

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

Our Ref: FC 15.10.25
Date: 09/10/2025

For Information:
Town Clerk

Diss Express

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

Telephone: 01379 643848
Email: towncouncil@diss.gov.uk

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 15th October 2025** at **7:15pm** to consider the business detailed below.

Town Clerk / Chief Executive Officer

Agenda

1. Apologies

To receive and consider apologies for absence.

2. Declarations of Interest and Requests for Dispensations¹

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

3. Minutes

To confirm as a true record, the minutes of Full Council on Wednesday 17th September 2025 (copy herewith).

4. Public Participation

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

5. Items of Urgent Business

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

6. Finance

- To note bank outgoings for September 2025 (copies herewith).
- To note the Income & Expenditure reports for September 2025 (copies herewith).
- To note the Earmarked Reserves reports for September 2025 (copies herewith).
- To note the reconciliations of income and expenditure with the Council's bank account statements for July – August 2025 (copies herewith)
- To receive the 2nd quarterly financial report (reference 28/2526 herewith).
- To receive the external auditor report and certificate for the Council's Year End 2024/25 Accounts (copy herewith) and note that the notice of conclusion of the audit was announced on 16th September 2025.

7. Budget 2026/27

To receive an update (report reference 29/2526 herewith) regarding the draft budget for 2026/27.

8. Skate Park

To appoint a contractor to undertake the repairs to the Skate Park (report reference 30/2526 herewith).

9. Clerk & Town Mayor Reports

To receive the Clerk & Town Mayor's updates on activities since their last reports (copies herewith)

10. Items for Noting

Progress Report – to note progress on decisions made at the last meeting of Council (copy herewith).

11. Date of Next Meeting

To note that the next meeting of Full Council is scheduled for Wednesday 19th November 2025 at 7.15pm.

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 **Full Council** held in the **Council Chamber** at **Diss Corn Hall** on **Wednesday 17th September 2025** at **7.20pm**.

Present: Councillors: S. Browne, D. Collins, D. Craggs (Chair), C. Dente, A. Goulder, A. Kitchen, K. Murphy, J. Robertson (ex-officio), R. Peaty, L. Sinfield, J. Welch.

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

FC0925/01 Apologies

Councillor's Name	Apologies Received	Absent Without Apology	Reason / Approval
S. Kiddie	☒	☐	This councillor was unable to access the meeting via remote access due to a technology failure.

FC0925/02 Declarations of Interest

Minute No.	Councillor's Name	Personal/Other Interest	Pecuniary Interest	Reason
FC0925/09	S. Browne	☒	☐	This councillor is a presenter on Park Radio Ltd
FC0925/09	K. Murphy	☒	☐	This councillor is a member of the South Norfolk District Council's Planning Development Committee

FC0925/03 Minutes

Members received the minutes of the Full Council meeting on Wednesday 30th July 2025. It was

Resolved: To approve the minutes of the meeting of the Full Council meeting held on Wednesday 30th July 2025 with a wording amendment to minute reference FC0725/13 replacing 'recruitment' with 'recommendations' as a true record for signing by the Chair. There was a comment relating to the confidential item, which will be reviewed after the public part of the meeting.

FC0925/04 Public Participation

There were five members of the public in attendance. County / District Councillor Kiddie reported that the Norfolk Castle Museum has reopened after a £27.5 million refurbishment, and the Long Stratton bypass is open and almost complete. The flashing signs on Willbye Av and Uplands Way have been installed to improve safety outside the High School. The new 20mph speed limit at the top of St Nicholas St, Denmark St, Shelfanger Road and Roydon Road is effective from 22nd September, and the County filled 7kms of potholes from Diss to Thetford. The new food waste law is coming into effect April 2026. Householders will be issued with receptacles for kitchen and a larger external lockable one collected each week. Diss will be selected first as a trial urban area and side waste will no longer be collected.

District Councillor Minshull reminded members that the places were filling up fast for the mental health training in Roydon at the beginning of October. The results of the public consultation regarding the John Grose site will be presented to board in October, final plans and designs presented to Cabinet middle of October and the planning application considered at the end of October. They anticipate starting on-site early in the New Year albeit investigative work has already commenced.

Their bid for a two-Unitary Council was submitted on Friday and three proposals for a one, two and three-Unitary Council have been sent to the Minister, the results of which should be known before the end of December. It is rumoured that the role of Town & Parish Councils will be considered within the next 5-10 years with the impact likely to be greater for the smaller parishes.

Lotus cars are stopping production resulting in a loss of 500 jobs by Christmas and significant impact on other smaller businesses who supply Lotus. The District Council is offering support to staff faced with redundancy, planning work on the road network by Lotus to generate new businesses interest to fill gaps and liaising with other companies to see if they can employ the former Lotus employees.

The District Council's position on the flags is that they won't be removing them as they own very few lampposts. It was noted that planning consent is not required for the Union Jack or Home Nations flags and that the whole of Norfolk has been affected. If they become a danger or litter, they will be removed.

A third member of the public spoke on the impact of the USAAF memorial recently installed in Mere St, which is bringing and will bring people in to the town particularly those from the United States. The other two members of the public were

The other two members of the public were interested in item 9.

FC0925/05

Items of Urgent Business

There were no items of urgent business raised.

FC0925/06

Finance

- a) Members noted bank outgoings for July 2025 and August 2025.
- b) Members noted the Income & Expenditure report for July 2025 and August 2025.
- c) Members noted the Earmarked Reserves report for July 2025 and August 2025.
- d) Members received the bank reconciliations for May & June 2025 reviewed by the Council's Internal Control Councillor.

Members were encouraged to raise any specific financial queries with the RFO in advance of meetings so that comprehensive responses can be brought to all at the meeting.

FC0925/07

Budget

Members considered the first budget report (report reference 23/2526) following two Budget Action Group meetings. It was noted the budget announcement is awaited, no considerable changes have been proposed and that some funds have been proposed for Earmarked Reserves to replace a van and sum for future streetlighting replacements.

FC0925/08

Emergency Plan

Members reviewed an updated Emergency Plan (report reference 24/2526). The main updates were summarised. It was noted that the plan has the full support of the District Council's Emergency Planning Officer. It was suggested that a clause be added to cover online meetings during an emergency such as the pandemic. It was

Resolved: To approve the updated Town Emergency Plan including the procedure for operating as a Council during a pandemic or similar and publish.

(Action: Clerk / Admin Officer; immediately)

FC0925/09

Council Sites / Premises

Members received a report (reference 25/2526) summarising the current situation with three of the Council's sites / premises. The feasibility study provides lots of answers to the points raised regarding, expected building costs, hire and usage rates, overheads and running costs. There was discussion regarding the potential hire of an empty property in a town centre location although it is unlikely to meet the Council's parking requirements. District Councillor Minshall advised that in light of their new High Street Auction powers and requirement to complete any large-scale purchases before the next financial year, they would look to take the properties rented out on long term leases.

The Clerk shared a proposal to consider developing a modular community building on the DYCC site, which should be less expensive to build and flexible for accommodate future needs. There were some concerns about modular buildings including their life expectancy, which would require more information. The purpose of the discussion was for the Council to provide a steer to the Clerk on the next route to take to help them make an informed decision.

It was noted that usage at the Sports Ground site has decreased, the lighting has reached the end of its useful life, that the site has potential for development, South Norfolk has been identified as an area lacking in 3G pitches, which could be a net positive for town.

There was a view supported by a member of the public that the DYCC site offers more potential than the Council Offices to fulfil both the Council's staffing needs, the needs of the wider community and to adapt to likely future changes. Another view was that the current staff configuration at the offices is not ideal, but it works for now and that the strategic plan should inform future direction.

District councillor Minshall reminded members of the extended duration and cost of the Heritage Triangle Project and the need to cost in a Project Manager and contingency.

It was agreed that the feasibility study would be re-circulated, a specification would be drafted as a basis for cost estimates for a community facility on the DYCC site and an informal workshop would be organised. It was

Resolved: to arrange an informal workshop of members before the end of November to review the feasibility study, finance options and estimates for traditional & modular buildings.

(Action: Clerk; by 30.11.25)

At 21.17, it was

Resolved: to invoke Standing Orders 3x and continue with the meeting beyond the two hours from commencement to complete the business on the agenda.

FC0925/10 Clerk & Town Mayor Report

Members received the Clerk's & Town Mayor's updates on activities since their last reports. The Mayor added that he attended the Litter picking Group's 50th pick.

Cllr Peaty updated members following the last Diss Corn Hall Trustee meeting. The Council Chamber is acting as the temporary staff office following the Park Radio move and that smaller Council meetings are likely to be held at the Council Offices. They are looking to model their AGM (21st October) on the Council's Annual Town Meeting and are pulling together their financial update to 30th September.

FC0925/11 Progress Report

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

FC0925/12 Date of Next Meeting

Members noted that the next meeting of the Full Council is scheduled to take place on Wednesday 15th October 2025 at 7.15pm.

N.B. Post meeting members re-considered the last meeting minutes. It was reiterated that the back pay to staff to April 2025 was a contractual or statutory requirement.

Meeting closed: 9.41pm.

Councillor D. Craggs
Chair / Town Mayor

BANK OUTGOINGS SEPTEMBER 2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Bacs Ref</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
01.09.2025	Red5 Networks Ltd	DD743	£ 112.32	Phone/Broadband Sept 2025, Skatepark CCTV Broadband Sept 2025
01.09.2025	Alliance Disposables Ltd	Bacs2734	£ 285.83	Sanitary Products - All sites
01.09.2025	Camguard Fire & Security Ltd	Bacs2735	£ 342.00	Fire Alarm Annual Service Contract - Sportts Pavilion
01.09.2025	ESPO	Bacs2736	£ 92.53	Gas Supplied July 2025
01.09.2025	Mary Moppins Ltd	Bacs2737	£ 1,927.80	Open & Cleaning of Park & Meres Mouth Toilets - August 2025
01.09.2025	PHS Group Ltd	Bacs2738	£ 177.41	Duty of Care Certificates - Council Office, Sports Pavilion, Park and Meres Mouth Toilets
01.09.2025	Street First Aid Ltd	Bacs2739	£ 30.00	First Aid provision at VJ Day Celebrations
01.09.2025	Screwfix Ltd	Bacs2740	£ 352.31	Padlocks - Sportsground, Metal Paint & Brushes - Fingerpost Signs, Steel Wire Rope - Boardwalk, Drill Bits & Rivets - Skatepark
01.09.2025	South Norfolk Council	Bacs2741	£ 5,170.80	Emptying of Dog Waste Bins - Town & Park
01.09.2025	Top Garden Services	Bacs2742	£ 1,722.32	Grass Cutting at Cemetery and Sportsground - July & August 2025
01.09.2025	Travis Perkins Trading UK Ltd	Bacs2743	£ 12.58	Garage Lock - DYCC
01.09.2025	Vmit Ltd	Bacs2744	£ 1,572.71	MS 365 Business Premium Annual Charge to 23.09.2026
16.09.2025	F.A.S.T	Bacs2745	£ 200.00	First Aid Provision at Carnival 2025
16.09.2025	Hillside Office Supplies Ltd	Bacs2746	£ 34.21	Stationery - Council Office
16.09.2025	LR Wyard-Scott Ltd	Bacs2747	£ 239.83	Van Fuel August 2025
16.09.2025	Screwfix Ltd	Bacs2748	£ 19.99	Front Door Bell - Council Office
16.09.2025	SLCC Enterprises Ltd	Bacs2749	£ 186.00	Strategic Vision, Project Management & Transfer of Assets Training Courses
16.09.2025	Toolstation Diss	Bacs2750	£ 26.84	Long Handled Dustpan & Brush - General Use
16.09.2025	Top Garden Services	Bacs2751	£ 1,308.32	Grass Cutting July 25 - Cemetery, Grass Cutting May 25 - Sportsground
16.09.2025	Travis Perkins Trading UK Ltd	Bacs2752	£ 211.78	Garage Lock - DYCC, Gloss Exterior Paint - Fingerposts
16.09.2025	Vmit Ltd	Bacs2753	£ 1,029.19	IT Software & Support September 2025 - Council & DDNP
16.09.2025	British Gas Trading Company Ltd	DD744-754	£ 2,556.67	Electricity September 2025 - All Sites
19.09.2025	Information Commissioners Office	DD746	£ 73.00	Data Protection Registration 2025/2026
19.09.2025	Anglian Water Business (National) Ltd	DD747	£ 19.44	Water Supplied June - September 2025
22.09.2025	Barclaycard	Aug-25	£ 1,086.67	Samsung Mobile Phone & Case - Maintenance Manager, Key Cutting - New DYCC Garage Lock, Replacement Emergency Plan Box Contents, Paint - Finger Post Signs
25.09.2025	Employees	BACS	£ 22,129.99	Salaries Month 6
26.09.2025	EE Ltd	DD755	£ 52.90	Mobile Phones 18/09 to 17/10 - Clerk, Maintenance Manager & Maintenance Team
29.09.2025	Public Works Loan Board	DD756	£ 18,324.84	Loan Repayments for Heritage Triangle & Boardwalk
30.09.2025	Alliance Disposables Ltd	Bacs2754	£ 353.46	Sanitary Products - All Sites

