



Meeting of the Council

Agenda Pack

16th September 2020

Miss Sarah Richards
TOWN CLERK



COUNCIL PRAYER

"Guide our Council tonight as we seek to serve our fellow residents of Diss. Guard us from prejudice and self-interest. Help us to faithfully discharge the duties of our office and pursue our projects with clarity and compassion."

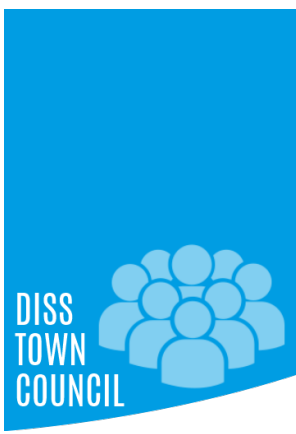
DISS TOWN COUNCIL'S VISION

To make Diss a successful, vibrant, attractive town, where people want to live, work and visit.

OUR MISSION

To support the community and promote Diss as the heart of East Anglia for Business, Leisure and the Arts





TOWN CLERK
Miss S Richards, CILCA

DISS TOWN COUNCIL
Council Offices, 11-12 Market Hill,
Diss, Norfolk, IP22 4JZ

Telephone/Fax: (01379) 643848
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Please ask for: Miss Sarah Richards
Our ref: FC 16.09.2020
Date: 10 September 2020

NOTICE OF MEETING

Dear Members of the Public and Press,

You are cordially invited to attend a meeting of **Diss Town Council** to be held online on **Wednesday 16th September 2020 at 8pm** to consider the business detailed below. Anyone wishing to attend the meeting should contact the Town Clerk using the details above prior to the start of the meeting for the link.

Town Clerk

AGENDA

- 1. Apologies**
To receive and consider apologies for absence.
- 2. Declarations of Interest and Requests for Dispensations**
To note any declarations of members' pecuniary and/or non-pecuniary/other interests pertaining to items on the following agenda, to note any dispensations granted in respect of business to be discussed and to consider any requests for dispensations.
- 3. Minutes**
To confirm as a true record, the minutes of the meetings of Full Council on 15th July 2020 (copy herewith).
- 4. Public Participation**
To consider a resolution under Standing Orders 3d to 3h to suspend the meeting to receive reports from the County and District Councillors, on behalf of the Police, and to hear comments from members of the public on items to be discussed on the agenda (*members of the public are entitled to speak for a maximum of three minutes*).
- 5. Items of URGENT business**
To discuss any item(s) of business which the Town Mayor or Town Clerk has previously been informed at least 24 hours before the meeting and decides should be considered as a matter of urgency (*councillors are reminded that no resolutions can be made under this agenda item*).
- 6. Finance**
 - a) To note payment of accounts for July & August 2020 (copies herewith).
 - b) To receive the summary of income and expenditure for the months ending July & August 2020 (copies herewith).
 - c) To receive the summary of Earmarked Reserves for the months ending July & August 2020 (copies herewith).
- 7. Co-Option**
To consider an application for co-option (copy details herewith).
- 8. Strategy Plan Review**
To consider a report (reference 19/2021 refers) reviewing the Council's Strategy Plan.

9. Covid-19 Acknowledgement Team

To consider a report (reference 20/2021 to be tabled) regarding plans from the Covid-19 Acknowledgement Team.

10. Items for Noting

- a) Progress Report - to note progress on decisions made at the last meeting of Council (copy herewith).
- b) Key Documents Review - to note that the review of the key documents has been undertaken (copy herewith).

11. Date of Next Meeting

To note that the next meeting of Full Council is scheduled for Wednesday 14th October 2020.

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 supplied to councillors only. They are available (unless marked confidential) for public inspection at the Council Offices during normal opening hours or on our website at www.diss.gov.uk/your-council/our-committees/

Please note that the Council Chamber is currently on the first floor of the Corn Hall. Anyone wishing to attend the meeting who will require access to the lift should contact the Deputy / Town Clerk prior to the start of the meeting.

DISS TOWN COUNCIL**DRAFT MINUTES**

Minutes of the meeting of the **Town Council** held **online** on **Wednesday 15th July 2020** at **8pm.**

Present: Councillors S. Browne (ex-officio)
D. Collins
M. Gingell
S. Kiddie
A. Kitchen
J. Mason
S. Olander (ex-officio)
D. Poulter
J. Robertson
E. Taylor
S. Warren
J. Welch

In attendance: Sarah Richards, Town Clerk
Sonya French, Deputy Town Clerk
Alex Jamieson, Responsible Finance Officer
County / District Councillor Kiddie
1 member of the public

FC0720/01 TO CONSIDER APOLOGIES FOR ABSENCE

Apologies were received and accepted from Councillor Howard.

FC0720/02 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

Minute No.	Councillors Name	Personal/Other Interest	Pecuniary Interest	Reason
FC0720/06	D. Collins S. Kiddie S. Olander	X		These councillors are members of the Diss Community Team who have presented proposals

FC0720/03 MINUTES

It was

RESOLVED: That the minutes of the meeting of Full Council held on 17th June 2020 were confirmed and as a true record and will be signed with the Clerk post meeting.

FC0720/04 PUBLIC PARTICIPATION

Councillors considered a resolution under Standing Orders 3d to 3h to suspend the meeting to receive reports from the County and District Councillors, on behalf of the Police, and to hear comments from members of the public on items to be discussed on the agenda. County and District Councillor gave apologies on behalf of District Councillor Minshull. He reported that he has stood down from his Cabinet position at South Norfolk Council as he is about to become Chairman of Norfolk County Council. Social distancing has made highways repairs challenging. The drains on Walcot Road have therefore been marked up for future repair when two or three men can lift them and similarly, Uplands Way is scheduled to be resurfaced. The trees and hedges along Frenze Hall Lane have been cut back and yellow lines have been laid on Nelson Road & Sawmills Road with additional station access progressing as a long-term project. The pedestrian refuge on the A1066 in Roydon is unlikely to go ahead as what was requested was a zebra crossing and the traffic density versus footfall would not warrant it at an approximate cost of £2.5m.

There was a query regarding the refurbishment of the Diss leisure centre and delayed re-opening until September given that it has been closed since March and that works were carried out less than two years ago. It was also noted that the T bars on the end of the yellow lines on Sawmills Road need to be added. Councillor Kiddie agreed to follow up on these two matters and congratulations and thanks were extended to him for his appointment and his SNC service to date.
(Action: KK; by 31.07.20)

ITEMS OF URGENT BUSINESS

It was noted that a consultation regarding an updated Members Code of Conduct is underway and the link to the survey would be circulated to all members and officers for completion by 17th August.

There was also the issue of young people cycling dangerously in Mere Street. It was noted that this issue has been Highlighted to Norfolk Constabulary already and that this should be followed up and brought to the next Infrastructure meeting.

(Action: Clerk / SO; by 21.10.20)

DISS COMMUNITY TEAM

(a) Members received information from the Diss Community Team regarding its remit. Alan Franks, its Chair explained that the Group started from the Town Team with a sub events group, which has now consolidated into one with the objective of making Diss a better place to live, work and visit akin with the Council's mission. The Group is constituted, now a Community Interest Company and registered with Companies House. They do not have an income stream, but funds have been preserved over the years and have been previously used to seed fund events such as the Cyclathon, Heritage Transport Fayre and Organ festival with the idea of becoming self-sustaining. The focus has moved to the demise of the high street and empty shops.

(b) Councillors considered a proposal to install window coverings on empty shop fronts in the town centre. It was noted that the re-opening of the town centre had resulted in a discussion with South Norfolk Council regarding window coverings. The Diss Community Team in conjunction with the Town Council wrote to premises early 2020 to ask them to improve the appearance of their buildings. Alan has identified the number of windows for coverings and been liaising with the landlords / tenants of empty shops to acquire permissions. The project has been divided into two stages – Stage One involves the Market Place with the former Beales and Hopgoods buildings which total 20 windows with Stage Two a similar number. It was noted that four of the empty shops have tenants lined up i.e. previously Mere Moments, McColls, the William Hill betting shop and the flower shop on Market Hill.

The design content is to focus on Diss' past, present and future with a consistent theme throughout the entire town and to be extended from the Triangle. It was agreed that the proposed drawings would be sent. High quality descriptive photos are being used to tell a story and attract people to visit Diss with the aim of promoting the availability of products throughout Diss but will remain generic without mention of specific shop names.

There was a question regarding whether the former TIC photos would be replaced but it was noted that the refurbishment works are starting to that building as well as the toilets from 27th July and that stage two could pick up loose ends.

Members discussed the potential to re-use the coverings when empty buildings become filled given the work that goes into producing and printing the artwork and it was agreed that this option would be investigated when the sample is provided. It was noted that the cost of the printing is approximately £50 per window and that there are a wide range of window sizes and surrounding frames to consider. The impact of the display extending to the full size of the windows was discussed and the requirement for it to look slick and professional. DCT is working with an experienced and knowledgeable Graphic Designer who has been used previously and is cooperative.

There was a request to consider the building at the top of Roydon Road, which is in poor condition, but it was noted that the focus is from St Nicholas Street down. There was discussion regarding the Council's financial contribution given the contribution of £1k from South Norfolk Council, their remit to support businesses and the funds they received to help support market towns in re-opening post Covid. Members also discussed the involvement of local agents, landlords and tenants in supporting this project as well as improving the appearance of the buildings they manage.

It was noted that the DCT was hoping to get the project off the ground quickly, that a significant amount of work had already gone into it and that it could take months to get agreement from other parties to support the project financially. There was a suggestion that funds from other parties could be sought for stage two and that the project should be publicised in advance. There was also a question regarding utilising DCT funds towards the project particularly as its original funds were provided for market town initiatives.

RESOLVED: to contribute up to £2k towards the installation of window coverings in the empty town centre premises with the Town Clerk to have delegated authority to approve

the final design / material proposals alongside other Town Council members of the Diss Community Team.

(Action: Clerk/RFO/DCT representatives; immediately)

FC0720/07 **FINANCE**

- (a) Members noted payment of accounts for June.
- (b) Councillors received the summary of income & expenditure including Earmarked Reserves for the month ending June 2020.
- (c) Members received the summary of Earmarked Reserves for the month ending June 2020.

FC0720/08 **ANNUAL ACCOUNTS 2019/20**

- a) Members considered the annual accounts for the financial year to 31st March 2020. The RFO, Finance team and all staff were thanked for their work. It was

RESOLVED: to approve the annual accounts for the financial year to 31st March 2020.

(Action: RFO; immediately)

- b) Councillors received the Council's Internal Audit report for the financial year to 31st March 2020.

FC0720/09 **ANNUAL AUDIT 2019/20**

- (a) Members considered the Annual Internal Audit report of the Annual Governance & Accountability Return.

- (b) Council considered Section 1 of the Annual Governance & Accountability Return.

- (c) Councillors considered section 2 of the Annual Governance & Accountability Return.

RESOLVED: to approve the Annual Internal Audit report and Sections 1 and 2 of the Annual Governance & Accountability Return.

(Action: RFO; immediately)

FC0720/10 **COVID-19 ACKNOWLEDGEMENT TEAM**

Members received an update from the Covid-19 Acknowledgement Team and considered initial plans. It was noted that the working group has met once with another meeting scheduled for next week. Members are investigating options for installing a beacon in the Park as a symbol of light, hope, and remembrance, acknowledging acts of altruism and use of a candle in windows for an event on New Year's Eve. It was also noted that as opportunities for exercise have been synonymous with lockdown, that a town walk / trail is being planned. There was a request to circulate the email regarding the beacon design to all and it was agreed that the notes of the meetings should be circulated going forwards.

(Action: Clerk/CV-19 working group; by 24.07.20)

FC0720/11 **TOWN CENTRE PREMISES**

Council considered what action can be taken regarding the condition of some of the town centre premises. It was noted that the letter distributed to all building owners/tenants' early part of the year could not be followed up due to CV-19 and that coordination with the work of the Diss Community Team should avoid duplication. It was also noted that the Town Council had previously tried to set up a Mere Street traders' group to work alongside the Heritage Triangle Traders but that only a few meetings took place. The Clerk had also contacted the agent responsible for several empty buildings and that this correspondence had been passed on to the Diss Community Team for follow up. It was agreed that the Clerk would follow up on this at a meeting with a representative of Broadland District Council and the Chair of the DCT next week and that County/District Councillor Kiddie would investigate the enforcement side of the matter.

(Action: Clerk / KK; by 09.09.20)

FC0720/12 **PROGRESS REPORT**

Members noted progress on decisions made at the last meeting of Council. It was noted that the Chair has been approached by three people regarding the last remaining councillor vacancy.

FC0720/13 **DATE OF NEXT MEETING**

Members noted that the next meeting of Full Council is scheduled for Wednesday 16th September 2020.

FC0720/14

PUBLIC BODIES

Councillors resolved under the Public Bodies (Admissions to Meetings) Act 1960 and Standing Orders 1c to exclude members of the public and press in order to discuss the following item, which is properly considered to be of a confidential nature.

FC0720/15

NUNNERY WALL

Council received advice from the Council's solicitor regarding the Nunnery Wall. It was explained that the Title Deed shows an indication of where Land Registry believe the boundary lies but it is not definitive and extraneous evidence demonstrating that the line is in the incorrect place may result in an amendment.

Members strongly believe that the wall collapse was caused by the renovation works, removal of support buttresses from the wall and construction traffic accessing the site, therefore the current owner should be responsible for costs of the wall rebuild.

There was discussion regarding the fact that the Town Council had not been approached prior to an application being submitted to the LPA and before the rebuilding of the wall despite claims that the wall belongs to the Council and subsequently the Council had only commented by way of the planning application process.

It was noted that it has not been possible to acquire evidence of prior ownership from the last owner, however further discussions are underway. It was

RESOLVED: That the Council's solicitor will seek to acquire evidence of ownership of the Nunnery wall from a third party.

(Action: Clerk/SO; immediately)

Meeting Closed: 10.17pm.

