	160		160	20.1%	
General Expenditure :- Indirect Expenditure	141,413	420,975	279,562	0	279,562	33.6%	0
Net Expenditure	(141,413)	(420,975)	(279,562)				
<u>375 Rechargeable</u>							
1280 Rechargeable Exp. Refunded	1,110	0	(1,110)			0.0%	
Rechargeable :- Income	1,110	0	(1,110)				0
4685 Rechargeable Expenditure	549	0	(549)		(549)	0.0%	
Rechargeable :- Indirect Expenditure	549	0	(549)	0	(549)		0
Net Income over Expenditure	561	0	(561)				
<u>400 Sports Ground</u>							
1400 Sports Ground Hire Fees	4,351	10,000	5,649			43.5%	
Sports Ground :- Income	4,351	10,000	5,649			43.5%	0
4900 Track Maintenance	0	4,000	4,000		4,000	0.0%	
4910 Pavilion Maintenance	353	0	(353)		(353)	0.0%	
4915 General Sports Ground Maint.	1,017	3,000	1,983	1,152	831	72.3%	
4920 Ground Maintenance	30	2,500	2,470		2,470	1.2%	
4930 Sports Grnd-Water Rate	257	553	296		296	46.5%	
4935 Sports Ground - Electricity	687	3,730	3,043		3,043	18.4%	
4940 Sports Ground - Phone	55	300	245		245	18.3%	
4945 Sports Ground - Insurance	1,334	1,332	(2)		(2)	100.2%	
4955 Skateboard Pk - Insurance/Insp	500	499	(1)		(1)	100.2%	
4965 Skateboard Pk-Maint. Materials	4,118	0	(4,118)		(4,118)	0.0%	2,059
Sports Ground :- Indirect Expenditure	8,352	15,914	7,562	1,152	6,410	59.7%	2,059
Net Income over Expenditure	(4,001)	(5,914)	(1,913)				
7000 plus Transfer from EMR	2,059						
Movement to/(from) Gen Reserve	(1,942)						

Detailed Income & Expenditure by Budget Heading 01/07/2023

Month No: 4

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>420 Events</u>							
1330 Coronation Income	3,358	0	(3,358)			0.0%	
Events :- Income	<u>3,358</u>	<u>0</u>	<u>(3,358)</u>				<u>0</u>
4760 Remembrance Service Costs	0	800	800		800	0.0%	
4991 Coronation Expenditure	6,811	0	(6,811)		(6,811)	0.0%	
Events :- Indirect Expenditure	<u>6,811</u>	<u>800</u>	<u>(6,011)</u>	<u>0</u>	<u>(6,011)</u>	<u>851.3%</u>	<u>0</u>
Net Income over Expenditure	<u>(3,452)</u>	<u>(800)</u>	<u>2,652</u>				
<u>425 Christmas Switch on Event</u>							
1235 Christmas Switch On Income	141	1,400	1,259			10.1%	141
Christmas Switch on Event :- Income	<u>141</u>	<u>1,400</u>	<u>1,259</u>			<u>10.1%</u>	<u>141</u>
4990 Christmas Switch on Event	41	2,800	2,759		2,759	1.4%	90
Christmas Switch on Event :- Indirect Expenditure	<u>41</u>	<u>2,800</u>	<u>2,759</u>	<u>0</u>	<u>2,759</u>	<u>1.4%</u>	<u>90</u>
Net Income over Expenditure	<u>100</u>	<u>(1,400)</u>	<u>(1,500)</u>				
7000 plus Transfer from EMR	90						
8001 less Transfer to EMR	141						
Movement to/(from) Gen Reserve	<u>50</u>						
<u>430 Carnival</u>							
1435 Carnival Income	12,981	10,000	(2,981)			129.8%	14,619
Carnival :- Income	<u>12,981</u>	<u>10,000</u>	<u>(2,981)</u>			<u>129.8%</u>	<u>14,619</u>
4996 Carnival	13,332	11,455	(1,877)		(1,877)	116.4%	13,332
Carnival :- Indirect Expenditure	<u>13,332</u>	<u>11,455</u>	<u>(1,877)</u>	<u>0</u>	<u>(1,877)</u>	<u>116.4%</u>	<u>13,332</u>
Net Income over Expenditure	<u>(351)</u>	<u>(1,455)</u>	<u>(1,104)</u>				
7000 plus Transfer from EMR	13,399						
8001 less Transfer to EMR	14,553						
Movement to/(from) Gen Reserve	<u>(1,505)</u>						
<u>440 Town Mayor's Charity</u>							
1440 Town Mayor's Charity	179	0	(179)			0.0%	
Town Mayor's Charity :- Income	<u>179</u>	<u>0</u>	<u>(179)</u>				<u>0</u>
4795 Town Mayor's Charity Exp	2,558	0	(2,558)		(2,558)	0.0%	
Town Mayor's Charity :- Indirect Expenditure	<u>2,558</u>	<u>0</u>	<u>(2,558)</u>	<u>0</u>	<u>(2,558)</u>		<u>0</u>
Net Income over Expenditure	<u>(2,379)</u>	<u>0</u>	<u>2,379</u>				

Detailed Income & Expenditure by Budget Heading 01/07/2023

Month No: 4

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>460 CIL</u>							
1460 CIL - CIL Income	3,462	0	(3,462)			0.0%	3,462
	<u>3,462</u>	<u>0</u>	<u>(3,462)</u>				<u>3,462</u>
CIL :- Income							
5000 CIL - Expenditure	6,907	0	(6,907)		(6,907)	0.0%	8,966
	<u>6,907</u>	<u>0</u>	<u>(6,907)</u>	<u>0</u>	<u>(6,907)</u>		<u>8,966</u>
CIL :- Indirect Expenditure							
Net Income over Expenditure	<u>(3,445)</u>	<u>0</u>	<u>3,445</u>				
7000 plus Transfer from EMR	8,966						
8001 less Transfer to EMR	3,462						
Movement to/(from) Gen Reserve	<u>2,059</u>						
<u>470 Streetlighting</u>							
4730 CCTV Costs	3,950	2,425	(1,525)		(1,525)	162.9%	3,950
4970 Streetlighting	0	7,575	7,575	10,111	(2,536)	133.5%	
	<u>3,950</u>	<u>10,000</u>	<u>6,050</u>	<u>10,111</u>	<u>(4,061)</u>	<u>140.6%</u>	<u>3,950</u>
Streetlighting :- Indirect Expenditure							
Net Expenditure	<u>(3,950)</u>	<u>(10,000)</u>	<u>(6,050)</u>				
7000 plus Transfer from EMR	3,950						
Movement to/(from) Gen Reserve	<u>0</u>						
Grand Totals:- Income	379,759	701,369	321,610			54.1%	
Expenditure	298,923	701,369	402,446	13,826	388,620	44.6%	
Net Income over Expenditure	<u>80,836</u>	<u>0</u>	<u>(80,836)</u>				
plus Transfer from EMR	41,765						
less Transfer to EMR	38,154						
Movement to/(from) Gen Reserve	<u>84,447</u>						

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Agency Services</u>							
1000 Agency Services Income	3,848	3,456	(392)			111.3%	
Agency Services :- Income	<u>3,848</u>	<u>3,456</u>	<u>(392)</u>			<u>111.3%</u>	<u>0</u>
4000 NCC Grasscutting	62	100	38		38	62.2%	
Agency Services :- Indirect Expenditure	<u>62</u>	<u>100</u>	<u>38</u>	<u>0</u>	<u>38</u>	<u>62.2%</u>	<u>0</u>
Net Income over Expenditure	<u>3,786</u>	<u>3,356</u>	<u>(430)</u>				
<u>120 Allotments</u>							
1120 Allotment Rent	0	500	500			0.0%	
Allotments :- Income	<u>0</u>	<u>500</u>	<u>500</u>			<u>0.0%</u>	<u>0</u>
4020 Allotments - Insurance	28	28	0		0	100.0%	
Allotments :- Indirect Expenditure	<u>28</u>	<u>28</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>100.0%</u>	<u>0</u>
Net Income over Expenditure	<u>(28)</u>	<u>472</u>	<u>500</u>				
<u>140 Amenities</u>							
1140 Amenities Income	2,430	2,085	(345)			116.5%	
1143 Flock Income	9,999	0	(9,999)			0.0%	9,999
Amenities :- Income	<u>12,429</u>	<u>2,085</u>	<u>(10,344)</u>			<u>596.1%</u>	<u>9,999</u>
4030 Park Enhancement Costs (470)	42	0	(42)		(42)	0.0%	42
4040 Gardens/Floral Scheme	922	1,300	378		378	70.9%	
4060 Town/Park - R&R	8,111	20,000	11,889	756	11,133	44.3%	30
4061 Play Equipment R&R	2,978	5,000	2,023		2,023	59.5%	
4062 Boardwalk Maintenance	226	1,000	774		774	22.6%	226
4065 Van Replacement	0	1,000	1,000		1,000	0.0%	
4070 Van x 2 Running Costs	1,565	3,500	1,935		1,935	44.7%	
4071 Van Insurance	1,695	1,220	(475)		(475)	138.9%	
4075 Tree Management	2,090	9,000	6,910		6,910	23.2%	1,400
4085 Closed Churchyard - R&R	20	30	10		10	65.4%	
4090 Manorial Rights - R&R	0	10	10		10	0.0%	
4095 Mere - Water/drainage	0	2,800	2,800		2,800	0.0%	
4100 Mere - Fountain	0	1,500	1,500		1,500	0.0%	
4101 Mere - Fountain Electricity	1,435	4,830	3,395		3,395	29.7%	
4102 Mere Fountain/Kiosk -Insurance	155	155	0		0	100.0%	
4110 Park - Water Rates	781	100	(681)		(681)	780.7%	
4115 Park - Electricity	636	1,841	1,205		1,205	34.5%	
4120 Mere's Mouth - Rent	100	100	0		0	100.0%	
4125 Mere's Mouth - Business Rates	212	424	212		212	50.0%	

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4140 Park - Insurance	1,764	1,757	(7)		(7)	100.4%	
Amenities :- Indirect Expenditure	22,730	55,567	32,837	756	32,081	42.3%	1,698
Net Income over Expenditure	(10,301)	(53,482)	(43,181)				
7000 plus Transfer from EMR	1,698						
8001 less Transfer to EMR	9,999						
Movement to/(from) Gen Reserve	(18,602)						
<u>145 Mini Recycling Centre Adopter</u>							
1150 Mini Recycling Adopter Payment	0	450	450			0.0%	
Mini Recycling Centre Adopter :- Income	0	450	450			0.0%	0
Net Income	0	450	450				
<u>150 Bank Interest</u>							
1090 Interest Received	3,000	500	(2,500)			600.0%	
Bank Interest :- Income	3,000	500	(2,500)			600.0%	0
4202 Bank Charges	119	240	121		121	49.7%	
Bank Interest :- Indirect Expenditure	119	240	121	0	121	49.7%	0
Net Income over Expenditure	2,881	260	(2,621)				
<u>160 Capital Expenditure</u>							
4200 Capital Expenditure	2,179	41,007	38,828		38,828	5.3%	
Capital Expenditure :- Indirect Expenditure	2,179	41,007	38,828	0	38,828	5.3%	0
Net Expenditure	(2,179)	(41,007)	(38,828)				
<u>180 Cemetery</u>							
1180 Cemetery Interment/Chapel Fees	10,158	25,000	14,842			40.6%	
1185 Cemetery Memorial Fees	4,096	10,500	6,404			39.0%	
Cemetery :- Income	14,255	35,500	21,245			40.2%	0
4250 Cemetery - Grounds - R&R	4,804	8,000	3,196		3,196	60.0%	
4260 Cemetery - Chapels - R&R	46,330	1,000	(45,330)		(45,330)	4633.0%	11,456
4270 General Equipment	1,004	3,000	1,996		1,996	33.5%	
4271 General Equipment Insurance	142	142	0		0	100.0%	
4272 Ride on Mower Insurance	412	412	0		0	100.0%	
4275 Cemetery - Water Rate	60	150	90		90	40.0%	
4280 Cemetery - Electricity	170	472	302		302	36.1%	

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4285 Cemetery - Insurance	496	496	0		0	100.0%	
Cemetery :- Indirect Expenditure	53,418	13,672	(39,746)	0	(39,746)	390.7%	11,456
Net Income over Expenditure	(39,163)	21,828	60,991				
7000 plus Transfer from EMR	11,456						
Movement to/(from) Gen Reserve	(27,707)						
<u>190 Cemetery Gravedigging</u>							
1190 Cemetery Gravedigging Fees	2,612	0	(2,612)			0.0%	
Cemetery Gravedigging :- Income	2,612	0	(2,612)				0
4300 Cemetery Gravedigging Exp.	3,056	0	(3,056)		(3,056)	0.0%	
Cemetery Gravedigging :- Indirect Expenditure	3,056	0	(3,056)	0	(3,056)		0
Net Income over Expenditure	(444)	0	444				
<u>200 Christmas Lights</u>							
4320 Christmas Lights	3,629	21,000	17,371		17,371	17.3%	
4322 Insurance re. Christmas Lights	79	79	0		0	100.0%	
Christmas Lights :- Indirect Expenditure	3,708	21,079	17,371	0	17,371	17.6%	0
Net Expenditure	(3,708)	(21,079)	(17,371)				
<u>220 Corn Hall</u>							
4350 Corn Hall - Maint./R&R	3,489	6,000	2,511		2,511	58.1%	
4360 Corn Hall - Insurance	2,588	2,582	(6)		(6)	100.2%	
Corn Hall :- Indirect Expenditure	6,076	8,582	2,506	0	2,506	70.8%	0
Net Expenditure	(6,076)	(8,582)	(2,506)				
<u>240 Council Properties</u>							
1240 Office Rent/Service Charge	3,268	5,500	2,232			59.4%	
Council Properties :- Income	3,268	5,500	2,232			59.4%	0
4400 Office R&R	2,064	2,500	436		436	82.5%	
4405 Office Building Maintenance	985	0	(985)		(985)	0.0%	505
4410 Office Stairlift	0	340	340		340	0.0%	
4415 Cemetery Bungalow	1,006	2,000	994		994	50.3%	
4420 Electricity Testing 5 Yrly	798	0	(798)		(798)	0.0%	798
4425 Health & Safety	83	2,500	2,417		2,417	3.3%	
4435 Pk Toilets Servicing	3,848	12,000	8,152		8,152	32.1%	

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4445 Pk Toilets - Insurance	384	384	0		0	100.0%	
4450 Pk Toilet- Electricity	585	1,720	1,135		1,135	34.0%	
4460 Pk Toilets - Water Rates	(1,051)	2,070	3,121		3,121	(50.8%)	
4465 Mere's Mouth Toilets	4,258	15,000	10,742		10,742	28.4%	
4466 Mere's Mouth Electricity	336	1,500	1,164		1,164	22.4%	
4475 Staff Uniforms/Replacements	0	250	250		250	0.0%	
Council Properties :- Indirect Expenditure	13,296	40,264	26,968	0	26,968	33.0%	1,303
Net Income over Expenditure	(10,028)	(34,764)	(24,736)				
7000 plus Transfer from EMR	1,303						
Movement to/(from) Gen Reserve	(8,725)						
<u>260 Diss Youth & Community Centre</u>							
1160 Loan Park Radio	820	0	(820)			0.0%	
1260 DYCC Hire Fees	10,944	20,000	9,056			54.7%	
Diss Youth & Community Centre :- Income	11,764	20,000	8,236			58.8%	0
4500 DYCC - Electricity	2,605	7,758	5,153		5,153	33.6%	
4505 DYCC - Gas	283	830	547		547	34.1%	
4510 DYCC - Business Rates	2,520	5,200	2,680		2,680	48.5%	
4515 DYCC - Water Rates	401	710	309		309	56.5%	
4520 Licences - Music	0	247	247		247	0.0%	
4525 DYCC - Insurance	1,095	1,085	(10)		(10)	100.9%	
4530 Annual Service Costs	135	1,500	1,365		1,365	9.0%	
4540 DYCC - General R&R	5,454	4,000	(1,454)	156	(1,610)	140.3%	
Diss Youth & Community Centre :- Indirect Expenditure	12,492	21,330	8,838	156	8,682	59.3%	0
Net Income over Expenditure	(728)	(1,330)	(602)				
<u>280 Administrative Overheads</u>							
1285 Photocopying Income	30	0	(30)			0.0%	
Administrative Overheads :- Income	30	0	(30)				0
4610 Council Office Business Rates	2,426	4,860	2,434		2,434	49.9%	
4615 Council Office - Gas	977	1,230	253		253	79.4%	
4620 Council Office - Electricity	351	956	605		605	36.7%	
4625 Council Office - Telephone	635	2,000	1,365		1,365	31.7%	
4630 Council Office - Insurance	882	882	0		0	100.0%	
4657 IT Equipment, Software & Suppo	8,224	14,000	5,776		5,776	58.7%	
Administrative Overheads :- Indirect Expenditure	13,495	23,928	10,433	0	10,433	56.4%	0
Net Income over Expenditure	(13,464)	(23,928)	(10,464)				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>300 Grants</u>							
4720 General Grants	0	10,000	10,000		10,000	0.0%	
4765 Heritage Triangle Trust	475	0	(475)		(475)	0.0%	475
Grants :- Indirect Expenditure	<u>475</u>	<u>10,000</u>	<u>9,525</u>	<u>0</u>	<u>9,525</u>	<u>4.8%</u>	<u>475</u>
Net Expenditure	<u>(475)</u>	<u>(10,000)</u>	<u>(9,525)</u>				
7000 plus Transfer from EMR	475						
Movement to/(from) Gen Reserve	<u>0</u>						
<u>320 Market</u>							
1320 Market Stallage	9,384	20,000	10,616			46.9%	
Market :- Income	<u>9,384</u>	<u>20,000</u>	<u>10,616</u>			<u>46.9%</u>	<u>0</u>
4805 Mere's Mouth - Maintenance	470	0	(470)		(470)	0.0%	470
4810 Market Place - Water Rates	30	63	33		33	47.3%	
4815 Market Place - Business Rates	1,235	2,800	1,565		1,565	44.1%	
4830 Market Expenditure	168	365	198		198	45.9%	
Market :- Indirect Expenditure	<u>1,902</u>	<u>3,228</u>	<u>1,326</u>	<u>0</u>	<u>1,326</u>	<u>58.9%</u>	<u>470</u>
Net Income over Expenditure	<u>7,481</u>	<u>16,772</u>	<u>9,291</u>				
7000 plus Transfer from EMR	470						
Movement to/(from) Gen Reserve	<u>7,951</u>						
<u>340 Promotion</u>							
4840 Promotion	169	250	81		81	67.6%	
4845 Website/Intranet Hosting/Maint	252	150	(102)		(102)	168.0%	
Promotion :- Indirect Expenditure	<u>421</u>	<u>400</u>	<u>(21)</u>	<u>0</u>	<u>(21)</u>	<u>105.3%</u>	<u>0</u>
Net Expenditure	<u>(421)</u>	<u>(400)</u>	<u>21</u>				
<u>360 Precept</u>							
1076 Precept	295,989	591,978	295,989			50.0%	10,000
Precept :- Income	<u>295,989</u>	<u>591,978</u>	<u>295,989</u>			<u>50.0%</u>	<u>10,000</u>
Net Income	<u>295,989</u>	<u>591,978</u>	<u>295,989</u>				
8001 less Transfer to EMR	10,000						
Movement to/(from) Gen Reserve	<u>285,989</u>						