30.09.2025	Anglia Stone Consultants	Bacs2755	£ 1,671.60	The Friendly Invasion Stone Memorial for Anglian Gardens
30.09.2025	Baldwin Skip Hire Ltd	Bacs2756	£ 276.90	8 Yard Skip Hire - All Sites
30.09.2025	Diss Cornhall Trust	Bacs2757	£ 280.00	Cornhall Hire & Refreshments for Mayors Civic Event
30.09.2025	ESPO	Bacs2758	£ 92.53	Gas Supplied August 2025 - DYCC and Council Office
30.09.2025	Etc (East Anglian) Ltd	Bacs2759	£ 2,190.00	IP Cortex Maintenance renewal to 30.06.2026 & Annual CCTV Servicing - All Sites
30.09.2025	Excite Solutions Ltd	Bacs2760	£ 1,433.31	June, July and August 2025 Ground Maintenance - Park
30.09.2025	Howard Nurseries Ltd	Bacs2761	£ 26.64	Geranium Bulbs for Pump Hill Planting
30.09.2025	Lisa the DPO	Bacs2762	£ 650.00	Data Audit for Councillors GDPR Responsibilites
30.09.2025	Mary Moppins Ltd	Bacs2763	£ 1,836.00	Monthly Cleaning at Park & Meres Mouth Toilets
30.09.2025	Paul Rackham	Bacs2764	£ 1,248.00	Grave Digging x4 at Cemetery during August & September 2025
30.09.2025	P.Cottrell	Bacs2765	£ 59.00	Window Cleaning Sept 25 - Council Office & Museum, Bus Shelter Cleaning Sept 25
30.09.2025	Pearce & Kemp Ltd	Bacs2766	£ 2,161.50	Cornhall Electrical Works following 5 Year Inspection, New Handdrier at Meres Mouth Mens Toilets & Repair Lights under Flock
30.09.2025	PKF Littlejohn LLP	Bacs2767	£ 2,016.00	Final Year End Audit for 2024/25
30.09.2025	Society of Local Council Clerks	Bacs2768	£ 84.00	Managing Grant Applications & Source Funding Training - A.Rolfe
30.09.2025	South Norfolk Council	Bacs2769	£ 6,444.03	Rates 2nd Installment - All Sites
30.09.2025	Travis Perkins Trading UK Ltd	Bacs2770	£ 163.38	Wood Filler, Brackets and Screws - Boardwalk
30.09.2025	Treadfirst Ltd	Bacs2771	£ 219.00	Replacement Battery for Ford Transit LG18 NGU
30.09.2025	Vmit Ltd	Bacs2772	£ 2,116.53	Microsoft InTune plan for 12 Councillor Ipads to 22.10.2026, New Laptop - Clerk
30.09.2025	Unity Trust Plc	CHRG	£ 29.77	Bank charges for Payments and Income September 2025
30.09.2025	Norfolk Pension Fund	BACS	£ 7,985.55	Pension Contributions Month 6
30.09.2025	HM Revenue & Customs	BACS	£ 7,753.89	NI/PAYE Month 6
			£ 98,389.37	

Income Expenditure August 2025

	Budget 25-26	Actual YTD 25-26	Percentage Spend
Agency Services			
Total Income	£3,848	£3,983	104%
Overhead Expenditure	-£100	-£17	17%
Income Less Expenditure	£3,748	£3,966	106%
Allotments			
Total Income	£525	£0	0%
Overhead Expenditure	-£1,030	-£30	3%
Income Less Expenditure	-£505	-£30	6%
Amenities			
Total Income	£2,000	£4,744	237%
Overhead Expenditure	-£76,137	-£31,122	41%
Income Less Expenditure	-£74,137	-£26,378	36%
Mini Recycling Centre Adopter			
Total Income	£450	£225	50%
Bank Interest rec'd/Bank Charges			
Total Income	£14,000	£111,624	797%
Bank Charges	-£400	£256	-64%
Income Less Expenditure	£13,600	£111,880	823%
Capital Expenditure - Loans	-£27,589	-£20,504	74%
Cemetery			
Total Income	£33,000	£18,533	56%
Overhead Expenditure	-£13,320	-£12,186	91%
Income Less Expenditure	£19,680	£6,347	32%
General Equipment			
Overhead Expenditure	-£4,596	-£1,137	25%
Christmas Lights			
Total Income	£0	0	0%
Overhead Expenditure	-£19,083	-£3,817	20%
Income Less Expenditure	-£19,083	-£3,817	20%
Corn Hall			
Overhead Expenditure	-£8,846	-£4,404	50%
Council Offices			
Total Income	£6,536	£3,387	52%
Overhead Expenditure	-£19,080	-£11,207	59%
Income Less Expenditure	-£12,544	-£7,820	62%
Other Council Properties			
Health & Safety	-£2,500	-£411	16%
PK Toilets	-£18,205	-£7,884	43%
Mere's Mouth Toilet	-£18,500	-£7,887	43%
Staff Uniforms/Replacements	-£500	£0	0%
Total Expense	-£39,705	-£16,182	41%
Diss Youth & Community Centre			
Total Income	£0	£1,851	0%
Overhead Expenditure	-£19,880	-£9,707	49%
Income Less Expenditure	-£19,880	-£7,856	40%
Grants			
Grants Expenditure	-£10,000	£0	0%
Highways - Parish Partnership Bid			
Income	£0	0	0%
Parish Partnership Bid	£0	0	0%
DDNP Contribution	-£1,000	-£19	2%
Income Less Expenditure	-£1,000	-£19	2%

Income Expenditure August 2025

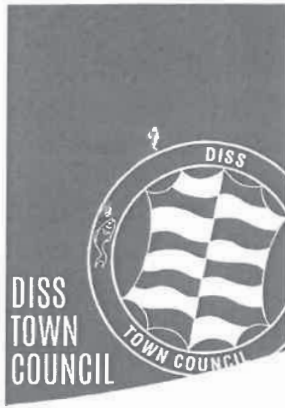
	Budget 25-26	Actual YTD 25-26	Percentage Spend
Market			
Total Income	£21,000	£10,620	51%
Overhead Expenditure	-£3,180	-£2,703	85%
Income Less Expenditure	£17,820	£7,917	44%
Promotion			
Overhead Expenditure	-£1,300	-£388	30%
Precept			
Total Income	£717,191	£358,596	50%
General Expenditure (inc IT)			
Total Income	£0	£500	0%
Overhead Expenditure	-£53,725	-£37,031	69%
Income Less Expenditure			
Sports Ground			
Total Income	£10,500	£3,654	35%
Overhead Expenditure	-£21,522	-£6,045	28%
Income Less Expenditure	-£11,022	-£2,391	22%
Events			
Event Income	£0	£846	0%
Overhead Expenditure	-£1,300	-£1,163	89%
Income Less Expenditure	-£1,300	-£317	24%
Christmas Switch-On Event			
Total Income	£4,000	£0	
Overhead Expenditure	-£5,250	-£46	
Income Less Expenditure	-£1,250	-£46	
Carnival			
Total Income	£10,000	£11,434	114%
Overhead Expenditure	-£12,750	-£12,101	95%
Income Less Expenditure	-£2,750	-£667	24%
Wages			
Recharge	£0	£1,087	0%
Recharge	£0	-£1,087	0%
Wages Admin	-£219,705	-£89,455	41%
Wages Maint	-£205,552	-£100,325	49%
Income Less Expenditure	-£425,257	-£188,693	44%
Town Mayors Charity			
Total Income	£0	£212	0%
Overhead Expenditure	£0	-£1,172	0%
Income Less Expenditure	£0	-£960	0%
CIL			
Total Income	£0	£261	0%
Overhead Expenditure	£0	£0	0%
Sec 106 Income	£0	0	0%
Sec 106 Expenditure	£0	0	0%
Streetlighting			
Total Income	£0	0	0%
Overhead Expenditure	-£16,000	-£1,433	9%
Income Less Expenditure	-£16,000	-£1,433	9%
Total Income	£823,050	£531,557	65%
Total Expenditure	-£781,050	-£390,044	50%