Councillor Browne
TOWN MAYOR

PAYMENTS MADE AUGUST 2020				
<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
03.08.2020	Red5 Networks Ltd	DD256	£ 189.32	Telephone & Broadband July 2020 - Council Office, DYCC & Sports Pavillion
07.08.2020	S2 Computers Ltd	DD257	£ 568.54	IT Support & Software August 2020
13.08.2020	CGM Group (East Anglia) Ltd	Bacs0585	£ 351.00	Ground Maintenance Month 3 - Park & Sportsground
13.08.2020	Contract Personnel Ltd	Bacs0586	£ 383.62	Maintenance Operative Water Planters Daily 20th July to 2nd August 2020
13.08.2020	Cooleraid Ltd	Bacs0587	£ 21.22	Water Unit Sanitization - Council Office
13.08.2020	Dayburst Couriers (P.H.Aiken)	Bacs0588	£ 320.00	Delivery of Neighbourhood Plan leaflets
13.08.2020	ETC.. (East Anglia) Ltd	Bacs0589	£ 72.00	Reprograming Council Office Phones July 20
13.08.2020	Glasdon (UK) Ltd	Bacs0590	£ 1,195.88	3x No Entry Bollard - Market Place
13.08.2020	House of Flags	Bacs0591	£ 458.40	2x DTC Flags, one hand sewn & one digitally printed
13.08.2020	J.Aldous	Bacs0592	£ 40.21	Refund credit balance on Sales Ledger Account
13.08.2020	Larter & Ford Ltd	Bacs0593	£ 53.85	Chains, Batteries, Drill Bits & Coach Scrwes - All Sites
13.08.2020	Linstead Farm & Garden Machinery Ltd	Bacs0594	£ 445.08	Repairs to Ride-On Lawnmower
13.08.2020	NSH Developments Ltd	Bacs0595	£ 1,796.40	Paving Repairs - Market Place
13.08.2020	P Cottrell	Bacs0596	£ 75.00	Window Cleaning DYCC July 20 & Bus Shelter Cleaning July 20
13.08.2020	Pearce & Kemp Ltd	Bacs0597	£ 124.80	Electrical Inspection at Cemetery Bungalow
13.08.2020	PHS Group Ltd	Bacs0598	£ 1,986.77	Sanitary Disposal for 2020/2021 - DYCC, Sports Pavillion & Park Toilets
13.08.2020	Redhill Services Ltd	Bacs0599	£ 3,780.00	Remove Gilbert Louvres & replace with Extractor Fan - Cornhall
13.08.2020	Slic Sheet Metal Fabrications Ltd	Bacs0600	£ 176.70	1 x Sanitizer Station - Boardwalk
13.08.2020	Stephanie Ayden	Bacs0601	£ 268.39	Neighbourhood Plan Office Expenses (Printing of Brochure) July 20
13.08.2020	Total Gas & Power Ltd	Bacs0602	£ 1,345.69	Electricity Supplied June 2020 - All Sites
13.08.2020	Trade UK 6331640070878590	Bacs0603	£ 16.98	Hammerite Black Paint - Town Benches
13.08.2020	Travis Perkins Trading Co Ltd	Bacs0604	£ 56.95	Cutting Discs, Drill Bits & Postcrete - Park Sanitizer Units
13.08.2020	LR Wyard-Scott Ltd	Bacs0605	£ 102.57	Van & Machinery Fuel July 2020
18.08.2020	Barclaycard Credit Card	Jul-20	£ 624.59	Office Chairs x2, Zoom Subscription & Sanitizing Equipment
24.08.2020	Diss Community Group	111176	£ 26.56	Old refund cheque from 2017 finally cashed
25.08.2020	Employees	BACS	£ 16,135.72	Salaries Month 5
27.08.2020	Petty Cash	105162	£ 61.36	Key Cutting - Council Office & Park WC, Lamp Shades - Cemetery Chapel
29.08.2020	A Osborne	Bacs0606	£ 180.00	Garden & Flower Bed Maintenance - All Sites
29.08.2020	Chapel Doors Ltd	Bacs0607	£ 1,509.60	Replace Garage Doors at Sports Pavillion
29.08.2020	Contract Personnel Ltd	Bacs0608	£ 983.02	Maintenance Operative Water Planters Daily 3rd to 16th August 2020

29.08.2020	CPRE Norfolk	Bacs0609	£ 36.00	Campaign to Protect Rural England Annual Membership 20/21
29.08.2020	ESPO	Bacs0610	£ 75.52	Gas Supplied July 2020 - Council Office & DYCC
29.08.2020	SLCC Enterprises Ltd	Bacs0611	£ 60.00	Virtual National Conference Sessions - Town Clerk & Deputy Town Clerk
29.08.2020	Sonata Security Ltd	Bacs0612	£ 636.00	Annual Maintenance Contract 20/21 for Fire Alarms & Emergency Lights - Council Office, Cornhall and DYCC
29.08.2020	South Norfolk Council	Bacs0613	£ 70.00	Alcohol Licence for Diss Park - 20/21
29.08.2020	Stephanie Ayden	Bacs0614	£ 726.30	Neighbourhood Plan Officer Time & Expenses 24th July to 20th August 2020
29.08.2020	Styne Electrical Ltd	Bacs0615	£ 2,018.24	Replace Light Fittings, Smoke Alarms & Emergency Lights - Sports Pavillion, Replace Faulty Socket - Market Place and Replace Workshop Fan - DYCC
29.08.2020	Suffolk County Council	Bacs0616	£ 92,854.41	Convert Town Street Lights to LED
29.08.2020	Trade UK 6331640070878590	Bacs0617	£ 8.99	Ratchet Strap for Water Tank fitted in Ford Ranger
29.08.2020	Travis Perkins Trading Co Ltd	Bacs0618	£ 72.18	Wood Stain, Frog Tape & Hand Saw - General Maintenance All Sites
29.08.2020	Norfolk Pension Fund	BACS	£ 5,282.74	Pensions Contributions Month 5
29.08.2020	HM Revenue & Customs	BACS	£ 3,084.69	NI/PAYE Month 5
			£ 138,275.29	

Item 6a ii

PAYMENTS MADE JULY 2020				
<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
01.07.2020	South Norfolk Council	DD250	£ 1,820.00	Refuse Collection July - September 2020 - All Sites
02.07.2020	Red5 Networks Ltd	DD251	£ 182.77	Telephone/Broadband June 2020 - Council Office, DYCC and Sports Pavillion
06.07.2020	S2 Computers Ltd	DD252	£ 553.37	IT Support & Software July 2020
10.07.2020	Ricoh (UK) Ltd	DD253	£ 968.23	Quarterly Photocopier Rent & Copying Costs - Council Office
15.07.2020	Anglian Tree Solutions Ltd	Bacs0548	£ 288.00	Tree Removal & Grinding of Stump - Cemetery
15.07.2020	Anglian Water Business Ltd (National)	Bacs0549	£ 745.95	Water Supplied April - July 2020 - DYCC, Sports Pavillion, Market & Cemetery
15.07.2020	CGM Group (East Anglia) Ltd	Bacs0550	£ 351.00	Ground Maintenance Month 2 - Park & Sportsground
15.07.2020	Collective Community Planning	Bacs0551	£ 3,000.00	Neighbourhood Planning Consultancy & Reports June/July 2020
15.07.2020	Diss Business Forum	Bacs0552	£ 30.00	2021 Membership to Diss Business Forum
15.07.2020	ESPO	Bacs0553	£ 36.02	Gas Supplied June 2020 DYCC
15.07.2020	Fatstickman Ltd	Bacs0554	£ 210.00	Perspex COVID Screen - Council Office Front Door
15.07.2020	Hillside Office Supplies Ltd	Bacs0555	£ 100.25	Stationery - Council Office, Disposable Aprons - Health & Safety
15.07.2020	Larter & Ford Ltd	Bacs0556	£ 86.95	Hose & Fittings, Various General Equipment - All Sites
15.07.2020	Lighting & Illumination Technology Equipment Ltd	Bacs0557	£ 3,376.80	Christmas Lights 2020 1st Installment - Heritage Triangle
15.07.2020	Mark Bowgen - I Do Fogging	Bacs0558	£ 250.00	Fog/Disinfect Park Play Equipment, Council Office & DYCC
15.07.2020	Nemco Utilities Ltd	Bacs0559	£ 1,164.00	Legionella Risk Assessments - All Sites
15.07.2020	Redhill Services Ltd	Bacs0560	£ 1,845.31	Emergency Lighting Batteries - Cornhall
15.07.2020	Slic Sheet Metal Fabrications Ltd	Bacs0561	£ 652.20	3 x Sanitizer Stations - Park, 1 x Sanitizer Station - Heritage Gardens
15.07.2020	Top Garcden Services	Bacs0562	£ 1,680.00	Garden Works May & June 2020 - Cemetery
15.07.2020	Total Gas & Power Ltd	Bacs0563	£ 1,031.81	Electricity Supplied May 2020 - All Sites
15.07.2020	Travis Perkins Trading Co Ltd	Bacs0564	£ 44.17	Postcrete & Fence Posts - Sportsground
15.07.2020	Trade UK 6331640070878590	Bacs0565	£ 20.96	Kneeling Mats - General Use, Pressure Sprayer - Play Equipment Sanitization
15.07.2020	Trustees Diss Museum	Bacs0566	£ 29.32	Market Electricity Reimbursement April - July 2020
15.07.2020	Workwear (East Anglia) Ltd	Bacs0567	£ 56.95	Safety Work Boots for Maintenance Staff
15.07.2020	LR Wyard-Scott Ltd	Bacs0568	£ 193.61	Van & Machinery Fuel June 2020
17.07.2020	S2 Computers Ltd	DD254	£ 9.00	Domain Reigistration & Email Hosting for 1 Year - Diss.Gov.UK
21.07.2020	Barclaycard Credit Card	Jun-20	£ 529.04	Zoom Subscription & Sanitizer/Anti-Viral Cleaners
25.07.2020	Council Employees	BACS	£ 15,478.62	Salaries Month 4
29.07.2020	Alliance Disposables Ltd	Bacs0569	£ 188.74	Sanitary Products - All Areas
29.07.2020	Anglian Water Business Ltd (National)	Bacs0570	£ 29.98	Water Supplied April - July 2020 - Cemetery

29.07.2020	EDF Energy Customers Ltd	Bacs0571	£ 3,006.75	Streetlighting Electricity Costs April - June 2019
29.07.2020	ESPO	Bacs0572	£ 44.40	Gas Supplied June 2020 Council Office
29.07.2020	MIND	Bacs0573	£ 50.00	Refund Cancelled Car Boot Sale Fees
29.07.2020	NSH Developments Ltd	Bacs0574	£ 306.00	Install Airbrick Upstairs DYCC
29.07.2020	Opening Doors	Bacs0575	£ 85.00	Refund credit balance on Sales Ledger Account
29.07.2020	Paul Rackham	Bacs0576	£ 1,560.00	Grave Digging x5 June/July 2020
29.07.2020	P.Cottrell	Bacs0577	£ 25.00	Window Cleaning July 2020 - Council Office & Museum
29.07.2020	Protec Direct	Bacs0578	£ 529.19	Maintenance Staff Logo'd Uniforms - Health & Safety
29.07.2020	Red Glazing Systems Ltd	Bacs0579	£ 2,694.00	Flat Rooflight in Green Room - Cornhall
29.07.2020	Stephanie Ayden	Bacs0580	£ 651.30	Neighbourhood Plan Office Time & Expenses 06.06.20-24.07.20
29.07.2020	Styne Electrical Ltd	Bacs0581	£ 158.40	Portable Appliance Testing - All Sites
29.07.2020	Trade UK 6331640070878590	Bacs0582	£ 75.96	Decking Stain, Brushes & Fence Stain - Boardwalk
29.07.2020	Travis Perkins Trading Co Ltd	Bacs0583	£ 21.89	Postcrete - Sportsground
29.07.2020	Treadfirst	Bacs0584	£ 100.68	New Tyre, Rebalance & Old Tyre Disposal - VW Caddy
30.07.2020	S2 Computers Ltd	DD255	£ 8.99	Domain Reigistration & Email Hosting for 1 Year - DDNP
31.07.2020	HM Revenue & Customs	BACS	£ 2,922.52	NI/PAYE Month 4
31.07.2020	Norfolk Pension Fund	BACS	£ 5,028.42	Pension Contributions Months 4
			£ 50,401.55	

08/09/2020

Diss Town Council

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Detailed Income & Expenditure by Budget Heading 31/08/2020

Month No: 5

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Agency Services</u>								
1000 Agency Services Income	0	3,119	3,044	(75)			102.5%	
Agency Services :- Income	0	3,119	3,044	(75)			102.5%	0
4000 NCC Grasscutting	7	53	400	347		347	13.3%	
Agency Services :- Indirect Expenditure	7	53	400	347	0	347	13.3%	0
Net Income over Expenditure	(7)	3,066	2,644	(422)				
<u>120 Allotments</u>								
1120 Allotment Rent	0	0	462	462			0.0%	
Allotments :- Income	0	0	462	462			0.0%	0
4020 Allotments - Insurance	0	26	26	0		0	98.8%	
Allotments :- Indirect Expenditure	0	26	26	0	0	0	98.8%	0
Net Income over Expenditure	0	(26)	436	462				
<u>140 Amenities</u>								
1140 Amenities Income	86	1,681	4,212	2,531			39.9%	
Amenities :- Income	86	1,681	4,212	2,531			39.9%	0
4040 Gardens/Floral Scheme	180	492	1,000	508	579	(71)	107.1%	
4060 Town/Park - R&R	3,018	5,503	27,000	21,497	9,923	11,575	57.1%	60
4061 Play Equipment R&R	10	(2,586)	2,000	4,586	1,359	3,227	(61.4%)	
4062 Boardwalk Maintenance	170	630	2,000	1,370		1,370	31.5%	
4065 Van Replacement	0	0	2,000	2,000		2,000	0.0%	
4070 Van x 2 Running Costs	60	477	3,500	3,023		3,023	13.6%	
4071 Van Insurance	0	1,024	1,019	(5)		(5)	100.5%	
4075 Tree Management	0	470	9,000	8,530	1,250	7,280	19.1%	
4085 Closed Churchyard - R&R	7	10	6,000	5,990		5,990	0.2%	
4090 Manorial Rights - R&R	0	0	500	500		500	0.0%	
4091 Duck Pellets	0	217	0	(217)		(217)	0.0%	
4095 Mere - Water/drainage	0	(225)	0	225		225	0.0%	
4101 Mere - Fountain Electricity	275	1,151	3,500	2,349		2,349	32.9%	
4102 Mere Fountain/Kiosk -Insurance	0	146	148	2		2	98.6%	
4110 Park - Water Rates	0	0	50	50		50	0.0%	
4115 Park - Electricity	59	251	650	399		399	38.7%	
4120 Mere's Mouth - Rent	0	100	100	0		0	100.0%	
4125 Mere's Mouth - Business Rates	0	212	420	208		208	50.5%	
4135 Mere's Mouth (resurfacing)	0	0	0	0	15,020	(15,020)	0.0%	
4140 Park - Insurance	0	1,658	1,767	109		109	93.8%	
Amenities :- Indirect Expenditure	3,779	9,531	60,654	51,123	28,130	22,993	62.1%	60
Net Income over Expenditure	(3,693)	(7,850)	(56,442)	(48,592)				
7000 plus Transfer from EMR	30	60						