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>370</u> <u>General Expenditure</u>							
4600 Town Mayor's Allowance	315	1,500	1,185		1,185	21.0%	
4605 Ccl Members' Allowance & Exp	0	1,000	1,000		1,000	0.0%	
4635 Subscriptions	1,597	2,500	903		903	63.9%	
4640 Audit	396	2,180	1,784		1,784	18.2%	
4645 Training	3,453	4,500	1,047		1,047	76.7%	
4646 Liability Insurance	4,635	4,536	(99)		(99)	102.2%	
4655 Printing & Stationery	1,524	3,500	1,976		1,976	43.5%	
4660 Postage	7	100	93		93	6.8%	
4665 Wages - General Admin.	81,865	199,557	117,692		117,692	41.0%	
4666 Wages - General Maint.	78,535	197,102	118,567		118,567	39.8%	
4667 Staff Mileage	87	300	213		213	28.9%	
4675 Legal/Financial/Prof fees	436	2,000	1,564		1,564	21.8%	
4680 Vacancy Advert	0	2,000	2,000		2,000	0.0%	
4992 Annual Town Meeting	40	200	160		160	20.1%	
General Expenditure :- Indirect Expenditure	172,889	420,975	248,086	0	248,086	41.1%	0
Net Expenditure	(172,889)	(420,975)	(248,086)				
<u>375</u> <u>Rechargable</u>							
1280 Rechargable Exp. Refunded	1,110	0	(1,110)			0.0%	
Rechargable :- Income	1,110	0	(1,110)				0
4685 Rechargable Expenditure	549	0	(549)		(549)	0.0%	
Rechargable :- Indirect Expenditure	549	0	(549)	0	(549)		0
Net Income over Expenditure	561	0	(561)				
<u>400</u> <u>Sports Ground</u>							
1400 Sports Ground Hire Fees	4,351	10,000	5,649			43.5%	
Sports Ground :- Income	4,351	10,000	5,649			43.5%	0
4900 Track Maintenance	0	4,000	4,000		4,000	0.0%	
4910 Pavilion Maintenance	1,541	0	(1,541)		(1,541)	0.0%	
4915 General Sports Ground Maint.	1,281	3,000	1,719	864	855	71.5%	
4920 Ground Maintenance	45	2,500	2,455		2,455	1.8%	
4930 Sports Grnd-Water Rate	257	553	296		296	46.5%	
4935 Sports Ground - Electricity	739	3,730	2,991		2,991	19.8%	
4940 Sports Ground - Phone	66	300	234		234	21.9%	
4945 Sports Ground - Insurance	1,334	1,332	(2)		(2)	100.2%	
4955 Skateboard Pk - Insurance/Insp	500	499	(1)		(1)	100.2%	
4965 Skateboard Pk-Maint. Materials	4,118	0	(4,118)		(4,118)	0.0%	2,059
Sports Ground :- Indirect Expenditure	9,882	15,914	6,032	864	5,168	67.5%	2,059
Net Income over Expenditure	(5,531)	(5,914)	(383)				
7000 plus Transfer from EMR	2,059						

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	<u>(3,472)</u>						
<u>420 Events</u>							
1330 Coronation Income	3,358	0	(3,358)			0.0%	
Events :- Income	<u>3,358</u>	<u>0</u>	<u>(3,358)</u>				<u>0</u>
4760 Remembrance Service Costs	0	800	800		800	0.0%	
4991 Coronation Expenditure	6,811	0	(6,811)		(6,811)	0.0%	
Events :- Indirect Expenditure	<u>6,811</u>	<u>800</u>	<u>(6,011)</u>	<u>0</u>	<u>(6,011)</u>	<u>851.3%</u>	<u>0</u>
Net Income over Expenditure	<u>(3,452)</u>	<u>(800)</u>	<u>2,652</u>				
<u>425 Christmas Switch on Event</u>							
1235 Christmas Switch On Income	2,806	1,400	(1,406)			200.4%	2,806
Christmas Switch on Event :- Income	<u>2,806</u>	<u>1,400</u>	<u>(1,406)</u>			<u>200.4%</u>	<u>2,806</u>
4990 Christmas Switch on Event	41	2,800	2,759		2,759	1.4%	90
Christmas Switch on Event :- Indirect Expenditure	<u>41</u>	<u>2,800</u>	<u>2,759</u>	<u>0</u>	<u>2,759</u>	<u>1.4%</u>	<u>90</u>
Net Income over Expenditure	<u>2,765</u>	<u>(1,400)</u>	<u>(4,165)</u>				
7000 plus Transfer from EMR	90						
8001 less Transfer to EMR	2,806						
Movement to/(from) Gen Reserve	<u>50</u>						
<u>430 Carnival</u>							
1435 Carnival Income	12,981	10,000	(2,981)			129.8%	14,619
Carnival :- Income	<u>12,981</u>	<u>10,000</u>	<u>(2,981)</u>			<u>129.8%</u>	<u>14,619</u>
4996 Carnival	13,081	11,455	(1,626)		(1,626)	114.2%	13,884
Carnival :- Indirect Expenditure	<u>13,081</u>	<u>11,455</u>	<u>(1,626)</u>	<u>0</u>	<u>(1,626)</u>	<u>114.2%</u>	<u>13,884</u>
Net Income over Expenditure	<u>(100)</u>	<u>(1,455)</u>	<u>(1,355)</u>				
7000 plus Transfer from EMR	13,549						
8001 less Transfer to EMR	14,954						
Movement to/(from) Gen Reserve	<u>(1,505)</u>						
<u>440 Town Mayor's Charity</u>							
1440 Town Mayor's Charity	224	0	(224)			0.0%	
Town Mayor's Charity :- Income	<u>224</u>	<u>0</u>	<u>(224)</u>				<u>0</u>
4795 Town Mayor's Charity Exp	2,558	0	(2,558)		(2,558)	0.0%	
Town Mayor's Charity :- Indirect Expenditure	<u>2,558</u>	<u>0</u>	<u>(2,558)</u>	<u>0</u>	<u>(2,558)</u>		<u>0</u>
Net Income over Expenditure	<u>(2,334)</u>	<u>0</u>	<u>2,334</u>				

Detailed Income & Expenditure by Budget Heading 01/08/2023

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>460 CIL</u>							
1460 CIL - CIL Income	3,462	0	(3,462)			0.0%	3,462
	<u>3,462</u>	<u>0</u>	<u>(3,462)</u>				<u>3,462</u>
CIL :- Income							
5000 CIL - Expenditure	6,907	0	(6,907)		(6,907)	0.0%	8,966
	<u>6,907</u>	<u>0</u>	<u>(6,907)</u>	<u>0</u>	<u>(6,907)</u>		<u>8,966</u>
CIL :- Indirect Expenditure							
Net Income over Expenditure	<u>(3,445)</u>	<u>0</u>	<u>3,445</u>				
7000 plus Transfer from EMR	8,966						
8001 less Transfer to EMR	3,462						
Movement to/(from) Gen Reserve	<u>2,059</u>						
<u>470 Streetlighting</u>							
4730 CCTV Costs	3,950	2,425	(1,525)		(1,525)	162.9%	3,950
4970 Streetlighting	0	7,575	7,575		7,575	0.0%	
	<u>3,950</u>	<u>10,000</u>	<u>6,050</u>	<u>0</u>	<u>6,050</u>	<u>39.5%</u>	<u>3,950</u>
Streetlighting :- Indirect Expenditure							
Net Expenditure	<u>(3,950)</u>	<u>(10,000)</u>	<u>(6,050)</u>				
7000 plus Transfer from EMR	3,950						
Movement to/(from) Gen Reserve	<u>0</u>						
Grand Totals:- Income	384,870	701,369	316,499			54.9%	
Expenditure	350,123	701,369	351,246	1,776	349,470	50.2%	
Net Income over Expenditure	<u>34,747</u>	<u>0</u>	<u>(34,747)</u>				
plus Transfer from EMR	44,016						
less Transfer to EMR	41,221						
Movement to/(from) Gen Reserve	<u>37,542</u>						

SUMMARY REPORT OF EARMARKED RESERVES 2023-24

Committee	Site	EMR	Balance as at 1st April 2023	Less: Actual Year to date Expense	Balance	Add: Year to date receipts	Balance as at 31st July 2023
Executive	By-election	By-election costs	£ 5,000		£ 5,000		£ 5,000
Facilities	Facilities	Flock Project	£ -		£ -	£ 9,999	£ 9,999
Executive	Events	Christmas Lights switch on	£ 3,680	£ 41	£ 3,640	£ 141	£ 3,780
Executive	Events	Carnival	£ 3,981	£ 14,157	-£ 10,176	£ 15,261	£ 5,085
Facilities	Cemetery	Cem Roads, Cem Monuments	£ 4,500		£ 4,500		£ 4,500
Facilities	Cemetery	Cemetery Chapels	£ 11,456	£ 11,456	£ -		£ -
Facilities	Corn Hall	Corn Hall	£ 25,975		£ 25,975		£ 25,975
Facilities	Council Offices	Building maintenance	£ 31,095	£ 505	£ 30,590		£ 30,590
Facilities	DYCC	Van Replacement	£ 7,000		£ 7,000	£ 1,000	£ 8,000
Facilities	DYCC	Maintenance workshop	£ 3,000		£ 3,000		£ 3,000
Facilities	DYCC	DYCC	£ 4,317		£ 4,317		£ 4,317
Facilities	Market	Maintenance Market	£ 21,500		£ 21,500		£ 21,500
Facilities	Mere	Boardwalk	£ 4,473		£ 4,473		£ 4,473
Facilities	Mere	Maintenance Mere's Mouth (Resurfacing)	£ 2,000	£ 470	£ 1,530		£ 1,530
Facilities	Mere	Mere Fountain	£ 22,815		£ 22,815		£ 22,815
Facilities	Park	Park General - Beacon Project	£ 6,842		£ 6,842		£ 6,842
Facilities	Park	Play Equipment	£ 500		£ 500		£ 500
Facilities	Park	Park Toilets	£ 16,000		£ 16,000		£ 16,000
Facilities	SPG	Athletics maintenance	£ 11,000		£ 11,000		£ 11,000
Facilities	SPG	SPG Floodlights	£ -		£ -		£ -
Facilities	SPG	SPG Pav maintenance	£ -		£ -		£ -
Facilities	SPG	SPG - Skateboard Park	£ 2,059	£ 2,059	£ -		£ -
Facilities	St Marys Churchyard	Closed churchyard repairs	£ 18,579		£ 18,579		£ 18,579
Facilities	Facilities	Tree Management	£ 1,000		£ 1,000	£ 9,000	£ 10,000
Facilities		5 Yr Electrical Testing	£ 4,098	£ 798	£ 3,300		£ 3,300
Facilities		Park Enhancement Project	£ 12,181	£ 42	£ 12,140		£ 12,140
HTP	HTP	HTP	£ 9,109		£ 9,109		£ 9,109
Infrastructure	Infrastructure	Bus Shelters maintenance	£ 15,721	£ 30	£ 15,691		£ 15,691
Infrastructure	Infrastructure	Streetlights	£ 10,318		£ 10,318		£ 10,318
Infrastructure	Infrastructure	Community Infrastructure Levy (CIL)	£ 68,408	£ 8,966	£ 59,442	£ 3,462	£ 62,904
Infrastructure	Infrastructure	CCTV	£ 7,184	£ 3,950	£ 3,234		£ 3,234
Infrastructure	Infrastructure	D&D Neighbourhood Plan	£ 5,213		£ 5,213		£ 5,213
Infrastructure	Infrastructure	Park Light Review	£ -		£ -		£ -
Infrastructure	Infrastructure	Mere Street Pedestrianisation	£ 10,000		£ 10,000		£ 10,000
Infrastructure	Infrastructure	Street Cleaner	£ 10,543		£ 10,543		£ 10,543
Infrastructure	Infrastructure	Parish Partnership Works	£ 5,000		£ 5,000		£ 5,000
		TOTAL	£ 364,547	£ 42,474	£ 322,074	£ 38,863	£ 360,937

	% of EMR	Balance year end 2022/23	YTD Balance
Facilities	60%	£210,391.34	£215,060
HTP	3%	£9,108.59	£9,109
Infrastructure	34%	£132,386.40	£122,903
Executive	4%	£12,661.14	£13,865
TOTAL		£364,547.50	£360,937

Balance as at 31/07/2023	General Reserves	£ 397,845
	EMR	£ 360,937
	Total Funds	£ 758,782

Streetlighting Funds Breakdown		
	Capital Reserves (ring fenced)	£ 7,240
	EMR General	£ 3,078
		£ 10,318

SUMMARY REPORT OF EARMARKED RESERVES 2023-24

Committee	Site	EMR	Balance as at 1st April 2023	Less: Actual Year to date Expense	Balance	Add: Year to date receipts	Balance as at 31st August 2023
Executive	By-election	By-election costs	£ 5,000		£ 5,000		£ 5,000
Facilities	Facilities	Flock Project	£ -		£ -	£ 9,999	£ 9,999
Executive	Events	Christmas Lights switch on	£ 3,680	£ 41	£ 3,640	£ 2,806	£ 6,445
Executive	Events	Carnival	£ 3,981	£ 14,307	-£ 10,326	£ 15,662	£ 5,336
Facilities	Cemetery	Cem Roads, Cem Monuments	£ 4,500		£ 4,500		£ 4,500
Facilities	Cemetery	Cemetery Chapels	£ 11,456	£ 11,456	£ -		£ -
Facilities	Corn Hall	Corn Hall	£ 25,975		£ 25,975		£ 25,975
Facilities	Council Offices	Building maintenance	£ 31,095	£ 505	£ 30,590		£ 30,590
Facilities	DYCC	Van Replacement	£ 7,000		£ 7,000	£ 1,000	£ 8,000
Facilities	DYCC	Maintenance workshop	£ 3,000		£ 3,000		£ 3,000
Facilities	DYCC	DYCC	£ 4,317		£ 4,317		£ 4,317
Facilities	Market	Maintenance Market	£ 21,500		£ 21,500		£ 21,500
Facilities	Mere	Boardwalk	£ 4,473	£ 226	£ 4,247		£ 4,247
Facilities	Mere	Maintenance Mere's Mouth (Resurfacing)	£ 2,000	£ 470	£ 1,530		£ 1,530
Facilities	Mere	Mere Fountain	£ 22,815		£ 22,815		£ 22,815
Facilities	Park	Park General - Beacon Project	£ 6,842		£ 6,842		£ 6,842
Facilities	Park	Play Equipment	£ 500		£ 500		£ 500
Facilities	Park	Park Toilets	£ 16,000		£ 16,000		£ 16,000
Facilities	SPG	Athletics maintenance	£ 11,000		£ 11,000		£ 11,000
Facilities	SPG	SPG Floodlights	£ -		£ -		£ -
Facilities	SPG	SPG Pav maintenance	£ -		£ -		£ -
Facilities	SPG	SPG - Skateboard Park	£ 2,059	£ 2,059	£ -		£ -
Facilities	St Marys Churchyard	Closed churchyard repairs	£ 18,579		£ 18,579		£ 18,579
Facilities	Facilities	Tree Management	£ 1,000	£ 1,400	-£ 400	£ 9,000	£ 8,600
Facilities		5 Yr Electrical Testing	£ 4,098	£ 798	£ 3,300		£ 3,300
Facilities		Park Enhancement Project	£ 12,181	£ 42	£ 12,140		£ 12,140
HTP	HTP	HTP	£ 9,109	£ 475	£ 8,634		£ 8,634
Infrastructure	Infrastructure	Bus Shelters maintenance	£ 15,721	£ 30	£ 15,691		£ 15,691
Infrastructure	Infrastructure	Streetlights	£ 10,318		£ 10,318		£ 10,318
Infrastructure	Infrastructure	Community Infrastructure Levy (CIL)	£ 68,408	£ 8,966	£ 59,442	£ 3,462	£ 62,904
Infrastructure	Infrastructure	CCTV	£ 7,184	£ 3,950	£ 3,234		£ 3,234
Infrastructure	Infrastructure	D&D Neighbourhood Plan	£ 5,213		£ 5,213		£ 5,213
Infrastructure	Infrastructure	Park Light Review	£ -		£ -		£ -
Infrastructure	Infrastructure	Mere Street Pedestrianisation	£ 10,000		£ 10,000		£ 10,000
Infrastructure	Infrastructure	Street Cleaner	£ 10,543		£ 10,543		£ 10,543
Infrastructure	Infrastructure	Parish Partnership Works	£ 5,000		£ 5,000		£ 5,000
		TOTAL	£ 364,547	£ 44,725	£ 319,823	£ 41,929	£ 361,752

	% of EMR	Balance year end 2022/23	YTD Balance
Facilities	59%	£210,391.34	£213,434
HTP	2%	£9,108.59	£8,634
Infrastructure	34%	£132,386.40	£122,903
Executive	5%	£12,661.14	£16,781
TOTAL		£364,547.50	£361,752

31/08/2023	General Reserves	£ 356,691
	EMR	£ 361,752
	Total Funds	£ 718,443

Streetlighting Funds Breakdown		
	Capital Reserves (ring fenced)	£ 7,240
	EMR General	£ 3,078
		£ 10,318

**DISS TOWN COUNCIL**

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Report Number:
28/2324

Report to:	Full Council
Date of Meeting:	13 th September 2023
Authorship:	Responsible Finance Officer
Subject:	Accounts Quarter 1

Introduction

- Budget spending to which I wish to draw members' attention as at 30/06/2022, the first 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 3 would ideally be 25%.
- 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 21.25% to 28.75%. 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.

Agency Services

- The 11% increase in income from Norfolk County Council (NCC) for grass cutting services provided, brings the income up to £3848. Costs of £19 shown are for fuel.

Allotments

- The income will be as budgeted and paid in February 2024. The cost of insurance is in line with the budget.

Amenities

- Income in amenities is distorted due to £9,999 which NCC has allocated Diss Town Council for maintenance and costs for the Flock art installation. A new EMR for this project will be set up to distinguish these funds. The remaining £1975 in amenities income has been generated from car boot sales and the fees agreed with Diss Angling Club.
- The purchase of a cherry tree for £42 has been spent from the park enhancement EMR.
- Expenditure for the garden and floral schemes are fixed budgets as and when needed in the town. The in-house provision has so far proved successful.

11. Spending under the heading of Town and Park is overspent due to the £1175 spent to repair the soft surface under the roundabout which was damaged. Funding was approved by the Clerk's delegated authority.
12. The addition of stainless-steel tubes and replacement cradle swings at the park have exceeded the quarterly budget. Further purchases will require to remain within the annual budget.
13. Van running costs have been identified as an expense that should be closely monitored, and all effort is made to stay within budget, including claiming on insurance where possible.
14. Insurance for the most recently purchased van was not budgeted for 23-24, this will be addressed in next year's budget.
15. All electricity costs within this 1st quarter budget will show as underspent as provision has been made for increases starting in October.
16. Once the income for the Flock art installation is transferred to its EMR, the Amenities revenue spending is 32% of budget.