SUMMARY REPORT OF EARMARKED RESERVES 2025-2026

NC	Committee	Site	EMR	Balance as at 1st April 2024	Less: Actual Year to date Expense	Balance	Add: Year to date receipts	Balance as at 30th September 2025
320	AIE	Cemetery	Cemetery Bungalow Sale	£ 268,841.60		£ 268,841.60		£ 268,841.60
330	Exec	By-election	By-election costs	£ 5,000.00		£ 5,000.00		£ 5,000.00
335	AIE	Mere	Flock Project	£ 9,999.00		£ 9,999.00		£ 9,999.00
342	AIE	Events	Christmas Lights switch on	£ 4,262.42		£ 4,262.42		£ 4,262.42
344	AIE	Events	Carnival	£ 5,441.93		£ 5,441.93		£ 5,441.93
370	AIE	Cemetery	Cemetery Grounds (Inc Monuments)	£ 8,699.30	£ 5,735.00	£ 2,964.30	£ 2,987.50	£ 5,951.80
375	AIE	Corn Hall	Corn Hall	£ 24,455.21		£ 24,455.21		£ 24,455.21
384	AIE	Council Offices	Council Office Building Maint	£ 30,589.58	£ 3,575.00	£ 27,014.58		£ 27,014.58
390	AIE	DYCC	Van Replacement	£ 8,000.00		£ 8,000.00	£ 2,000.00	£ 10,000.00
392	AIE	DYCC	Replacement Ride-On Lawnmower	£ 6,345.00		£ 6,345.00		£ 6,345.00
398	AIE	DYCC	DYCC	£ 14,860.24		£ 14,860.24		£ 14,860.24
400	AIE	Market	Maintenance Market	£ 21,500.00		£ 21,500.00		£ 21,500.00
410	AIE	Mere	Anglian Gardens	£ 5,396.00	£ 4,893.00	£ 503.00		£ 503.00
412	AIE	Mere	Boardwalk	£ -		£ -	£ 5,000.00	£ 5,000.00
414	AIE	Mere	Maintenance Mere's Mouth	£ 1,530.00		£ 1,530.00		£ 1,530.00
416	AIE	Mere	Mere Fountain	£ 22,815.00		£ 22,815.00	£ 5,000.00	£ 27,815.00
420	AIE	Rectory Meadow	Rectory Meadow Fencing	£ 7,000.00	£ 4,475.00	£ 2,525.00		£ 2,525.00
422	AIE	Park	Park General - Beacon Project	£ 1,229.46		£ 1,229.46		£ 1,229.46
424	AIE	Park	Play Equipment	£ 3,557.57		£ 3,557.57	£ 5,000.00	£ 8,557.57
426	AIE	Park	Park Toilets	£ 16,000.00		£ 16,000.00		£ 16,000.00
430	AIE	SPG	Athletics maintenance	£ 11,000.00		£ 11,000.00		£ 11,000.00
432	AIE	SPG	SPG Floodlights	£ -		£ -	£ 5,000.00	£ 5,000.00
434	AIE	SPG	SPG Pav maintenance	£ 1,919.58		£ 1,919.58		£ 1,919.58
436	AIE	SPG	SPG - Skateboard Park	£ 8,012.80	£ 1,325.00	£ 6,687.80		£ 6,687.80
440	AIE	St Marys	Closed churchyard repairs	£ 18,579.00		£ 18,579.00		£ 18,579.00
445	AIE	Town	Parish Partnership Works	£ 5,000.00		£ 5,000.00		£ 5,000.00
455	AIE	HTP	HTP	£ 8,633.59		£ 8,633.59		£ 8,633.59
460	AIE	Town	Bus Shelters maintenance	£ 15,571.04		£ 15,571.04		£ 15,571.04
462	AIE	Town	Streetlights	£ 8,116.06	£ 3,700.00	£ 4,416.06	£ 15,000.00	£ 19,416.06
464	AIE	Town	Community Infrastructure Levy (CIL)	£ 81,327.35	£ 464.41	£ 80,862.94	£ 261.24	£ 81,124.18
466	AIE	Town	CCTV	£ 1,674.99		£ 1,674.99		£ 1,674.99
468	AIE	Town	D&D Neighbourhood Plan	£ 5,393.08	£ 19.20	£ 5,373.88		£ 5,373.88
469	AIE	Maintenance	5 Yr Electrical Testing	£ 3,300.00		£ 3,300.00		£ 3,300.00
470	AIE	Park	Park Enhancement Project	£ 12,139.67	£ 342.44	£ 11,797.23		£ 11,797.23
472	AIE	Town	Parking Scheme	£ 10,000.00		£ 10,000.00	£ 5,000.00	£ 15,000.00
			TOTAL	£ 656,189.47	£ 24,529.05	£ 631,660.42	£ 45,248.74	£ 676,909.16

30.09.2025	Current Year End balance (Precept)	£ 500,109.00
	General Reserves	£ 272,227.00
	EMR	£ 676,909.16
	Total Funds	£ 1,449,245.16

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



TOWN CLERK
Miss S Richards,

DISS TOWN COUNCIL
Council Offices, 11-12 Market Hill,
Diss, Norfolk, IP22 4JZ.
Telephone/Fax: (01379) 643848

Email: towncouncil@diss.gov.uk

Web: www.diss.gov.uk

Facebook: @DissTC

Twitter: @DissTownCouncil

BANK RECONCILIATIONS COUNCILLOR CHECK

July 2025

Bank Accounts:

- Cashbook 1 - Current Account – 00361127 ✓
- Cashbook 2 - Wages & Petty Cash – 00361135 ✓
- Cashbook 3 - Active Saver – 10271985 ✓
- Cashbook 4 - Town Mayors Charity – 00997250 ✓
- Cashbook 5 - Rate Reward – 03508641 ✓
- Cashbook 6 - Barclaycard – 547676 07843 38272 ✓
- Cashbook 7 - Nationwide Account – 90187011 ✓
- Cashbook 8 - Lloyds Current Account – 83534868 ✓
- Cashbook 9 - Lloyds 95 day Notice Account – DITOCODGB ✓
- Cashbook 11 - Unity Trust Current Account - 20535144 ✓
- Cashbook 12 - Unity Trust Instant Access - 20535160 ✓

I, Councillor Declan Craggas Internal Control Officer, can confirm that the above bank reconciliations are all correct.

Signed

Date

08/10/25



TOWN CLERK
Miss S Richards,

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Facebook: @DissTC
Twitter: @DissTownCouncil

BANK RECONCILIATIONS COUNCILLOR CHECK

August 2025

Bank Accounts:

- Cashbook 1 - Current Account – 00361127 – **FINAL** ✓
- Cashbook 2 - Wages & Petty Cash – 00361135 - **FINAL** ✓
- Cashbook 3 - Active Saver – 10271985 - **FINAL** ✓
- Cashbook 4 - Town Mayors Charity – 00997250 - **FINAL** ✓
- Cashbook 5 - Rate Reward – 03508641 - **FINAL** ✓
- Cashbook 6 - Barclaycard – 547676 07843 38272 ✓
- Cashbook 7 - Nationwide Account – 90187011 ✓
- Cashbook 8 - Lloyds Current Account – 83534868 ✓
- Cashbook 9 - Lloyds 95 day Notice Account – DITOCODGB ✓
- Cashbook 11 - Unity Trust Current Account - 20535144 ✓
- Cashbook 12 - Unity Trust Instant Access - 20535160 ✓

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

Signed

Date

08/10/25



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:

28 / 2526

Report to:	Full Council
Date of Meeting:	Wednesday 15 th October 2025
Authorship:	Responsible Finance Officer
Subject:	Accounts Quarter 2 – 2025/2026

1. Introduction

- 1.1 As per Financial Regulations, clause 4.8, it is the duty of the Responsible Financial Officer (RFO) to report on variances in income and expenditure exceeding 15% from the budget. Therefore, interest to the council is those codes with variances beyond the tolerances of 42.5% and 57.5% at the end of quarter 2.
- 1.2 The detailed income and expenditure report is provided in Item 6b.
- 1.3 The annual budget comprises a precept of £717,191 and an additional income of £105,859 for the year ending 31st March 2026, resulting in a total expenditure budget of £823,050.

2. Expenditure

- 2.1 The expected expenditure within this threshold for the first quarter should be £411,525.
- 2.2 As of 30th September 2026, marking the end of the second financial quarter of the 2025/26 budget year, Diss Town Council's (DTC) spending is £390,043.
- 2.3 Variances during this quarterly reporting period are expected due to the routine patterns of expenditure spread over the financial year, resulting in some budget headings being outside the specified tolerances. However, it is important to note that these variances are neither unexpected nor cause for concern currently.

3. Income

- 3.1 The budgeted income for the current financial year is £105,762. By the end of the first Second quarter, we should have received £52,881 in income from the properties we own.
- 3.2 The current income for the first quarter is £172,962. This includes the maturity of the final long-term invested fund of £100,000, which is reflected as an income in the current reserves, and the fixed assets have decreased by £100,000. The remaining income is routine income for this time of year, and this will level out by the end of the financial year.

4. Summary at End of Quarter 1

- 4.1 The budget is performing as expected for this time of the year. There are no concerns that the council should be aware of at this time.

Section 3 – External Auditor’s Report and Certificate 2024/25

In respect of **DISS TOWN COUNCIL - NO0127**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2024/25

Except for the matters below on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Section 1, Assertion 5 has been incorrectly completed. Information received from the smaller authority highlights that risk management arrangements were not reviewed and approved by the authority as a whole during the year. As a result, this assertion should have been answered ‘No’.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

14/09/2025



DISS TOWN COUNCIL

Council Offices, 11-12 Market Hill,
Diss, Norfolk, IP22 4JZ.
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Email: towncouncil@diss.gov.uk
Website: www.diss.gov.uk

Report Number:
29/2526

Report to:	Full Council
Date of Meeting:	Wednesday 15 th October 2025
Authorship:	Responsible Finance Officer
Subject:	Annual Budget 2025/26

1. Introduction

- 1.1 On 6th October 2025, the members of the Budget Action Group (BAG) – councillors Peaty, Craggs, Robertson and Goulder, Buildings and Facilities Manager and Responsible Finance Officer (RFO) met to discuss any further amendments to the budget, first viewed last month. The Clerk was unavailable due to illness and was briefed the next day.
- 1.2 The proposed budget for each committee is shown in Appendices A, and B, with the proposed income shown in Appendix C.
- 1.3 The Earmarked Reserves (EMR) have not been included in this budget report, as significant changes are expected imminently. A full update will be provided at the next Council meeting to avoid any confusion.
- 1.4 All figures are still only provisional, as some amendments may be required within the next two months.
- 1.5 Several budget codes in both committees, which have not been specified below, have been increased by the inflationary value, currently 3.8%.

2. Assets, Infrastructure and Events

- 2.1 The Tree Management budget has been set to £18,000 which should cover the start of a three-year plan and emergency works for the year. This will be going out to tender shortly, as we have used the same contractor for the last three tri-annual renewals to ensure value for money.
- 2.2 The Town and Park budget has been increased by £2,000 due to inflation, but Council will need to decide what to do regarding bunting in the next financial year, as this may need a further increase. In 2024/25 we sourced a cheaper price for bunting & installation, but many sections were brought down and unsuitable for reuse.
- 2.3 The Mere Drainage budget has been increased by £1,000 to give scope for additional hire of a diesel pump to reduce the levels during the winter months. The current level is still high even after a dry summer, therefore this additional works could be required.
- 2.4 The DYCC is still incurring running costs, even once this has been vacated by Park Radio, as the maintenance team is based on the site. We need to cover the business rates, along with water, electricity, gas, and certain annual service charges, to support essential maintenance and prevent further deterioration of the building. We

also now need to cover the broadband costs (as we previously used Park Radio's broadband) for the CCTV.

- 2.5 The budgets for servicing the Park Toilets and Meres Mouth Toilets have both remained the same. We are currently sourcing comparative quotes, to ensure the most cost-effective supplier is sourced.
- 2.6 The Track Maintenance budget has now been renamed as Sportsground General to cover any project works to be looked at over the whole site. The track is no longer in use as the junior Diss Athletics Club has disbanded. We have budgeted £4,000 for any small works required, with a further £20,000 to be placed in an EMR.
- 2.2 There will be no further budget required for the Neighbourhood Plan, as they have sufficient funds covered by the EMR.
- 2.3 Running costs for streetlights have been forecasted to increase during 2026/27, therefore the running cost budget is £14,000, with a further £15,000 to be placed in the EMR. This is to start saving for the replacements which will be required in 22 years' time at the estimated cost of £400,000.

3. Executive

- 3.1 Capital Expenditure has decreased as the Heritage Triangle and Market Place loans have now been fully repaid! The only remaining loan relates to the Boardwalk and Gardens, with two payments scheduled for 2026/27, after which it will be fully settled by September 2027.
- 3.2 A new budget has been established for Data Protection, which will be reviewed annually to ensure compliance.
- 3.3 The training budget was reduced in 2025/26 to a level insufficient to meet staff training needs and the cost of the Worknest online training package. It has now been increased to address this shortfall.

4. Income

- 4.1 Income from bank interest has increased due moving from Barclays Bank to Unity Trust, and the RFO has identified a fixed term and fixed notice account to increase this further with additional investment.
- 4.2 From 1st October, the DYCC income from Park Radio ceased. Electricity costs for the aerial will be monitored and recharged to Park Radio.
- 4.3 An administrative fee for grave digging services has now been incorporated into this budget, creating an additional revenue stream for the Council.
- 4.4 The budget for works at the mini recycling (adopter) centres has been removed, as these centres have been decommissioned by the District Council, and the works are no longer carried out.
- 4.5 A meeting will be held with the Clerk Lead Office Administrator and RFO to discuss pricing increases for 2026/27, which will directly impact the income budget. The outcomes of this discussion will be reported to the Full Council at its meeting on 17th November 2025.
- 4.6 The BAG requested a report regarding the agency income from the District Council for grass cutting. This will be considered at the November Full Council meeting and may impact on the income budget.