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	<u>(3,663)</u>	<u>(7,790)</u>						
<u>145 Mini Recycling Centre Adopter</u>								
1150 Mini Recycling Adopter Payment	450	450	0	(450)			0.0%	
Mini Recycling Centre Adopter :- Income	<u>450</u>	<u>450</u>	<u>0</u>	<u>(450)</u>				<u>0</u>
Net Income	<u>450</u>	<u>450</u>	<u>0</u>	<u>(450)</u>				
<u>150 Bank Interest</u>								
1090 Interest Received	8	632	1,000	368			63.2%	
Bank Interest :- Income	<u>8</u>	<u>632</u>	<u>1,000</u>	<u>368</u>			<u>63.2%</u>	<u>0</u>
4202 Bank Charges	20	100	300	200		200	33.3%	
Bank Interest :- Indirect Expenditure	<u>20</u>	<u>100</u>	<u>300</u>	<u>200</u>	<u>0</u>	<u>200</u>	<u>33.3%</u>	<u>0</u>
Net Income over Expenditure	<u>(12)</u>	<u>532</u>	<u>700</u>	<u>168</u>				
<u>160 Capital Expenditure</u>								
4200 Capital Expenditure	0	2,179	53,808	51,629		51,629	4.0%	
Capital Expenditure :- Indirect Expenditure	<u>0</u>	<u>2,179</u>	<u>53,808</u>	<u>51,629</u>	<u>0</u>	<u>51,629</u>	<u>4.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(2,179)</u>	<u>(53,808)</u>	<u>(51,629)</u>				
<u>180 Cemetery</u>								
1180 Cemetery Interment/Chapel Fees	3,918	15,306	20,000	4,694			76.5%	
1185 Cemetery Memorial Fees	855	1,886	10,000	8,114			18.9%	
Cemetery :- Income	<u>4,773</u>	<u>17,192</u>	<u>30,000</u>	<u>12,808</u>			<u>57.3%</u>	<u>0</u>
4250 Cemetery - Grounds - R&R	9	2,967	17,780	14,813	2,240	12,573	29.3%	
4260 Cemetery - Chapels - R&R	17	17	18,878	18,861		18,861	0.1%	
4270 General Equipment	606	673	8,000	7,327	229	7,098	11.3%	
4271 General Equipment Insurance	0	134	134	0		0	99.7%	
4272 Ride on Mower Insurance	0	389	391	2		2	99.6%	
4275 Cemetery - Water Rate	0	48	110	62		62	43.2%	
4280 Cemetery - Electricity	199	1,016	2,800	1,784		1,784	36.3%	
4285 Cemetery - Insurance	0	469	471	2		2	99.5%	
Cemetery :- Indirect Expenditure	<u>831</u>	<u>5,712</u>	<u>48,564</u>	<u>42,852</u>	<u>2,469</u>	<u>40,383</u>	<u>16.8%</u>	<u>0</u>
Net Income over Expenditure	<u>3,942</u>	<u>11,481</u>	<u>(18,564)</u>	<u>(30,045)</u>				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
190 Cemetery Gravedigging								
1190 Cemetery Gravedigging Fees	900	4,056	0	(4,056)			0.0%	
Cemetery Gravedigging :- Income	900	4,056	0	(4,056)				0
4300 Cemetery Gravedigging Exp.	0	3,660	0	(3,660)		(3,660)	0.0%	
Cemetery Gravedigging :- Indirect Expenditure	0	3,660	0	(3,660)	0	(3,660)		0
Net Income over Expenditure	900	396	0	(396)				
200 Christmas Lights								
1230 Christmas Lights	0	0	50	50			0.0%	
Christmas Lights :- Income	0	0	50	50				0
4320 Christmas Lights	0	2,814	17,000	14,186	11,777	2,409	85.8%	
4322 Insurance re. Christmas Lights	0	75	73	(2)		(2)	102.8%	
Christmas Lights :- Indirect Expenditure	0	2,889	17,073	14,184	11,777	2,407	85.9%	0
Net Income over Expenditure	0	(2,889)	(17,023)	(14,134)				
220 Corn Hall								
4350 Corn Hall - Maint./R&R	3,370	3,845	14,500	10,655	1,157	9,498	34.5%	
4360 Corn Hall - Insurance	0	2,437	2,372	(65)		(65)	102.7%	
Corn Hall :- Indirect Expenditure	3,370	6,282	16,872	10,590	1,157	9,433	44.1%	0
Net Expenditure	(3,370)	(6,282)	(16,872)	(10,590)				
240 Council Properties								
1240 Office Rent/Service Charge	75	3,177	4,393	1,216			72.3%	
1250 Cemetery Bungalow Rent	375	1,875	4,504	2,629			41.6%	
Council Properties :- Income	450	5,052	8,897	3,845			56.8%	0
4400 Office R&R	215	1,869	4,000	2,131	329	1,802	54.9%	
4405 Office Building Maintenance	0	0	2,000	2,000		2,000	0.0%	
4410 Office Stairlift	0	0	770	770		770	0.0%	
4415 Cemetery Bungalow	0	0	760	760		760	0.0%	
4420 Electricity Testing 5 Yrly	0	0	500	500		500	0.0%	
4425 Health & Safety	147	1,307	1,500	193	115	78	94.8%	
4435 Pk Toilets Servicing	1,132	1,203	2,500	1,297		1,297	48.1%	
4445 Pk Toilets - Insurance	0	123	124	1		1	99.4%	
4450 Pk Toilet- Electricity	68	289	1,090	801		801	26.5%	
4455 Pk Toilets - B/Rates	0	1,373	2,719	1,347		1,347	50.5%	
4460 Pk Toilets - Water Rates	0	518	1,810	1,292		1,292	28.6%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4465 Mere's Mouth Toilets	0	0	4,500	4,500		4,500	0.0%	
4470 DO NOT USE	0	0	0	0		0	0.0%	92,854
4475 Staff Uniforms/Replacements	0	0	600	600		600	0.0%	
Council Properties :- Indirect Expenditure	1,562	6,682	22,873	16,191	444	15,747	31.2%	92,854
Net Income over Expenditure	(1,112)	(1,630)	(13,976)	(12,346)				
7000 plus Transfer from EMR	92,854	92,854						
Movement to/(from) Gen Reserve	91,742	91,224						
<u>260 Diss Youth & Community Centre</u>								
1260 DYCC Hire Fees	833	843	21,807	20,964			3.9%	
Diss Youth & Community Centre :- Income	833	843	21,807	20,964			3.9%	0
4500 DYCC - Electricity	202	1,900	3,906	2,006		2,006	48.7%	
4505 DYCC - Gas	31	802	783	(19)		(19)	102.4%	667
4510 DYCC - Business Rates	0	2,596	5,106	2,510		2,510	50.8%	
4515 DYCC - Water Rates	0	147	710	563		563	20.6%	
4520 Licences - Music	0	0	267	267		267	0.0%	
4525 DYCC - Insurance	0	1,024	1,020	(4)		(4)	100.4%	
4530 Annual Service Costs	400	400	2,890	2,490		2,490	13.8%	
4540 DYCC - General R&R	653	1,709	9,500	7,791		7,791	18.0%	
Diss Youth & Community Centre :- Indirect Expenditure	1,285	8,578	24,182	15,604	0	15,604	35.5%	667
Net Income over Expenditure	(452)	(7,735)	(2,375)	5,360				
7000 plus Transfer from EMR	0	667						
Movement to/(from) Gen Reserve	(452)	(7,068)						
<u>280 Administrative Overheads</u>								
4610 Council Office Business Rates	0	2,426	4,775	2,349		2,349	50.8%	
4615 Council Office - Gas	41	307	1,428	1,121		1,121	21.5%	
4620 Council Office - Electricity	83	388	1,288	900		900	30.1%	
4625 Council Office - Telephone	151	896	2,535	1,639		1,639	35.3%	
4630 Council Office - Insurance	0	832	840	8		8	99.1%	
Administrative Overheads :- Indirect Expenditure	275	4,849	10,866	6,017	0	6,017	44.6%	0
Net Expenditure	(275)	(4,849)	(10,866)	(6,017)				
<u>300 Grants</u>								
4720 General Grants	0	0	20,000	20,000		20,000	0.0%	
4730 CCTV Costs	0	0	1,000	1,000	2,385	(1,385)	238.4%	

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4755	Diss Youth Group	0	4,000	0	(4,000)		(4,000)	0.0%	
	Grants :- Indirect Expenditure	0	4,000	21,000	17,000	2,385	14,616	30.4%	0
	Net Expenditure	0	(4,000)	(21,000)	(17,000)				
<u>310</u>	<u>Highways</u>								
4785	Neighbourhood Plan	1,851	(2,801)	0	2,801	6,370	(3,569)	0.0%	21,893
	Highways :- Indirect Expenditure	1,851	(2,801)	0	2,801	6,370	(3,569)		21,893
	Net Expenditure	(1,851)	2,801	0	(2,801)				
7000	plus Transfer from EMR	1,805	9,523						
8001	less Transfer to EMR	0	12,370						
	Movement to/(from) Gen Reserve	(46)	(46)						
<u>320</u>	<u>Market</u>								
1320	Market Stallage	118	9,720	25,191	15,471			38.6%	
	Market :- Income	118	9,720	25,191	15,471			38.6%	0
4810	Market Place - Water Rates	0	13	63	50		50	21.0%	
4815	Market Place - Business Rates	0	1,397	2,750	1,353		1,353	50.8%	
4830	Market Expenditure	20	90	250	160		160	35.8%	
	Market :- Indirect Expenditure	20	1,500	3,063	1,563	0	1,563	49.0%	0
	Net Income over Expenditure	98	8,220	22,128	13,908				
<u>330</u>	<u>HTP</u>								
4745	HTP	0	490	0	(490)		(490)	0.0%	490
	HTP :- Indirect Expenditure	0	490	0	(490)	0	(490)		490
	Net Expenditure	0	(490)	0	490				
7000	plus Transfer from EMR	0	490						
	Movement to/(from) Gen Reserve	0	0						
<u>340</u>	<u>Promotion</u>								
4840	Promotion	382	427	1,400	973	415	558	60.1%	
4845	Website/Intranet Hosting/Maint	10	924	400	(524)		(524)	230.9%	
	Promotion :- Indirect Expenditure	392	1,350	1,800	450	415	35	98.1%	0
	Net Expenditure	(392)	(1,350)	(1,800)	(450)				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>360 Precept</u>								
1076 Precept	0	280,274	0	(280,274)			0.0%	
Precept :- Income	0	280,274	0	(280,274)				0
Net Income	0	280,274	0	(280,274)				
<u>370 General Expenditure</u>								
4600 Town Mayor's Allowance	0	0	1,485	1,485		1,485	0.0%	
4605 Ccl Members' Allowance & Exp	0	0	2,400	2,400		2,400	0.0%	
4635 Subscriptions	36	1,157	1,861	704		704	62.2%	
4640 Audit	0	445	2,500	2,055		2,055	17.8%	
4645 Training	50	755	3,000	2,245		2,245	25.2%	
4646 Liability Insurance	0	4,282	4,310	28		28	99.4%	
4651 Meeting Room Hire	0	0	1,500	1,500		1,500	0.0%	
4652 External Meeting Room	0	0	150	150		150	0.0%	
4655 Printing/Staty/Equip	524	4,028	13,100	9,072		9,072	30.7%	
4660 Postage	0	86	500	414		414	17.3%	
4665 Wages - General Admin.	12,728	58,722	178,949	120,227		120,227	32.8%	
4666 Wages - General Maint.	12,799	59,064	136,524	77,460		77,460	43.3%	819
4667 Staff Mileage	4	150	150	(0)		(0)	100.2%	
4670 NI/PAYE/Pension	0	0	0	(0)		(0)	0.0%	
4675 Legal/Financial/Prof fees	0	1,500	3,500	2,000		2,000	42.9%	1,500
4680 Vacancy Advert	0	0	50	50		50	0.0%	
4690 HR Support	0	113	1,300	1,188		1,188	8.7%	
4992 Annual Town Meeting	0	0	425	425		425	0.0%	
General Expenditure :- Indirect Expenditure	26,141	130,302	351,704	221,402	0	221,402	37.0%	2,319
Net Expenditure	(26,141)	(130,302)	(351,704)	(221,402)				
7000 plus Transfer from EMR	819	2,319						
Movement to/(from) Gen Reserve	(25,322)	(127,983)						
<u>375 Rechargeable</u>								
1280 Rechargeable Exp. Refunded	1,281	1,699	0	(1,699)			0.0%	
Rechargeable :- Income	1,281	1,699	0	(1,699)				0
4685 Rechargeable Expenditure	0	2,355	0	(2,355)	260	(2,615)	0.0%	
4686 Wages-Rechargeable Expenditure	59	297	0	(297)		(297)	0.0%	
Rechargeable :- Indirect Expenditure	59	2,652	0	(2,652)	260	(2,912)		0
Net Income over Expenditure	1,222	(954)	0	954				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>380 S 137</u>								
4870 S 137 - Expenditure	0	0	30	30		30	0.0%	
S 137 :- Indirect Expenditure	0	0	30	30	0	30		0
Net Expenditure	0	0	(30)	(30)				
<u>400 Sports Ground</u>								
1400 Sports Ground Hire Fees	0	555	8,725	8,170			6.4%	
Sports Ground :- Income	0	555	8,725	8,170			6.4%	0
4905 Floodlights - R&R	0	0	1,000	1,000		1,000	0.0%	
4915 General Sports Ground Maint.	2,565	2,725	2,905	180	125	55	98.1%	
4920 Ground Maintenance	182	545	5,104	4,560	1,383	3,177	37.8%	
4930 Sports Grnd-Water Rate	0	68	553	485		485	12.2%	
4935 Sports Ground - Electricity	245	1,406	2,988	1,582		1,582	47.1%	
4940 Sports Ground - Phone	12	72	561	489		489	12.8%	
4945 Sports Ground - Insurance	0	1,258	1,225	(33)		(33)	102.7%	
4955 Skateboard Pk - Insurance/Insp	0	472	459	(13)		(13)	102.7%	
Sports Ground :- Indirect Expenditure	3,004	6,544	14,795	8,251	1,508	6,743	54.4%	0
Net Income over Expenditure	(3,004)	(5,989)	(6,070)	(81)				
<u>420 Events</u>								
4760 Royal British Legion	0	0	800	800		800	0.0%	
4991 Other Events	0	0	450	450		450	0.0%	
4995 Communication Strategy	0	0	1,000	1,000		1,000	0.0%	
Events :- Indirect Expenditure	0	0	2,250	2,250	0	2,250	0.0%	0
Net Expenditure	0	0	(2,250)	(2,250)				
<u>425 Christmas Switch on Event</u>								
1235 Christmas Switch On Income	0	0	500	500			0.0%	
Christmas Switch on Event :- Income	0	0	500	500			0.0%	0
4990 Christmas Switch on Event	0	0	1,250	1,250		1,250	0.0%	
Christmas Switch on Event :- Indirect Expenditure	0	0	1,250	1,250	0	1,250	0.0%	0
Net Income over Expenditure	0	0	(750)	(750)				
<u>430 Carnival</u>								
1435 Carnival Income	0	51	9,305	9,254			0.5%	
Carnival :- Income	0	51	9,305	9,254			0.5%	0