Bank Interest

17. Income from interest is higher than budgeted due to the externally agreed increase in the interest rate and the diversification of funds to higher rate savings accounts. In the first quarter the nationwide business savings account generated £1228 of interest and the Barclays rate accounts generated £927.

Cemetery

18. Income overall from the Cemetery is within tolerances at 23%.
19. The completion of the works to the Cemetery roof has been allocated as per council instruction from general reserves impacted the budget last year and this financial year.
20. General equipment based now out of the workshop at the DYCC is slightly overspent as all sites are quoted as benefiting from the purchase and annual servicing occurs early in the year.

Corn Hall

21. £6000 was allocated from the budgeted precept to the Corn Hall for revenue expenditure. Discussions on future requirements and costs to responsibly maintain the building are underway and improvements to the fire safety will require Council consideration of the budget.

Council Properties

22. Works to maintain and repair the Council offices are higher than previous years. Additional costs for improved fire safety will impact on the budget further throughout the year. Although this has been under budgeted, there was the expectation that the sale of the Cemetery bungalow would enable renovations to negate these works. As is the case a request for a virement may become necessary and next year's budget will be closely assessed.
23. The resolution by means of a credit note from the water company is showing the expense in credit as at the end of the first quarter. This will return to debit status within the next three months.

Diss Youth & Community Centre (DYCC)

24. Income from the DYCC is performing better than budgeted. This appears to be due to the increase in the number of hirers.
25. Extensive works to repair the heating and improve fire safety is stretching the budget significantly. Any further works will be brought to members for approval if outside of budgets.

Administrative Overheads

26. The significant increase in the cost of gas at the council offices is due to the start of a new contract in March 23. Elements of the tariff are subject to various regulatory controls set by governmental bodies, and it is this element that although part of the agreement is impacting the price more than anticipated.
27. Costs for IT equipment, software and support remain high with increased costs from suppliers such as Rialtas and Adobe. As the overall code is overbudget, it is requested that a virement is approved from 240 council properties cost code should the need arise by year end.

Market

28. Income from Market traders is above budget at 31% as is Market expenditure. Overall, the budget to actual at 29% is within tolerances and no issues are foreseen.

Promotion

29. The cost of the Diss Town Council website with Wix was £252, considerably more than budgeted for and will be addressed in next year's budgeting consultations.

General Expenditure

30. Training costs are expected to exceed budget by year end as some costs for training were agreed by council post budget. Management are aware that any further costs are to be closely monitored.
31. Subscriptions, although showing 58% spent, are not anticipated to go above budget by year end. The same applies to the printing & stationery budget, which is 42% spent at the end of month 5.

Sports Ground

32. Income is above budget at the sports ground at 34%. This is likely to slow over the summer months but still achieve expectations by year end.
33. Recommendations to improve fire safety at Diss Town Council Sports Pavilion are underway and have been approved by the Full Council and to be spent from general reserves. This will impact on the cost code at year end and although agreed Council may wish to consider a virement at year end.

Carnival

34. The Carnival held in June had a starting balance of £5436 which included surpluses from the previous year's events and budgeted contributions. Income raised was £12,981, total expenditure was £13,482 leaving a balance of £4,935 towards next year's event. The figures quoted here are updated from those shown in Appendix A.

Town Mayor's Charity

35. The mayor has raised £176. The expenditure of £2558 was the payments of the previous year's fundraising.

Summary at the end of Quarter 1

36. Income (other than precept) £67,690 (62% of budget). Revenue expenditure £228,200 (33% of budget).
37. Expenditure of £24,937 from the EMR on projects such as the cemetery chapel roof, skate park, the boardwalk and CCTV.

Recommendation

1) To approve the virement of the budget if required up to £4,244 from cost code Council Properties (240) to administrative overheads (280) at year end to allow both codes to remain within budgetary tolerances.

Cost heading and codes		Revenue Budget 23-24	Revenue Actual 23-24	% Received / Spent	Taken for EMR from Precept/ Yr End Trf	EMR Income and Expenditure	EMR Balance	EMR Project Description	EMR Project Ref
100	Agency Services								
1000	Agency Services Income	3,456	3,848	111%					
4000	NCC Grasscutting	100	19	19%					
		3,356	3,829	114%					
120	Allotments								
1120	Allotment Rent	500	0	0%					
4020	Allotments - Insurance	28	28	100%					
		472	-28	-6%					
140	Amenities								
1140	Amenities Income	2,085	11,974	574%					
4030	Park Enhancement Cost	0	0	0%	0	42	12,140	Park Enhancement	U
4040	Gardens/Floral Scheme	1,300	827	64%					
4060	Town/Park - R&R	20,000	6,451	32%	0	0	10,543	Queens Jubilee	Y
4061	Play Equipment R&R	5,000	2,799	56%	0	0	500	New Play Equipment	B
4062	Boardwalk Maintenance	1,000	0	0%	0	0	4,473	Boardwalk Renovation	C
4065	Van Replacement	0	0	0%	1,000	0	8,000	Van Replacement	D
4070	Van x 2 Running Costs	3,500	1,043	30%				Streetclean Van	X
4071	Van Insurance	1,220	1,695	139%					
4075	Tree Management	0	0	0%	9,000	0	10,000	Tree Survey	E
4085	Closed Churchyard - R&R	30	16	53%	0	0	18,579	St Mary's Wall Replacement	F
4090	Manorial Rights - R&R	10	0	0%					
4095	Mere - Water/drainage	2,800	0	0%					
4100	Mere - Fountain	1,500	0	0%	0	0	22,815	Mere Fountain Renewal	G
4101	Mere - Fountain Electricity	4,830	723	15%					
4102	Mere Fountain/Kiosk - Insurance	155	155	100%					
4110	Park - Water Rates	100	16	16%					
4115	Park - Electricity	1,841	283	15%					
4120	Mere's Mouth - Rent	100	100	100%					
4125	Mere's Mouth - Business Rates	424	212	50%					
4135	Mere's Mouth (resurfacing)	0	0	0%	0	470	1,530	Meres Mouth Resurfacing	H

Cost heading and codes	Revenue Budget 23-24	Revenue Actual 23-24	% Received / Spent	Taken for EMR from Precept/ Yr End Trf	EMR Income and Expenditure	EMR Balance	EMR Project Description	EMR Project Ref
4140 Park - Insurance	1,757	1,764	100%					
	-43,482	-4,110	9%					
145 Mini Recycling Centre Adopter								
1150 Mini Recycling Adopter Payment	450	0	0%					
150 Bank Interest								
1090 Interest Received	500	2,155	431%					
4202 Bank Charges	240	63	26%					
	260	2,092	805%					
160 Capital Expenditure								
4200 Capital Expenditure	41,007	2,179	5%					
180 Cemetery								
1180 Cemetery Interment/Chapel Fees	25,000	6,363	25%					
1185 Cemetery Memorial Fees	10,500	1,835	17%					
4250 Cemetery - Grounds - R&R	8,000	2,574	32%	0	0	4,500	Cemetery monument and water testing	I
4260 Cemetery - Chapels - R&R	1,000	33,828	3383%	0	11,456	0	Chapel Renewal	J
4270 General Equipment	3,000	899	30%	0	0	3,000	Ride on mower renewal	K
4271 General Equipment Insurance	142	142	100%					
4272 Ride on Mower Insurance	412	412	100%					
4275 Cemetery - Water Rate	150	37	25%					
4280 Cemetery - Electricity	472	77	16%					
4285 Cemetery - Insurance	496	496	100%					
	21,828	-30,267						
190 Cemetery Gravedigging								
1190 Cemetery Gravedigging Fees	0	1,245	0%					
4300 Cemetery Gravedigging Exp.	0	1,054	0%					

<i>Cost heading and codes</i>		Revenue Budget 23-24	Revenue Actual 23-24	% Received / Spent	Taken for EMR from Precept/ Yr End Trf	EMR Income and Expenditure	EMR Balance	EMR Project Description	EMR Project Ref	
1260	DYCC Hire Fees	20,000	7,986	40%						
1160	Park Radio Loan	0	740	0%						
4500	DYCC - Electricity	7,758	1,816	23%						
4505	DYCC - Gas	830	151	18%						
4510	DYCC - Business Rates	5,200	2,520	48%						
4515	DYCC - Water Rates	710	186	26%						
4520	Licences - Music	247	0	0%						
4525	DYCC - Insurance	1,085	1,095	101%						
4530	Annual Service Costs	1,500	0	0%						
4540	DYCC - General R&R	4,000	3,022	76%	0	0	4,317	DYCC Refurbishment	0	
		-1,330	-64	5%						
280	Administrative Overheads									
1285	Photocopying Income	0	21	0%						
4610	Council Office Business Rates	4,860	2,426	50%						
4615	Council Office - Gas	1,230	839	68%						
4620	Council Office - Electricity	956	222	23%						
4625	Council Office - Telephone	2,000	409	20%						
4630	Council Office - Insurance	882	882	100%						
4657	IT Equipment, Software & Suppo	14,000	5,469	39%						
		-23,928	-10,226	43%						
300	Grants									
4720	General Grants	10,000	0	0%						
4755	Diss Youth Group	0	0	0%						
4765	Heritage Triangle Trust	0	0	0%	0	0	9,109	Heritage Triangle Trust	Ringfenced	
		-10,000	0	0%						
310	Highways									
1070	Parish Partnership Bid Income	0	0	0%						
1303	DDNP Income	0	0	0%						
4780	Parish Partnership Bid	0	0	0%	0	0	5,000	Parish Partnership Bid	Ringfenced	
4785	Neighbourhood Plan	0	0	0%	0	0	5,213	Neighbourhood Plan	Ringfenced	
		0	0	0%						

<i>Cost heading and codes</i>		Revenue Budget 23-24	Revenue Actual 23-24	% Received / Spent	Taken for EMR from Precept/ Yr End Trf	EMR Income and Expenditure	EMR Balance	EMR Project Description	EMR Project Ref
320 Market									
1320	Market Stallage	20,000	6,221	31%					
4810	Market Place - Water Rates	63	9	14%					
4815	Market Place - Business Rates	2,800	1,235	44%					
4825	Museum Expenditure	0	0	0%					
4830	Market Expenditure	365	112	31%	0	0	21,500	Market Electrical points and resurfacing	P
		16,772	4,865	29%					
330 HTP									
4745	HTP	0	0	0%					
340 Promotion									
4840	Promotion	250	0	0%	0	0	0	Comm Strategy	Ringfenced
4845	Website/Intranet Hosting/Maint	150	252	168%					
		-400	-252	63%					
360 Precept									
1076	Precept	581,978	295,989	51%					
370 General Expenditure									
4600	Town Mayor's Allowance	1,500	133	9%					
4605	Ccl Members' Allowance & Exp	1,000	0	0%					
4635	Subscriptions	2,500	1,446	58%					
4640	Audit	2,180	396	18%					
4645	Training	4,500	3,238	72%					
4646	Liability Insurance	4,536	4,635	102%					
4650	Conference Expenditure	0	0	0%					
4651	Meeting Room Hire	0	0	0%					
4652	External Meeting Room	0	0	0%					
4655	Printing & Stationery	3,500	1,489	43%					
4660	Postage	100	0	0%					
4665	Wages - General Admin.	199,557	49,575	25%					

Cost heading and codes	Revenue Budget 23-24	Revenue Actual 23-24	% Received / Spent	Taken for EMR from Precept/ Yr End Trf	EMR Income and Expenditure	EMR Balance	EMR Project Description	EMR Project Ref	
4666 Wages - General Maint.	197,102	47,189	24%						
4667 Staff Mileage	300	62	21%						
4670 NI/PAYE/Pension	0	0	0%						
4675 Legal/Financial/Prof fees	2,000	0	0%						
4680 Vacancy Advert	2,000	0	0%						
4690 HR Support	0	0	0%						
4992 Annual Town Meeting	200	40	20%						
	-420,975	-108,203	26%						
375 Rechargeable									
1280 Rechargeable Exp. Refunded	0	624	0%						
4685 Rechargeable Expenditure	0	134	0%						
4686 Wages-Rechargeable Expenditure	0	0	0%						
	0	490	0%						
380 S 137									
4870 S 137 - Expenditure	0	0	0%						
400 Sports Ground									
1400 Sports Ground Hire Fees	10,000	3,397	34%						
4900 Track Maintenance	4,000	0	0%	0	0	11,000	SPG Track Renewal	Q	
4905 Floodlights - R&R	0	0	0%	0	0	0	Floodlights	R	
4910 Pavilion Maintance	0	318	0%						
4915 General Sports Ground Maint.	3,000	559	19%	0	0	0	Pavilion	S	
4920 Ground Maintenance	2,500	26	1%						
4930 Sports Grnd-Water Rate	553	172	31%						
4935 Sports Ground - Electricity	3,730	584	16%						
4940 Sports Ground - Phone	300	44	15%						
4945 Sports Ground - Insurance	1,332	1,334	100%						
4955 Skateboard Pk - Insurance/Insp	499	500	100%						

Cost heading and codes	Revenue Budget 23-24	Revenue Actual 23-24	% Received / Spent	Taken for EMR from Precept/ Yr End Trf	EMR Income and Expenditure	EMR Balance	EMR Project Description	EMR Project Ref	
4965 Skateboard Pk-Maint. Materials	0	2,059	0%	0	2,059	0	Skateboard Park	T	
	-5,914	-2,199	37%						
420 Events									
1330 Coronation Income	0	3,192	0%						
4760 Remembrance Service	800	0	0%						
4991 Other Events	0	6,811	0%						
4993 Beacon Expenditure	0	0	0%	0	0	6,842	Beacon Project	Y	
4995 Communication Strategy	0	0	0%						
	-800	-6,811	851%						
425 Christmas Switch on Event									
1235 Christmas Switch On Income	1,400	0	0%						
4990 Christmas Switch on Event	2,800	49	2%	0	41	3,640	Switch On Event	Ringfenced	
	-1,400	-49	4%						
430 Carnival									
1435 Carnival Income	10,000	12,814	128%						
4996 Carnival	11,455	12,774	112%	0	83	3,898	Carnival	Ringfenced	
	-1,455	40	-3%						
440 Town Mayor's Charity									
1440 Town Mayor's Charity	0	179	0%						
4795 T M Charity Exp	0	2,558	0%						
	0	-2,379	0%						
460 CIL									
1460 CIL - CIL Income	0	3,462	0%						
5000 CIL - Expenditure	0	1,403	0%	0	5,504	62,904	CIL Funds	Ringfenced	
	0	2,059	0%						
470 Streetlighting									
1470 Streetlights Income	0	0	0%						
4730 CCTV Costs	2,425	0	0%	0	3,950	3,234	CCTV	Ringfenced	
4970 Streetlighting	7,575	0	0%	0	0	10,318	Streetlighting	Ringfenced	
	-10,000	0	0%						
Other EMR									
Park Lighting Renewal				0	0	0		V	
Mere Street Pedestrianisation				0	0	10,000		W	
Street Cleaner				0	0	0		X	
Bus Shelter Maintenance				0	30	15,691		Ringfenced	

<i>Cost heading and codes</i>	Revenue Budget 23-24	Revenue Actual 23-24	% Received / Spent	Taken for EMR from Precept/ Yr End Trf	EMR Income and Expenditure	EMR Balance	EMR Project Description	EMR Project Ref
By Electon				0	0	5,000		Ringfenced
				10,000	-24,937	349,610		
SUMMARY								
	REV BUDGET	REV ACTUAL		EMR Budget	EMR Actual	Total		
Precept	581,978	285,989	49%	10,000	10,000	295,989		
Other Income	109,391	67,690	62%			67,690		
Expenditure	691,369	228,200	33%	10,000	24,937	253,138		
Income / Expenditure	0	125,478		0	-14,937	110,541		
B/F 01/04/2023		313,399			364,548	677,947		
Nett Change		125,478			-14,937	110,541		
Year End Trf from Gen Reserve						0		
Balance Sheet		438,877			349,610	788,487		

COMMUNITY GRANT ALLOCATION PANEL

MEETING OUTCOME

PANEL MEMBER	POSITION
Cllr MARK GINGELL	Executive Committee Chair
Cllr KIERAN MURPHY	Mayor
Cllr SIMON OLANDER	Council Leader

MEETING DATE Tuesday 22 nd August 2023

APPLICATION SUBMITTED BY:	DISS CORN HALL TRUST
PURPOSE OF GRANT APPLIED FOR:	SHOWCASING MUSIC, SPOKEN WORD AND ART OF YOUNG PEOPLE IN DISS.
GRANT AMOUNT APPLIED FOR:	£4500

As with all Community Grant Allocation Applications, we are reminded that all money allocated to this scheme are still part of the overall budget that DTC set annually and which enters precept calculations. Therefore, the Council ensures that all decisions regarding income and expenditure are made through Council policy and procedures.

After due consideration and discussion, the panel agreed to recommend to Full Council that the application be REFUSED

The Recommendation to refuse the application is based on the following grounds:

- Whilst The Corn Hall Trust does have a charity number, it has been established for some time now, as a result, there are six figure sums in unrestricted reserves according to the accounts and to justify to Diss Council Taxpayers a grant of £4500 of their money going to an organisation with that amount in reserves, would not be something that the panel would want to recommend to Full Council.
- It was noted that the Café made only £100 profit in the financial year and since 2020, the marketing budget will have increased from £10k to £25k per annum. These could be areas to consider change and therefore be able to fund the project from within.
- The application was completed by the CEO Stuart Hobday who has resigned since the application was submitted, therefore DTC are unaware if this project will take the same priority with the appointment of the new CEO.
- The Corn Hall Trust applied for a Development Grant. Since the modification of the Community Grant Scheme in 2020, Development grants are only awarded to those groups or organisations that have previously been awarded Project Grants and that have been successful in their implementation and that have assessed the impact of their project and reported back directly to DTC. The Corn Hall Trust has not been in receipt of a Project Grant since the scheme was revised.

The Panel would like to thank the Corn Hall Trust for their application and whilst the decision to recommend refusal will be disappointing at this time, should another project proposal arise, then please do not hesitate to apply for a Community Grant in the future.

COMMUNITY GRANT ALLOCATION PANEL

MEETING OUTCOME

PANEL MEMBER	POSITION
Cllr MARK GINGELL	Executive Committee Chair
Cllr KIERAN MURPHY	Mayor
Cllr SIMON OLANDER	Council Leader

MEETING DATE Tuesday 22nd August 2023

APPLICATION SUBMITTED BY: DISS MUSEUM

PURPOSE OF GRANT APPLIED FOR: RUNNING COSTS

GRANT AMOUNT APPLIED FOR: £4826

As with all Community Grant Allocation Applications, we are reminded that all money allocated to this scheme are still part of the overall budget that DTC set annually and which enters precept calculations. Therefore, the Council ensures that all decisions regarding income and expenditure are made through Council policy and procedures.