5. Current Budget Conclusions

- 5.1 The Assets, Infrastructure and Events budget, along with related EMR's has increased from £285,696 to £314,646, an increase of 10.13%.
- 5.2 The Executive budget, along with related EMR's has increased from £537,054 to £542,141, an increase of 0.95%.
- 5.3 The income budget is set to increase from £105,859 to £110,044, which is an increase of 3.95%.
- 5.4 The current increase based on last year's tax base of 2,903 would be 4.12%, We should have received the tax base for 2026/27 before the next meeting of Full Council on 19th November 2025.
- 5.5 Any further amendments can still be made during the November and December meetings, before the final budget setting meeting in January 2026.

Recommendations

- 1. To approve the Assets, Infrastructure and Events budget, pending any adjustments before final budget-setting meeting.
- 2. To approve the Executive budget, pending any adjustments before final budget-setting meeting.

	Description	Code	24-25 Budget updated	24-25 Actual updated	25-26 Budget	Actual Costs to date	Projected remaining Costs	Total Projected	Under/over spend	Precept Revenue	Precept Revenue & EMR	Variation	Notes 25-26
	Amenities												
1	Agency NCC Grass cutting	4000	100	80	100	17	54	71	-29.00	100	100	0	To be reviewed along with Verges income
2	Allotment Expenditure	4020	30	3,629	1,030	30	1,000	1,030	0.00	1,030	1,030	0	Agreed to add 1k for hedge works annually
	Garden & Floral Scheme	4040	2,000	918	2,000	386	870	1,256	-744.00	1,500	1,500	500	As planters to be reduced throughout the town by half, this would significant reduce the need for as many plants - by buy better quality ones.
3													
4	Town/Pk	4060	22,000	26,115	26,000	12,955	17,517	30,472	4472.19	28,000	28,000	-2,000	Increase due to general pricing increases. Added £2000 to include some bunting (which needs reviewing)
5	Play Equipment R&R	4061	5,000	1,942	5,000	0	1,700	1,700	-3300.00	5,000	5,000	0	possible further 5k to EMR for replacement play equipment in toddler area
	Board Walk Main	4062	1,000	1,220	1,000	138	1,220	1,358	358.00	1,000	6,000	-5,000	No refurb in 2024/25 and only vandalism repairs in 2025/26 - agreed 5k for EMR for more indepth repairs
6													
	Van Replacement	4065	0	0	0	0	0	0	0.00	-	5,000	-5,000	Possible to add 2k to Van replacement EMR as Caddy will need to be replaced in next 2 years
7													
	Van Running Cost	4070	7,000	6,924	7,000	1,449	6,200	7,649	649.00	7,000	7,000	0	3 Van Running costs general use is approx 5k annually, but have a 2k contingency for any breakdown faults
8													
9	Van Insurance	4071	1,865	1,748	1,810	1,811	1,748	3,559	1748.97	1,810	1,810	0	Insurance increase usually 3.5%
	Tree management	4075	18,000	30,065	18,000	2,270	3,950	6,220	-11780.00	18,000	18,000	0	New tree management contract required - budgtd 12k per year for this and 6k for any emergency or remedial works outside of 3yr plan
10													
11	Bus Shelter Cleaning	4080	0	120	120	30	90	120	0.00	120	120	0	
	Closed Churchyard R&R	4085	100	33	100	15	40	55	-45.00	100	100	0	Fuel costs for grass cutting, nothing for EMR for St Marys Wall Replacement 25/56
12													
13	Manorial Rights R&R	4090	10	5	10	2	4	6	-4.00	10	10	0	
	Mere Water Drainage	4095	2,000	4,599	2,000	0	2,000	2,000	0.00	3,000	3,000	-1,000	Additional 1k to cover pump hire over winter as levels already high at this point
14													
	Mere Fountain	4100	2,000	1,914	2,000	0	1,914	1,914	-86.00	2,200	2,200	-200	Service costs hasn't increase for last 2 years, so an increase is due.
15													
16	Mere Fountain Electricity	4101	7,131	5,685	6,000	2,159	3,000	5,159	-841.00	5,600	5,600	400	
	Mere Fountain/Kiosk Insurance	4102	170	160	170	166	0	166	-4.00	173	173	-3	
17													
18	PK - Water	4110	100	73	100	19	56	75	-25.00	100	100	0	
19	PK - Electricity	4115	1,903	2,512	1,903	1,294	1,400	2,694	791.00	2,400	2,400	-497	Average spend currently around £200 per month
	Park Lighting	4117	0	0	0	0	0						Robert to get lights investigated and give a quote to be budgeted for in 26/27
20													
21	Mere's Mouth Rent	4120	100	100	100	0	100	100	0.00	100	100	0	
22	Mere's Mouth Business Rate	4125	424	424	424	212	212	424	0.00	424	424	0	
23	Mere's Mouth Water	4130	500	0	500	0	0	0	-500.00	500	500	0	SNDC to charge to DTC - but not happened as yet
24	Park Insurance	4140	1,940	1,819	1,900	1,885	0	1,885	-15.00	1,960	1,960	-60	Insurance increase usually 3.5%
	AMENITIES TOTAL EXPENDITURE		73,373	90,085	77,267	24,838	43,075	67,913	-9353.84	80,127	90,127	-12,860	
	Cemetery Grounds R&R	4250	9,300	5,101	10,300	4,816	5,500	10,316	16.00	10,700	10,700	-400	Grass Cutting & Hedge Trimming projected £7800 based on 4% increase, plus £2000 annually for Waste Collections. Additional £500 for any fuel costs
25													
	Cemetery Chapels R&R	4260	1,000	350	1,000	54	0	54	-946.00	1,000	1,000	0	For any emergency repairs, but all major works have been completed
26													
27	Cemetery Water	4275	150	66	175	94	66	160	-15.00	175	175	0	
28	Cemetery Electricity	4280	1,151	831	1,300	202	1,050	1,252	-48.00	1,300	1,300	0	
29	Cemetery Insurance	4285	545	512	545	530	0	530	-15.00	552	552	-7	
	Cemetery Grave digging Exp	4300	0	8,020	0	3,957	4,000	7,957	7957.00	-	-	0	No budget required as contra with income code - should we add something on top for our administration costs?
30													
	CEMETERY TOTAL EXPENDITURE		12,146	14,880	13,320	9,653	10,616	20,269	6949.00	13,727	13,727	-407	

	Description	Code	24-25 Budget updated	24-25 Actual updated	25-26 Budget	Actual Costs to date	Projected remaining Costs	Total Projected	Under/over spend	Precept Revenue	Precept Revenue & EMR	Variation	Notes 25-26
30	General Maintenance Equipment	4270	6,000	4,355	4,000	444	2,000	2,444	-1556.00	4,000	4,000	0	Have quoted for general maintenance and services, with RL to conduct a review of the machines - several older machine to be disposed of
31	General Insurance Equipment	4271	156	146	156	153	0	153	-3.00	160	160	-4	
32	Ride on mower Insurance	4272	424	425	440	440	0	440	0.00	458	458	-18	
	General Equipment Total		6,580	4,926	4,596	1,037	2,000	3,037	-1559.00	4,618	4,618	-22	
32	CH Maint	4350	6,000	3,081	6,000	448	3,600	4,048	-1952.00	6,000	6,000	0	Currently working with Cornhall, leave as is for 2026/27
33	CH Insurance	4360	2,846	2,668	2,846	2,522	0	2,522	-324.00	2,655	2,655	191	
	CORN HALL TOTAL EXPENDITURE		8,846	5,749	8,846	2,970	3,600	6,570	-2276.00	8,655	8,655	191	
	Council Offices												
34	Office Business Rate	4610	4,860	4,853	4,860	2,475	2,477	4,952	92.00	4,952	4,952	-92	Increase due to now charging for Storage Container in Car Park annually - 16.07.25
35	Office Gas	4615	1,800	2,996	3,000	620	2,000	2,620	-380.00	3,000	3,000	0	
36	Office Electricity	4620	1,630	1,434	1,630	550	1,050	1,600	-30.00	1,630	1,630	0	
37	Office Telephone	4625	2,000	2,984	2,750	963	2,000	2,963	213.00	3,000	3,000	-250	
38	Office Insurance	4630	970	910	940	942	0	942	2.00	980	980	-40	
39	Office R&R	4400	4,500	2,322	3,500	2,191	900	3,091	-409.00	3,500	3,500	0	If office administrator remain in post - will require virement from Maintenance staff from Colins projected wages
40	Office Building	4405	1,000	375	2,000	180	500	680	-1320.00	2,000	2,000	0	
41	Office Stairlift	4410	400	375	400	0	399	399	-1.00	420	420	-20	Prices seem to increase by 5% each year, therefore should be £420 in 2026/7
	OFFICE BUILDING TOTAL EXPENDITURE		17,160	16,249	19,080	7,921	9,326	17,247	-1833.00	19,482	19,482	-402	
	Other Council Property Costs												
42	Electricity Testing 5 yrlly	4420	0	0	0	0	0	0	0.00	-	1,000	-1,000	Will require some funds in an ERM to build reserves for this
43	Health & safety	4425	2,500	297	2,500	403	600	1,003	-1497.00	1,500	1,500	1,000	Reduce this as kept high post covid, but this has not be utilized for several years
44	Pk Toilet Servicing	4435	12,000	10,828	14,000	4,739	8,000	12,739	-1261.00	14,000	14,000	0	Possible closure of Gender toilets, with disabled being a unisex WC from 01 Nov 26 to 01 Apr 27 (term time only). Could then be serviced by our Maintenance team - MM increase £1 daily each year, currently £25.50. Calculated 98 days closed saving £2,597
45	PK Toilet Insurance	4445	422	396	422	410	0	410	-12.00	426	426	-4	
46	PK Toilet Elect	4450	1,783	1,897	1,783	565	1,200	1,765	-18.00	1,783	1,783	0	
47	PK Toilet Water Rates	4460	2,000	1,818	2,000	-1,051	1,200	149	-1851.00	2,000	2,000	0	
48	Mere's Mouth Toilets	4465	15,000	12,532	17,000	6,325	8,000	14,325	-2675.00	17,000	17,000	0	We pay SNDC £850 per annum rent for these toilets? Plus cleaning/opening and general repairs
49	Mere's Mouth toilet Electricity	4466	722	983	1,500	369	800	1,169	-331.00	1,500	1,500	0	
50	Staff Uniforms/Replacements	4475	250	344	500	0	350	350	-150.00	500	500	0	
	OTHER PROPERTY TOTAL		34,677	29,095	39,705	11,760	20,150	31,910	-7795.00	38,709	39,709	-4	
	DYCC												
51	DYCC Electricity	4500	14,103	4,674	6,500	2,185	2,500	4,685	-1815.00	5,000	5,000	1,500	Should be minimal use as only electric will be maintenance team & Park Radio's Aerial
52	DYCC Gas	4505	830	747	830	223	500	723	-107.00	700	700	130	Keeping minimal heating over winter to protect the building
53	DYCC Business Rate	4510	5,200	5,040	3,800	2,520	2,520	5,040	1240.00	5,200	5,200	-1,400	Would only get reduction if the building is empty, including no storage or use by maintenance team
54	DYCC Water Rate	4515	800	800	800	78	600	678	-122.00	800	800	0	Keep this budget for Maintenance team
55	DYCC Licences Music	4520	250	0	0	0	0	0	0.00	-	-	0	No hirers, therefore no PRS/PPPL
56	DYCC Insurance	4525	1,204	1,129	1,200	1,169	0	1,169	-31.00	1,216	1,216	-16	Increase from 25/26 of 4%
57	DYCC Annual Service Costs	4530	1,000	366	750	695	100	795	45.00	750	750	0	Will still require servicing of intruder and fire alarms
58	DYCC General R&R	4540	9,000	12,571	6,000	246	2,000	2,246	-3754.00	4,500	24,500	-18,500	Reduced as building is closed, and should be empty apart from Maint team