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4996 Carnival	0	59	9,231	9,172		9,172	0.6%	
Carnival :- Indirect Expenditure	0	59	9,231	9,172	0	9,172	0.6%	0
Net Income over Expenditure	0	(8)	74	82				
<u>440 Town Mayor's Charity</u>								
1440 Town Mayor's Charity	0	30	1,500	1,470			2.0%	
Town Mayor's Charity :- Income	0	30	1,500	1,470			2.0%	0
Net Income	0	30	1,500	1,470				
<u>460 CIL</u>								
1460 CIL - CIL Income	0	2,008	0	(2,008)			0.0%	
CIL :- Income	0	2,008	0	(2,008)				0
5000 CIL - Expenditure	0	(5,780)	0	5,780	7,910	(2,130)	0.0%	
CIL :- Indirect Expenditure	0	(5,780)	0	5,780	7,910	(2,130)		0
Net Income over Expenditure	0	7,788	0	(7,788)				
<u>470 Streetlighting</u>								
4970 Streetlighting	92,854	95,360	14,500	(80,860)	14,022	(94,882)	754.4%	
Streetlighting :- Indirect Expenditure	92,854	95,360	14,500	(80,860)	14,022	(94,882)	754.4%	0
Net Expenditure	(92,854)	(95,360)	(14,500)	80,860				
<u>900 Reserves</u>								
9000 Earmarked Reserve Expenditure	0	740	0	(740)	5,600	(6,340)	0.0%	
Reserves :- Indirect Expenditure	0	740	0	(740)	5,600	(6,340)		0
Net Expenditure	0	(740)	0	740				
Grand Totals:- Income	8,898	327,361	114,693	(212,668)			285.4%	
Expenditure	135,451	284,957	675,241	390,284	82,447	307,837	54.4%	
Net Income over Expenditure	(126,552)	42,404	(560,548)	(602,952)				
plus Transfer from EMR	95,508	105,914						
less Transfer to EMR	0	12,370						
Movement to/(from) Gen Reserve	(31,044)	135,948						

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Diss Town Council

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Detailed Income & Expenditure by Budget Heading 01/08/2020

Month No: 4

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100	Agency Services								
1000	Agency Services Income	0	3,119	3,044	(75)			102.5%	
	Agency Services :- Income	0	3,119	3,044	(75)			102.5%	0
4000	NCC Grasscutting	19	46	400	354		354	11.6%	
	Agency Services :- Indirect Expenditure	19	46	400	354	0	354	11.6%	0
	Net Income over Expenditure	(19)	3,073	2,644	(429)				
120	Allotments								
1120	Allotment Rent	0	0	462	462			0.0%	
	Allotments :- Income	0	0	462	462			0.0%	0
4020	Allotments - Insurance	0	26	26	0		0	98.8%	
	Allotments :- Indirect Expenditure	0	26	26	0	0	0	98.8%	0
	Net Income over Expenditure	0	(26)	436	462				
140	Amenities								
1140	Amenities Income	49	1,595	4,212	2,617			37.9%	
	Amenities :- Income	49	1,595	4,212	2,617			37.9%	0
4040	Gardens/Floral Scheme	0	312	1,000	688	759	(71)	107.1%	
4060	Town/Park - R&R	1,797	2,484	27,000	24,516	10,080	14,435	46.5%	30
4061	Play Equipment R&R	120	(2,596)	2,000	4,596	1,359	3,237	(61.9%)	
4062	Boardwalk Maintenance	197	460	2,000	1,540		1,540	23.0%	
4065	Van Replacement	0	0	2,000	2,000		2,000	0.0%	
4070	Van x 2 Running Costs	188	417	3,500	3,084	7	3,076	12.1%	
4071	Van Insurance	0	1,024	1,019	(5)		(5)	100.5%	
4075	Tree Management	240	470	9,000	8,530	1,250	7,280	19.1%	
4085	Closed Churchyard - R&R	0	4	6,000	5,996		5,996	0.1%	
4090	Manorial Rights - R&R	0	0	500	500		500	0.0%	
4091	Duck Pellets	0	217	0	(217)		(217)	0.0%	
4095	Mere - Water/drainage	0	(225)	0	225		225	0.0%	
4101	Mere - Fountain Electricity	186	876	3,500	2,624		2,624	25.0%	
4102	Mere Fountain/Kiosk -Insurance	0	146	148	2		2	98.6%	
4110	Park - Water Rates	0	0	50	50		50	0.0%	
4115	Park - Electricity	42	193	650	457		457	29.6%	
4120	Mere's Mouth - Rent	0	100	100	0		0	100.0%	
4125	Mere's Mouth - Business Rates	0	212	420	208		208	50.5%	
4135	Mere's Mouth (resurfacing)	0	0	0	0	15,020	(15,020)	0.0%	
4140	Park - Insurance	0	1,658	1,767	109		109	93.8%	
	Amenities :- Indirect Expenditure	2,770	5,751	60,654	54,903	28,476	26,427	56.4%	30
	Net Income over Expenditure	(2,721)	(4,156)	(56,442)	(52,286)				
7000	plus Transfer from EMR	0	30						

Continued over page

Detailed Income & Expenditure by Budget Heading 01/08/2020

Month No: 4

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	(2,721)	(4,126)						
<u>150 Bank Interest</u>								
1090 Interest Received	211	624	1,000	376			62.4%	
Bank Interest :- Income	211	624	1,000	376			62.4%	0
4202 Bank Charges	20	80	300	220		220	26.7%	
Bank Interest :- Indirect Expenditure	20	80	300	220	0	220	26.7%	0
Net Income over Expenditure	191	544	700	156				
<u>160 Capital Expenditure</u>								
4200 Capital Expenditure	0	2,179	53,808	51,629		51,629	4.0%	
Capital Expenditure :- Indirect Expenditure	0	2,179	53,808	51,629	0	51,629	4.0%	0
Net Expenditure	0	(2,179)	(53,808)	(51,629)				
<u>180 Cemetery</u>								
1180 Cemetery Interment/Chapel Fees	1,561	11,388	20,000	8,612			56.9%	
1185 Cemetery Memorial Fees	90	1,031	10,000	8,969			10.3%	
Cemetery :- Income	1,651	12,419	30,000	17,581			41.4%	0
4250 Cemetery - Grounds - R&R	1,874	2,958	17,780	14,822	2,240	12,582	29.2%	
4260 Cemetery - Chapels - R&R	0	0	18,878	18,878	5	18,873	0.0%	
4270 General Equipment	67	67	8,000	7,933	244	7,690	3.9%	
4271 General Equipment Insurance	0	134	134	0		0	99.7%	
4272 Ride on Mower Insurance	0	389	391	2		2	99.6%	
4275 Cemetery - Water Rate	30	48	110	62		62	43.2%	
4280 Cemetery - Electricity	128	817	2,800	1,983		1,983	29.2%	
4285 Cemetery - Insurance	0	469	471	2		2	99.5%	
Cemetery :- Indirect Expenditure	2,099	4,881	48,564	43,683	2,489	41,195	15.2%	0
Net Income over Expenditure	(448)	7,538	(18,564)	(26,102)				
<u>190 Cemetery Gravedigging</u>								
1190 Cemetery Gravedigging Fees	440	3,156	0	(3,156)			0.0%	
Cemetery Gravedigging :- Income	440	3,156	0	(3,156)				0
4300 Cemetery Gravedigging Exp.	1,560	3,660	0	(3,660)		(3,660)	0.0%	
Cemetery Gravedigging :- Indirect Expenditure	1,560	3,660	0	(3,660)	0	(3,660)		0
Net Income over Expenditure	(1,120)	(505)	0	505				

Detailed Income & Expenditure by Budget Heading 01/08/2020

Month No: 4

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
200 Christmas Lights								
1230 Christmas Lights	0	0	50	50			0.0%	
Christmas Lights :- Income	0	0	50	50				0
4320 Christmas Lights	2,814	2,814	17,000	14,186	11,777	2,409	85.8%	
4322 Insurance re. Christmas Lights	0	75	73	(2)		(2)	102.8%	
Christmas Lights :- Indirect Expenditure	2,814	2,889	17,073	14,184	11,777	2,407	85.9%	0
Net Income over Expenditure	(2,814)	(2,889)	(17,023)	(14,134)				
220 Corn Hall								
4350 Corn Hall - Maint./R&R	1,768	475	14,500	14,025	1,377	12,648	12.8%	
4360 Corn Hall - Insurance	0	2,437	2,372	(65)		(65)	102.7%	
Corn Hall :- Indirect Expenditure	1,768	2,912	16,872	13,960	1,377	12,583	25.4%	0
Net Expenditure	(1,768)	(2,912)	(16,872)	(13,960)				
240 Council Properties								
1240 Office Rent/Service Charge	1,546	3,102	4,393	1,291			70.6%	
1250 Cemetery Bungalow Rent	375	1,500	4,504	3,004			33.3%	
Council Properties :- Income	1,921	4,602	8,897	4,295			51.7%	0
4400 Office R&R	892	1,653	4,000	2,347	504	1,842	53.9%	
4405 Office Building Maintenance	0	0	2,000	2,000		2,000	0.0%	
4410 Office Stairlift	0	0	770	770		770	0.0%	
4415 Cemetery Bungalow	0	0	760	760		760	0.0%	
4420 Electricity Testing 5 Yrly	0	0	500	500		500	0.0%	
4425 Health & Safety	757	1,160	1,500	340	115	226	85.0%	
4435 Pk Toilets Servicing	81	71	2,500	2,429		2,429	2.8%	
4445 Pk Toilets - Insurance	0	123	124	1		1	99.4%	
4450 Pk Toilet- Electricity	48	221	1,090	869		869	20.3%	
4455 Pk Toilets - B/Rates	0	1,373	2,719	1,347		1,347	50.5%	
4460 Pk Toilets - Water Rates	518	518	1,810	1,292		1,292	28.6%	
4465 Mere's Mouth Toilets	0	0	4,500	4,500		4,500	0.0%	
4475 Staff Uniforms/Replacements	0	0	600	600		600	0.0%	
Council Properties :- Indirect Expenditure	2,297	5,120	22,873	17,753	619	17,134	25.1%	0
Net Income over Expenditure	(376)	(518)	(13,976)	(13,458)				
260 Diss Youth & Community Centre								
1260 DYCC Hire Fees	0	10	21,807	21,797			0.0%	
Diss Youth & Community Centre :- Income	0	10	21,807	21,797			0.0%	0

Detailed Income & Expenditure by Budget Heading 01/08/2020

Month No: 4

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4500 DYCC - Electricity	250	1,699	3,906	2,207		2,207	43.5%	
4505 DYCC - Gas	34	771	783	12		12	98.5%	667
4510 DYCC - Business Rates	0	2,596	5,106	2,510		2,510	50.8%	
4515 DYCC - Water Rates	147	147	710	563		563	20.6%	
4520 Licences - Music	0	0	267	267		267	0.0%	
4525 DYCC - Insurance	0	1,024	1,020	(4)		(4)	100.4%	
4530 Annual Service Costs	0	0	2,890	2,890	135	2,755	4.7%	
4540 DYCC - General R&R	441	1,056	9,500	8,444	550	7,894	16.9%	
Diss Youth & Community Centre :- Indirect Expenditure	872	7,293	24,182	16,889	685	16,204	33.0%	667
Net Income over Expenditure	(872)	(7,283)	(2,375)	4,908				
7000 plus Transfer from EMR	0	667						
Movement to/(from) Gen Reserve	(872)	(6,616)						
<u>280 Administrative Overheads</u>								
4610 Council Office Business Rates	0	2,426	4,775	2,349		2,349	50.8%	
4615 Council Office - Gas	42	266	1,428	1,162		1,162	18.6%	
4620 Council Office - Electricity	58	305	1,288	983		983	23.7%	
4625 Council Office - Telephone	82	745	2,535	1,790		1,790	29.4%	
4630 Council Office - Insurance	0	832	840	8		8	99.1%	
Administrative Overheads :- Indirect Expenditure	182	4,574	10,866	6,292	0	6,292	42.1%	0
Net Expenditure	(182)	(4,574)	(10,866)	(6,292)				
<u>300 Grants</u>								
4720 General Grants	0	0	20,000	20,000		20,000	0.0%	
4730 CCTV Costs	0	0	1,000	1,000	2,385	(1,385)	238.4%	
4755 Diss Youth Group	0	4,000	0	(4,000)		(4,000)	0.0%	
Grants :- Indirect Expenditure	0	4,000	21,000	17,000	2,385	14,616	30.4%	0
Net Expenditure	0	(4,000)	(21,000)	(17,000)				
<u>310 Highways</u>								
4785 Neighbourhood Plan	(6,665)	(4,651)	0	4,651	6,370	(1,719)	0.0%	20,089
Highways :- Indirect Expenditure	(6,665)	(4,651)	0	4,651	6,370	(1,719)		20,089
Net Expenditure	6,665	4,651	0	(4,651)				
7000 plus Transfer from EMR	3,205	7,719						
8001 less Transfer to EMR	9,870	12,370						
Movement to/(from) Gen Reserve	0	0						