After due consideration and discussion, the panel agreed to recommend to Full Council that the application be **REFUSED**

The Recommendation to refuse the application is based on the following grounds:

- In the guidance, it states what the Diss Town Council Community Grant Scheme will not fund. Routine running cost (salaries / electricity / rates / rent / insurance / etc) is one of the elements that the scheme will not fund and the grant applied for contains in its entirety running costs.
- It states in the Guidelines that all grants will last one year, yet the applicant has stated ongoing in their application and therefore the application would be rejected, as it does not follow the guidance. If there is ongoing financial concerns, then this should be discussed and addressed at a higher tier than at Parish and Town level.
- Diss Museum applied for a Development Grant. Since the modification of the Community Grant Scheme in 2020, Development grants are only awarded to those groups or organisations that have previously been awarded Project Grants and that have been successful in their implementation and that have assessed the impact of their project and reported back directly to DTC. Diss Museum has not been in receipt of a Project Grant since the scheme was revised.

The Panel would like to thank Diss Museum for their application and whilst the decision to recommend refusal will be disappointing at this time, should another project proposal arise, then please do not hesitate to apply for a Community Grant in the future.

COMMUNITY GRANT ALLOCATION PANEL

MEETING OUTCOME

PANEL MEMBER	POSITION
Cllr MARK GINGELL	Executive Committee Chair
Cllr KIERAN MURPHY	Mayor
Cllr SIMON OLANDER	Council Leader

MEETING DATE Tuesday 22nd August 2023

APPLICATION SUBMITTED BY:	DISS TOWN FOOTBALL CLUB
PURPOSE OF GRANT APPLIED FOR:	FUNDING TOWARDS THE REPLACEMENT COSTS OF FLOODLIGHTS
GRANT AMOUNT APPLIED FOR:	£7000 (DTC will only commit to £5,000)

As with all Community Grant Allocation Applications, we are reminded that all money allocated to this scheme are still part of the overall budget that DTC set annually and which enters precept calculations. Therefore, the Council ensures that all decisions regarding income and expenditure are made through Council policy and procedures.

After due consideration and discussion, the panel agreed to recommend to Full Council that the application be **APPROVED but with an amended amount allocated of £5000**

The Recommendation to amend the application is based on the following grounds:

- Diss Town Council contributed to Floodlight replacement at Diss Rugby Club some years ago, therefore it is entirely appropriate that DTC will offer to fund Diss Football Club to the same level - £5000
- Diss Town Council will only commit to the amount of £5,000 towards the cost of Floodlight replacement on the proviso that the 70% grant is paid by the F.A. and that any remaining cost is met by other agencies. If further funding is obtained towards the costs of floodlight replacement from sponsors and individuals, it would be expected that Diss Town Football Club return any monies to Diss Town Council up to the total amount of £5000.
- Diss Town Council will require an assessment at the end of the project and the submission of a report to include evidence of a reduction of Carbon Dioxide emissions and evidence of the reduction of light pollution for neighbours as per project brief.

The Panel would like to thank Diss Football Club for their application and are happy to recommend to Full Council that it should be approved as a successful application for a Community Project Grant, albeit modified.

COMMUNITY GRANT ALLOCATION PANEL

MEETING OUTCOME

PANEL MEMBER	POSITION
Cllr MARK GINGELL	Executive Committee Chair
Cllr KIERAN MURPHY	Mayor
Cllr SIMON OLANDER	Council Leader

MEETING DATE Tuesday 22nd August 2023

APPLICATION SUBMITTED BY:

MTM YOUTH SERVICES

PURPOSE OF GRANT APPLIED FOR:

EXPANSION OF PREVIOUS SUCCESSFUL GRANT DELIVERING PROJECTS TO REACH MORE YOUNG PEOPLE AND SUPPORT THOSE WITH MORE COMPLEX NEEDS

GRANT AMOUNT APPLIED FOR:

£7200 (DTC can only commit to £5,000)

As with all Community Grant Allocation Applications, we are reminded that all money allocated to this scheme are still part of the overall budget that DTC set annually and which enters precept calculations. Therefore, the Council ensures that all decisions regarding income and expenditure are made through Council policy and procedures.

After due consideration and discussion, the panel agreed to recommend to Full Council that the application be **APPROVED but with an amended amount allocated of £5,000**

The Recommendation to amend the application is based on the following grounds:

- MTM have a proven track record within the DTC Grant Allocation Scheme; Having successfully completed previous Project Grants and reported their evaluations at the end of their programme.
- Unfortunately, the figure requested by MTM, would take DTC beyond the amount budgeted to this scheme for this financial year, therefore DTC can only agree to the amount of £5,000 for this Development Grant.
- Diss Town Council (DTC) would urge MTM Youth Services to seek out other funding to ensure that the project is completed in its entirety. Any modification of the project due to shortfall in funding, would have to be discussed with the CEO of DTC prior to grant monies being released.

The Panel would like to thank MTM Youth Services for their application and are happy to recommend to Full Council that it should be approved as a successful application for a Community Development Grant, albeit modified.

From: [Sarah Richards](#)
To: [Adrian Kitchen - DTC \(councillorKitchen@diss.gov.uk\)](#); [councillorsinfield@diss.gov.uk](#); [councillorwaterman@diss.gov.uk](#); [Doreen Collins \(councillorCollins@diss.gov.uk\)](#); [Eric Taylor - DTC \(councillorTaylor@diss.gov.uk\)](#); [John Robertson - DTC \(councillorRobertson@diss.gov.uk\)](#); [John Wooddissee \(councillorWooddissee@diss.gov.uk\)](#); [Kieran Murphy \(councillorMurphy@diss.gov.uk\)](#); [Mark Gingell \(councillorGingell@diss.gov.uk\)](#); [Richard Peaty \(councillorpeaty@diss.gov.uk\)](#); [Simon Olander - DTC \(councillorOlander@diss.gov.uk\)](#); [Sonia Browne - DTC \(councillorbrowne@diss.gov.uk\)](#); [Sue Kiddie](#); [Welch Jim](#)
Cc: [Sonya French](#)
Subject: FW: Formal Consultation South Norfolk: Public Spaces Protection Order - Vehicle Related Anti-social Behaviour
Date: 04 August 2023 15:47:00
Attachments: [Outlook-One Team B.png](#)
[South Norfolk District Map- Inc. Broadland.pdf](#)
[Letter to Parish Clerks.docx](#)
[DRAFT SNC PSPO.docx](#)

Dear All

I've liaised with Simon on below / attached. The proposed response (for ratification at the Sept FC) is to agree with questions 1 and 2 and for 3, propose that the PSPO is in operation throughout the whole week rather than from 18:00 Thursday to 06:00 Tuesday to avoid the ASB simply shifting to Tuesday – Thursday.

Emailing this to all now in case anyone has any alternative views to provide sufficient time to address prior to the Full Council meeting given there's little time thereafter and before the deadline.

Kind regards
Sarah Villafuerte-Richards
Town Clerk / Chief Executive Officer

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

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From: Teri Munro <Teri.Munro@southnorfolkandbroadland.gov.uk>
Sent: Friday, July 28, 2023 1:49 PM
Subject: Formal Consultation South Norfolk: Public Spaces Protection Order - Vehicle Related Anti-social Behaviour

Good morning,
The Council has been working in partnership with the Police over recent months to tackle the issue of vehicle related anti-social behaviour, in the main involving large groups of vehicles (in excess of 100) plus smaller groups, who arrange to meet up at various locations across the District. In the main, those attending are well-behaved and share a common interest in modified vehicles, however, there are some who use the cover of these events to attend and participate in anti-social

behaviour using their vehicles which poses a safety issue to those in the vicinity not to mention disruption to businesses and disturbance to nearby residents.

All powers available to both the Police and Council have been exercised (and continue to be exercised), however, it has been identified that the PSPO will enable earlier intervention and prevention activities to take place.

Your council is now being formally consulted on the proposed PSPO and your comments and thoughts are welcomed.

Please find attached the following documents:

- 1) Letter of consultation.
- 2) Draft PSPO
- 3) District map

The consultation runs until 29th September 2023 and your response should be emailed to me.

Miss Teri Munro

Community Safety & Interventions Lead

t 01603 430510 e teri.munro@southnorfolkandbroadland.gov.uk



Find out how you can access our services by visiting our website or by calling us on 01508 533633

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Parish/Town Clerk
South Norfolk District

South Norfolk Council
Horizon Business Centre
Broadland Business Park
Peachman Way
Norwich

Norfolk NR7 0WF

1 August 2023

**Anti-social Behaviour, Crime and Policing Act 2014
Proposed Public Space Protection Order (PSPO) (vehicle related ASB): South
Norfolk**

I am writing to consult you on a proposal to re-make a Public Space Protection Order (PSPO) under the Anti-social Behaviour, Crime and Policing Act 2014 as required by the Act.

The PSPO will cover the administrative district of South Norfolk and will seek to prohibit vehicles being used in a manner which cause detrimental impact on the wider community and provide Police and Councils with powers to act swiftly and quickly where it is believed those activities are taking place.

Evidence identifies that the proposed PSPO is in operation from 18:00 Thursday to 06:00 Tuesday as the majority of the activity takes place over weekends and in particular, on bank holidays.

PSPO's can be made for a period up to three years from the date of decision and this will form the application to Council albeit, with a built-in review at the end of the first 12 months of operation. This will enable evidence of impact to be reviewed and any necessary variation to the Order be made, should evidence show displacement to the operational times has occurred.

A copy of the proposed PSPO together with a map of the district is attached for your information and I would welcome your answers to the following questions and any other comments on the proposal by the 29th September 2023:

- 1) Do you agree with the proposed PSPO being applied across district?

Two Councils
One Team

**Broadland**
District Council
Community at heart

**South Norfolk**
COUNCIL

- 2) Do you agree with the proposed regulatory controls in the draft PSPO?
- 3) Do you agree with the proposed period of operation of the draft PSPO?

Please provide your response to:

teri.munro@southnorfolkandbroadland.gov.uk

Yours sincerely

Teri Munro
Community Safety Manager

Two Councils
One Team



Anti-social Behaviour, Crime & Policing Act 2014

Public Spaces Protection Order

(Vehicle Related ASB) (the ‘Order’)

This Order may be cited as South Norfolk Council, Public Spaces Protection Order (Vehicle Related ASB) Number XX of 20XX

South Norfolk Council exercises its powers under Section 59 and 72 of the Anti-social Behaviour, Crime & Policing Act 2014 (the ‘Act’) and under all other enabling powers, hereby makes the following Order:

1. The Order shall come into operation on XXX and shall have an effect for 3 years thereafter, unless extended by further Order under the Councils’ statutory powers.
2. The Order relates to the whole of the South Norfolk District as shown on the attached plan (‘the restricted area’).
3. South Norfolk Council is satisfied that the conditions set out in Section 59 (2) of the Act have been met, namely, that anti-social behaviour and/or criminal activities have been carried out within the restricted area due to vehicular nuisance. These activities have had a detrimental effect on the quality of life of those in the locality, and it is likely that the activities will be carried out within the restricted area and have such effect.
4. South Norfolk Council is also satisfied that the conditions set out in Section 59 (3) of the Act have been met. Namely, that the effect or likely effect of the activities is, or is likely to be, of a persistent or continuing nature and that these activities are unreasonable and justify the restrictions imposed by this Order and that it is expedient to make this Order for the purposes of reducing crime and/or anti-social behaviour in a public place.

Prohibitions

Any person(s) (by definition includes the driver, rider, or registered keeper of a mechanically propelled vehicle, who at the time of the offence was in control of the mechanically propelled vehicle; or in a position to control its’ use within the restricted area) are prohibited from:

- a. Congregating or loitering as part of a group around (or in) one or more stationary vehicles at any time where such activity causes or is likely to cause noise, harassment, alarm, distress, or detrimental impact.
- b. Engaging in, promoting, encouraging and/or assisting in the carrying out of any activity connected to the use of a mechanically propelled vehicle including but not limited to a car cruising event* (see definition below); in or on a public highway, public car park and other land to which the public has access (whether by payment or otherwise) in the South Norfolk Council area (the restricted area) which causes or is likely to cause harassment, alarm or distress or detrimental impact due to any of the following activities, namely:
 - I. Sounding horns or playing loud music which causes a nuisance.
 - II. Revving engines which causes a nuisance.

- III. Causing danger to other road users (including pedestrians).
 - IV. Causing damage or risk of damage to private property.
 - V. Speeding or racing.
 - VI. Performing stunts (including but not limited to performing doughnuts, skidding, drifting, handbrake turns, wheel spinning, burn outs).
 - VII. Being verbally abusive, swearing and/or intimidating (including the use of sexual language or making sexual suggestions) to another person.
 - VIII. Causing an obstruction of a public highway or publicly accessible place (whether moving or stationary).
- c. Engaging in, promoting, advertising, encouraging, or assisting in activities or other mechanically propelled vehicle related nuisance causing or likely to cause danger to the public.
 - d. Promoting, organising, advertising, or publicising the occurrence of car cruising* (including but not limited to via email, the internet, social media, or via any publication or broadcast medium).
 - e. Attends any meeting or gathering either as a mechanically propelled vehicle owner, driver, passenger, or spectator where any reasonable person would consider that the car cruising or gathering is likely for the purposes listed at a(i) to (VIII) was or is taking place on land to which this Order applies, commits an offence.

**The definition of car cruising includes 'a congregation of the drivers of 2 or more motor vehicles (including mopeds, motorcycles, trikes, and quadbikes, whether intended or adapted for use on a road) on the public highway or at any place to which the public has access, whether by payment or otherwise.*

It is the act of drivers meeting on the public highway or a publicly accessible place. It can either be planned or unplanned, with the intention to race or perform stunts (as outlined above).

Behaviour includes but is not restricted to:

- Obstructing highways, residential or business properties.
- Dangerous or inconsiderate driving.
- Creating excessive noise via engine, horn, or amplified music.
- Littering.
- Verbal abuse, swearing and/or intimidating member of the public.

Fixed penalty notices and offences

1. It is an offence for a person without reasonable excuse to engage in any activity that is prohibited by this Order.
2. In accordance with Section 67 of the Act, a person found to be in breach of this Order is liable to be issued with a Fixed Penalty Notice of £100 or on summary conviction to a maximum penalty of a level 3 fine.

Appeals

1. In accordance with Section 66 of the Act, any interested person who wishes to challenge the validity of this Order may apply to the High Court within six (6) weeks

from the date upon which the Order is made. Any such challenge must be on the grounds that (1) the Council did not have the power to make the Order or to include particular prohibitions or requirements; or (2) that in making the Order, the Council failed to comply with a requirement under the Act.

Appendix (attached):

A map showing the restricted area edged in red.

Given under the Common Seal of South Norfolk Council

On the XXXX day of XXX 20XX

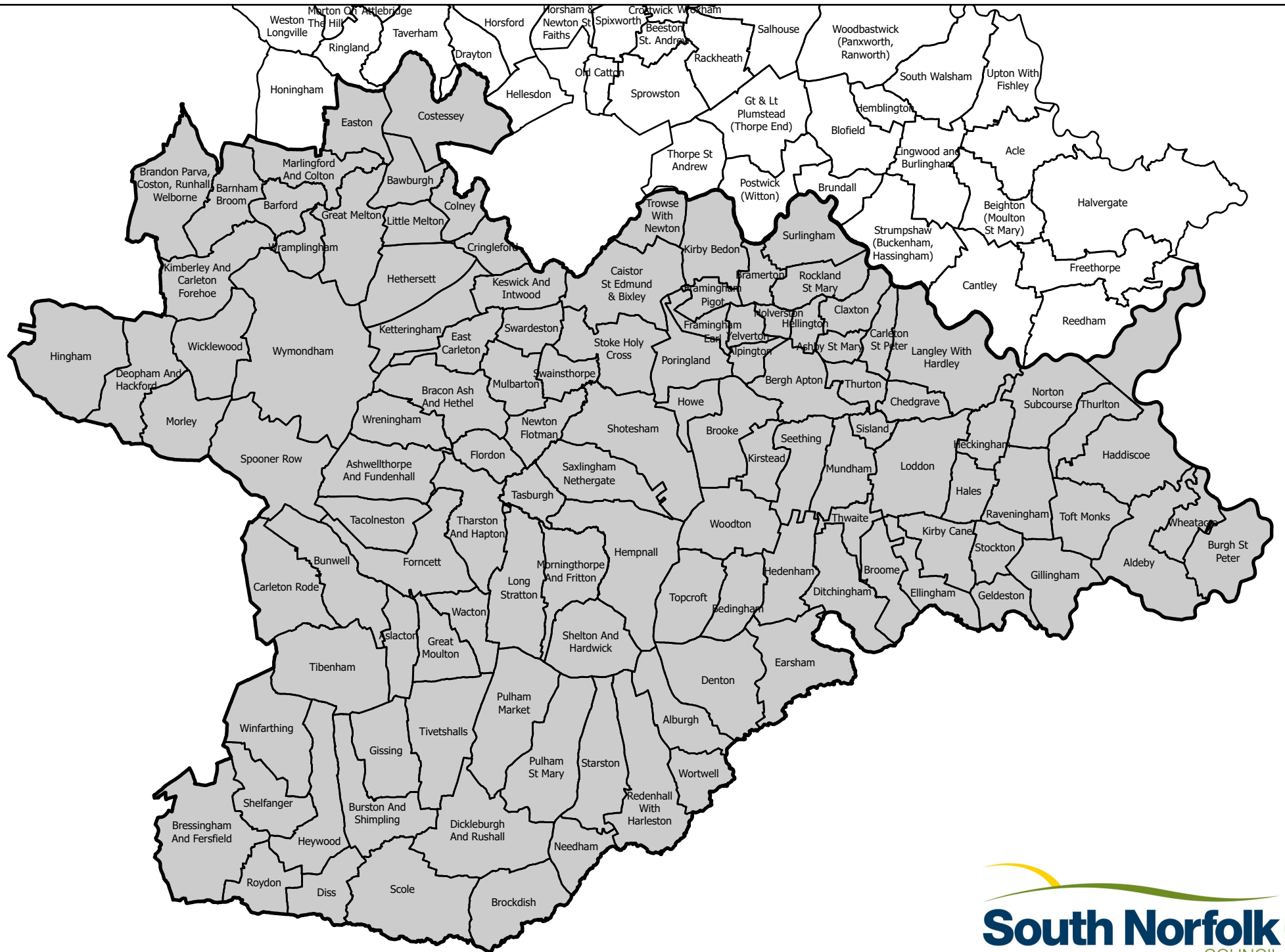
**THE COMMON SEAL of
South Norfolk Council**

Was hereunto affixed in the

Presence of:

.....Authorised Officer

DRAFT



**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:
21 / 2324

Report to:	Full Council
Date of Meeting:	13 th September 2023
Authorship:	Town Clerk
Subject:	Changing Places Toilet

Introduction

1. At the last Annual Town Meeting in May, a resident put forward a suggestion for a Changing Places toilet.
2. Over a 1/4 million people in the UK need Changing Places Toilets to enable them to get out and about and enjoy the day-to-day activities which many of us take for granted. To use a toilet in safety and comfort, these people need to be able to access a CPT, which has more space and the right equipment, including a height adjustable changing bench, a peninsular toilet and a ceiling hoist.
3. In the UK, there are an estimated 12 million disabled people or 20% of the population. A 2021 survey of Changing Places Insights by MDUK reported that 83% of disabled people would use a Changing Places toilet if available. Furthermore, a survey by VisitBritain showed 83% of disabled people have made a conscious decision not to visit an unwelcoming or inaccessible business - particularly those with no suitable, clean toilet facilities.
4. There are a total of 1912 active Changing Places Toilets registered so far.
5. The UK government is committed to increasing that number and South Norfolk District Council has received funding to support the installation of up to four facilities in their area. Three of these have been / are being installed, £40k remains for expenditure by 31st March 2023 and the average CPT costs £56k.
6. The Town Council was approached by the District Council to consider installing such a facility in Diss potentially adjacent to the Park toilets on the District-owned car park.
7. More information can be found here <https://www.changing-places.org/>.