	Description	Code	24-25 Budget updated	24-25 Actual updated	25-26 Budget	Actual Costs to date	Projected remaining Costs	Total Projected	Under/over spend	Precept Revenue	Precept Revenue & EMR	Variation	Notes 25-26
	DYCC TOTAL EXPENDITURE		32,387	25,327	19,880	7,116	8,220	15,336	-4544.00	18,166	38,166	-18,286	
	Market Place												
59	Market place - Water rate	4810	50	116	100	42	50	92	-8.00	100	100	0	
60	Market Business Rate	4815	2,800	2,470	2,480	1,235	1,235	2,470	-10.00	2,470	2,470	10	
61	Market Electricity	4830	528	503	600	136	350	486	-114.00	600	600	0	
	TOTAL MARKET EXPENDITURE		3,378	3,089	3,180	1,413	1,635	3,048	-132.00	3,170	3,170	10	
	Sports Ground												
62	Sportsground General	4900	4,000	1,950	4,000	0	0	0	-4000.00	4,000	24,000	-20,000	Renamed from Track Maintenance for Sportground General for any project works
	SPG Flood Lights	4905	0	0	1,685	0	1,685	1,685	0.00	-	-	1,685	Still awaiting tests to be carried out (£1685 for 25/26 into EMR to cover this) - Could require replacement of floodlights after inspection - Possible 5k added to EMR in 25/26
63	SPG Pavillion Maintenance	4910	2,500	580	2,500	536	200	736	-1764.00	2,500	2,500	0	Given enough budget incase any works required, with balance at Y/End going into an EMR for this site
64	SPG Grounds Maint	4920	5,000	2,943	5,000	1,796	2,700	4,496	-504.00	5,000	5,000	0	Grass Cutting contract currently £2760 - could increase and
65	SPG Water	4930	600	368	600	241	200	441	-159.00	500	500	100	
67	SPG Electricity	4935	4,767	3,876	4,767	741	3,800	4,541	-226.00	4,650	4,650	117	New British Gas Contract started October 2025
68	SPG Insurance Premium	4945	1,467	1,376	1,420	1,421	0	1,421	1.00	1,478	1,478	-58	
69	SKb Insurance	4955	550	515	550	539	0	539	-11.00	564	564	14	Increases look to be 4.6% each year
	SKb Maintenance	4965	1,000	154	1,000	23	200	223	-777.00	1,000	6,000	5,000	Agreed 5k to EMR to build funds for future required replacements
70	TOTAL SPORTS GROUND EXPENDITURE		20,184	11,762	21,522	5,297	8,785	14,082	-7440.00	19,692	44,692	-13,142	
	CCTV												
71	CCTV	4730	4,000	1,705	4,000	236	1,400	1,636	-2364.00	4,000	4,000	0	Need £320 per year for broadband costs at skatepark, Stuart has also quoted a possible cost of £3425 for maintenance of the CCTV at all sites each year (labour costs only). Currently have £1675 balance in the CCTV EMR.
	Parish Partnership Bid	4780	0	0	0	0	0	0	0.00	-	-	0	Leave 5k in EMR for future PPB's, Infrastructure to inform of any projects. Possible footpath as SPG consultation underway - 22/2324 would need 27k (50% of funds with NCC) - Balance could come from CIL
72	DDNP - Neighbourhood Plan	4785	1,000	489	1,000	16	400	416	-584.00	-	-	-1,000	Future use to come from EMR - Agreed with Sarah
73	Streetlighting	4970	9,500	8,074	12,000	0	12,000	12,000	0.00	14,000	29,000	-17,000	12K for running costs, actual elec costs for 24-25 were £8,074 + expected 10% price hike to £8.9K for 25/26. Proposed increase for 26/7 is another 10%, plus possible £4,000 for revenue maintenance. Additional 15k to be placed into EMR for 400k replacements in 23yrs time
74	TOTAL INFRASTRUCTURE		14,500	10,303	17,000	252	13,800	14,052	-2948.00	18,000	33,000	-18,000	
	Rememberance Service												
75	Rememberance Service	4760	800	413	700	0	450	450	-250.00	700	700	0	
	General Events	4991	200	94	600	289	100	389	-211.00	600	600	0	
76	Christmas Lights Switch-On	4990	2,650	5,195	5,250	46	800	846	-4,404.00	5,250	5,250	0	Includes the £200 costs for the ATM
77	Carnival	4996	12,750	14,100	12,750	11,901	200	12,101	-649.00	12,750	12,750	0	Budget is £1250 plus the budgtd income amount of £4000
78	Total Events		16,600	27,128	19,300	12,237	1,550	13,336	-5,264.00	19,300	19,300	0	Budget is £2750 plus the budgtd income amount of £10000
	 earmarked reserves												
	EARMARKED RESERVES	9000	0	0	42,000	27,673							
	Total Assets,Infrastructure and Events Committee		241,331	238,984	285,696	112,167	122,757	206,800	-36,196	243,646	314,646	-62,922	

EXPENDITURE - EXECUTIVE COMMITTEE										
Description	Code	2024-2025		2025-2026		Projected Costs	Total Projected	Budget 26-27	Variation	Notes 26-27 Budget
		Budget 24-25	Actual 24-25	Budget 25-26	Actual to date					
Bank Charges	4202	350	386	400	155	245	400	550	150	Charged increased from Unity to B.Net monthly charges, but interest increases more than compensate for this
Capital Expenditure (Loan Charges)	4200	41,007	41,007	27,589	2,179	25,409	27,588	14,170	-13,419	2x Loans have only 1 payment as will be completed
Wages- General Admin	4665	217,272	179,583	219,705	69,315	120,904	190,219	221,748	2,043	See payroll calculations spreadsheet
Maintenance Wages	4666	187,033	185,931	205,552	82,620	132,192	214,812	214,200	8,648	See payroll calculations spreadsheet
Town Mayor's Allowance	4600	1,500	1,548	1,500	173	1,000	1,173	1,500	0	
Members Allowances/Mileage	4605	2,136	1,456	1,900	0	1,278	1,278	1,500	-400	10 members eligible to claim their allowance as elected. Mayor & Leader £318(x1), Committee Chair £190 (x1) and Members £110 (x7), plus £222 for any mileage
Subscriptions	4635	2,500	2,134	2,500	1,495	410	1,905	2,500	0	Add extra for £550 for NPTS - 04.06.25
Audit	4640	2,500	2,842	3,000	397	2,500	2,897	3,200	200	Internal auditor will be £400 for interim and £450 for final - final year of 3 year agreement. External was £2,100 in 23/24
Training	4645	4,500	3,973	2,000	824	900	1,724	2,800	800	Added £800 to cover the Worknest Training programme for all staff
Liability Insurance	4646	5,098	4,686	4,800	4,805	0	4,805	5,000	200	
Data Protection	4648	0	0	0	0	0	0	715	715	Being charged £650 in 25/26 with a 10% increase each year to be budgeted going forwards
Meeting Expenditure	4650	0	9	1,200	200	400	600	1,200	0	Hire of Cornhill Council Chamber for Meetings when building would otherwise be closed - £50 per time
Printing/Stationery	4655	4,000	4,051	4,000	1,266	2,000	3,266	4,000	0	
IT Equipment/ Software & Support/ Website	4657	24,000	22,483	22,000	8,787	12,000	20,787	25,500	3,500	Vmit Software & Support, Rialtas, Adobe & Wix will all have a price increase due to inflation, and Sarah's laptop is overdue for replacing
Postage	4660	100	108	125	7	25	32	125	0	
Staff Mileage	4667	500	521	500	70	100	170	250	-250	No longer have Sonya's Uni travel & spend much reduced
NI/PAYE/Pension	4670	0	0	0	(13,876)	0	-13,876	0	0	No budget required
Legal/Financial/Prof fees	4675	2,000	5,620	6,500	3,793	650	4,443	6,800	300	Most Legal/Professional works completed - increase by inflation & balance to be transferred to EMR due to devolution costs
Vacancy Adverts	4680	1,000	0	1,000	0		0	1,000	0	To be kept for future recruitment of CEO using SLCC
Rechargeable	4685	0	2,835	0	625		625	0	0	No budget required
HR Support	4690	2,800	2,700	2,700	2,767	0	2,767	3,700	1,000	Increase of 2.5% from 24/25 - agreed within 3 year contract
S 137 Exp	4870	0	19	0	0		0	0	0	No budget required
CIL Expenditure	5000	0	11,814	0	0		0	0	0	No budget required
TM Charity	4795	0	1,172	0	1,172		1,172	0	0	No budget required
Sec 106 Expenditure	5005	0	0	0	0	0	0	0	0	No budget required
Christmas Lights Display	4320	21,000	19,839	19,000	3,734	14,939	18,673	19,000	0	TC has confirmed that £19K is required, replacement lights would cost £19K each year over three years by two suppliers. This is subject to global increases and supplier cannot guarantee but this is in the right region.
Insurance re. Christmas Lights	4322	81	81	83	83	0	83	83	0	
Promotion	4840	600	1,455	1,000	70	450	520	600	400	Visit Diss Website costs of £390 annually agreed from Promo (Sep FC Resolution)
Grants										
General Grants	4720	10,000	10,000	10,000	0	10,000	10,000	12,000	-2,000	
Sub totals Executive Committee		529,977	506,253	537,054	184,537	325,402	496,063	542,141	1,887	