Detailed Income & Expenditure by Budget Heading 01/08/2020

Month No: 4

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>320</u>	<u>Market</u>								
1320	Market Stallage	4,273	9,603	25,191	15,588			38.1%	
	Market :- Income	<u>4,273</u>	<u>9,603</u>	<u>25,191</u>	<u>15,588</u>			<u>38.1%</u>	<u>0</u>
4810	Market Place - Water Rates	13	13	63	50		50	21.0%	
4815	Market Place - Business Rates	0	1,397	2,750	1,353		1,353	50.8%	
4830	Market Expenditure	16	70	250	180		180	27.9%	
	Market :- Indirect Expenditure	<u>29</u>	<u>1,480</u>	<u>3,063</u>	<u>1,583</u>	<u>0</u>	<u>1,583</u>	<u>48.3%</u>	<u>0</u>
	Net Income over Expenditure	<u>4,243</u>	<u>8,122</u>	<u>22,128</u>	<u>14,006</u>				
<u>330</u>	<u>HTP</u>								
4745	HTP	0	490	0	(490)		(490)	0.0%	490
	HTP :- Indirect Expenditure	<u>0</u>	<u>490</u>	<u>0</u>	<u>(490)</u>	<u>0</u>	<u>(490)</u>		<u>490</u>
	Net Expenditure	<u>0</u>	<u>(490)</u>	<u>0</u>	<u>490</u>				
7000	plus Transfer from EMR	0	490						
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>						
<u>340</u>	<u>Promotion</u>								
4840	Promotion	0	45	1,400	1,355	415	940	32.9%	
4845	Website/Intranet Hosting/Maint	18	914	400	(514)		(514)	228.4%	
	Promotion :- Indirect Expenditure	<u>18</u>	<u>958</u>	<u>1,800</u>	<u>842</u>	<u>415</u>	<u>427</u>	<u>76.3%</u>	<u>0</u>
	Net Expenditure	<u>(18)</u>	<u>(958)</u>	<u>(1,800)</u>	<u>(842)</u>				
<u>360</u>	<u>Precept</u>								
1076	Precept	0	280,274	0	(280,274)			0.0%	
	Precept :- Income	<u>0</u>	<u>280,274</u>	<u>0</u>	<u>(280,274)</u>				<u>0</u>
	Net Income	<u>0</u>	<u>280,274</u>	<u>0</u>	<u>(280,274)</u>				
<u>370</u>	<u>General Expenditure</u>								
4600	Town Mayor's Allowance	0	0	1,485	1,485		1,485	0.0%	
4605	Ccl Members' Allowance & Exp	0	0	2,400	2,400		2,400	0.0%	
4635	Subscriptions	30	1,121	1,861	740		740	60.2%	
4640	Audit	0	445	2,500	2,055		2,055	17.8%	
4645	Training	0	705	3,000	2,295		2,295	23.5%	
4646	Liability Insurance	0	4,282	4,310	28		28	99.4%	
4651	Meeting Room Hire	0	0	1,500	1,500		1,500	0.0%	

Detailed Income & Expenditure by Budget Heading 01/08/2020

Month No: 4

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4652 External Meeting Room	0	0	150	150		150	0.0%	
4655 Printing/Staty/Equip	461	3,504	13,100	9,596		9,596	26.7%	
4660 Postage	83	86	500	414		414	17.3%	
4665 Wages - General Admin.	9,429	45,994	178,949	132,955		132,955	25.7%	
4666 Wages - General Maint.	13,793	46,264	136,524	90,260		90,260	33.9%	
4667 Staff Mileage	58	147	150	3		3	97.8%	
4670 NI/PAYE/Pension	0	0	0	(0)		(0)	0.0%	
4675 Legal/Financial/Prof fees	0	1,500	3,500	2,000		2,000	42.9%	1,500
4680 Vacancy Advert	0	0	50	50		50	0.0%	
4690 HR Support	0	113	1,300	1,188		1,188	8.7%	
4992 Annual Town Meeting	0	0	425	425		425	0.0%	
General Expenditure :- Indirect Expenditure	23,854	104,161	351,704	247,543	0	247,543	29.6%	1,500
Net Expenditure	(23,854)	(104,161)	(351,704)	(247,543)				
7000 plus Transfer from EMR	0	1,500						
Movement to/(from) Gen Reserve	(23,854)	(102,661)						
<u>375 Rechargeable</u>								
1280 Rechargeable Exp. Refunded	29	418	0	(418)			0.0%	
Rechargeable :- Income	29	418	0	(418)				0
4685 Rechargeable Expenditure	2,284	2,355	0	(2,355)	260	(2,615)	0.0%	
4686 Wages-Rechargeable Expenditure	59	237	0	(237)		(237)	0.0%	
Rechargeable :- Indirect Expenditure	2,344	2,593	0	(2,593)	260	(2,853)		0
Net Income over Expenditure	(2,314)	(2,175)	0	2,175				
<u>380 S 137</u>								
4870 S 137 - Expenditure	0	0	30	30		30	0.0%	
S 137 :- Indirect Expenditure	0	0	30	30	0	30		0
Net Expenditure	0	0	(30)	(30)				
<u>400 Sports Ground</u>								
1400 Sports Ground Hire Fees	225	555	8,725	8,170			6.4%	
Sports Ground :- Income	225	555	8,725	8,170			6.4%	0
4905 Floodlights - R&R	0	0	1,000	1,000		1,000	0.0%	
4915 General Sports Ground Maint.	100	160	2,905	2,745	2,398	347	88.1%	
4920 Ground Maintenance	180	362	5,104	4,742	1,383	3,359	34.2%	
4930 Sports Grnd-Water Rate	68	68	553	485		485	12.2%	

Detailed Income & Expenditure by Budget Heading 01/08/2020

Month No: 4

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4935 Sports Ground - Electricity	167	1,161	2,988	1,827		1,827	38.9%	
4940 Sports Ground - Phone	12	60	561	501		501	10.7%	
4945 Sports Ground - Insurance	0	1,258	1,225	(33)		(33)	102.7%	
4955 Skateboard Pk - Insurance/Insp	0	472	459	(13)		(13)	102.7%	
Sports Ground :- Indirect Expenditure	527	3,540	14,795	11,255	3,781	7,474	49.5%	0
Net Income over Expenditure	(302)	(2,985)	(6,070)	(3,085)				
<u>420 Events</u>								
4760 Royal British Legion	0	0	800	800		800	0.0%	
4991 Other Events	0	0	450	450		450	0.0%	
4995 Communication Strategy	0	0	1,000	1,000		1,000	0.0%	
Events :- Indirect Expenditure	0	0	2,250	2,250	0	2,250	0.0%	0
Net Expenditure	0	0	(2,250)	(2,250)				
<u>425 Christmas Switch on Event</u>								
1235 Christmas Switch On Income	0	0	500	500			0.0%	
Christmas Switch on Event :- Income	0	0	500	500			0.0%	0
4990 Christmas Switch on Event	0	0	1,250	1,250		1,250	0.0%	
Christmas Switch on Event :- Indirect Expenditure	0	0	1,250	1,250	0	1,250	0.0%	0
Net Income over Expenditure	0	0	(750)	(750)				
<u>430 Carnival</u>								
1435 Carnival Income	0	51	9,305	9,254			0.5%	
Carnival :- Income	0	51	9,305	9,254			0.5%	0
4996 Carnival	0	59	9,231	9,172		9,172	0.6%	
Carnival :- Indirect Expenditure	0	59	9,231	9,172	0	9,172	0.6%	0
Net Income over Expenditure	0	(8)	74	82				
<u>440 Town Mayor's Charity</u>								
1440 Town Mayor's Charity	0	30	1,500	1,470			2.0%	
Town Mayor's Charity :- Income	0	30	1,500	1,470			2.0%	0
Net Income	0	30	1,500	1,470				

Detailed Income & Expenditure by Budget Heading 01/08/2020

Month No: 4

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>460</u>	<u>CIL</u>								
1460	CIL - CIL Income	0	2,008	0	(2,008)			0.0%	
	CIL :- Income	<u>0</u>	<u>2,008</u>	<u>0</u>	<u>(2,008)</u>				<u>0</u>
5000	CIL - Expenditure	0	(5,780)	0	5,780	7,910	(2,130)	0.0%	
	CIL :- Indirect Expenditure	<u>0</u>	<u>(5,780)</u>	<u>0</u>	<u>5,780</u>	<u>7,910</u>	<u>(2,130)</u>		<u>0</u>
	Net Income over Expenditure	<u>0</u>	<u>7,788</u>	<u>0</u>	<u>(7,788)</u>				
<u>470</u>	<u>Streetlighting</u>								
4970	Streetlighting	2,506	2,506	14,500	11,994	14,022	(2,028)	114.0%	
	Streetlighting :- Indirect Expenditure	<u>2,506</u>	<u>2,506</u>	<u>14,500</u>	<u>11,994</u>	<u>14,022</u>	<u>(2,028)</u>	<u>114.0%</u>	<u>0</u>
	Net Expenditure	<u>(2,506)</u>	<u>(2,506)</u>	<u>(14,500)</u>	<u>(11,994)</u>				
<u>900</u>	<u>Reserves</u>								
9000	Earmarked Reserve Expenditure	740	740	0	(740)	5,600	(6,340)	0.0%	
	Reserves :- Indirect Expenditure	<u>740</u>	<u>740</u>	<u>0</u>	<u>(740)</u>	<u>5,600</u>	<u>(6,340)</u>		<u>0</u>
	Net Expenditure	<u>(740)</u>	<u>(740)</u>	<u>0</u>	<u>740</u>				
<hr/>									
	Grand Totals:- Income	8,799	318,463	114,693	(203,770)			277.7%	
	Expenditure	37,753	149,506	675,241	525,735	86,165	439,570	34.9%	
	Net Income over Expenditure	<u>(28,954)</u>	<u>168,956</u>	<u>(560,548)</u>	<u>(729,504)</u>				
	plus Transfer from EMR	3,205	10,405						
	less Transfer to EMR	9,870	12,370						
	Movement to/(from) Gen Reserve	<u>(35,619)</u>	<u>166,992</u>						

Item 6c i

SUMMARY REPORT OF EARMARKED RESERVES 2020-21

Committee			EMR	Balance as at 1st April 2019	Less: Actual Year to date Expense	Balance	Add: Year to date receipts	Balance as at 31st August 2020
1	Executive	By-election	By-election costs	£ 5,000		£ 5,000		£ 5,000
2	Executive	Communications	Communication Strategy	£ 693		£ 693		£ 693
3	Executive	Events	Events	£ 1,329		£ 1,329		£ 1,329
4	Executive	Events	Christmas Lights switch on	£ -		£ -		£ -
5	Executive	Events	Carnival	£ 8,671		£ 8,671		£ 8,671
6	Executive	Legal	Legal/Financial Liabilities/VAT Advice	£ 4,542	£ 1,500	£ 3,042		£ 3,042
7	Executive	Staffing	Training/conference expenses	£ 6,690		£ 6,690		£ 6,690
8	Executive	Staffing	Wages- General Admin/General allocation	£ 17,154	£ 819	£ 16,334		£ 16,334
9	Executive	Staffing	HR Support	£ 2,000		£ 2,000		£ 2,000
10	Executive	Staffing	Staff support	£ 2,723		£ 2,723		£ 2,723
12	Facilities	Cemetery	Cem Roads, Cem Monuments	£ 4,836		£ 4,836		£ 4,836
13	Facilities	Cemetery	Cemetery Chapels	£ 29,124		£ 29,124		£ 29,124
14	Facilities	Corn Hall	Corn Hall	£ 6,054		£ 6,054		£ 6,054
15	Facilities	Council Offices	Office Equipment	£ 273		£ 273		£ 273
16	Facilities	Council Offices	Council office	£ 11,919		£ 11,919		£ 11,919
17	Facilities	Council Offices	Building maintenance	£ 5,000		£ 5,000		£ 5,000
18	Facilities	DYCC	Van Replacement	£ -		£ -		£ -
19	Facilities	DYCC	Maintenance workshop	£ 4,287		£ 4,287		£ 4,287
20	Facilities	DYCC	General Equipment	£ 10,619		£ 10,619		£ 10,619
21	Facilities	DYCC	DYCC Grant received	£ 1,435		£ 1,435		£ 1,435
22	Facilities	DYCC	DYCC	£ 3,556	£ 666	£ 2,890		£ 2,890
23	Facilities	Market	Maintenance Market	£ 10,143		£ 10,143		£ 10,143
24	Facilities	Mere	Mere water drainage	£ 5,325		£ 5,325		£ 5,325
25	Facilities	Mere	Boardwalk	£ 5,777		£ 5,777		£ 5,777
27	Facilities	Mere	Maintenance Mere's Mouth (Resurfacing)	£ 7,000		£ 7,000		£ 7,000
28	Facilities	Mere	Mere Fountain	£ 6,318		£ 6,318		£ 6,318
29	Facilities	Mere	Mere's Mouth Toilets	£ 11,000		£ 11,000		£ 11,000
30	Facilities	Park	Park Improvements/General	£ 3,920		£ 3,920		£ 3,920
31	Facilities	Park	Town & Park	£ 3,017		£ 3,017		£ 3,017
32	Facilities	Park	Play Equipment	£ 10,606		£ 10,606		£ 10,606
33	Facilities	Park	Park Toilets	£ 22,978		£ 22,978		£ 22,978
34	Facilities	SPG	Athletics maintenance	£ 11,931		£ 11,931		£ 11,931
35	Facilities	SPG	SPG Floodlights	£ 3,500		£ 3,500		£ 3,500
36	Facilities	SPG	SPG Pav maintenance	£ 3,920		£ 3,920		£ 3,920
37	Facilities	SPG	SPG - Skateboard Park	£ 5,000		£ 5,000		£ 5,000
38	Facilities	St Marys Churchyard	Closed churchyard repairs	£ 20,855		£ 20,855		£ 20,855

Committee			EMR	Balance as at 1st April 2019	Less: Actual Year to date Expense	Balance	Add: Year to date receipts	Balance as at 31st August 2020
39	Facilities	The Entry	The Entry resurfacing	£ 1,631		£ 1,631		£ 1,631
40	Facilities	Facilities	Tree Management	£ 11,180		£ 11,180		£ 11,180
44	HTP	HTP	HTP	£ 10,358	£ 490	£ 9,868		£ 9,868
41	Infrastructure	Infrastructure	Bus Shelters maintenance	£ 16,081	£ 30	£ 16,051		£ 16,051
45	Infrastructure	Infrastructure	Streetlights	£ 302,300	£ 92,854	£ 209,446		£ 209,446
46	Infrastructure	Infrastructure	Community Infrastructure Levy (CIL)	£ 52,594		£ 52,594		£ 52,594
48	Infrastructure	Infrastructure	CCTV	£ 7,867		£ 7,867		£ 7,867
49	Infrastructure	Infrastructure	D&D Neighbourhood Plan	£ 10,483	£ 9,523	£ 960	£ 12,370	£ 13,330
			TOTAL	£ 669,688	£ 105,883	£ 563,805	£ 12,370	£ 576,175

	Balance 2019	YTD Balance	Remaining Funds
Facilities	£221,204.07	£220,537.76	99.70%
HTP	£10,358.40	£9,868.40	95.27%
Infrastructure	£389,325.36	£299,287.46	76.87%
Executive	£48,800.59	£46,481.41	95.25%
TOTAL	£669,688.42	£576,175.03	86.04%

As per Balance Sheet July 2020	Current Year	£ 50,341.00
	General Reserves	£ 325,430.00
	EMR	£ 576,145.00
	Total Funds	£ 951,916.00

	Streetlighting Funds Breakdown	
	Capital Reserves (ring fenced)	£ 204,445.59
	EMR General	£ 5,000.00
		£ 209,445.59