Tesco CPT

8. Having looked at the next nearest CPT registered on the above website, I became aware that there is in fact already a CPT in Tesco Diss.
9. I spoke to one of the Managers of Tesco on 23rd August. The facility was installed approximately 2 years ago on a trial basis but is destined to remain open. Records are not kept of usage, but it is thought to be used by up to 10 customers each week. The Manager said he would contact Head Office to see if they had further information to share particularly regarding annual maintenance costs. He also thought that there

were up to two other CPT's in Diss but the only one registered on the Changing Places website is Tesco.

10. There would be significant costs to instal such a facility and maintain it going forward. As there is already one in Diss, which is not used to capacity, it is not considered to be a worthwhile investment at this time particularly as the Town Council will be facing some tough budgeting decisions this year.

Recommendation(s)

To note the contents of this report.

**DISS TOWN COUNCIL**

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Telephone & Fax: (01379) 643848
Email: towncouncil@diss.gov.uk
Website: www.diss.gov.uk

Report Number:
22 / 2324

Report to:	Full Council
Date of Meeting:	13 th September 2023
Authorship:	Chief Operations Officer / Deputy Town Clerk
Subject:	Parish Partnership Bid

1. Introduction

- 1.1 During a meeting of Infrastructure committee on 26th July 2023, members and staff put forward two ideas for potential projects for The Parish Partnership Bid (PPB). The PPB is a project run every year by Norfolk County Council which encourages smaller councils to submit bids for highway improvement schemes with Norfolk County Council funding 50% of the cost of successful bids.
- 1.2 The two ideas were both for new pathways, one running adjacent to the roadside at Shelfanger Road and Croft Lane.
- 1.3 The first idea was for a new pathway to run alongside Shelfanger Road in Diss, this path would run along the edge of the Sportsground inside the fence line next to the trees, this path aims to provide pedestrian access to the sports ground.
- 1.4 The second idea was for a new pathway to run along Croft Lane to improve pedestrian safety in this area.
- 1.5 This report evaluates the benefits and pitfalls of the proposed pathway projects considering the significant cost involved for Diss Town Council.

2. Site Visit

- 2.1 During a site visit and inspection conducted in the presence of County Councillor Kiddie and a County Council Highways engineer, it was determined by the highways engineer that the feasibility of the Croft Lane option was compromised due to the insufficient width of the roadway to accommodate a pathway. The engineer affirmed that the Sportsground pathway remained the sole viable choice based on the assessment.
- 2.2 Various options were considered for the pathway at the sportsground but only one option was viable after subsequent visits by Highways and their contractors. They have proposed a route alongside the trees, inside of the current chainlink fence. See fig 1.

Fig 2 – Proposed new pathway



3. Benefits of the Project

3.1 It is difficult to quantify how many people utilise this site weekly and how many people would use the new footpath but below is the current usage of the site which is known to us at fig 1.

Fig 1 – Table of Visitors utilising site

Name	Visitors	Total visitors per week
Athletics Club	60 x 2 weekly	120
Football Club	140 fortnightly	70
Skateboard Park	10 per day	70
Nursery	24 per day	125

- 3.2 This suggests that there is averagely 385 visitors to the site per week, this does not include dog walkers or any other people that utilise the site.
- 3.3 The new pathway would greatly enhance accessibility for a diverse range of users, including junior footballers, athletes, nursery children, skateboard park visitors, and dog walkers. This would ensure safer and more convenient access to the sports ground, skateboard park and Pavilion, contributing to increased community engagement in recreational activities.
- 3.4 By providing a dedicated pedestrian pathway, the project could significantly reduce the potential risks associated with pedestrians sharing the roadway with vehicular traffic. This would create a safer environment for all users, particularly children and families accessing the sports ground and skateboard park. This would also go some way towards lessening our environmental impact.
- 3.5 The pathway could encourage more people to visit the sports ground and engage in physical activities. This could lead to higher participation rates among junior footballers, athletes, and other community members, positively impacting public health and wellbeing.
- 3.6 The County Council's contribution of 50% towards the total project cost demonstrates shared agreement on initiatives within the town. This partnership funding could ease the financial burden on the council and make the project financially viable.
- 3.7 The installation of a new footway with wooden edgings and hot macadam surfacing would improve the risk of injuries due to the area which is currently being utilised being uneven.

4. Pitfalls

- 4.1. The most significant challenge is the high total cost of £54,000 for the project. Although the town council contribution would only be £27,000 this is still a considerable amount of money and, this expenditure could strain limited financial resources, potentially impacting other projects.
- 4.2 Tree Removal: The project would require the removal of 7 mature trees, which may lead to environmental concerns and opposition from environmental advocacy groups or local residents who value the trees for their aesthetic and ecological significance.
- 4.3 Stump Removal: The removal of tree stumps could require additional costs and efforts. If not managed properly, stump removal might pose logistical challenges and create disruption in the area.
- 4.4 Construction Disruption: The construction phase could result in temporary disruptions to local traffic and the activities of the sports ground, affecting the sports community and visitors negatively during the construction period.
- 4.5 Maintenance Costs: The pathway would likely incur ongoing maintenance costs for repairs, cleaning, and upkeep. Councillors must consider the long-term financial commitment required for proper maintenance.

5. Conclusion

- 5.1 The proposed Shelfanger Road Pathway project offers numerous benefits, including improved accessibility, safety, and community engagement. However, the project's financial cost, the need for tree removal, and potential maintenance expenses pose significant challenges for the council.

5.2 Additional considerations, including public sentiment, and long-term sustainability, should be thoroughly evaluated before finalising a decision.

6. Budget

6.1 Should the bid be successful the £27,000 needed for the project would come from Community Infrastructure Levy Funds. There is currently £62,904.19 available.

Recommendation

In light of the potential benefits and challenges outlined in the report regarding the proposed Shelfanger Road Pathway project, it is strongly recommended that the council initiates a consultation process to gauge public opinion before submitting an application to the PPB.

By conducting a small consultation with residents and stakeholders who use the facility council will gain a better idea of the public perception on the use of this money.

This inclusive approach will help the council make an informed decision that aligns with the community's interests and ensures that the chosen course of action is well-supported by those directly impacted.

This survey is to be completed by 10th October 2023, so that an update can be brought back to Council on the 15th November 2023 for a final decision. The deadline for applications to reach County Council PPB is the 8th December 2023.



80

D-DAY 6 JUNE 2024

Flags of the Allied nations: United Kingdom, Canada, Belgium, Czech Republic, Netherlands, Norway, Greece, France, United States, Australia, New Zealand, Poland, and Denmark.

THE LARGEST NAVAL, AIR AND LAND OPERATION IN HISTORY

In association with
The Royal Naval Association, ABF The Soldiers Charity, RAF Benevolent Fund, The Merchant Navy Association & The Normandy Memorial Trust

U.S. troops landing on Omaha Beach.
© Time Life Pictures/National Archives/The LIFE Picture Collection/Getty Images.





10 DOWNING STREET
LONDON SW1A 2AA

THE PRIME MINISTER

I am honoured to support the 80th anniversary celebrations to commemorate D-Day.

D-Day on 6 June 1944 was the largest Naval, Air and land Operation in history, involving many hundreds of thousands of brave men who had to leave their families at home, not knowing if they would ever return home, a feat we hope will never have to take place again.

The heroism of those who landed on the shores of the Normandy beaches, represented a beacon of light for the world during a particularly dark period of war. It is therefore fitting that local communities throughout the United Kingdom, Channel Islands, Isle of Man, UK Overseas Territories and those along the shorelines of Utah, Omaha, Gold, Juno and Sword beaches in Normandy, France, should light Beacons on 6 June 2024, in 'tribute' to the light of peace that they brought out from the misery of darkness during that dreadful campaign, of which many unfortunately did not return.

I am therefore delighted to support this initiative and I urge communities across the country to support this event. I would like to pay particular tribute to Pageantmaster, Bruno Peck for his tremendous efforts in leading these historic celebrations. It also gives me great pleasure in congratulating The Royal Naval Association, The Merchant Navy Association, The Royal Airforce Benevolent Fund and ABF The Soldiers Charity for their remarkable efforts in supporting our service personnel, along with their families.

As we look forward to the future, I believe we should take strength from the shared hardship of our experience during World War II. That future is why so many of our service men gave their lives – and protecting the peace they fought for is the greatest way we can honour those who fell.

February 2023

The Royal Navy

Admiral Sir Ben Key KCB CBE ADC - First Sea Lord and Chief of Naval Staff



On 6 June 1944, Operations Neptune and Overlord unfolded. Meticulously planned over the course of years, they set the stage for one of humanity's most audacious military campaigns as the Allies sought to retake Western Europe from the Nazis. In planning and execution, the synchronised movements of hundreds of thousands of personnel and millions of tonnes of steel by sea and air onto the land, paved the way for extraordinary success.

In 2024 we will gather to celebrate the 80th anniversary of D-Day. The numbers of those who remain grow fewer every year but their deeds remain as inspiring as ever. They sailed offshore, flew overhead and stormed the beaches, facing down incredible odds with unwavering resolve. Their footsteps are forever etched in history's sands and their bravery reflects the highest of human courage and determination.

The Royal Navy is delighted to participate in the lighting of beacons on 6 June 2024 to pay tribute to all those who took part in D-Day, whether as part of the landings or supporting from the United Kingdom. The values that those involved were fighting for are ones that we continue to uphold – peace, freedom and democracy. Through this endeavour, we can connect communities across the country in memory of all those who made the ultimate sacrifice.

Admiral Sir Ben Key KCB CBE ADC
First Sea Lord and Chief of Naval Staff



The British Army

General Sir Patrick Sanders KCB CBE DSO ADC Gen - Chief of the General Staff



On the 6th June 2024, the D-Day 80 events will mark 80 years since one of the most significant military operations in history, we remember with everlasting gratitude those who gave their lives for the freedom of Europe. The British Army is delighted to participate in the lighting of the beacons to pay tribute to them.

The ultimate success of D-Day and the subsequent campaign is testament to the strength of international alliances. It reminds us of friends and partners who stood together against tyranny and oppression to force invaders from sovereign land; of soldiers from many different nations who boarded the landing craft to a fate unknown. Who in soaked khaki and the fearsome noise of battle pushed forward while friends fell alongside them. They gave their best and bravest; we will always remember them.

The D-Day landings were an astonishing achievement. A triumph of soldiers, sailors and airmen working in concert to achieve a victory which was fiercely fought, terribly bloody, and truly remarkable. Over 154,000 troops from eight allied nations boarded 6,000 vessels to cross the English Channel. 24,000 Allied paratroopers and glider infantry drifted down from above, skirting 88mm guns. Field Marshal Montgomery's message to the troops rung true – it was a great and righteous cause and will continue to live in history, as the last 80 years have proved.

Learning the lessons from the past is never more pertinent than now as we face war in Europe once again. The post-war international order which has maintained peace and prosperity in Europe since the second world war is under threat. As we did then, we must ensure our alliances and partnerships are ever closer and stronger.

I am enormously grateful to the Army Benevolent Fund for everything they have done and continue to do in support of our service people and veterans. The Army established the ABF in 1944 as a direct result of the plight of those discharged at the end of World War I, and a determination to do better by those returning from World War II.

80 years later, the Army's national charity continues to provide a lifetime of support to serving soldiers, former soldiers, and their immediate families when they are in need, such that they are afforded the opportunity to avoid hardship and enjoy independence and dignity.

General Sir Patrick Sanders KCB CBE DSO ADC Gen
Chief of the General Staff



The Royal Air Force

Air Chief Marshal Sir Rich Knighton KCB ADC FREng - Chief of the Air Staff



On the 6 June 1944, Allied Forces launched the invasion of German-occupied western Europe, one of the greatest operations of all time – the D-Day Normandy landings. Allied fighter pilots patrolled the perimeters establishing an aerial ‘umbrella’ and bombers cratered local enemy airfields, in addition to the continued bombardment of rail and road centres. While maintaining air superiority, fighter pilots were able to exploit their situation, flying armed reconnaissance in the battle area, firing rockets, dropping bombs, and unleashing their machine guns, contributing massively to the liberation of western Europe. What is often forgotten is that over 3,500 RAF personnel played key roles in the war efforts in western Europe as the significant deeds in the air and RAF personnel supported operations from the ground, including the construction of airfields, servicing aircraft and providing a forward air control function.



Since then, the Royal Air Force has continued to be ever vigilant, identifying and responding to threats that could affect us and our families, but they are also ready to prevent conflict and ready to deliver urgent assistance that is needed here in the UK or around the world. In 2022 alone, more than 7,250 people were deployed in 75 countries and directly supported 41 operations across five continents and the Falkland Islands.

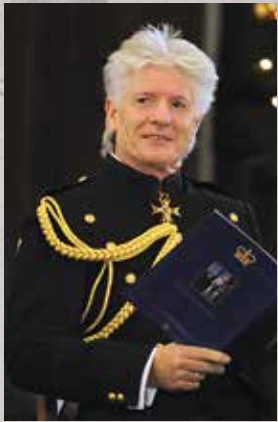
Along with the other Services, on 6 June 2024, the Royal Air Force will be participating in the lighting of the beacons to mark the 80th anniversary of D-Day and pay tribute to those who made the ultimate sacrifice. Not only will we be remembering the brave men and women who played their part in the Second World War, we will also take a moment of reflection to acknowledge the current and future support and commitment from the RAF community, including serving personnel and their families, veterans, Air Training Corps, and reservists.

Air Chief Marshal Sir Rich Knighton KCB ADC FREng
Chief of the Air Staff



Introduction

Bruno Peek CVO OBE OPR, Pageantmaster

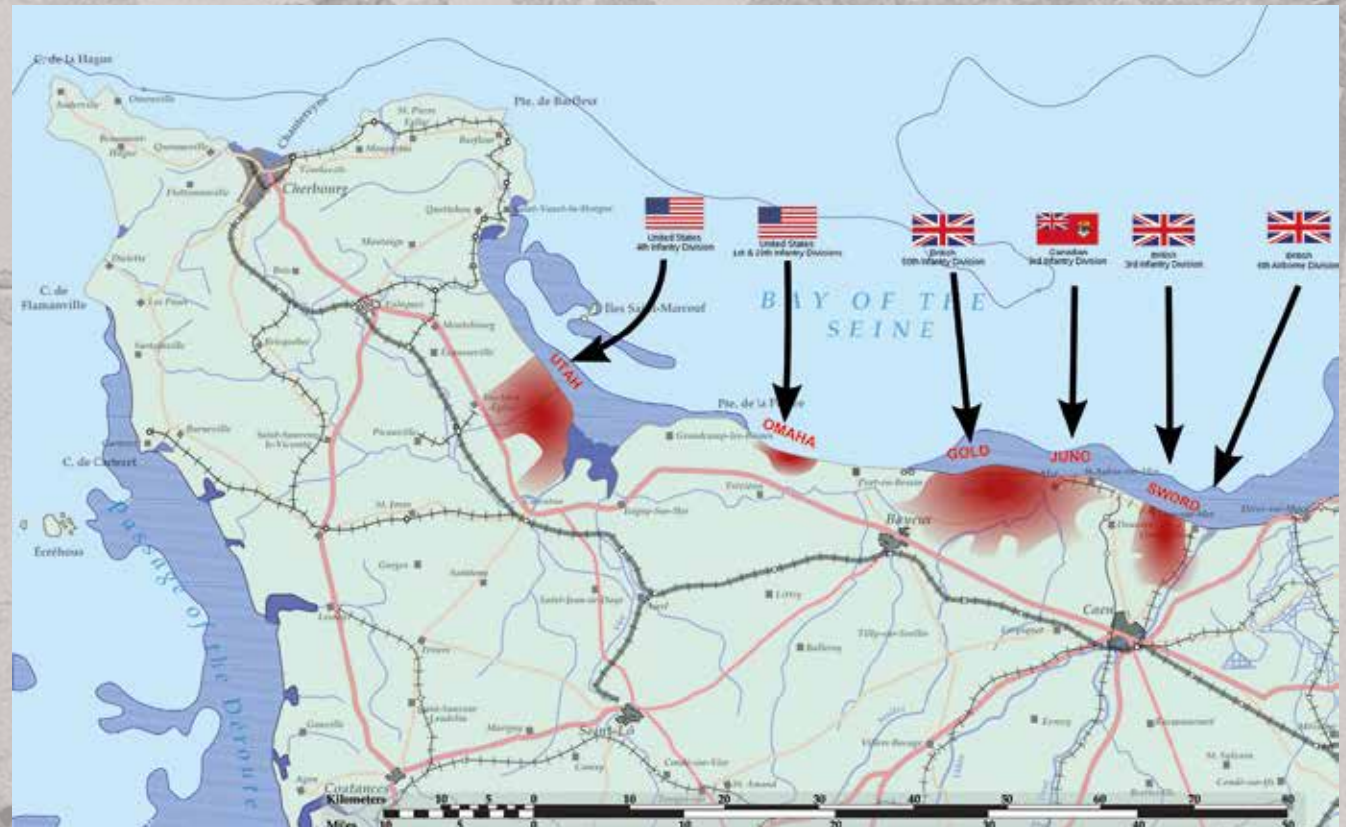


The 6th June 2024 marks the 80th anniversary of D-Day, when Allied forces mounted the largest amphibious invasion the world has ever witnessed. In 1944 Operation Overlord saw around 4,000 ships and landing craft set down about 132,500 troops on five Normandy beaches in an action that would bring about the liberation of north-west Europe from Nazi occupation.

The bravery and sacrifice of those people in securing the peace and freedom we enjoy today will be observed by the lighting of beacons around the United Kingdom, Channel Islands, Isle of Man and UK Overseas Territories. I hope your community will join us.

We are asking villages, towns, cities and organisations of all sizes to mark the 80th anniversary of D-Day by lighting a beacon at **9.15pm** on 6th June 2024, in celebration of the 'light of peace' that emerged out of the darkness of war, followed by an event to commemorate one of the most momentous achievements in living memory. Your event could be devoted to raising valuable funds for The Royal Naval Association, ABF The Soldiers' Charity, The Royal Air Force Benevolent Fund and The Merchant Navy Association. You will find details of how to participate on **pages 37 and 38** of this guide.