Description	Code	24-25 Budget	24-25 Actual	25-26 Budget	Actual to date	Projected	25-26 Forecast	26-27 Budget	Variation	Notes 26-27
Executive										
Precept	1076	668,148	668,148	717,191	358,596	358,595	717,191	717,191	0	
Interest Received	1090	6,500	24,216	14,000	6,463		6,463	18,000	4,000	At 6 months already been paid 11k interest, so should be in the 22k mark, but interest rates are now going down
Long Term Investment Matured	1095	0	100,000	0	100,000		100,000	0		
Legal Fees Contributions	1100	0	0	0	500		500	0	0	Contributions from Park Radio & Cornhall for the Solicitors dealing with Sublease in 25/26 - nothing further
Christmas Lights	1230	0	250	0	0		0	0	0	
Rechargable Exp. Refunded	1280	0	2,835	0	751		751	0	0	This should balance to zero with 4685
Rechargable Wages. Refunded	1281	0	0	0	0		0	0	0	
Town Mayor's Charity	1440	0	1,172	0	40		40	0	0	
Town Mayors Income	1445	0	1,100	0	0		0	0	0	Income from insurance claim on Chain
Sec 106	1465	0	0	0	0		0	0	0	
CIL - CIL Income	1460	0	1,505	0	261		261	0	0	
sub-total		674,648	799,226	731,191	466,350	358,595	824,945	735,191	4,000	
Asset, Infrastructure & Events										
Agency	1000	4,040	3,848	3,848	3,983	0	3,983	3,983	135	Last year had 3.5% increase, so hopefully will increase again by the same but no guantees. Must be managed by our men more efficiently
Allotment Rent	1120	525	1,525	525	0		0	577	52	Increase of 10% annually agreed with DDAHA - request possible contribution to hedge cutting
Amenities Income	1140	2,000	6,208	2,000	4,565	0	4,565	2,000	0	Keep the same - higher in 25/26 due to Cricket club contribution towards fencing
Beacon Project Income	1145	0	1,521	0	0					
VE/VJ Day Income	1146	0	0	0	800	0	800	0		
Mini Recycling Adopter Payment	1150	450	450	450	0	0	0	0	-450	Contract for this has been cancelled by South Norfolk Council
Cemetery Interment/chapel fees	1180	25,000	23,157	25,000	9,657	13,520	23,177	25,000	0	Will look at pricing increase for 26/27 as not increased in 25/26
Cemetery Memorial fees	1185	10,000	8,039	8,000	3,334	4,666	8,000	8,000	0	Will look at pricing increase for 26/27 as not increased in 25/26
Cemetery Gravedigging Fees	1190	0	8,020	0	4,581	6,400	10,981	2,000	2,000	Agreed £75 admin fee on top of Grave Digging to be fixed until April 2028
Christmas Switch On Income	1235	1,400	4,360	4,000	0	0	0	4,000	0	Income from 2024 carried forward along with the expenditure due to event being cancelled
Office Rent/Service Charge	1240	6,864	6,653	6,536	3,287	3,287	6,574	6,536	0	Must get NCC to agree price increase in 26/27
DYCC Hire fees	1260	5,181	13,616	0	1,227	935	2,162	0	0	DYCC Closure - need to agreed electricity for the Aerial once Park Radio move out
DDNP Income	1303	0	705	0	0	0	0	0	0	No further income agreed from other members for 2025/26
Market Stallage	1320	21,000	21,570	21,000	9,752	9,752	19,504	21,000	0	Sarah/Robert requested not to increase prices due to reduction in times on Market - look again in 2027/28. Starting to charge admin fee and up front fees for new traders
Extra Event Income	1330	0	0	0	46		46	0		
SPG Hire fees	1400	10,500	14,843	10,500	2,729		2,729	9,000	-1,500	Look at prices for Merryfields & scole lads
Carnival Income	1435	10,000	11,506	10,000	11,434	0	11,434	10,000	0	
Streetlighting	1470	0	14,600	0	0	0	0	0	0	No income expected 26/27
sub-total		96,960	140,621	91,859	55,395	38,560	93,955	92,096	237	
Total		771,608	939,847	823,050	521,745	397,155	918,900	827,287	4,237	



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:
30 / 2526

Report to:	Full Council
Date of Meeting:	15 th October 2025
Authorship:	Town Clerk
Subject:	Skate Park Repairs

Introduction

1. A report (reference 12/2526 Appendix A) was presented to Full Council in July. It was

Resolved: to liaise with the Skate Park user group to validate the work of suppliers, seek additional quotes and consider forming a constituted group to investigate funding opportunities.

2. Since the last meeting, we have received a third quote for the full repairs to the facility. The contractor who carried out the minor repairs is no longer able to carry out any works. This leaves two contractors who have quoted.
3. RoSPA has just undertaken the annual inspection of the Skate Park. Four pieces of equipment were considered high risk, and this facility was closed on 7th October. The Skate Park user group was informed immediately. All these red risks will be mitigated by the proposed works. In the unlikely event, any additional risks emanate from the full inspection report that require attention, they will be discussed with the contractor separately i.e. out of current scope.
4. The Skate Park equipment has undergone several repairs primarily related to surfacing in the last 6 years (£24.5k).
5. It is important that we schedule the repair work as soon as possible so that the facility can be re-opened.

Quotes

6. The same specification was provided to both contractors (see Appendix AA). They have however selected different methods of repairing the same equipment.
7. The quote reviewed at the July meeting totalled £29,586 and proposed adding in support bars and replacing the skatelite surfacing (& metal undersurface sheet of halfpipe) affixing like for like with rivets to the metal structure (see Appendix B).
8. The comparative quote received totals £38,664 (Appendix C) and proposes a different method to affix the skatelite surfacing to the structure. The recommendation is to bond the riding surfaces to the steel substrate creating a flexible surface on which the skatelite resides, allowing a degree of surface movement & mediation between the opposing expansion rates (see Appendix D).

9. The solution at 8, albeit not textbook, does seem to provide a logical explanation of the primary cause of the surface damage and the contractor draws on 23 years of experience to provide it.
10. Another point to note is that Skatelite would not uphold any product guarantee as they do not recommend the *existing structural composition*, so this applies to both quotations received.

Durability / Concrete Skate Parks

11. We asked the contractor providing quote at Appendix C how long the refurbished equipment is likely to last and if he knew the approximate cost of a new similar sized concrete Skate Park.
12. In short, he said that although it depends on volume of traffic and impact, that there is a greater chance of increased longevity if measures are taken to alleviate impact stress, soften the expansion disparity and reduce the instance of threshold/joint misalignment (all through bonding).
13. Regarding costs of concrete parks, he estimates £190-£250k for our park of 544sqm. Most capital costs are associated with ground surveys / spoil management and drainage and planning consent would be required as it's considered a permanent structure. He also cautioned against the ongoing maintenance challenges as he hasn't been able to identify a suitable supplier to repair such (including those who installed them).
14. His full response can be read at Appendix E.

Longer-term option

15. The issue with the Skate Park 'conventional' equipment is the surface composition. The contractor providing quote at App C has provided photos of a facility with all original Skatelite surfaces approaching their 18th year (see Appendix F). 99% of their facilities are outside.
16. The 'main' issue to resolve was localised fixing failure. They used zinc plated back then which deteriorate over time. They now use stainless steel, so that issue is no longer an issue. They changed the logo plates for new because they wanted to. The Skatelite doesn't look very 'pretty'. It mottles/dicolours over time and as with Diss, 'natural' (yellow/tan) was the only colour available at the time. They now use black as their product/stock colour as it doesn't change colour.
17. Their third option is to begin replacement of the facility, starting with most problematic unit/s.
18. In simple terms, you eradicate all the issues you've experienced and enter a long term 'phased' replacement with a 'fully modular' system where no single unit and/or combination is a 'fixed' item.
19. It will allow development/extension/orientation in any 4 directions at any point now/future without 'losing' or disposing of the original constituent parts. Generic assemblies and 'platform' design technology give almost limitless variables.
20. What this means is they can orientate to suit the remainder/retained units for now, and either continue a like for like layout basis OR reorientate in the future to 'shape' a more 'modern' layout.
21. Very heavy duty, with a 20yr guarantee. As a comparison, Diss has 8.5mm thick overall surface composition. Their equipment is 24mm.

22. This contractor will provide a quote and an image for a replacement of the half pipe with hips, the most expensive element as it currently stands. Given he has a significant % of that unit manufactured (structure only) in stock, he would provide a discount, and it would have a short lead time.
23. This contractor will revise the original quotation to remove the costs associated with repairs to the half pipe with hips should members be minded to replace, not repair this item.
24. This is likely to almost double the cost and considerable General Reserves would be required.

Budget & Funding

25. In liaison with the RFO, the monies to fund the works at Appendix C would be sourced primarily from Earmarked Reserves as follows:

Skatepark - £6,688
Floodlights - £5,000 (lanterns are being decommissioned)
Track renewal - £11,000 (athletics club disbanded)
Park enhancement - £11,797 (project postponed due to other priorities)

Total - £34,485

26. The remaining £4,179 to come from General Reserves.
27. Should members be minded to approve the works, there is a recommendation to approve a virement from existing EMRs to the Skate Park.
28. From 2027-28 onwards, members will need to consider increasing the Skate Park maintenance budget upwards from £1k to fund future repairs / maintenance.

References

29. The UK Skatepark builder directory is a comprehensive list of the UK's skatepark designers and suppliers. Those listed in the directory have been involved with at least one complete public skatepark project in the UK.
30. The contractor providing quote B has 9 Skate Parks listed in the directory and the contractor providing quote C has 62, the second highest next to a concrete contractor. These two suppliers are 2 of only 3 that do not work with concrete. The third contractor was asked for a quote but didn't supply one.
31. Hadlow Parish Council has used the contractor providing quotes C for many years, and they designed and installed their Skate Park many years ago. Their Clerk says, "Their Managing Director has always been efficient, extremely knowledgeable and kept our park in good condition for years. They have been happy with the service provided."
32. We have been provided with five contacts from the above contractor including three large Town Councils and can seek additional testimonials if required.
33. We have requested testimonials from the alternative contractor.
34. The views of the Skate Park user group were requested and can be read at Appendix G.

Conclusion

35. To enhance durability of works and given budget / funding available, the quote at Appendix C is recommended at a cost of £38,664.
36. The contractor has estimated 16 days to do the works and starting on site early November if they were to have the order confirmed at the end of next week.
37. Given this significant investment recommendation, it is incumbent on the Skate Park user group to identify external funding streams to further enhance the Skate Park facility thereafter.

Recommendations

1. To appoint contractor providing quote C to undertake the repairs required to the Skate Park.
2. That the RFO processes a virement of £27,797 from Earmarked Reserves Floodlights (£5k), Track Renewal (£11k) & Park Enhancement (£11,797) to Skate Park EMR.
3. That the total cost of the repairs (£38,664) is allocated to Earmarked Reserves Skate Park (£34,485) with the remainder to General Reserves (£4,179).



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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:
12 / 2526

Report to:	Full Council
Date of Meeting:	2 nd July 2025
Authorship:	Town Clerk
Subject:	<i>Confidential</i> - Skate Park Upgrade

Introduction

1. A third contractor has now visited the Skate Park and provided a quote for the significant repairs required to this facility.
2. This item has been added to the agenda of the extraordinary meeting of Council due to the costs exceeding the delegated authority of the Assets, Infrastructure & Events committee, to expedite a decision before meeting with the Skate Park user group to seek their views and to hopefully schedule the works to allow use of the refurbished equipment before the Autumn.
3. Members are requested to consider appointing a contractor to undertake these long-awaited works.
4. The benefits of this facility are attached at Appendix A.
5. The ages of users, frequency of use and geographical spread of users is shown at Appendix B from the results of a user survey undertaken early 2025.

Quotes

6. We now have two quotes for consideration as one of the original contractors declined to re-quote following the site visit and change to specification.
7. Given the substantial cost quote comparison, this is for consideration under the confidential part of the meeting.
8. [REDACTED] (Appendix C) have quoted a total of £29,586 (excl VAT) for the works. This is made up of £19,306 for the most used piece of equipment – the half pipe. This requires a complete strip back, re-strengthening & replacement skate lite sheets (x 20). The remaining works are primarily replacement sheets to 4 other pieces of equipment.
9. Photos of the existing equipment are shown at Appendix D.
10. [REDACTED] the company that completed minor repairs, is amending their quote which will tabled as soon as it is received.
11. [REDACTED] is a new but preferred supplier. Through Artificial Intelligence, they are described as a notable long-running company specializing in the design and installation of skateparks, with a focus on making the sport more accessible.

12. One of our most regular users of the Skate Park, who keeps a constant eye on the facility and a member of the user group, met with [REDACTED] and discussed the work needed. He was impressed with their knowledge and expertise, obviously well-experienced in their line of work.
13. A timescale of three days was provided to resurface and do any structural work, including re-sheeting the metal & skatalite on the ramp, which is impressive.
14. His view is that they are the team to go with for long-term peace of mind.
15. [REDACTED] has also said that they should be able to provide a discount if we purchase the skatalite sheets directly to save on the VAT. At an average cost of £545 per sheet x a total estimated 36 sheets required, this could be a considerable saving.

Budget

16. There is currently £1,000 unspent in the Skate Park maintenance budget code.
17. There is £6,687.80 in Earmarked Reserves Skate Park.
18. There is £81,588 remaining in Community Infrastructure Levy (CIL) funds.
19. Members could also consider using some of the £12,139 allocated to the Park Enhancement Project. Report reference 18/2526 for consideration at the subsequent Assets, Infrastructure & Events committee recommends spending approximately £500 of these funds to do some low-cost enhancements to the Park, but this will leave approximately £11,639 unspent to put towards this project.