Item 6c ii

SUMMARY REPORT OF EARMARKED RESERVES 2020-21

Committee			EMR	Balance as at 1st April 2019	Less: Actual Year to date Expense	Balance	Add: Year to date receipts	Balance as at 31st July 2020
1	Executive	By-election	By-election costs	£ 5,000		£ 5,000		£ 5,000
2	Executive	Communications	Communication Strategy	£ 693		£ 693		£ 693
3	Executive	Events	Events	£ 1,329		£ 1,329		£ 1,329
4	Executive	Events	Christmas Lights switch on	£ -		£ -		£ -
5	Executive	Events	Carnival	£ 8,671		£ 8,671		£ 8,671
6	Executive	Legal	Legal/Financial Liabilities/VAT Advice	£ 4,542	£ 1,500	£ 3,042		£ 3,042
7	Executive	Staffing	Training/conference expenses	£ 6,690		£ 6,690		£ 6,690
8	Executive	Staffing	Wages- General Admin/General allocation	£ 17,154		£ 17,154		£ 17,154
9	Executive	Staffing	HR Support	£ 2,000		£ 2,000		£ 2,000
10	Executive	Staffing	Staff support	£ 2,723		£ 2,723		£ 2,723
12	Facilities	Cemetery	Cem Roads, Cem Monuments	£ 4,836		£ 4,836		£ 4,836
13	Facilities	Cemetery	Cemetery Chapels	£ 29,124		£ 29,124		£ 29,124
14	Facilities	Corn Hall	Corn Hall	£ 6,054		£ 6,054		£ 6,054
15	Facilities	Council Offices	Office Equipment	£ 273		£ 273		£ 273
16	Facilities	Council Offices	Council office	£ 11,919		£ 11,919		£ 11,919
17	Facilities	Council Offices	Building maintenance	£ 5,000		£ 5,000		£ 5,000
18	Facilities	DYCC	Van Replacement	£ -		£ -		£ -
19	Facilities	DYCC	Maintenance workshop	£ 4,287		£ 4,287		£ 4,287
20	Facilities	DYCC	General Equipment	£ 10,619		£ 10,619		£ 10,619
21	Facilities	DYCC	DYCC Grant received	£ 1,435		£ 1,435		£ 1,435
22	Facilities	DYCC	DYCC	£ 3,556	£ 666	£ 2,890		£ 2,890
23	Facilities	Market	Maintenance Market	£ 10,143		£ 10,143		£ 10,143
24	Facilities	Mere	Mere water drainage	£ 5,325		£ 5,325		£ 5,325
25	Facilities	Mere	Boardwalk	£ 5,777		£ 5,777		£ 5,777
27	Facilities	Mere	Maintenance Mere's Mouth (Resurfacing)	£ 7,000		£ 7,000		£ 7,000
28	Facilities	Mere	Mere Fountain	£ 6,318		£ 6,318		£ 6,318
29	Facilities	Mere	Mere's Mouth Toilets	£ 11,000		£ 11,000		£ 11,000
30	Facilities	Park	Park Improvements/General	£ 3,920		£ 3,920		£ 3,920
31	Facilities	Park	Town & Park	£ 3,017		£ 3,017		£ 3,017
32	Facilities	Park	Play Equipment	£ 10,606		£ 10,606		£ 10,606
33	Facilities	Park	Park Toilets	£ 22,978		£ 22,978		£ 22,978
34	Facilities	SPG	Athletics maintenance	£ 11,931		£ 11,931		£ 11,931
35	Facilities	SPG	SPG Floodlights	£ 3,500		£ 3,500		£ 3,500
36	Facilities	SPG	SPG Pav maintenance	£ 3,920		£ 3,920		£ 3,920
37	Facilities	SPG	SPG - Skateboard Park	£ 5,000		£ 5,000		£ 5,000
38	Facilities	St Marys Churchyard	Closed churchyard repairs	£ 20,855		£ 20,855		£ 20,855

Committee			EMR	Balance as at 1st April 2019	Less: Actual Year to date Expense	Balance	Add: Year to date receipts	Balance as at 31st July 2020
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40	Facilities	Facilities	Tree Management	£ 11,180		£ 11,180		£ 11,180
44	HTP	HTP	HTP	£ 10,358	£ 490	£ 9,868		£ 9,868
41	Infrastructure	Infrastructure	Bus Shelters maintenance	£ 16,081	£ 30	£ 16,051		£ 16,051
45	Infrastructure	Infrastructure	Streetlights	£ 302,300		£ 302,300		£ 302,300
46	Infrastructure	Infrastructure	Community Infrastructure Levy (CIL)	£ 52,594		£ 52,594		£ 52,594
48	Infrastructure	Infrastructure	CCTV	£ 7,867		£ 7,867		£ 7,867
49	Infrastructure	Infrastructure	D&D Neighbourhood Plan	£ 10,483	£ 7,719	£ 2,764	£ 12,370	£ 15,134
			TOTAL	£ 669,688	£ 10,405	£ 659,283	£ 12,370	£ 671,653

	Balance 2019	YTD Balance	Remaining Funds
Facilities	£221,204.07	£220,537.76	99.70%
HTP	£10,358.40	£9,868.40	95.27%
Infrastructure	£389,325.36	£393,946.56	101.19%
Executive	£48,800.59	£47,300.59	96.93%
TOTAL	£669,688.42	£671,653.31	100.29%

As per Balance Sheet July 2020	Current Year	£ 177,596.00
	General Reserves	£ 229,922.00
	EMR	£ 671,653.00
	Total Funds	£ 1,079,171.00

	Streetlighting Funds Breakdown	
	Capital Reserves (ring fenced)	£ 297,300.00
	EMR General	£ 5,000.00
		£ 302,300.00

DISS TOWN COUNCIL



CO-OPTION OF A TOWN COUNCILLOR

NOMINATION PAPER

I would like to be considered for co-option as a Councillor with Diss Town Council. I understand that I must seek nomination by two existing town councillors (one to nominate me and one to second the nomination). The period of service is from the date of co-option to the next local government parish elections or until you stand-down or are no longer eligible to hold the office of councillor.

CANDIDATE

Surname	Murphy
Other names in full	Kieran Francis
Title (please delete as appropriate)	(Mr) / Mrs / Miss / Other (please state)
Home address in full	[Redacted]

PROPOSER

I, SONIA BROWNE (print name) being a serving Member of Diss Town Council do hereby PROPOSE the above-named individual for the vacancy of councillor with Diss Town Council.

[Signature]
Signed

27.8.20
Date

SECONDER

I, MARK GINGELL (print name) being a serving Member of Diss Town Council do hereby SECOND the proposal for the above-named individual to be co-opted to fill the vacancy of councillor with Diss Town Council.

M.J. Gingell
Signed

27.08.2020
Date

Nomination papers **MUST** be delivered to the Clerk of the Council at the Council Offices, 11-12 Market Hill, Diss, Norfolk, IP22 4JZ by _____.

For office use only

No. of Nomination Paper (in order of delivery)	Date Delivered	Hour Delivered	Received by:

CANDIDATE'S CONSENT TO NOMINATION

I hereby consent to my nomination as a candidate for co-option as a councillor with Diss Town Council. I declare that on the day of my nomination I qualify for co-option.

(i) I am registered as a local government elector

in respect of (qualifying address

and my electoral number is

(Pending)

AND/OR

(ii) I have, during the whole of the 12 months preceding the date of my nomination, owned or occupied the following land or other premises in the parish of Diss

as owner or tenant

AND/OR

(iii) My only principle place of work during those 12 months has been in the town at

W.H. Smiths (Furloughed), 13 Merc Street

Diss, IP22 4AD

(please give address of place of work and, where appropriate, name of employer)

AND/OR

(iv) I have during the whole of those 12 months resided in the parish boundary of Diss or within three miles of it at

I declare that to the best of my knowledge and belief I am not disqualified from being co-opted by reason of any disqualification set out in section 80 of the Local Government Act 1972 and that the information supplied above is accurate. I understand that by providing misleading or inaccurate information, my nomination may be disqualified.


Signed

21/09/2020
Date



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

APPLICATION FOR CO-OPTION

1. Name Kieran Francis Murphy

Add

Please see answers
on separate sheet

2. Please explain your interest in Diss and why you would be interested in becoming a Councillor:
any

your working life and

3. Please explain your interest in Diss and why you would be interested in becoming a Councillor:

Application for Co-option

2) I am currently employed at a building site working on a house, I think throughout my time there I have gained an appreciation for detail and also an understanding of how projects are carried out, I think these skills would translate well to be of use to the council. I also have done a paper round for around 5 years the skills I think I have gained from this is first of all, a willingness to work and secondly there can be a lot of interaction with customers, which I hope will be of use to the council as I believe communication is a vital part of the role. In regards to training I have recently successfully completed a first aid at work course, and in addition in the past I have done: Domestic abuse training, Mental health first aid training and The Duke of Edinburgh award (bronze and silver), I think that the various training courses I have completed would be of use to the council as I am equipped to deal with a multitude of situations

3) I have lived, worked and gone to school in Diss my whole life, the community spirit in the town, is fantastic, however I think there are some areas that could be improved, the main reason I am applying is to represent the younger voices in the town, 1/3 of the town is made up of under 25's and that 1/3 is currently not represented at the Town Council, I am committed to working hard to ensure that everyone in Diss is represented in equal capacity, I think this is especially important when considering Neighbourhood plans and the future of our town.

4) I have been involved in a wide array of Volunteering within both Diss and South Norfolk. For the past two years I have served as Chair of Diss Youth Council, within that role I have had the honour of shadowing the Town Mayor at various events such as the towns Remembrance Day Parade and I was given the privilege to co-host the Mayors carol service last year, this would be of use to the council as I have an existing knowledge of events that are carried out in the town. My biggest accomplishment during my time on the youth council was the survey we carried out on the S106 monies, I think that was so significant because we gave the youth of Diss a platform on which to voice their opinions and used council resources, with the input of those it would impact.

I have also acted as Chair of the South Norfolk Youth Advisory Board for the last 2 and a half years, in this role I have carried out a lot of work, including hosting conferences, carrying out surveys and liaising with different services, I think this experience would be of use to the council as I have a good background knowledge of the services that exist in the local area. I also helped to decide on grant applications as a part of this role and I think the skill of making (sometimes tough) decisions is a useful skill to the council.

5) Should my application be successful I would like to express interest in Joining the Facilities and Executive committee, I would like to thank the Council for considering my application and also

creating an environment in the town that I feel confident to apply as a younger citizen. I would be honoured to have the opportunity to represent a currently unrepresented portion of our town.

4. Please list any other voluntary or community work that you are currently or have previously been involved in:

.....

.....

.....

.....

5. Please provide any other information that you feel may be of interest to the Council in considering your application for co-option:

.....

.....

.....

.....

Please also complete the nomination papers attached and arrange for two current members of Council to propose and second your application.

Thank you for taking the time to complete this application form. Once received, applications for co-option are usually considered at the next meeting of Full Council. You are welcome to attend this meeting (all meetings of Council are open to the public) and if co-opted will be invited to join members at the table. Meetings of Full Council are formal.

Item 8



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:

19 / 2021

Report to:	Full Council
Date of Meeting:	16 th September 2020
Authorship:	Town Clerk
Subject:	Strategy Plan Review

Introduction

1. Diss Town Council adopted a three-year Strategy Plan in May 2016 which ran until April 2019. In May 2017, it was reviewed, and the attached foreword was produced (Appendix A).
2. A review of the Plan is well overdue and has been undertaken by the Clerks for consideration by members.
3. The spreadsheet attached at Appendix B incorporates 52 objectives across what was then four committees. The first page covers developmental objectives that required input from members via Task & Finish Groups. The second page were those operational objectives delegated to staff to implement and the final page shows those that have been completed.

Objectives

4. 42% of the objectives have been completed. 33% of the remaining objectives are part and parcel of ongoing Council operations and carried out annually (e.g. planning responses, staff / member training).
5. Of the 25% that remain, it is proposed that five are taken forward as the Council's main priorities over the next 18 months until April 2022. These have been selected as key outstanding priorities for the Council, which should be achievable medium – long term goals so long as these are focused on alongside day to day Council business and members are available to support implementation.
6. The proposed priorities, which incorporate several other original objectives and cross each committee are as follows:
 - i) Cost efficiencies and new revenue streams (Executive committee objective) – finding ways of reducing Council costs and generating income is seen as one of the best ways to deliver value for money for taxpayers and this could include shared service provision and / or service delivery for local parishes.
 - ii) Facilities Management Programme (Facilities committee objective) – this will enable the Council to develop a financial forecast for maintaining its assets, which will inform budgeting. It is proposed that this also includes an approved supplier list to ease procurement. The Council's financial software now has an asset management function and all assets have been entered on the system. It is proposed that this is adapted to ensure key information such as service dates is included, and cross referenced with the existing FMP document.
 - iii) Mere biodiversity (Facilities committee objective) – the Mere is one of the Council's most important assets particularly now that the boardwalk is in situ. This could be managed in a way to improve water quality and define it as a visitor attraction to increase footfall into the town. A Mere Water Quality Management Plan has been developed and the short-term recommendations have been implemented. The Diss &

District Angling Club is a key stakeholder and keen to support the plan so the priority would be to review the medium- and longer-term proposals and look to involve key partners in improving use of this six-acre body of water in the town centre with its adjacent park.

- iv) Diss & District Neighbourhood Plan (Infrastructure committee objective) – this has been a significant body of work for the parishes involved and has made considerable progress over the last year. With the consultation period now closed, it is envisaged that the draft Plan will be submitted in 2021 and therefore continues to be a key priority of the Council.
 - v) Town Cleanliness (Infrastructure committee objective) – this has been a hot topic particularly over the last year and key to enhancing the experience of residents and visitors to the town. This requires a concerted effort from South Norfolk District Council with a responsibility for street cleaning, the Town Council which owns the Market Place and has responsibility for the Mere's Mouth area, local businesses who have a responsibility for their buildings and frontages and the public who are encouraged to dispose of their litter considerably particularly given Covid-19 and to avoid overfeeding the ducks at the Mere, which in turn creates a food source for pigeons.
7. It is proposed to continue to develop the town centre CCTV system as well as act in the Council's consultee capacity but with a focus on five key priorities which are deliverable within the specified timeframe.

Roles & Responsibilities

8. The roles and responsibilities of councillors, Chairs and ex-officio members (Appendix C) was set out as part of the Strategy Planning process and is reviewed each year by Council.

Recommendations:	1) To determine the Council's key strategic priorities up until April 2022 2) To formulate a Strategy Plan document based on those priorities
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STRATEGY PLAN 2019

Foreword by the Council Leader

Diss Town Council is embarking on Year 2 of its three-year Strategy Plan, developed to clearly set out the future direction of the Council.

The first year has seen positive changes to the Town Council namely a clearer understanding of key priorities, improved community engagement through enhanced communications and organisational efficiencies.