It is our country's opportunity to remember over 209,000 Allied casualties of Operation Overlord. This includes nearly 37,000 ground forces and 16,714 air forces killed in the invasion of Normandy's Utah, Omaha, Gold, Juno and Sword beaches, and the long and bloody campaign that followed. We plan to light beacons on all five beaches to remember those who died or came home wounded.



Plan for landings in Normandy June 1944. Background photo: British troops landing on Sword Beach. © Robert Hunt Library/Mary Evans Picture Library.

The statistics behind the successful operation, which eventually convinced the Nazi high command that their defeat was inevitable, are both shocking and awe inspiring. German defence forces were drawn away from Normandy by distraction tactics as resources were secretly built up on the English coast.

Nine million tonnes of supplies and equipment were shipped across the Atlantic and 1.4 million American servicemen arrived to

join a substantial contingent of Canadian forces. By 1944 over two million troops from 12 countries were in Britain preparing for the invasion. On D-Day, American, British and Canadian troops were augmented by personnel from Australia, Belgium, Czechoslovakia, the Netherlands, France, Greece, New Zealand, Norway, Rhodesia and Poland. Soon after midnight on 6th June, more than 180,000 Allied paratroopers were dropped into the invasion area, and Allied air crews flew 14,674 sorties to support the landings.



Operation Neptune, the naval phase of the campaign, saw nearly 7,000 vessels, including battleships, destroyers, minesweepers and assault craft, escorting and landing the ground troops on the beaches and bombarding German coastal defences.



Company Sergeant Major Stanley Hollis VC.
© Imperial War Museum.

There were approximately 156,000 Allied troops that landed in Normandy by sea and air on D-Day, of whom around 130,000 landed on the beaches, so you might be surprised to learn that despite the extraordinary courage displayed by so many on 6th June 1944, just one Victoria Cross was awarded. It went to **Company Sergeant Major Stanley Hollis** of the 6th Battalion, The Green Howards, who landed on Gold Beach. During an intense day of fighting, Stan Hollis took two enemy pillboxes and a field gun and crew, capturing 30 Germans single-handedly. The citation for the Yorkshireman's VC, presented by King George VI, says: "It was largely

through his heroism and resource that the Company's objectives were gained and casualties were not heavier, and by his own bravery he saved the lives of many of his men."

Already battle-hardened at the age of 31, Stan should have been one of the most famous soldiers of WW2 but was a naturally modest man and after the war worked in a number of trades before becoming a publican.

His earliest job, however, was working in his father's fish and chip shop in Robin Hood's Bay. Fittingly, fish and chips will play a major part in the



D-Day 80 commemorations. They were never rationed during the war and the words were even used as code by British paratroopers dropped behind enemy lines to identify friendly soldiers nearby – one calling out 'fish' and hopefully getting the reply 'chips'.

Thanks to the generous support and involvement of National Fish and Chip Day and the National Federation of Fish Friers, many thousands of fish and chip shops around the United Kingdom will take part in the day's activities. Schools, pubs, hotels and restaurants etc, are also encouraged to get involved by serving up this great British tradition in tribute to those who gave so much, and to raise valuable funds for the four charities involved.



Cap badge of the Yorkshire Regiment.

The International 80th Anniversary Beacon will be lit at **8.18pm** (British Summer Time) alongside the British Normandy Memorial, overlooking Gold Beach, and will represent the other four Beaches - Utah, Omaha, Juno and Sword, followed by the Principal United Kingdom Beacon, Channel Islands, Isle of Man and UK Overseas Territories on His Majesty's Naval Base, Portsmouth, Hampshire at **9.19pm** BST. However, there will be many communities, pubs, hotels,



restaurants hospitals, fish and chip shops and other such locations that would like to take part in the lighting of a Beacon, as the flame from it represents the 'light of peace' that emerged from the dreadful darkness of war, but are unable to do so because they don't have the land or facility. So, along with the Beacons, we are encouraging them to light the Lamp Light at that time, ensuring they feel part of this important anniversary. **(See page 23)**.

As the Beacons and Lamps are lit, we would ask all those taking part to stop what they are doing and undertake **The International Tribute**, using the wording found on **page 24**. This could be undertaken by your Lord Mayor, Mayor, High Steward, Town and Parish Clerk, Town Crier, Pub Landlord or even a young person from one of your local youth organisations etc, paying their tribute to those who gave so much to enable us to enjoy the many years of peace and freedom we have enjoyed since the Second World War. Pubs up and down the country will be marking this moment too, involving their customers.

D-Day was a monumental campaign to rid Europe of Nazi horror, and the 80th anniversary of this remarkable operation deserves the recognition and gratitude of our country. Please join us on 6th June 2024 to commemorate the sacrifices made by so many in our name.



Bruno Peek

Bruno Peek CVO OBE OPR

Pageantmaster

D-Day 80 Anniversary 6 June 2024

www.d-day80beacons.co.uk



Women who played key roles during D-Day

Women played key roles in D-Day, the Allied assault on Nazi-held France that is the largest amphibious invasion in history.

People tend to think women were just secretarial couriers and messengers. No, there were female special forces agents on the ground and working to keep the Allies from being blown back into the water.



Sister Mollie Evershed.

Among those who lost their lives during D-Day and the Battle of Normandy are two women, both nurses, 27-year-old **Sister Mollie Evershed** and **Sister Dorothy Anyta Field**, 32.

Sister Evershed was on a Hospital Carrier ship, the Amsterdam, treating casualties from Juno Beach when the ship hit a mine.

As it sank, she and another nurse went below decks and carried 75 men to safety, helping them into a waiting lifeboat. But she and her fellow nurse went down with the ship.

She was posthumously mentioned in dispatches and awarded the King's Commendation for Brave Conduct.



Sister Dorothy Anyta Field.

In addition to the men who took part in that invasion, many women – including Women Airforce Service Pilots – also risked their lives on June 6, 1944. Women also played pivotal roles in war efforts throughout history, assuming the roles of nurses, spies, code breakers, journalists and so much more.



Lise de Baissac.

37-year-old **Lise de Baissac**, the daughter of a wealthy family in British-ruled Mauritius, was in France when Hitler's troops moved into Paris in 1940. She fled to the south and then to London. When the SOE started recruiting multilingual women as agents, she joined the fight.

After parachuting into Central France, de Baissac set up an Allied safe house for agents in the town of Poitiers in western France, selecting an apartment near Gestapo headquarters - a hiding-in-plain-sight strategy she felt would arouse less suspicion.

She bicycled around occupied territory as a liaison among different underground networks, often riding 60-70 kilometres a day and carrying contraband. On one occasion, a Nazi stopped her and her clandestine radio operator, patting them down. The officer searched them for guns, which they didn't have, so he let them go. She'd later report that a radio crystal fell out of her skirt as she was leaving but that she leaned over, grabbed the crystal off the ground, and pedalled on.

In August of 1943, when her network in Poitiers was blown, the SOE airlifted her back to England by Lysander aircraft. She trained new female SOE recruits in Scotland. In April of 1944, after recovering from a broken leg, she jumped back into occupied France. She made her way to Normandy, joining her brother, fellow SOE agent Claude de Baissac, in leading a network of Resistance fighters in Normandy. They carried out attacks to weaken Nazi communication and transportation circuits, strategically cutting phone lines and blowing up roads, railways, and bridges to hinder the movement of German reinforcements Hitler was ordering to the beaches.

On June 5, 1944, de Baissac was in Paris recruiting when she learned D-Day was imminent. She biked for three days, speeding through Nazi formations, sleeping in ditches, and reaching her brother and their Resistance circuit headquarters in Normandy.

As the bloody Normandy campaign raged and the Allies struggled to penetrate the Axis front, the de Baissacs continued leading espionage and sabotage operations. They gathered intelligence on enemy positions and transmitted messages back to England, helping lay the groundwork for Operation Cobra, the Allied breakout in which U.S. Army forces came out of the peninsula and pierced Hitler's front line seven weeks after D-Day.

After the war, she worked for the BBC.



Martha Gellhorn.

Martha Gellhorn was not ready to bow out.

On the night of June 5, 1944, before the ships departed for Normandy, Gellhorn made her way to the waterfront on the pretext of interviewing the nurses aboard a hospital ship. Once on board, she hid herself in the bathroom. Gellhorn knew that if she got caught, she would lose her accreditation

and might even get deported back to America. Still, to witness the great invasion was worth the risk. Gellhorn remained in her hideout for several hours and only emerged when the ship was well on her way to France. Later that night, after the troops had landed and the massacre on the beach was finally over, Gellhorn sneaked ashore with a couple of doctors and medics as a stretcher bearer to collect the wounded. In the chaos of the war, nobody gave a damn that Gellhorn was a woman.



D-Day 80 Proclamation

8am - 6th June 2024

Oyez, Oyez, Oyez

Today we commemorate the 80th anniversary of the D-Day landings in Normandy, France - an incredible achievement in military planning and logistics uniting brave service personnel from air, sea and land forces at the beginning of Operation Overlord.

By the day's end, over one hundred and fifty thousand Allied troops had successfully stormed the now famous Gold, Juno, Sword, Utah and Omaha beaches to achieve a toehold in France.

In the weeks that followed, the Allies fought bitterly against a determined foe from the unforgiving countryside of Normandy to the liberation of Paris two months later.

We should all remember and never forget the selfless sacrifice and courage of all those involved and use this Commemoration to pay our tribute to those who gave so much to secure the freedom we all enjoy today.

God Save the King

Christian Ashdown

Ex Household Cavalry



Poem for Schools D-Day Heroes

To be undertaken by Schools at 11am - 6th June 2024

It is D-Day, the Sixth of June Nineteen-Forty-Four.
Operation Overlord commenced, leaving the world in awe.
The planning started in Nineteen-Forty-three.
Bringing Allies together, to make our World free.
Deception was used, codenamed Operation Bodyguard.
Making rubber tanks and wooden planes as a façade.
An American unit was formed for General Omar Bradley.
Then a web of lies was spread, by his Ghost Army.
Much more was done, to keep the Germans in the dark.
Before the Allies on foreign shores, could disembark.
Everything was Most Secret and kept Hush Hush.
As Allies gathered resources, for their big push.
The Allied Supreme Commander was General Dwight Eisenhower.
With General (Monty) Montgomery as Temporary Ground Commander.
Eleven Thousand Aircraft and Gliders with Paratroopers and Soldiers.
Were dropped behind enemy lines to secure the area.
More than Five-thousand ships, the biggest Armada ever seen.
Sailed from British shores and our fields of green.
Monty's battle plan was written, on one sheet of paper.
Set for June the Fifth, the Day of their departure.
But bad weather, caused a Twenty-four-hour delay.
Then conditions changed, and they got underway.
British, American, Canadian and many other countries, were together thrown.
Going to fight a War, something many had never known.
Over One Hundred and Fifty-Thousand men of every creed.
Will perform acts of courage, that must succeed.
There were Soldiers, Sailors, Airmen and the Merchant Navy.
Many Civilians who volunteered to fight against Nazi tyranny.
Over the English Channel and to Normandy, France will go.
To land on beaches called Sword, Gold, Utah, Omaha and Juno.
Were they afraid? Yes! they most certainly were.
But the world must be saved, that was their spur.
The German defences were called, the Atlantic Wall.
Hitler told Field-Marshal Rommel, he must, the Allies stall.
The Allies landed Twenty-Four-Thousand troops on D-Day.
Commencing at Six-Thirty, then things went into disarray.
Wind and rough seas helped landing craft, miss their mark.

Putting the plan in jeopardy from the start.
Fierce resistance was put up, by Germans guarding the beaches.
The time had come to fight, no further need for speeches.
Beaches were Mined, Barbed wire laid, metal tripods and many hazards.
Were set to kill, maim and make things awkward.
Over Ten-Thousand casualties, the Allies had that first day.
With over Four-Thousand dead, a heavy price to pay.
D-Day made Heroes, in that hell unknown.
Helping turn the Tide of War, as the Enemy were overthrown.

Roy Palmer - Chelsea Pensioner and Herald
Royal Hospital Chelsea.



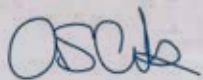
National Federation of Fish Friers

For over 160 years fish and chips have been a firm favourite of the British public providing nourishment for the nation. This was never more important than during the war years where the ingredients were left unrationed to help feed those involved in the war effort and keep the country and our factories working.

The National Federation of Fish Friers is proud to be involved in the commemorations to celebrate the 80th Anniversary of D-Day on 6th June 2024, and we would encourage all fish and chip outlets to get involved to show our appreciation for what those brave souls did to protect our freedom and our thanks for the continued protection provided by our armed forces.

There were approximately 156,000 Allied troops that landed in Normandy by sea and air on D-Day, so we are hoping to sell 156,000 portions of fish and chips (and mushy peas) across the country that day representing a portion for each one involved in the landings. For each portion sold, we ask that £1.00 be equally divided between the four charities involved - The Royal Navy and Merchant Navy Associations, Royal Air Force Benevolent Fund and ABF The Soldiers' Charity.

This will just form part of what promises to be an amazing event and a fantastic opportunity to show the important role our industry has played and why we hold a special place in the heart of the nation.



Andrew Crook

President of the National Federation of Fish Friers



There can be no greater coincidence that during WW2 Winston Churchill coined the term 'Good Companions' for the traditional British dish of fish and chips and the connection with the only recipient of the Victoria Cross on D-Day, CSM Stanley Hollis VC, who had started his working life in his father's fish and chip shop in Robin Hood's Bay.





The Lamp Light of Peace

Representing the 'light of peace' that emerged from the darkness of War

There will be many locations such as pubs, hotels, care homes and restaurants etc, that would like to take part in D-Day 80 on 6th June 2024, but do not have the land or facilities available to light a Beacon. With this in mind, we would like to encourage you to purchase a Lamp Light of Peace, enabling you to participate in this 80th Anniversary of the D-Day landings in Normandy, France, on 6th June 1944, providing you with the opportunity to pay 'tribute' to those that gave so much to enable us to share the freedom we have today.

The light from the flame will represent the 'light of peace' that emerged from the darkness of war, with the lamp providing a very simple and safe way of taking part in this important occasion and, once used, the Lamp can be kept as a permanent reminder of your involvement in this event.

Those participating could consider running a raffle or a competition of some kind, with the winner having the honour of lighting the Lamp at 9.15pm on 6th June 2024, coinciding with the lighting of the Beacons throughout the United Kingdom, Channel Islands and the Isle of Man that evening.

Those taking part with a Lamp Light of Peace, please go to page **37** of the Guide To Taking Part to confirm your involvement by providing the information requested, enabling us to register your participation and keep in contact with you over the forthcoming months. We will then send you your Certificate of Grateful Recognition as shown on page **47** of the Guide. (**IMPORTANT** - once lit, the Lamp should **NOT** be left unattended at any time and should be extinguished at the end of the evening, and do **NOT** at any time attempt to re-fuel it while the Lamp is alight.

The cost of the Lamp is £55.00 including posting and packaging within the United Kingdom, Channel Islands and the Isle of Man.

The Lamp can be fuelled by Kerosene, Paraffin or Diesel.

To order and pre-pay for your lamp please go to: www.idealuksolutions.com/shop and click on the photograph of the Lamp Light of Peace. If you have any questions please send them to info@idealuksolutions.com

The closing date for last orders is, 30th April 2024 to guarantee delivery by 1st June 2024.



The colour red has been chosen as it represents the ultimate sacrifice undertaken on the Beaches of Normandy and throughout WWII as a whole, so could be lit again on every Remembrance Sunday thereafter.

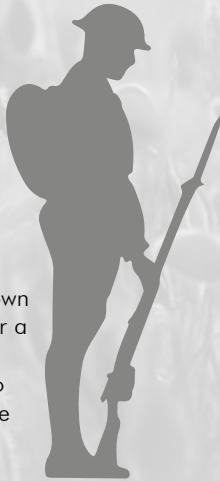


The International Tribute








To be undertaken at 9.15pm alongside the lighting of a Beacon - 6th June 2024



When the International 80th Anniversary D-Day Beacon will be lit at **8.15pm** (British Summer time), at the British Normandy Memorial overlooking Gold Beach, with the other Beacons located on Utah, Omaha, Juno and Sword, in Normandy, France, being lit at **8.30pm** BST, followed by the Principal United Kingdom, Channel Island and Isle of Man Beacon at Portsmouth, England at **9.15pm** BST, we would ask all communities in France and the UK to stop what they are doing and undertake **The International Tribute**, using the wording found on this page. This could be undertaken by your Lord Mayor, Mayor, High Steward, Town and Parish Clerk, Town Crier, Pub Landlord or a young person from one of your local youth organisations etc, paying tribute to those who gave so much. In doing so, we commemorate D-Day and give thanks for eighty years of peace and freedom.

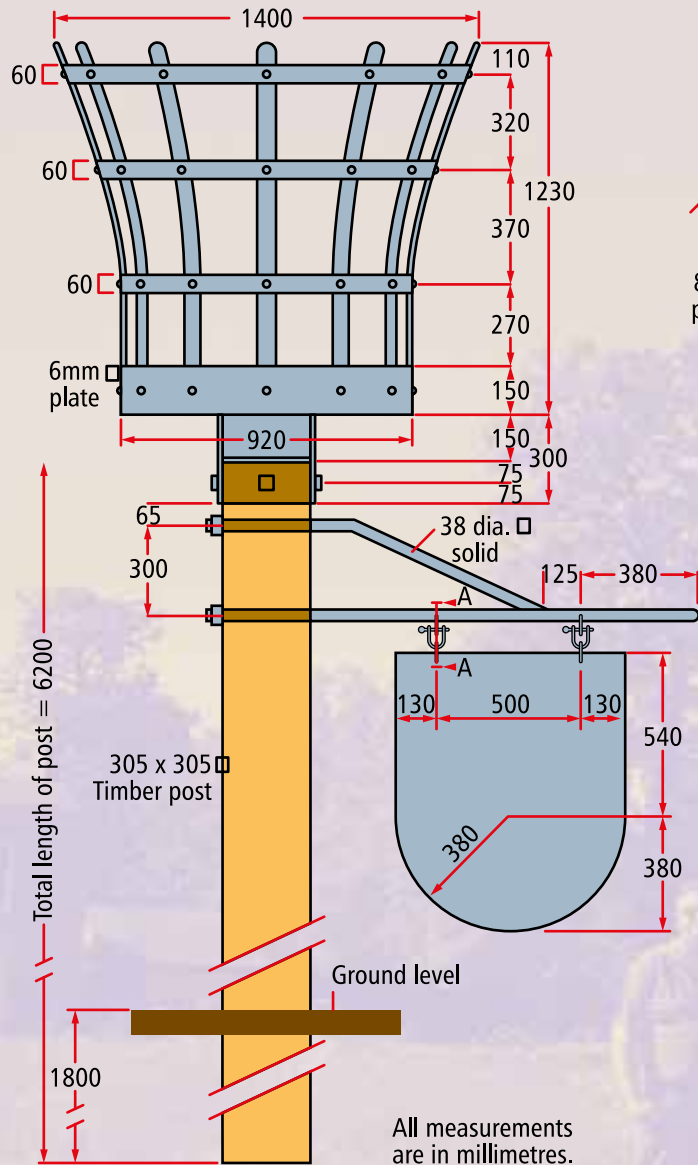


The Tribute

-  Let us remember those who gave their lives at home and abroad during the D-Day landings, whose sacrifice enables us all to enjoy the peace and freedom we have today.
-  Let us remember those who came home wounded, physically and mentally, and the friends and family who cared for them.
-  Let us remember those who returned to restore their relationships and rebuild their working lives after years of conflict and turmoil.
-  Let us remember the families that lost husbands, wives, sons, daughters and sweethearts.
-  Let us remember the servicemen and women and merchant seafarers of all nationalities - from all countries - who fought, suffered and died during the D-Day landings and six years of war.
-  Let us all remember those in the Royal Navy, Army, Royal Air Force, Merchant Navy, and our Allies - the brave people who kept us safe on the home front and abroad and those in reserved occupations during the difficult time of war.
-  Let us remember the brave doctors and nurses who cared for the wounded, the men and women who toiled in the fields, the coal mines, the factories and the air raid wardens, police officers, firemen, ambulance drivers and the young people of the Scouts and Guides who all played such a vital role in the war.