Conclusion

20. The Skate Park is one of a few free facilities in Diss and provides many benefits to users and the wider community (see Appendix A).
21. Significant funds were last spent on repairing this facility in 2019-20.
22. Diss Town Council has funds both in reserves and via CIL to undertake the works.
23. The user group is keen to run an event post-works to promote the facility and increase usage further.
24. A meeting will be held with the user group before the works are scheduled to gather their feedback.
25. External funding could be researched to help support such a project but Town Councils are often not eligible, so another organisation would have to apply, or the user group would have to set themselves up as an eligible group.
26. An example includes [Sport England's Movement fund](#), which requires a minimum of 25 people to match-fund it via crowdfunding. Skateboard UK is a good resource for funding opportunities.

Recommendation

To appoint [REDACTED] to undertake the refurbishment of the Skate Park at a total cost of no more than £29,586 with expenditure allocated to the current Skate Park budget code (£1k), Earmarked Reserves Skate Park (£6,688), the remaining EMR Park Enhancement (£11,639) & Community Infrastructure Levy (£10,259.20).

Halfpipe with Hips	Remove old Skatelite riding surface and metal undersurface	Remove all the old Skatelite and 2mm metal undersurface sheet	1
	Repair and weld the frame where it is needed	Repair and weld the old frame back to its original location	1
	Add new support bars	Add new support bars by welding galvanised bars to the additional frame, This will help take the strain off the sheets on the transition	32
	Supply and replace 2mm metal galvanised sheets. (8ft x 4ft)	Remove existing Metal sheet & dispose at an authorised recycling centre. Supply & install replacement sheet (8ft X 4ft).	22
	Supply & replace Skatelite sheet. (8ft x 4ft)	Remove existing Skatelite sheet & dispose at an authorised recycling centre. Supply & install replacement Skatelite sheet (8ft X 4ft).	12
	Supply & replace Skatelite sheet. (10ft x 4ft)	Remove existing Skatelite sheet & dispose at an authorised recycling centre. Supply & install replacement Skatelite sheet (10ft X 4ft).	8
Quaterpipe to Flatbank Hip	Supply & replace Skatelite sheet. (10ft x 4ft)	Remove existing Skatelite sheet & dispose at an authorised recycling centre. Supply & install replacement Skatelite sheet (10ft X 4ft).	6

Quaterpipe to Quaterpipe Hip	Supply & replace Skatelite sheet. (10ft x 4ft)	Remove existing Skatelite sheet & dispose at an authorised recycling centre. Supply & install replacement Skatelite sheet (10ft X 4ft).	2
	Supply & replace Skatelite sheet. (8ft x 4ft)	Remove existing Skatelite sheet & dispose at an authorised recycling centre. Supply & install replacement Skatelite sheet (8ft X 4ft).	4
Spine Ramp	Replace damaged top section	Replace the top section with 2 x lengths of 80 mm x 6 mm flat bar and infill with Skatelite.	1
Hump	Repair and weld the frame where it is needed	Repair and weld the old frame back to its original location	1
	Add new support bars	Add new support bars by welding galvanised bars to the additional frame, This will help take the strain off the sheets on the transition	12
	Supply & replace Skatelite sheet. (8ft x 4ft)	Remove existing Skatelite sheet & dispose at an authorised recycling centre. Supply & install replacement Skatelite sheet (8ft X 4ft).	4

Quote QT-27010

Diss Skatepark

Date: 20/05/2025
Client: Diss Town Council
Prepared for: Robert Ludkin
Email Address: Robert.ludkin@diss.gov.uk
Prepared by: [REDACTED]

SITE	SITE ITEM	DESCRIPTION	REMEDIAL ACTION	CODE	UNIT PRICE	QUANTITY	SUBTOTAL
Diss Skatepark	Halfpipe with Hips	Remove old Skatelite riding surface and metal undersurface	Remove all the old Skatelite and 2mm metal undersurface sheet		0.00	1	£0.00
		Repair and weld the frame where it is needed	Repair and weld the old frame back to its original location		£600.00	1	£600.00
		Add new support bars	Add new support bars by welding galvanised bars to the additional frame, This will help take the strain off the sheets on the transition		£78.00	32	£2,496.00
		Supply and replace 2mm metal galvanised sheets. (8ft x 4ft)	Remove existing Metal sheet & dispose at an authorised recycling centre. Supply & install replacement sheet (8ft X 4ft).		£245.00	22	£5,390.00
		Supply & replace Skatelite sheet. (8ft x 4ft)	Remove existing Skatelite sheet & dispose at an authorised recycling centre. Supply & install replacement Skatelite sheet (8ft X 4ft).		£525.00	12	£6,300.00
		Supply & replace Skatelite sheet. (10ft x 4ft)	Remove existing Skatelite sheet & dispose at an authorised recycling centre. Supply & install replacement Skatelite sheet (10ft X 4ft).		£565.00	8	£4,520.00
	Quaterpipe to Flatbank Hip	Supply & replace Skatelite sheet. (10ft x 4ft)	Remove existing Skatelite sheet & dispose at an authorised recycling centre. Supply & install replacement Skatelite sheet (10ft X 4ft).		£565.00	6	£3,390.00
	Quaterpipe to Quaterpipe Hip	Supply & replace Skatelite sheet. (10ft x 4ft)	Remove existing Skatelite sheet & dispose at an authorised recycling centre. Supply & install replacement Skatelite sheet (10ft X 4ft).		£565.00	2	£1,130.00
		Supply & replace Skatelite sheet. (8ft x 4ft)	Remove existing Skatelite sheet & dispose at an authorised recycling centre. Supply & install replacement Skatelite sheet (8ft X 4ft).		£525.00	4	£2,100.00
	Spine Ramp	Replace damaged top section	Replace the top section with 2 x lengths of 80 mm x 6 mm flat bar and infill with Skatelite.		£389.00	1	£389.00
	Hump	Repair and weld the frame where it is needed	Repair and weld the old frame back to its original location		£235.00	1	£235.00
		Add new support bars	Add new support bars by welding galvanised bars to the additional frame, This will help take the strain off the sheets on the transition		£78.00	12	£936.00
		Supply & replace Skatelite sheet. (8ft x 4ft)	Remove existing Skatelite sheet & dispose at an authorised recycling centre. Supply & install replacement Skatelite sheet (8ft X 4ft).		£525.00	4	£2,100.00

[REDACTED]

SITE	SITE ITEM	DESCRIPTION	REMEDIAL ACTION	CODE	UNIT PRICE	QUANTITY	SUBTOTAL
					SITE TOTAL		£29,586.00
					GRAND TOTAL		£29,586.00
					*ALL PRICES EXCLUSIVE OF VAT		E&OE

Confidential



Robert Ludkin
Facilities & Buildings Manager
Diss Town Council
11 - 12 Market Hill
Diss
IP22 4JZ

Quote No. ESPL00238

Ref : Shelfanger Skatepark Diss
Riding Surface Replacement / Repair

Date : 29 - 09 - 2025

QUOTATION

Quantity	Unit/Part No.	Description	Unit Cost	Value
1.0		Carry out the on-site, in-situ, riding surface replacement of 5 no. existing skate ramp units allowing : * Removal and licensed disposal of 36 no. existing riding surfaces * Retain & prep / rotate existing sheet steel substrate * Apply 100% coverage Flexi - Bond PU construction adhesive * Supply & fit new replacement Skatelite Pro riding surfaces * Increase & upgrade surface fixings (stainless steel) * Reset, align & seal expansion joints		
2.0	SKT124	Skatelite Pro Composite (natural) 3660 x 1220 x 6.5mm	£470.00	£940.00
18.0	SKT104	Skatelite Pro Composite (natural) 3050 x 1220 x 6.5mm	£390.00	£7,020.00
16.0	SKT84	Skatelite Pro Composite (natural) 2440 x 1220 x 6.5mm	£295.00	£4,720.00
126.0	8921.400.310	Pu High Grab Construction Adhesive / Sealant 310ml	£12.65	£1,593.90
20.0	116.06.40	M6 x 25 CSK Stainless Steel Pin Torx Machine Screw (Box 100's)	£38.00	£760.00
20.0		6.4 x 25 CSK Break Stem Mono Bolts (Box 100's)	£32.00	£640.00
36.0		Consumables	£15.00	£540.00
1.0		On-site retro-fit heavy duty galvanised wear plate to Spine unit centre section		
1.0	PWP8	Platform wear plate 220 x 3600 x 4 Galvanised Steel		£75.00
Comments : * On-site bonding is entirely weather dependent. No guarantee can be given that works will be completed to schedule if inclement weather persists at time of works. * Quotation is based on 'factory matched' materials and finish standard where possible * Quotation includes the provision of temporary site security fencing for the duration of works * Installation costs include all necessary site crew travel, support/welfare/sundry expenses * Anticipated Duration (On Site) : 16 days based on minimum no. of operatives : 2 persons Quotation valid for 30 days			Goods	£16,288.90
			Freight/ Delivery	£2,255.00
			Fencing Hire	£600.00
			Installation	£19,520.00
			Sub - Total	£38,663.90
			VAT @ 20%	£7,732.78
			TOTAL	£46,396.68

Contractor B proposal for Skate Park Repairs

My sincerest apologies for the delay in providing a quotation for the works outlined previous. Our time away from the office was extended slightly to accommodate further site visits within the area.

Having now attended your facility in person, I can reiterate my initial thoughts/views which influence the extent/scope of works we offer within our quotation:

- The method of construction we know to be Skatelite Pro composite affixed through 2mm galvanised steel sheet into steel cross members.

This particular composition is NOT supported/recommended by the product (Skatelite) supplier as the expansion rates of Composite Vs Steel are so different.

It's likely you've experienced frequent failed fixings and/or cracks in the material.

- There would seem to be a significant number of cross member supports already present within the structures. The notion of increasing support members, and all the work entailed in doing so, would not (in our opinion) resolve the issues you've experienced.

The more fixings we use, the more rigid the riding surface composition becomes. This will NOT overcome the physics behind expansion if the overall foundation 'principle' remains the same (which it does). There is no evidence to suggest the issues are 'impact' related, which may then constitute addition support measures.

- Removing and replacing the existing steel sheet substrate is likely a 'by-product' of having to remove them to increase bars. Again, in our opinion, this is largely unnecessary (and expensive) in context of resolving the issues.
- Many of the damaged surfaces are localised to the 'joints' and extreme 'edges'. Lifted and thus exposed to wear/damage. Nothing we've seen to date appears to address this issue. Fixings cannot be placed on extreme edges.
- Having counted and measured each surface sheet that we considered 'applicable', we note the quantity doesn't match that you provided by 3rd parties. We ascertained that 'their' intention was to use 'off-cuts' of one sheet to join the additional needed on another.

Creating more joins/joints than was originally intended creates another area for future issues. Surfacing in one continuous sheet is our standard (and recommended) course of action.

With the above in mind, we cannot provide a quotation that mimics the ideas of a 3rd party. We can only provide a quotation based on our own experience and recommendations with regards this particular surface composition.

- In simple terms, we believe the way forward is to mimic an element of surfacing successfully adopted for our own [REDACTED] equipment. The key we believe is to BOND the riding surfaces to the steel substrate below with a possible reduction in surface fixings.
- Bonding creates a flexible surface on which the Skatelite resides, allowing a degree of surface movement and thus a degree of mediation between the opposing expansion rates.
- Bonding will allow this 'movement', without lifting or separating from the substrate. It will appear to be held 'firm'
- We can utilise the existing steel substrate to do this
- Bonding will significantly reduce the likelihood of edges/joints lifting.
- Bonding will effectively make the Skatelite a steel reinforced/backed material.