The Town Council has played a key role in the delivery of the Heritage Triangle Project, nearing completion, which has already seen the preservation and enhancement of one of the Council's key assets, the Corn Hall. We have also started work on one of the country's most complex Neighbourhood Development Plan's, which will give communities powers to shape the development and growth of their local area – a major step towards the Council's Infrastructure priority.

We continue to evaluate and develop our financial forecasting focussed on our key priorities. Good progress has been made in developing a budget that focusses on the key priorities whilst ensuring the Council still meets its current obligations and legal requirements.

This year our focus will be on continuing to deliver on the next aspects of the Strategy Plan whilst remaining realistic about the resources available to do so.

The Council's reorganisation of its decision-making structure to deliver the plan has been effective and will be continually reviewed.

We welcome community involvement in any aspect of Council activity. After all, councillors and staff are here to serve the people of Diss and this plan is helping us to deliver outcomes that matter to our communities and make a difference to people's everyday lives.

Diss Town Council Leader

Summary

The objective of the Strategy Plan is to give the community a clear understanding of what the Council intends to focus on and how it will deliver its Plan.

It was developed to set out key priorities and objectives for Diss Town Council between May 2016 – April 2019. Developed using the results of resident and internal surveys, its primary aim is to represent the current wishes of the community¹ alongside the recognised needs and opportunities arising from local, district, county, regional and national activities and developments.

This Plan has been reviewed and updated to reflect the first year of delivery and demonstrate how the strategic objectives will be delivered alongside our operational activities over the remaining two years.

THE COUNCIL'S VISION

To make Diss a successful, vibrant, attractive town, where people want to live, work and visit

THE COUNCIL'S MISSION

To support the community and promote Diss as the heart of East Anglia for Business, Leisure and the Arts

THE COUNCIL'S VALUES

The Council will:

- Be an advocate and campaigning voice for the people of Diss
- Work to the highest standards of integrity and openness and deliver services to the best of its abilities
- Work in partnership with other organisations to improve services and deliver value for money
- Be accountable and honour its responsibilities
- Be inclusive and supportive of the whole community

¹ Community is defined as Diss residents, businesses and visitors.

Diss Town Council Priorities and Objectives

The Council has identified four key priorities and agreed objectives to define how it will deliver those priorities.

The four key priorities are:

1.	Infrastructure	To actively explore, develop proposals and lobby for infrastructure improvements for the benefit of the community
2.	Heritage and Facilities	To preserve and enhance the heritage, identity and facilities of the town
3.	Community Engagement	To strengthen current and explore new links, effective communication and involvement with all our town communities
4.	Internal Operations	To continue to improve the organisational efficiency of the Town Council whilst ensuring it maintains and reviews existing responsibilities and complies with relevant legislation

Appendix B - Developmental Objectives

Item 8b i

	A	B	C	D	R	S	T	U	Y
	COM	REF	OBJECTIVE	ACTIONS	Operational or Development Objective	COMMENT MAY 2017	Delivery by TFG?	PRIORITY	COMMENT SEP 2020
2									
3	CE	1.7	Councillor Surgeries	To set up Councillor surgeries to be held in a neutral location	DEV	Given low key response to market place forums - gauge demand and arrange if necessary	No	4	This could be promoted again post CV-19 in line with objective CE 1.6
4	CE	2.1	Community Network	To facilitate a Diss Community Network linking community groups undertaking similar activities to encourage collaborative working and avoid duplication of effort through: 1. Identify relevant community groups 2. Identify relevant audiences/activities to determine commonalities 3. Consider how this links with work Julia Fairbrother is doing ref youth groups 4. Invite groups to initial networking session to share knowledge & encourage collaborative working 5. Gather feedback & arrange series of sessions if deemed effective 6. Consider how this is fed back to this committee /good practice shared & initiative promoted	OP	Initial meeting suggested online presence for community groups would be valuable but little more other than keep in touch with local groups and SNC - suggest write up meeting report and put on future CE agenda for agreement of future actions	Yes	4	This didn't really take off and propose shelving this particularly given CV-19.
5	CE	2.2.1	Events	Carnival 2017	DEV/OP	New committee with large volume of work	No	1	Cancelled for 2020. Planning starts in Sept for following year.
6	CE	2.4	Support Community/Businesses	To support the local economy through a variety of measures including promotion, cleanliness, partnership initiatives, planning responses, seasonal enhancements.	DEV	Work with community business groups to assess requirements & draft plan	Yes	2	Supporting scheme to install window coverings in empty shops, supporting SNC with cleaning the town centre. Proposed as key priority
7	EX	2.1	New Revenue Streams	1. To increase net income by 10% (over 16/17 budget) in this financial year 2. To increase net income by 5% for the 2017/18 budget considerations 3. To increase net income by a further 10% over the 2016/17 net income (currently £94,000) for the 2018/19 budget considerations	OP & DEV	This needs to come up the priority list & be combined with 2.2 below	Yes	1	Task RFO / Budget Action Group with this task for 2021-22. Proposed as key priority.
8	EX	2.2	Quantify cost efficiencies	Identify and quantify cost efficiencies	OP & DEV	This needs to come up the priority list & be combined with 2.1 above	Yes	1	As above
9	EX	2.3	Review Council Activities (HF1.1)	Identify and prioritise areas for review which could include existing sites and their current management (including contracts, staffing, maintenance regime, hirers/users/other interested parties), activities that could be grouped, options for taking responsibility for SNC activities, identifying whether we could change from one to the other of: implement, support, facilitate or outsource	OP		Yes	2	As part of Facilities Management Plan and proposed as key priority.
10	EX	3.1	Draft Budget (incl. Review)	1. Identify key risks (i.e. asset deterioration) 2. Develop facilities management programme (see HF 1.1) 3. Identify cost savings 4. Identify new income streams 5. Draft budget 6. Approved by Council	DEV/OP	Monitor resource requirements & expenditure	Yes	2	Budgeting process to start in September at Executive meeting.
11	HF	1.1	Facilities Management Programme	1. Appoint a surveyor to undertake an asset survey 2. Review and assess those items which are outside the scope of an asset survey (e.g. play equipment, paths, trees etc.) 3. Develop a facilities management plan using this data 4. Incorporate the findings into the budget.	DEV	All assets listed, quantified & condition reported. Maintenance & costs being added throughout year to inform budgeting.	Yes	1	A review of the FMP is being undertaken. FMP currently contains details of all assets which is an unwieldy document & assets now recorded on Asset Register. Adapt the latter to create usable FMP. Proposed as key priority.
12	HF	1.2	Review 3rd Party Agreements		OP	Important as feeds other areas of plan e.g. HF 1.1	Yes	2	Reviewed as part of Key Documents List.
13	HF	1.4	Mere biodiversity	Develop and implement a water quality management plan	DEV/OP	Important now that boardwalk in situ	Yes	1	Short term actions have been carried out. Need to review and action medium - long term recommendations in conjunction with Diss & District Angling Club as key stakeholder. Proposed as key priority.

Appendix B - Developmental Objectives

	A	B	C	D	R	S	T	U	Y
	COM	REF	OBJECTIVE	ACTIONS	Operational or Development Objective	COMMENT MAY 2017	Delivery by TFG?	PRIORITY	COMMENT SEP 2020
2									
14	HF	2.1	Shared Service Provision		DEV	Important as feeds other areas of plan e.g. HF 1.1 & EX 2.3	Yes	2	Proposed to include in Cost efficiencies and new revenue streams objective as key priority
15	HF	3.1	Service Delivery - Local Parishes		DEV	Important as feeds other areas of plan e.g. HF 1.1 & EX 2.3	Yes	2	As above
16	INF	1	Neighbourhood Development Plan	1. Designation of neighbourhood area by SNC 2. Draft a plan following extensive community engagement and analysis of the evidence base 3. Submit final plan to SNC 4. Review by Planning Inspector 5. Successful referendum 6. SNC 'make' the Plan	DEV	This will be broken down into manageable pieces, with multiple TFG's working concurrently; will largely be overseen by the D&DNP Steering Group	Yes	1	This has progressed considerably over the last year, key issues survey is out for consultation with view to submitting draft plan late 2020/early 2021. Proposed as key priority.
17	INF	1.1	New infrastructure opportunities	Liaise with/lobby potential developers to identify new infrastructure opportunities and create a prioritised shortlist for inclusion in NDP	DEV	It is suggested that although 1.1, 1.2 & 1.3 are linked to the NDP, T&F Groups could be set up to start preliminary work to feed plan	Yes	1	As above
18	INF	1.2	10 year health/education forecast	Influence and support future education and health care provision by preparing an outline report summarising 10 year forecast of health and education infrastructure needs based on projected growth for inclusion in NDP	DEV	It is suggested that although 1.1, 1.2 & 1.3 are linked to the NDP, T&F Groups could be set up to start preliminary work to feed plan	Yes	1	As above
19	INF	1.3	Traffic feasibility report	Develop a feasibility report for suggested traffic flow improvements for the town for inclusion in NDP	DEV	It is suggested that although 1.1, 1.2 & 1.3 are linked to the NDP, T&F Groups could be set up to start preliminary work to feed plan	Yes	1	As above
20	INF	2.1	One Public Estate	Continue to work with the One Public Estate Diss team to identify opportunities to rationalise the public estate by working with identified partners in delivering excellent, efficient and inspiring services to the public to achieve better cost efficient outcomes	OP	TFG to be set up at the appropriate time. Council Leader and Clerk currently progressing	Yes	3	Update awaited from District Council regarding review of site proposals.
21	INF	2.2	Railway Group		OP/DEV	Recent communication from AGA suggest will start up again shortly under new leadership. Opportunity to review in May	Yes	3	Project to install a one-way access to the station has been stalled whilst the route through the station is reviewed.

APPENDIX B - Admin for Officer Delivery

Item 8b ii

COM	REF	OBJECTIVE	ACTIONS	MAY 2017 COMMENT	PRIORITY	COMMENT SEP 2020
CE	1.1	Communications Strategy	To develop a communications strategy setting out how DTC will engage and communicate with the community	Branding guidelines & templates in use. With events plan and brief (1.6) fundamentals in place. Requires refinement and briefing of whole council with buy in and implementation	3	The Council's comms strategy was reviewed in 2019. Branding guidelines and templates to be reviewed in line with above.
CE	1.6	Increase Engagement at Events	Have a presence at events and market days with a pop up shelter and promotional material to answer questions and provide a direct face to face opportunity to engage with the community. Design and purchase DTC liveried gazebo and promotional material reflecting the Council's key priorities.	Draft events plan & brief to include all staff & councillors	1	This should be followed up with rota of councillor / staff on hand to answer questions.
EX	5.1	Review Internal Controls	To review the effectiveness of internal controls		2	This is undertaken annually in accordance with accountability regulations.
EX	7.2	Performance management			when required	As required
EX	7.3	Councillor Training			when required	Training opportunities circulated as received.
HF	4.1	Triangle Trust engagement	Involvement and support for the Triangle Trust to ensure sustainable method of maintaining streetscape and garden	Important now that Triangle project complete	1	Most of the garden responsibilities are undertaken by DTC so review requirement for agreement
INF	3.1	Planning Applications responses	Respond robustly to all planning applications in the parish of Diss within the statutory time period (or seek an extension), taking account of the views of the community			As received
INF	3.2	Report planning infringements			3	As received
INF	3.3	Consultation Responses	Respond constructively to relevant consultations for initiatives that will impact upon the town or the Council within the specified deadline		2	As received
INF	3.4	Highways Infrastructure needs			3	
INF	3.5	Town Centre CCTV			2	Work is being undertaken to improve the CCTV system including lighting for the Park camera.

APPENDIX C - Achieved

Item 8b iii

COM	REF	OBJECTIVE	ACTIONS	
CE	1.2	Review DTC ID & Branding Guides	Review Council's identity and develop branding guidelines	
CE	1.3	DTC Website Phase 1 (Launch 1.3a-c)	1. New website adapted as required to reflect key priorities 2. Minimum key data identified, prepared and uploaded to the website 3. Website 'go-live' (end June 2016) 4. Active promotion of new website 5. Remaining data to be identified, prepared and uploaded to the website (by end September 2016) 6. Web visits increased by 50% from 2,500 (by end December 2016)	
CE	1.3	DTC Website Phase 2+ (1.3d-f)	Website review & next stage development proposal for implementation by RH before her departure	
CE	1.4	Increase Social Media Activity	To increase social media activity by 1. Increasing Facebook 'likes' from 80 to 250 2. Increasing Twitter followers from 628 to 1000	Facebook 'likes now stand at 909. 1240 Twitter followers. Regular posts on social media channels.
CE	1.5	Improve Council Publications	Ongoing review and updates as appropriate	First issue under new publishers to be distributed in the Autumn. Recently reviewed.
CE	1.8	Youth Council	Work with local youth organisations and schools to set up a Youth Council to engage with young people and give them a voice in the local community	
CE	2.2	Events	To organise, facilitate or support a wide variety of community events for the benefit of the whole community	Programme of events run through the year, two lead by the TC.
CE	2.3	Review Grant Scheme		
CE	2.4.1	Christmas Lights	Extension of Xmas lights in Heritage Triangle	
CE	2.5	Representation on outside bodies	Consider the principles and issues of the appointment of councillors as representatives to outside bodies	
EX	1.1	Electronic Agendas	To issue all agendas to councillors electronically	
EX	1.2	Data Collection	Review the necessity and effectiveness of daily data collection and reporting currently undertaken and simplify/cease if deemed appropriate	
EX	1.3	Filing & Storage	To review filing, storage and archive systems to simplify and streamline	Current filing system reviewed and condensed.
EX	1.4	Banking Arrangements	Review the Council's banking arrangements and internal controls in order to pay invoices and wages electronically	
EX	1.5	Internal Controls	Review the Council's internal controls in order for payments from within budgets or for Council approved expenditure to be authorised under delegated authority and reported regularly to Council	
EX	1.6	Review Financial Procedures		
EX	5.3	Policy Reviews	Review all relevant policies	

APPENDIX C - Achieved

EX	6.1	Officer Delegation		
EX	7.1	Review employment policies	Review all employment related policies and practices and ensure that staff are being managed in accordance with the Council's policies and identify relevant training needs	Polices reviewed & ongoing operationally
HF	1.3	Review Facility Rules/Regs	Standardise documents & reduce repetition. Admin exercise	
HF	1.5	Recreation Facilities Provision	S106 monies have to spent by 2021; linked with FMP (1.1)	S106 monies spent. CIL funds proposed for additional equipment to meet age category not serviced by new equipment.
HF	1.6	Maintenance Staff Welfare Facilities	Move maintenance team from Cemetery to DYCC	Maintenance team installed at DYCC. Quotes being sought to reduce the heat of the workshop. Fan and water cooler installed.