Beacon Brazier



Beacon Brazier with Metal Shield

It can be built by local craftsmen and women, and may be used for future historic occasions in your community. It could be sited in a country park, on a hilltop overlooking the sea or a lake, in the centre of your town or village, and could become a tourist attraction for your area.



Materials Required for Beacon Construction

Wooden centre post consisting of 305mm x 305mm wooden post, 6.25 metres in length of which 2 metres goes into the ground.

Basket and fixing brackets consisting of:

- 1 x 920mm diameter steel plate.
- 1 x 4,178mm long 60mm x 5mm steel flat bar rolled into 1,330mm diameter ring.
- 1 x 3,455mm long 60mm x 5mm steel flat bar rolled into 1,100mm diameter ring.
- 1 x 2,985mm long 60mm x 5mm steel flat bar rolled into 930mm diameter ring.
- 1 x 2,922mm long 150mm x 5mm steel flat bar rolled into 930mm diameter ring.
- 12 x (approx 1,250mm long) 60mm x 5mm vertical bars (rolled to shape).
- 1 x 310mm x 310mm x 300mm high connection box welded to base of basket.
- 1 x hanging shield and support: 3.7m length of 38mm diameter solid steel rod.
- 1 x 920mm x 760mm steel plate 3mm thick 4 x connection brackets 8mm thick (see detailed drawings left).
- 2 x pins and loops.



Messages from the five Charities

The Royal Naval Association, ABF The Soldiers Charity, RAF Benevolent Fund, The Merchant Navy Association & The Normandy Memorial Trust



There has been no greater combined air, sea and land operation in the history of warfare than Operation Overlord – codename for the invasion of Normandy.

The seaborne element of the invasion – Operation Neptune – required 6,833 vessels from great battleships pounding German defences, down to small floating galleys, salvage tugs and landing craft. The naval force was crewed by Frenchmen, Norwegians, Dutch, Poles, Greeks, Americans, but especially Britons and Canadians, who accounted for nearly 80 per cent of all the sailors taking part.

The Royal Marines played a vital part too. Of the hundreds of landing craft sent against the beaches of Normandy, two out of every three were crewed by Royal Marines.

With ever diminishing numbers of Naval veterans who survived this great victory, it is vital that we pay tribute to those who died on this great endeavour, are no longer with us or are not well enough to attend in person.

**Vice Admiral (Retd)
Duncan L Potts CB**
National President,
Royal Naval Association.



The D-Day landings in June 1944 paved the way for the liberation of North-West Europe and, ultimately, victory in the Second World War. To this day, our charity remembers - and will always remember - the courage and sacrifice of those soldiers who took part in what was the largest amphibious operation in the history of warfare. Our charity was established during the same year as the D-Day landings, with HM King George VI as Patron, to ensure support would be available for soldiers, veterans, and their immediate families such they could live with independence and dignity. That founding purpose remains the same to this day; the charity is here for soldiers, for life. Thank you to everybody who participates in this important national campaign to remember the greatest amphibious operation in history and the beginning of the end of the Second World War.

**General Sir James Everard
KCB CBE**
President,
ABF The Soldiers' Charity.



On behalf of the RAF Benevolent Fund, I am proud to support the D-Day 80 Commemoration event. On D-Day over 11,590 Allied aircraft of all types were involved, 5,656 of these were Royal Air Force. What is often forgotten is that over 1,800 RAF personnel and 456 vehicles landed on the beaches and by 9 June, this had increased to over 3,500 RAF personnel and 815 vehicles in Normandy, working on airfield construction, aircraft servicing and forward controlling. As the accounts of the men and women of that fateful time drift further into the past, we must continue to share their stories with our future generations and ensure that their sacrifices for our country are never forgotten.

**Air Vice Marshal Chris Elliot
CB CBE DL**
Controller of the RAF Benevolent Fund.



The men of the Merchant Navy and the merchant fleets of the other allied countries were a major part of the seaborne force. Merchant ships were among the first vessels to arrive off the beaches on D-Day. Their crew were civilians without the support of military discipline and training, yet they faced the dangers and did not waver. Never was there a lack of willing hands to man the ships though they knew the horrors of an enemy attack at sea. They took troops to the scene of battle and sustained them as they fought. Tugs brought over the sections of the Mulberry harbours. During the Invasion, between 6th June and 30th August 1944, 180 MN seamen sacrificed their lives whilst many more were lost bringing supplies across the Atlantic. Around 50,000 men manned the 835 ships that carried the troops and over half a million tons of cargo from ports between the Bristol Channel and Thames Estuary. We are proud today to be known as the Fourth Service. Their efforts and sacrifices must never be forgotten.

**Captain Ian Hodge
M.Mar, MRIN, MNI**
Chairman,
The Merchant Navy Association.



The Normandy Memorial Trust was set up in 2015 to realise the ambition of Normandy Veterans for Britain finally to have a national memorial in Normandy which brought together the names of all those in British units who lost their lives in the D-Day landings and the subsequent Battle of Normandy.

The completed memorial was opened by the then Prince of Wales on 6th June 2021. Inscribed on its walls and pillars are the names of 22,442 men and women who made the ultimate sacrifice in the name of Western Europe's freedom in the summer of 1944.

Few events in European history can match the significance of what happened on the D-Day beaches and in the towns and villages of Normandy.

I hope you will visit the British Normandy Memorial and, with us, reflect and give thanks for the sacrifice which it commemorates.

**General The Lord Dannatt
GCB, CBE, MC, DL**
Chairman of Trustees,
The Normandy Memorial Trust.



How to take part and register your involvement

Step 1: To confirm your involvement and make important communication as easy as possible please register your involvement, providing the information below, direct to brunopeek@mac.com as soon as possible please, but **no later than 30th May 2024**.

If your event is a private occasion and NOT open to the public, and you do not want your involvement shown on any public or media listing, it is important that you confirm this when providing information. Your participation will still be noted as part of this historic occasion but NOT made public. However, if your event IS open to the public, your contact details will be shared with the media so that they can contact you direct to arrange any publicity and/or coverage of your event.

Name and Job title of contact/coordinator

Name of Council, School, Pub, Care Home, Hotel, Restaurant, Organisation etc.

Name of Country - ie England, Scotland, Wales, Northern Ireland, Channel Island, Isle of Man, UK Overseas Territory

Name of County

Name of Parish, Town, Borough, District, Community, or County Council etc

Full Postal address including post code

Telephone number - Landline/Mobile

Email

Will you be having Fish & Chips with Mushy Pease as part of your Beacon and Lamplight of Peace lighting YES/NO

Will your School be involved in the reading of the Poem at 11am, found YES/NO

Will your School/Pub/etc/ event be involving the eating of Fish & Chips during the day YES/NO

Will your event involve the reading of the International Tribute at 9.15pm YES/NO

Public event

Private event

Public or private event & legal essentials

Ensure you have undertaken all the legal essentials and safety requirements on **page 38** before lighting your Beacon and Lamp. Alert the emergency services, including the Fire Brigade, undertake any risk assessments required and ensure everyone involved is happy and familiar with your plans. **(This is your responsibility as coordinator)**. In the event of dry weather, high winds and a heightened wildfire risk on the day of the event, please carefully consider scaling back initial plans where appropriate.

Beacon and Lamp Light lighting ceremony - 6th June 2024

Please light your Beacon and Lamp and undertake the Nation's Tribute using the wording found on page 24 at 9.15pm.

The Beacon and Lamp Light, lighting ceremony and the Nation's Tribute should be undertaken as follows:

Step 2: Invite your Lord Lieutenant, DL, Lord Mayor, Sheriff, High Steward, Lord Provost, Chairman of Leader of the Council, winner of your competition, or another of your choice from within your local community etc, to light your Beacon or Lamp and undertake the Nation's Tribute at **9.15pm**, using the wording found on **page 24**. Alternatively, you may wish to organise a competition in partnership with your local media, with the winner having the honour of lighting the Beacon or Lamp and the Nation's Toast.

Step 3: If appropriate, use social media channels - Twitter, Facebook etc - to promote your event. On Facebook, post photographs of your beacon lighting ceremony.

Step 4: Publicise your event. We will provide you with a Press Release template which you can localise, providing as much information as you wish regarding your event, but including your contact details. You can send this to your local media to enable them to get in touch with you direct.





Above and background: The Tower of London built by William the Conqueror in the early 1080s. Through the centuries, successive monarchs have added to the fortifications.

If you are inviting personal guests to your home it is worth checking with your household insurer that you are covered in the unfortunate circumstances that there should be an accident. If your event includes inviting the public, or it is a third party venue then, where applicable, the following advice should be heeded, to ensure you have a safe and enjoyable event for everyone involved.

Licensing

Generally, all public entertainment has to be licensed by the local authority. The law on this aims to ensure the safety of the public and performers. Local authorities treat each event individually, and what one will allow another will not. Do not be put off by the length of some of the forms - the licensing officer is there to help you.

The licensing officer's job is to advise the local authority's licensing committee on the granting of public entertainment licenses. For small scale events he or she, in effect, makes the decision. Only if your event is contentious will the licensing committee decide to consider the application in detail. Talk to the licensing officer as soon as possible. In Northern Ireland, if you plan to sell alcohol at an event, you will need to apply for an occasional liquor license from the Northern Ireland Court Service.

Insurance

Unfortunately, accidents can happen at even the best organised events. Therefore, you will need to consider and obtain insurance cover for your event, whether you are holding an event on your own premises or someone else's. beacon/bonfire events require specialist public liability cover. If you hire a park or venue or use land owned by a third party for your activity, they are likely to require you to have your own suitable insurance to cover your liability for any injury to the public or damage to other people's land or property.

Legal Essentials and Safety (This is your responsibility)

If hiring equipment for the event, you may need to insure these items; you may also need to consider cover for loss of any financial outlay you incur if the event has to be cancelled for reasons beyond your control, or loss of money, particularly if you are holding a fund-raising event. Therefore, to help you obtain the appropriate insurance, and risk management advice, we are working closely with Unity Insurance Services, which is a specialist insurance broker in the voluntary and non-profit sector.

They have developed a range of bespoke insurance covers specifically for the Beacon/Bonfire events. Unity is owned by a charity and donates all its profits back to charity, so to obtain a quote or for more details or advice on the insurance cover you may need, please visit Unity's website or telephone them on 0345 040 7702.



Alternatively, the licensing officer may be able to direct you to a suitable specialist company or broker, but you should not try to source this kind of insurance from a non-specialist.



Emergency Services

Tell your local Fire and Rescue Service and Police Force well in advance about the type of event you are planning, and get in touch with your local community police officer. Ensure that access for emergency services is maintained for your event. Write to the local fire brigade and ambulance service, particularly if you are planning to have a beacon/bonfire, fireworks, or an event that will attract a large crowd. St John's Ambulance and the British Red Cross will provide first aid and sometimes a vehicle. In some areas they are simply happy to receive a donation. In others, expect a fee to be charged.



Food and Drink

Basic food hygiene guidelines should be followed at all times if you are providing food and drink. Caterers must have food hygiene certificates. Advice on this subject can be obtained from your local council environmental officer.



Alcohol

If you want to sell alcohol you will need to secure a licence. From February 2005, licenses are granted by the local authority rather than the Magistrates Court. You should therefore contact your local authority licensing section and seek information from them on how to apply. During 2005 all existing licenses have to be renewed and this will inevitably lead to long lead-in-times. Please apply as early as possible.



Site Clearance

The local authority will arrange for clearance and disposal of litter after your event if it is on public ground (check for possible charges). You can help this process by arranging litter bins or recycling bins around the site, and a crew to clear up throughout the event.



Hiring or Borrowing Equipment

Your local authorities, or local event organisers may be able to help you with contacts for supplies such as marquees, portable toilets, barriers and bunting, or may in some cases have these for you to hire and borrow. You may also need to consider generators, a public address system, and emergency flood lighting. If you need to arrange insurance for your hired equipment, Unity Insurance Services can arrange this for you too.



All Ability Access

Access for people with a disability is very important. Many local authorities run community transport schemes. Talk to them about arranging transport. On greenfield sites, access may be improved by cutting the grass before the event.



Legal Essentials and Safety

This aspect of your event is your total responsibility, so please ensure you have undertaken all the necessary risk assessments and respective insurance etc, to reflect this.





Certificate of Grateful Recognition 6th June 2024

With sincere thanks for your contribution to D-Day 80
the international commemoration of the 80th anniversary of the D-Day landings
on the five beaches in Normandy, France, on 6th June 1944.



Sailors American GIs British Soldiers Canadian Soldiers Airmen Merchant Seamen



French Allies Air Wardens Fishermen Women's Land Army Doctors Nurses

Despite the extraordinary courage displayed by so many on 6th June 1944, just one Victoria Cross was awarded. It went to Company Sergeant Major Stanley Holt of the 6th Battalion, The Green Howards.



Chinese naval officer Huang Tingren received the French Legion d'honneur, the highest order of military and civil honours that France bestows, 2005 in recognition of his bravery during D-Day.

THE LARGEST NAVAL, AIR AND LAND OPERATION IN HISTORY

Your free Certificate of grateful recognition for taking part.

Please download it from www.d-day80beacons.co.uk, providing copies to all involved in your activities on 6th June 2024.





THE LARGEST NAVAL, AIR AND LAND OPERATION IN HISTORY



Bruno Peek

Bruno Peek CVO OBE OPR

Pageantmaster

D-Day 80 Anniversary 6 June 2024

www.d-day80beacons.co.uk

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Andrew Crook
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In association with
The Royal Naval Association, ABF The Soldiers Charity, RAF Benevolent Fund, The Merchant Navy Association & The Normandy Memorial Trust



The Merchant Navy Association
from ship to shore, from past to present



**DISS TOWN COUNCIL**

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Report Number:
23 / 2324

Report to:	Full Council*
Date of Meeting:	13 th September 2023
Authorship:	Town Clerk
Subject:	Christmas Lights Switch-on event

* due to Facilities not being until November and too close to event date.

Introduction

1. The Christmas Lights Switch-on event will take place on Saturday 2nd December in and around Diss Market Place from 12noon until 6.30pm.
2. The Christmas Lights Switch-on sub-committee made up of volunteers and Town Council representatives have been hard at work organising another fantastic event for the town, which is set to be bigger and better than in previous years.

Programme

3. Compered by Park Radio Ltd from midday to 3pm with Ben Langley taking the reins thereafter, the draft programme on stage is as follows:

14:30 – 15:00	Voice Squad
15:10 – 15:30	Grease Paint
15:35 – 16:00	Serena Grant
16:10 – 16:25	Joe & Gemma Aiken
16:30 – 17:00	Will Power
17:00 – 17:15	Ben Langley & Switch-on
17:20 – 18:20	PRTY (band)
4. Plenty of food and drink including burgers, pizza, hotdogs, chips, coffee and sweet delights will be on offer.
5. Additional stalls selling Christmas gifts, wax melts, dog treats and more will be located inside at Diss' new outlet Number 8 Market Place (no cost to DTC) and at St Mary's Church and attendees will be encouraged to explore Diss' lovely independent shops.
6. Not only does this provide the opportunity to extend the size of the event this year but it makes a provision for wet weather, which impacted the event considerably the year before last.
7. Mere's Mouth will again be home to the children's funfair and The United Reformed Church will open its doors for an afternoon of festive activities from 1 – 5pm including Father Christmas in his Grotto, 'Search for the Christmas Stable with the Shepherds', help yourself to a free cup of hot chocolate at Beth's Inn and pick up a free bag of goodies to take home.

8. Led by The Salvation Army, Santa and Dinsdale will be transported along Mere Street to Diss Market Place from 5pm ready for the switch-on at 5.15pm.
9. Switching on the lights this year will be Norfolk local and Britain's Got Talent star Ben Langlely, accompanied by the cast of The Corn Hall panto Cinderella, The Mayor of Diss and of course, Father Christmas.
10. The committee has managed to secure approx. £2,800 in sponsorship from local businesses this year without whom the event would not be possible.

Budget

11. The budget available this year is £5,040 made up of the Earmarked Reserves allocation of £3,640 and precept.
12. Current expenditure totals £4,511. Income totals £2,806, which should leave a healthy surplus post event to support next year's event.
13. DTC has the power to provide entertainment using statutory provision Local Government Act 1972, s.145.

Recommendation

To note the contents of the report.

Notes of Strategic Plan Review meeting – 17th August 2023, 7pm

Attendees: Cllrs Olander, Peaty & Robertson, Clerk

Apologies: Cllr Wooddissee

Review of existing plan

Priority 1 – Town Cleanliness (Infrastructure committee)

1. Most of the actions have been completed most significantly investment into street cleaning equipment – data regarding effectiveness of usage is available for review. The negative feedback received regarding street cleanliness has reduced but DTC need to maintain standards operationally.
2. Outstanding actions include installing cigarette but depositories in liaison with affected building owners (it was noted that NCC & / or SNC should help bear the cost given remit), review of litter bins and youth engagement. It is recommended that these are carried forward into the new operational plan and a separate objective is included in the new strategic plan to ‘investigate opportunities to take on shared or devolved service provision.’

Priority 2 – Diss & District Neighbourhood Plan (Infrastructure)

3. The major work involved in the DDNP is completed with the referendum scheduled for 28th September 2023. Assuming the plan is approved by 50%+, DTC as the lead council will need to continue to review and monitor the plan and keep the website / social media content updated. It is recommended that this remains in the plan under projects to review section. Also look to capitalise on the relationships with neighbouring parishes developed through the plan to increase the Council’s local delivery of services.
4. Review where the District Council Community Infrastructure Levy funds have been spent in Diss and consider projects to make the most of the available CIL funds.

Priority 3 - Facilities Management Programme (Facilities)

5. The only remaining action under this priority is to develop the Facilities Management Plan (being used operationally for scheduling) to include a forward budget plan in line with the strategic plan timeline (minimum 3 years). Recommend that this is a key priority in the new plan once the new RFO is settled.

Priority 4 - Mere Water Quality/Biodiversity (Facilities)

6. Little progress has been made towards this objective primarily due to low engagement from members of the action group. The membership was revisited and a series of meetings need to be scheduled to review the actions and determine realistic timescales. It is a complex project which needs to be given high priority as one of the most important town (council) assets and admired by many.