I should point out that this is NOT a textbook practice. This is purely our recommendation based on historical/personal experience.

I should also point out that as Skatelite DO NOT recommend the existing structural composition, they would not uphold any product guarantee (also known through experience). As such, we cannot offer any guarantee on this scope of works beyond overall workmanship.

Duration of works will always be quoted on the basis of minimum no. of operatives required/attending. This is deliberate as we have no way of knowing the intended schedule and our commitments elsewhere at the time.

If we can shorten the duration with more crew, we will!

We do believe this is a 'solid' proposal, and have drawn on 23yrs experience to provide it.

It's unlikely that any 2 contractors would share the same opinion, or recommend the same thing. We acknowledge the difficulty therefore in making an informed decision! Beyond the financial implications, we can only suggest you choose the scope of works that seems most logical.







1. How long is the refurbished equipment likely to last?

Very difficult question to answer. Volume of traffic and in particular impact (your overall surface composition is only 8.5mm) is a heavy influencer on longevity.

The Skatelite itself can last decades with appropriate application, and the existing galvanised steel framework is likely sound. An all-steel substrate is the 'Achilles heel'.

If we can take measures to alleviate impact stress, soften the expansion disparity and reduce the instance of threshold/joint misalignment (all through bonding), there's a greater chance of increased longevity over any other 'fix' you've tried to date.

2. Do you know the approximate cost of a new build similar sized concrete Skate Park or know of a concrete specialist we could contact to ask for a ballpark figure.

Concrete facilities tend to work on £/sqm basis, with a degree of irrelevance to the specific items you incorporate. It will include ground surveys/spoil management/drainage etc.

Much more of a 'construction' genre project.

You would also **need planning consent** as it would become a **permanent** structure, with appropriate water run-off infrastructure.

Guideline of £350-500/sqm (depending on the contractor, complexity and preliminary measures required) You have approx 544sqm. Price could be £190-250,000.

'Conventional' facilities do NOT need planning, nor drainage infrastructure beyond that you already have.

Costs are very specifically confined to the specific items you incorporate and can vary significantly. Generally speaking, much more able to 'tailor' to a budget.

NOTE : Unfortunately, the 'poor' execution of a good construction (conventional) principle has led you to longevity issues and frequent, significant maintenance costs, from which you'd logically determine concrete is the way forward.

There is a belief that maintenance/repair would be a thing of the past. **BE WARNED.** This is a very common misconception.

We have operated a maintenance service for almost 20yrs. I receive an average of 10 enquiries a month for repairs on concrete facilities. **We cannot do them.** More importantly, neither can anyone else it seems. **Including** the companies that installed them in the 1st place!

The 'elephant in the room'. We cannot get the finish back to a standard that is either lasting OR 'factory finish'...so we can't offer the service. It's a problem that someone, at some point will have.

If, on the other hand, you'd originally had 'conventional' equipment that had a better surface composition design/implementation, we'd unlikely be having this conversation at all!

We have facilities approaching their 20th year, with ALL original surfaces.

You have 8.5mm thick overall surface composition. Our equipment is 24mm.

My point here is that a 3rd option exists that is worthy of consideration that may strike a perfect balance between 'extremes'.

Views of Skate Park User Group (based on the RoSPA initial findings & alternative proposal only – Appendix D)

“Thanks for sharing this. I’ve read through the contractor’s explanation and it all sounds very reasonable to me. They clearly understand the root cause of the issues, and I appreciate how upfront they’ve been about what’s realistic and what isn’t.

The idea of bonding the Skatelite to the steel substrate makes sense — it addresses the actual problem rather than just throwing more fixings at it. Given the location of the park, out in the middle of a field and surrounded by trees, it’s constantly exposed to temperature swings and moisture, so a bit of flexibility in the surface seems far more sensible than trying to make it rigid.

Feels like a practical, experience-based way forward to me.”

N.B. Following response misunderstood that the proposal is to re-sheet the equipment.

“I don’t think bonding will last very long but it will sort it out temporarily while we try to drum up some additional funding to have the park re sheeted, it would be good if they could still replace a few sheets with those Andy has to save costs, with the changes of temperature, the frequency of use and the shock any bonding agent will work its way loose regardless, as they even mentioned it’s not standard practice to do that so that raises alarm bells to me from a financial point of view at the very least we are moving forward with something that allows it to be used for a good while, the bonding would essentially mimic what several of us suggested by re-welding the holes that have been drilled out a plethora of times and then re drilling and re surfacing while not adding any additional fixings, with a bit of luck these works can start sooner than later which will potentially allow me and the others to make preparations to have another event of some kind down there to round up some attention in the new year and Sean can contact some of those grants that Louise has provided for us. All good news let’s just hope it goes ahead!”

“I think you’d be surprised what they can do with bonding agents these days. And it totally makes sense to allow movement between two different materials. And the ramp rivet points are always the weak point at most skate parks. I think they probably know what they’re talking about. And I think they’ll probably be able to prove it without spending 38 grand first.”

“I just hope that a pragmatic approach is one that the council adopts, so as to resolve the maintenance and repairs issues.”

“1- The frame is subsiding and not a solid base to bond the skatelite on. The ramp has moved from its original placement leaving gouges in the tarmac. It moves when you’re skating on it, videos of movement attached. The whole ramp is twisted due to subsidence, causing stress and then cracking skatelite, it’s not just due to weathering and use.

2- If any sheets of skatelite are damaged after they are bonded how easy are they to replace? Plus, if they use one big piece will that mean a whole strip will need to be removed?

Concerns around additional cost given method of bonding agent which should be more cost effective. I’m still more confident with the other contractor, well over 25 years’ experience and have designed, built and repaired skateparks all over the UK. Quick and efficient with a large team of experienced workers.”

N.B. The above questions have been posed to the contractor. The alternative contractor quoted less than a week to complete the works so a considerable difference in labour costs.

Clerk's report – Full Council 15th October 2025

N.B. These updates are on matters not already included on the progress report.

Staffing

1. The temporary member of staff from the recruitment agency has found full-time work and the Facilities & Buildings Manager is meeting a replacement tomorrow to start at the weekend.
2. Our new Office Administrator is settling in well to his new role and enjoying the new challenges. Our Projects & Grants Officer will turn his attentions to possible grants for an e-vehicle to replace one of the vans and for community facilities in between mentoring.
3. The team did a great job of painting the boardwalk uprights and handrails on the platforms last Thursday. Another day is planned later this month to focus on the flooring / boardwalk on the Mere with appropriate safety precautions. This will leave a few days' work for the outdoor team to complete before the wet weather sets in. It was a great opportunity to work with all staff & feedback was very positive.
4. Our RFO has started to review the benefits of Scribe accounting software versus our existing Rialtus system. So far she is impressed and will be attending a free online Scribe workshop tomorrow.

Events

5. The third meeting of the Remembrance committee is scheduled for 13th October. Event takes place on Sunday 9th November (all cllrs expected to attend). Same format as last year with the ceremony on the Market Place but parade route will be extended up Market Hill and down St Nicholas St for the Cadets / older youth organisations. Forming up will take place in the usual place on Mere St outside the former Aldi store.
6. The second meeting of the Christmas Lights Switch-on committee is scheduled for 21st October.
7. The first meeting of the Carnival committee is scheduled for 4th November solely to determine the date and consider a theme. Planning proper will start in the New Year post switch-on.

Stakeholder engagement

9. The Heritage Trust was successful in securing an external 'Love Your Market Town Grant'. The funds will support the installation of shopjackets on empty shops

amongst other initiatives to help revitalise the historic centre of Diss. An premises licence application has been received re the B&M store planned for the former Aldi site, another plus in improving Mere St.

10. Met with George and unpaid work experience volunteers at the Park when planting the bulbs along Park Road, Denmark St roundabout and hedging in front of cabin. Positive feedback received from participants and George about the work achieved and look forward to seeing the results of their labour in the spring.

Other

11. I propose including co-option on the FC agenda early next year once budgeting decided. We only have one applicant so have asked our Marketing & Communications Administrator to do a social media campaign to encourage more interest.
12. We have a lot of actions to carry out following the Data Protection review, so this has been added to the task list and actions reported to the next Executive meeting.
13. Met with Health & Wellbeing Partnership Lead at the District Council to consider available funding for Age Friendly communities, an initiative endorsed by the District. Awaiting further information as lack of clarity on exactly what is available and for what.

Town Mayor's report – October FC

Since our last Full Council meeting, I've been privileged to represent the town at several events and activities:

- **Summer Reading Challenge – Diss Library**
I was delighted to present certificates to local children who completed the challenge. It was wonderful to see their enthusiasm for reading and to celebrate the library team's efforts in encouraging literacy.
- **Diss Museum – 50th Birthday Celebration**
I attended the Museum's 50th anniversary event, which was a fantastic opportunity to recognise the volunteers and staff who have kept this much-loved local institution thriving for half a century.
- **Mayor's Charity Car Boot Sale**
My chosen charity hosted a successful car boot event, and I was pleased to lend a hand on the day. It was a great example of community spirit and support.
- **St Elizabeth Hospice Shop Opening**
I attended the opening of the new charity shop in Diss and spoke with staff and volunteers about the valuable work the hospice does in our wider region.
- **Park Radio Interview**
I was invited onto Park Radio to answer listeners' questions about town matters, helping to keep residents informed and engaged.

Upcoming events

- Ladies' Networking Event
- Diss Citizens Advice Bureau Official Opening
- Remembrance Services in Diss and Eye

Other updates

I continue to share regular updates on the Mayor of Diss Facebook page, which has proven an effective way to keep the community informed, celebrate local achievements, and highlight upcoming events.

Committee	Minute Ref	Subject	Action	Assigned to	Timescale	Comments or further action
Full Council	FC0225/12	Staff Performance Management Review	To adopt the new staff appraisal scheme with associated forms and policy with a review by 31st March 2026.	Clerk	Mar-26	
	FC0325/14	Rectory Meadow	2. That Diss Town Council assumes responsibility for the green infrastructure on the path side of the fence at Rectory Meadow. 3. That the lease between Diss Town Council and Diss Cricket Club is reviewed to reflect any changes. 4. To approve the proposed planting scheme for installation in Autumn 2025.	Clerk / FBM	31.10.25	
	FC0325/17	Gas Contract Renewal	3. To review the gas contract in September 2026 aiming for an 18-month contract, so they and at the same time as the electricity.	Finance Officer / Clerk	30.08.26	
	FC0625/04	Public Participation	KK will liaise with the Clerk regarding the 'Love your Market Town' grants.	KK	Immediately	Two bids were submitted - one for an ice-rink on Mere's Mouth late November. Bid to install window coverings in empty shops supported.
	FC0625/13	Corn Hall	to approve funding of £505 towards the cost of remedial investigative work to the specialist lighting in the main hall at the Corn Hall.	Finance Officer	Immediately	Met with Operations Manager last week. Cost of replacing drivers to specialist lighting circa £8k with 5 year warranty. No update.
	EFC0725/08	Skate Park	to liaise with the Skate Park user group to validate the work of suppliers, seek additional quotes and consider forming a constituted group to investigate funding opportunities.	Clerk / FBM	31.10.25	On agenda
	FC0925/08	Emergency Plan	To approve the updated Town Emergency Plan including the procedure for operating as a Council during a pandemic or similar and publish.	Clerk / Admin Officer	Immediately	In progress
	FC0925/09	Council Sites / Premises	to arrange an informal workshop of members before the end of November to review the feasibility study, finance options and estimates for traditional & modular buildings.	Clerk	30.11.25	Provisional date scheduled for 12th November, Council Offices, 6pm