STRATEGY PLAN: ROLES AND RESPONSIBILITIES

Committees

Executive:	To continue to improve the organisational efficiency of the town council whilst ensuring it maintains and reviews existing responsibilities and complies with relevant legislation
Heritage & Facilities:	To preserve and enhance the heritage, identity and facilities of the town
Infrastructure:	To actively explore, develop proposals and lobby for infrastructure improvements for the benefit of the community
Community Engagement:	To strengthen current and explore new links, effective communication and involvement with all our town communities

ROLE	RESPONSIBILITIES RELEVANT TO STRATEGY PLAN
Council Leader	<ol style="list-style-type: none"> 1. Drive and champion the strategy plan 2. Maintain Council focus on key priorities 3. Support committee chairs and Council Officers 4. Maintain overview of plan progress and keep Council motivated 5. Ensure relevant cooperation and communication across committees to maximise synergies and realisation of objectives via regular individual or group meetings with committee chairs 6. Ensure objective targets are met as agreed with Council 7. Keep whole Council up to date with progress and relevant information 8. Attend meetings on any new initiatives relevant to the Council 9. Work closely with the Town Mayor for the benefit of the Council 10. Work with the Clerks to ensure a consistent message is presented across all printed & digital media 11. Carry out the Clerk's annual appraisal with another member of Council preferably who has previously carried out an appraisal 12. Deputise as necessary for the Town Mayor 13. To provide line management for the Town Clerk and general support for the Clerks as required.
Town Mayor	<ol style="list-style-type: none"> 1. Champion engagement with the community and wider area 2. Represent the Council at civic functions 3. Liaise with the Town Clerks to prepare the Full Council agenda 4. Chair Full Council meetings 5. Work closely with the Council Leader for the benefit of the Council 6. Work with the Clerks to ensure a consistent message is presented across all printed & digital media 7. Deputise for the Council Leader as required 8. Nominate and raise funds for chosen charity/charities
Committee Chair	<ol style="list-style-type: none"> 1. Drive and champion the committee for which he/she has been elected as chair 2. Maintain overview of priority progress and support committee members to keep them motivated in their work on individual objectives 3. Communicate & cooperate with other committee chairs to maximise synergies and realisation of objectives 4. Ensure objective targets are met as agreed in committee 5. Liaise with Council Leader/Town Clerk over progress with priorities 6. Monitor the Task and Finish Group activities within their committee

	<ul style="list-style-type: none"> 7. Provide committee updates to Council 8. Provide information to assist with the Council's budgeting process 9. Prepare agendas with the Clerks and review and update the committee strategy action plan 10. Ensure meetings are run in line with meeting protocol 11. Review draft minutes of meetings supplied by the Clerks within three days 12. Provide information for town communities and encourage engagement with interested groups as appropriate 13. Contribute to the preparation of press releases relevant to committee outcomes 14. Work with the Clerks to ensure a consistent message is presented across all printed & digital media
Councillors	<ul style="list-style-type: none"> 1. Sit on at least two committees and contribute to the success of at least one objective 2. Contribute to committees and Task and Finish Groups where relevant to skills and interests 3. Keep informed of activities across the Council 4. Read agendas and all papers in advance of meetings 5. Identify individual training requirements 6. Adhere to Council's communications policy including in use of social media



Search Google Maps



See travel times, traffic and nearby places



F

ITEM 9. APP A

Diss Mere

Merside Tea

Play Area

Masonic Hall Diss

Beacon
position

Car Park

Diss Park

Park Pavilion Kiosk
Ice Cream



Satellite

Google



Map data ©2020 United Kingdom Terms Send feedback

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ITEM 9. App B



ITEM 9 App c (i)



ITEM 9 App C (ii)



Full Council - Progress Report

Item 10a

Minute Reference	Committee/Title	Action	Assigned to	Timescale (By)	Comments or further action
FC0119/14	One Public Estate	To draft a letter to SNC requesting further information in order for the Town Council to consider its response to the One Public Estate project request.	Clerk	June	Recommendations from SNC's consultant's report on the feasibility of options for three sites (Diss High School / South side of Park Road & Shelfanger Road) due out March 2020 will be awaited prior to organising a stakeholder's meeting. SNC has had to slow the work on the Diss feasibility study as main consultants have been furloughed, the NHS partners at CCG are struggling with capacity to engage & some of the work that we needed to do to properly assess the high school site, especially around transport, is now impossible to do without the school operating at capacity. An urgent meeting request has been sent 9.09.20 to tie in with CCP writing NHP.
FC0519/10	Council Vacancies	To promote councillor vacancies through social media, website and press.	SF to organise	immediately	Co-option on agenda
FC0719/11	Key council documents	ii) To review the Key Council documents list	Clerk / RFO	Immediately	Done. Item for Noting on agenda
FC1119/04	Public Participation	It was also noted that complaints had been received regarding the County's streetlighting replacement scheme. The tops of the lights are buried in trees in Frenze Road, there is less light emanating from the bulbs and members were reminded that part-night lighting on connecting paths between main roads and estates should be switched on permanently. Councillor Kiddie agreed to investigate all matters.	KK	by 5.12.19	KK asked for update 10.06.20. No update.
FC1119/07	Co-option	b) To consider conducting written ballots for future co-options to Diss Town Council	Clerk	immediately	To be considered on a future agenda post lockdown meeting arrangements.
FC0520/07	Finance	(a) To monitor electricity costs at the DYCC. It was also agreed that a plan for monitoring expenditure against budget would be drawn up for Streetlighting given the sizeable fund.	Clerk/RFO	01/07/2020	Meeting scheduled between RFO & Clerk next week.
FC0620/04	Public Participation	There was a request to assess the drains opposite the High School.	County Cllr Kiddie	by 09.07.20	
FC0720/04	Public Participation	There was a query regarding the refurbishment of the Diss leisure centre and delayed re-opening until September given that it has been closed since March and that works were carried out less than two years ago. It was also noted that the T bars on the end of the yellow lines on Sawmills Road need to be added. Councillor Kiddie agreed to follow up on these two matters and congratulations and thanks were extended to him for his appointment and his SNC service to date.	County Cllr Kiddie	by 31.07.20	
FC0720/04	Items of Urgent Business	There was also the issue of young people cycling dangerously in Mere Street. It was noted that this issue has been Highlighted to Norfolk Constabulary already and that this should be followed up and brought to the next Infrastructure meeting.	Clerk/SO	by 21.10.20	Issue has subsided since schools returned. Signage has been requested to state Cyclists dismount. Clerk to follow up with NCC and on next Infrastructure committee agenda if necessary.
FC0720/06	Diss Community Team	To contribute up to £2k towards the installation of window coverings in the empty town centre premises with the Town Clerk to have delegated authority alongside other Town Council members of the Diss Community Team to approve the final design / material proposals.	Clerk/RFO/DCT Representatives	immediately	Coverings expected to be installed w/c 14 Dec. Funds to be transferred once new bank account set up and request for plaque regarding registered office sent.
FC0720/08	Annual Accounts 2019/2020	To approve the annual accounts for the financial year to 31st March 2020.	RFO	immediately	Accounts submitted to external auditor. Response awaited.
FC0720/09	Annual Audit 2019/2020	to approve the Annual Internal Audit report and Sections 1 and 2 of the Annual Governance & Accountability Return.	RFO	immediately	As above
FC0720/10	Covid-19 Acknowledgement Team	There was a request to circulate the email regarding the beacon design to all and it was agreed that the notes of the meetings should be circulated going forwards.	Clerk/CV-19 Working Group	by 24.07.20	In progress
FC0720/11	Town Centre Premises	It was agreed that the Clerk would follow up on this at a meeting with a representative of Broadland District Council and the Chair of the DCT next week and that County/District Councillor Kiddie would investigate the enforcement side of the matter.	Clerk/KK	by 09.09.20	Rep from SNC / Broadland is working on initiative to find tenants for empty buildings with package of support to cover repair / cleaning costs to incentivise tenants.
FC0720/15	Nunnery Wall	That the Council's solicitor will seek to acquire evidence of ownership of the Nunnery wall from a third party.	Clerk/SO	immediately	Evidence now acquired and letter being sent by DTC solicitor to other party.

Item 10b

MONTH	COMMITTEE		ACTION	COMMENTS	LAST REVIEWED	NEXT REVIEW DATE
Annually Reviewed						
May	Facilities		Review Scole Lads Contract	7 year lease. Terminates 31.05.21. Review by Officers in April for review by committee in May.	2018	May-25
May	Facilities		Review Food Franchises	Terminate 31.05.21. Review by Officers in April	2018	May-21
May	FC		Election of Town Mayor, Council Leader & Deputy Town Mayor	Nomination forms sent out in April	Jul-20	May-21
May	FC		Appointment of committee members	Committee preference forms to be sent out in April	Jun-20	May-21
May	FC		Appointment of committee Chairs		Jun-20	May-21
May	FC		Approve Schedule of Meetings		Jun-20	May-21
May	FC	Finance	Review the Asset Register		Apr-20	May-21
May	FC		Approve committee Terms of Reference	Every 4 years	May-19	May-23
May	FC		Review delegations to the Town Clerk / committees	Every 4 years	May-19	May-23
May	FC		Review General Power of Competence (2019 - after each Council term)	Councils are eligible if they have a qualified Clerk and two thirds of councillors have stood for election	May-19	May-23
June	Exec	Finance	Quarterly Report (4th)	Includes bank reconciliations (report 03/1920)	Jul-20	Jul-21
June	Exec	Finance	Internal Audit	Second IA visit in April / May	May-20	May-21
June	FC	Finance	Approve annual Accounts	Approve Sections 1 & 2 of Annual Governance & Accountability Return.	Jul-20	Jun-21
June	FC		Review of Code of Conduct & Dispensation Procedure	Every 4 years	Jun-19	Jun-23
June	FC		Review roles & responsibilities of Council members / Officers	Every 4 years	Jun-19	Jun-23
June	FC	Finance	Approve Internal Audit Report (then passed to External Auditor)	Second IA visit April/May. First in October	Jun-20	Jun-21
June	DSAC		Approve DSAC accounts & appoint signatories		Jul-20	Jun-21
July	Planning		Review Planning Delegation Policy & Procedure	Last reviewed July 2018	Jul-19	Jul-23
July	FC	Finance	Consider grant applications as recommended by Grants Panel	Applications received by 30th May will be considered in July for payment from September onwards. Applications received by 30th November will be considered in January for payment from February onwards.	Jul-20	Jul-21
July	Facilities		Review regulations relating to Council-owned properties (Cemetery, Park, Markets, SPG, DYCC)	There's already the Scole Lads contract and food franchises to review in May.	May-20	Jul-24
September	Exec	Finance	Quarterly Report (1st)	Includes bank reconciliations (report 27/1920)	Dec-19	Sep-20
September	Exec	Finance	Review Hire Fees and Charges	Last reviewed in December 2019 (report 28/1920)	Dec-19	Sep-20
September	Exec	Finance	Review draft budget	Including loans	Sep-19	Sep-20
September	Exec		Review GDPR policy	Adopted May 2018	Jun-19	Sep-20
September	FC		Review of Standing Orders	Last reviewed in October 2019.	Oct-19	Oct-20
October	FC		Review Honoured Citizen and Junior Good Citizen Regulations	Last reviewed November 2017		Oct-20
November	Facilities		Review maintenance responsibilities DTC / Corn Hall	Agreed by DCHT April 2019, This should be reviewed annually. Changed next next review date to November 2020. Keep lease under Exec for Dec. Officers may need to consider the lease and this document simultaneously to ensure consistency.	Apr-19	Nov-20
November	FC	Finance	Internal Audit	First IA visit in October	Oct-19	Oct-20
December	Exec		Review Corn Hall lease	No start date in copy. Expires in 2046 but may require review since renovations.		Dec-20
December	Exec		Review Diss Museum lease	Started Sept 1995 for 21 years - expired in 2016.	Sep-95	Dec-20
December	Exec	Finance	Quarterly Report (2nd)	Includes bank reconciliations (report 27/1920)	Dec-19	Dec-21

MONTH	COMMITTEE		ACTION	COMMENTS	LAST REVIEWED	NEXT REVIEW DATE
December	Exec		Review policy handbook	Frequency of review every 4 years except if legislative / service change. N.B. GDPR policy adopted in May 2018 & reviewed annually	Feb-19	Dec-22
December	FC	Finance	Annual review of Community Infrastructure Levy budget	Report due to SNC by end Dec.	Nov-19	Dec-20
January	FC	Finance	Review & approve budget / precept demand	Incl hire charges review	Jan-20	Jan-21
January	FC	Finance	Consider grant applications recommended by Grants Panel	Applications received by 30th May will be considered in July for payment from September onwards. Applications received by 30th November will be considered in January for payment from February onwards.	Mar-20	Jan-21
February	Facilities		Review Park Pavillion Kiosk lease	Expiry March 2022	Mar-19	Feb-22
February	Facilities		Review Carnival Event Management Plan	To be reviewed by Carnival committee prior to March	Feb-20	Feb-21
February	FC	Finance	Review / approve Internal Controls & Risk Register	Includes Financial Regulations, insurance schedule, risk register, investment policy, internal audit plan incl. appointment of auditor CHECK WITH RFO (vers 14)	Feb-20	Feb-21
February	FC		Honoured & Junior Good Citizens Nominations	Promote early Jan. Presented at March Annual Town Meeting	Feb-20	Feb-21
March	FC		Annual Town Meeting		Mar-20	Mar-21
March	FC		Strategy Plan Review	Review in March FC and take to May meetings for formal adoption.		Sep-20
March	Exec	Finance	Quarterly Report (3rd)	Includes bank reconciliations. (Report 34/1920)	Mar-20	Mar-21

OFFICER DELEGATED

April	Approve Council Members' Allowances	RFO
July	Arrangements for Sundry Creditors Summer Recess	RFO
Dec	Send approved DSAC account to Charity Commission (required January)	RFO
Jan	Review Contract for Licensable Activities	Clerk

N.B.

Leases	Diss & District Cricket Club (Rectory Meadow)	Started 1999 for 99 years - expires in 2098
	Diss Parochial Charities lease (Mere's Mouth)	Started December 1953 - Paid to 24.06.2020 (expiry date unknown)
	Fountain Control (Claverhouse Ltd)	Started 23.06.16 - expiry 2036
	Diss & District Allotment Holders Association	Started 1984 for 99 years - expires in 2083
	Diss Cornhall Lease	No start date in copy. Expires in 2046 but may require review since renovations.

KEY

	Items that are not annual
	Items that are annual
	Full Council
	Facilities Committee
	Executive Committee
	Infrastructure Committee
	Diss Surveyors Allotment Charity