Priority 5 - Cost efficiencies and revenue generation (Executive)

7. Most of the actions have been completed. The objective remaining is the carbon reduction target. This will be a consideration in any new initiative DTC undertakes

(e.g. Council offices refurb) however a review of all existing Council activities should be undertaken as a priority as part of the new strategic plan to ensure DTC is as energy efficient as possible. It is likely that any plan to reduce DTC's carbon footprint will run beyond the life of several strategic plans.

8. When reviewing the electric vehicle charging points for sites, it would be prudent to look at percentage DTC costs and return given funding available. Would the Mere's Mouth toilet roof be suitable for solar panels (SNC ownership – could this offset DTC's costs of maintaining?) and could DTC look at potential of Pavilion roof for same assuming it is retained with the new leisure / café provision next door?
9. New local housing developments have seen the installation of carbon reduction measures such as solar panels and EVCP, which has added to the housing cost but would be recouped on sale. What are developers / Planning Authority requiring in Diss?

CCTV

10. The town centre CCTV system has been significantly improved with remote access now available to the Police and additional cameras in the Park and at the Sports Ground. Continue to monitor the town centre CCTV provision and work with partners to ensure the town remains a safe place.

Sports Ground

11. There was discussion regarding investing in and developing our outside facilities at the Sports Ground and opportunities for other sports clubs to make better use of the site. It is proposed that this a key priority in the new plan.
12. Grants of up to £15k are currently available through Sports England (Community Asset Fund no longer available) although there are other larger funding pots to explore (see also Appendix A).
13. The Sports Ground was one of four sites identified in the District Council's leisure feasibility study along with Diss High School and may be suitable / large enough to accommodate 3G / 4G pitches given the necessary multiple site strategy for leisure provision. Access to the school could be difficult as well as out of hours provision to the public. Improved footpath access to the Sports Ground as part of a Parish Partnership Fund bid would support the case.
14. Cllr Peaty talked of Walsham football club's online booking system and a charge of £35 per hour for pitches and the potential increase in demand for women's football give the lionesses' success. Need to look at the demand for services like this and walking football.

Parking / Traffic Issues

15. One of the top three comments or complaints the Council gets from members of the public concerns parking and traffic issues around the town. Consider car parking issues particularly capacity improvement if required and free parking / pay on exit to encourage shoppers to stay longer.

16. We are working with Norfolk County and South Norfolk & Broadland District Councils & key stakeholders on a project to identify strategic long-term solutions to the current parking management and traffic issues in the town.
17. This is a long-term project which requires considerable Officer / councillor resource investment in addition to finance (currently £10k). N.B. These funds were reallocated in Earmarked Reserves when the project was postponed for so many years. Recommended that the EMR allocated to the Pedestrianisation of Mere St is re-allocated to this project in the 2024-25 budget.

Increasing footfall in the town centre

18. Areas in Mere's Mouth and on Market Hill have been identified for an extended Friday market which could generate additional income.
19. There was discussion regarding the positive feedback received from traders in (No. 8) The MarketPlace and DTC's support of the indoor Friday market initiative.

Post meeting note – DCT has now taken full responsibility for the indoor market and DTC will no longer be involved.

20. The programme of events DTC puts on is impressive but has to be considered against the number of staffing hours they cost. Analysis of hours to be provided by Officers for review.
21. There is also a proposal for a 'Visit Diss' website being presented to Full Council in September which could see a visitor targeted platform and a positive impact on footfall.
22. The Masters of the Air series to be launched early 2024 may see an impact on particularly international visitors to Diss given it was filmed in nearby Thorpe St Abbots.
23. The interest from Travelodge for a hotel accommodation in Diss is being followed up starting with a meeting with the developer, Howard Homes regarding the DIS7 site on Park Road. This is particularly pertinent given the use of the Park Hotel in Diss as a home for families who are seeking asylum.

Boardwalk

24. Once the maintenance works to the boardwalk have been completed (September), we have scheduled a promotional campaign for the boardwalk to improve awareness.
25. Amended draft licence agreement has been provided by landowner of Kingshead Yard to exclude DTC's obligation to repair but with an increased fee to £1,000p.a. matching that paid by the Poundland property for the licence they also enjoy. He is understandably not willing to commit to a long-term lease until the future of the site is established.
26. Landowner has dismissed a car park facility on the grounds that the site does not provide sufficient parking to be profitable & intends to market the property for sale

with the benefit of the now lapsed consent and if that fails to generate good interest look at a mixed-use scheme with a bar/restaurant alongside some small shops with flats above.

27. The landowner also seems willing to discuss improvements to the rear access to the western side of Mere Street once the future of both his site and Poundland is clearer.

Park enhancement project

28. This was not discussed in the meeting, but the park enhancement working group was meeting shortly after the meeting with a proposal from the DepTC that other than some quick and cost effective wins, the project be held off until the strategic planning review has determined priorities. Up to £55k has been set aside and given budget challenges, it is thought that there might be other better ways to spend funds.

Timing

29. Discussed the period of the existing plan being 3 years in relation to the electoral term and long-term projects such as carbon reduction which are likely to exceed 3 years. Examples of plans from other town councils included five- and ten-year plans.

Community Engagement

30. It is vital to include the community at the earliest stage with the review and creation of the new strategic plan. This was one of the recommendations from a report written by the Deputy Town Clerk / COO in the Organisational Governance module of her Community Governance degree (see Appendix B).
31. It is therefore proposed to create a plan of community involvement and following initial engagement at the May Annual Town Meeting, will continue with promotion of some 'Talk to the Town' days to take place on the Market Place on Fridays from September. This will provide the opportunity for the public to tell us what they think about some potential key priorities / themes proposed for our new plan (traffic light coloured stickers) and give us some ideas that we may not have considered (post-its). Refreshments and cakes will be provided as an incentive with donations to the Town Mayor's Charity.

Post meeting note – this could also be an opportunity to gauge opinion on the potential footway project (Parish Partnership Bid) for the Sports Ground.

Research

32. Need to understand the context and external influences affecting Diss Town Council and consider data to inform our decision making.
33. Demographically, we have increasingly ageing population with a low birth rate. This is evident in the demand for retirement homes and improving access / parking issues should go some way to helping these residents and disabled people better navigate around the town.
34. Pull together data from 2021 census and other relevant sources to build up a picture. Consider strategic plans of District & County Councils to see how we can align or work with higher tier authorities more effectively e.g. SNC's Summer LINK magazine refers to their commitment to promoting healthy and active lifestyles, growing the

economy and protecting the local and global environment by championing the importance of energy transition.

Housekeeping

35. To keep costs down, it is proposed that a designed Strategic Plan publication is unnecessary, could be produced in-house with a condensed version of the plan for community engagement purposes (on social media) might be sufficient (see Appendix C for example).

Action Group constitution

36. Involve Chairs of Planning and Executive going forward as well as community reps as appropriate.

Proposal for 'Talk to / of the Town' engagement event

Date – 29th September (6th October alternative but one less trader on Sept date – dependent on success of first event, could look to organise another)

Venue – MarketPlace

Time – 9.30am – 1pm

Resource requirement – Town Clerk / Deputy Town Clerk / min. of 3 members?

Materials required

- Tea / coffee and cake (donations to Town Mayor's charity)
- Gazebo with display boards showing key themes / potential priorities to take forward
- Coloured stickers for public to rate themes (red / amber / green) with specific examples given where possible
- Post-its for public to add new ideas for consideration
- Form to complete to determine if resident / trader / visitor / both; from Diss or elsewhere; contact details for future contact / potential focus groups

Key themes

- Enhance water quality of Diss Mere
- Reduce carbon footprint
- investigate opportunities to take on shared or devolved service provision (District / County councils) to reduce costs / deliver better value
- Sports provision
- Youth provision
- Parking & traffic issues
- Increasing footfall in the town centre
- Park improvements

Post meeting note – this event was promoted in the monthly column (Diss Express) in August and will be promoted more widely.

Funding Streams for Sports Ground

The National Lottery Community Fund: Offers funding for projects that improve community spaces, such as sports facilities. They have various funding streams that might be relevant, such as "Community Buildings" or "Grants for the Environment."

Sport England: Provides funding opportunities specifically for sports projects. The "Community Asset Fund" may be suitable for improving sports facilities like the track, while "Small Grants" could cover the building updates.

Local Authorities (District or County Councils): Check with your local council for any available community grant schemes or sports development funds that support projects like yours.

Landfill Communities Fund (LCF): Managed by environmental bodies, LCF provides grants for community and environmental projects, including those related to sports facilities.

The Football Foundation: While primarily focused on football-related projects, they also support multi-sport facilities. They offer grants for various aspects of sports grounds, including floodlights and building improvements.

Rural Development Program for England (RDPE): If your sports ground is located in a rural area, RDPE may provide grants for improving rural facilities and infrastructure.

Garfield Weston Foundation: Offers grants for community projects, including those related to sports and recreational facilities.

Power to Change: Provides funding to community-based organizations for projects that benefit the local community, including sports facilities.

Veolia Environmental Trust: Offers grants for community and environmental projects, and may support sports ground improvements.

Local Businesses and Corporate Sponsorship: Approach local businesses and corporations to seek sponsorship for the sports ground updates. They may be interested in supporting projects that benefit the community.

5.4 It is crucial to have a review process for the plan and its objectives success.

6. **Recommendations**

6.1 To prioritise public consultation, it's essential to involve the public during the development phase of the new DTC plan. Engaging the public will foster public buy-in from the beginning.

6.2 Monthly full council meetings should provide an opportunity for councillors, stakeholders, and officers to review and scrutinise the plan and its objectives, ensuring their successful achievement.

6.3 A SP working party should be organised, comprising members of the public, officer, councillors, and stakeholders. This group will review the current plan, assess its successes and failures, and provide a report to the Council, further informing decision-making.

6.4 Objectives should be regularly reviewed by councillors during committee meetings to ensure their relevance and update the timescales as needed.

6.5 It is important to determine the future core purposes of the new plan, potentially considering changes to the vision for Diss if necessary. Additionally, publicising the objectives of the Plan and providing updates on achieved objectives and ongoing work will keep the community informed.

1319 words

SHAFTESBURY TOWN COUNCIL'S 5 – YEAR STRATEGIC PLAN



Projects Starting 2020/2021 (901 Earmarked Reserves)

Neighbourhood Plan - Complete Process
Marketing Strategy for Tourism Inc. Town Branding/Signage
Improve Footpath/Cycle Network
Development of A30 Allotment Site
Community Consultation for Mampitts Square
Climate Change Related Projects Inc. Wildflower Verges Phase 2
Economic Development Projects i.e. Monthly Markets
5 Year Tree Town Planting Plan
Coppice Street Creation of Car Park 1
Coppice Street Creation of Car Park 2
3G Outdoor Sports Provision Project - 3G Pitch (All Weather)
Energy Hub/Car Charger Points
Existing Community Facilities Development Potential
Castle Hill Mound Accessibility Improvements
Southern Slopes Management Plan

Projects Starting 2020/2021 (902 Capital Expenditure)

Swimming Pool Improvements to Plant Room
Town Hall Roof/Maintenance/Refurbishment
Grounds Team Vehicle/Equipment Replacement
IT Improvements
Bus Shelter Improvements

Projects Starting 2021/2022

Skate Park Improvements/New Facility
Develop a Shaftesbury Youth Council
Yoga in the Park
Redevelop Wincombe Recreation Ground Play Facilities

Projects Starting 2022/2023

Explore Viability of Community Land Trust
Barton Hill Car Park Improvements
Public Realm Improvements (Street Furniture/Bins)
Outdoor Sports Provision Project - Netball/Tennis Court
Develop Shaftesbury Men's Shed
Business Improvement District (BID) Feasibility

Additional Projects

Feasibility of Open Spaces Transfer to STC from Management Company Covering the Eastern Development.
Develop Apprenticeships/Work Experience Programme Y10
Discounted Oasis Swimming Tickets for 16 – 18 Yrs
Feasibility of Installing Digital Information Points
Working with the Silver Band Club to Redevelop the Facility

Additional Ongoing Projects (Separate To The Strategic Plan)

Speed Indicator Devices (SID's) Investigate additional locations for the speed calming measures around the town
CCTV Improvements
STC Website Development - More user friendly for our community
Playground Strategy Plan for all Play Areas
Process And Policy Control - Standard Process for Reviewing Policies
Accessibility – Improving the Town (Areas like Love Lane/Park Walk)
Supporting Litter Free Dorset
Improve Jubilee Steps
Memorial Stone Maintenance

Progress Report

Item 15

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	31.12.23	The emergency plan needs some tweaking due to the age of the plan and the Emergency Planning officer has asked us to write a resilience plan to go alongside the emergency plan which will be completed by the end of 2023.
Full Council	FC1122/09	Civility & Respect Pledge	To sign up to the Civility & Respect Pledge .	Town Clerk	by 22.06.23	Executive Committee considered a draft Dignity at Work policy at its June meeting. This will be further reviewed for consideration by Exec in Sept. This should then enable the Clerk to commit the Council to the pledge statements online.
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. Chair of Exec has confirmed new supply to start in October 23
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	Fixed term deposit account opened and operational. Awaiting councillors to volunteer as signatories
Full Council	FC0423/08a)	CEMETERY Bungalow	1)To remove the current condition of sale regarding the overage on the Cemetery bungalow. 2)To terminate the agreement with Abbots and appoint Whittleby Parish to market the Cemetery Bungalow with an initial purchase price of offers of over £275k.			Purchase of the bungalow is still ongoing and council will be updated when there are any new developments.
Full Council	FC0423/08b)	CEMETERY Chapel	1) To approve expenditure of £15,295.44 to mail 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 General Reserves to Earmarked Reserves Cemetery Chapel roof at years end to cover the shortfall in total project costs.	RFO	Immediately	O&M Manual & 10 Year Workmanship Warranty received.
Full Council	FC0423/09	PARK	1) To appoint a working party of councillors Collins, Kiddie, Olander and Waterman and staff (Deputy Town Clerk / COO & Facilities & Buildings Manager) to work on the park enhancement project. 2) To fund up to £55k for the park enhancement project with the balance of the Park Security Earmarked Reserves allocation to be transferred alongside funds making up the difference from the EMR Community Infrastructure Levy.	DC/SK/SO/GW/CO O/FBM RFO	12/07/23 Immediately	The park action group has met and have scheduled some enhancement works which will be completed on 12/09/23 by Cllr Waterman & maintenance team. This includes new trees and some other work around the tree planting. There are further works and meetings ongoing and council will be updated once these have been agreed.
Full Council	FC0523/06	PUBLIC PARTICIPATION	An update was requested on the railway through road, and it has been reported via FixMyStreet that the drain grids are sinking into the road outside the Park hotel and opposite Diss High School on Walcot Road. Other matters raised included the use of the new hub in Diss to facilitate meetings, working together with the Town Council on highways schemes prior to authorisation to help ease traffic flow, roadside charging points and the availability of 5G as in other market towns.	KK	08.06.23	
Full Council	FC0523/14	AWARD SCHEMES	a) That the Clerk would apply for a Quality status of the Local Council Award Scheme with a plan for the Gold status to follow.	Clerk	07.09.23	Started to review requirements and determine tasks for completion. Plan to be presented to November FC.
Full Council	FC0623/04	PUBLIC PARTICIPATION	There were further questions regarding 4 & 5G broadband provision for Diss and Cllr Waterman volunteered to review the cycle route signage with cllr Kiddie.	KK / GW	by 06.07.23	The cycle route has been reviewed by a local resident and update awaited on implementation of recommendations.

Progress Report

Committee	Minute Reference	Subject	Action	Assigned to	Timescale	Comments or further action
Full Council	FC0623/04	PUBLIC PARTICIPATION	Cllr Minshull agreed to follow up with the Planning department to determine whether the Orchard Croft estate off Frenze Hall Lane had been signed off as planning consent required that the roadways would be brought back to previous standard.	GM	by 06.07.23	
Full Council	FC0623/11	Market	to trial the indoor market for three months subject to minimum staffing impact and further discussions with higher tier authorities.	Clerk	immediately	Diss Community Team has now taken on the running of the indoor market so involvement from DTC no longer required.
Full Council	FC0623/17	TELEPHONE & BROADBAND CONTRACT	a) To extend the Council's telephone and broadband contract with the existing supplier etc ... (EAST ANGLIA) LTD & Red5 Networks for another two years. b) To remove Park Radio Ltd from the Council's internet connection to improve the phone line quality at the Diss Youth & Community Centre. c) To review the Council's telephone and broadband requirements during the budgeting process for 2025-26.	Clerk	by 30.06.23/01.09.24	Contractors advised. Awaiting update from existing contractor regarding new contract & quote reference item b). Update requested from contractor 07.09.23
Full Council	FC0723/06	FINANCE	e) To authorise expenditure of £42.50 on Diss-related merchandise from the Museum as a donation to Hartismere Sixth Form College students undertaking a cultural exchange to Japan allocated to 4840 Promotion (Power / statutory authority - General Power of Competence). f) 1. To approve the current banking mandate of the Lloyds current account and the Lloyds fixed term deposit account. 2. To approve the use of the Lloyds current account to deposit and withdraw cash and cheques within the limits set by the Financial Regulations.	RFO	Immediately	Completed Completed
Full Council	FC0723/07	AUDIT	1. To note the contents of the final internal audit report 2022/23 (Appendix). 2. To approve the proposed actions as appropriate responses to the internal audit report's recommendations.	RFO	Immediately	Completed
Full Council	FC0723/08	BEACON EXTENSION GRANT APPLICATION	that the Pride in Place grant application to extend the beacon in Diss Park would be amended and submitted to South Norfolk District Council.	Clerk	by 28.07.23	Completed. Bid successful for approx £6k. Acknowledgement, signed T&C's & risk register to be sent by 08.09.23. Project start October hopefully.
Full Council	FC0723/9	CLOCKS	to repair the Diss clock subject to quotation and get it displayed in a prominent venue preferably in the Corn Hall.	RP/ Clerk	by 31.12.23	
Full Council	FC0723/10	STRATEGIC PLAN	to appoint cllrs Olander, Wooddissee, Peaty and Robertson to work with the Clerk to review the Council's existing strategic plan to inform future strategic planning.	SO / RP/ JR / Jwo/ CLERK	by 13.09.23	On agenda
Full Council	FC0723/15	STAFFING	to approve the request from the Responsible Finance Officer to work 7.5 hours per week carrying out financial duties for Bungay Town Council until end of September 2023.	RFO	immediately	Completed. RFO resigned. Leaves end Sept 2023.
Full Council	FC0723/06	SPORTS GROUND	To grant delegated authority, up to £13,000.00, to the Town Clerk/CEO, Chair of Facilities, and Executive Chair to agree on quotes for the project. □	B&F Manager & Clerks	immediately	There has been significant works undertaken over the last 4 weeks, including a new alarm system, new fire hydrants and new door closures fitted, there are some more minor works to complete. The budget is £13k and £5,726 + VAT has been spent to date. It is hoping that we will not require all of the £13k budget but will update council at the November meeting.