

Town Clerk
Mrs S. Villafuerte-Richards (CiLCA)

Our Ref: FC 22.04.26
Date: 16/04/2026

For Information:
Town Clerk

Diss Express

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

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Notice of Meeting

Dear Members of the Public and Press

You are cordially invited to attend a meeting of **Full Council** to be held in the **Council Chamber** at **Diss Corn Hall** on **Wednesday 22nd April 2026** at **7:15pm** to consider the business detailed below.

Town Clerk

Agenda

1. Apologies

To receive and consider apologies for absence.

2. Declarations of Interest and Requests for Dispensations¹

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

3. Minutes

To confirm as a true record, the minutes of Full Council on Wednesday 18th March 2026 (copy herewith).

4. Public Participation

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

5. Items of Urgent Business

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

6. Finance

- a) To authorise the bank outgoings for March 2026 retrospectively (copy herewith).
- b) To note the Income & Expenditure report for March 2026 (copy herewith).
- c) To note the Earmarked Reserves report for March 2026 (copy herewith).
- d) To note internal control councillor bank reconciliation for January, February and March 2026 (copies herewith).
- e) To note the Annual CIL declaration for 2025-26 to be sent to South Norfolk Council (copy herewith).
- f) To note that we have signed a 3-year fixed agreed term contract with TUS energy to have water supplied by Waterplus, after a financial review (comparison herewith).

7. Year End Proposed Transfers

To approve the movement of funds from the current year-end funds to Earmarked Reserves (EMR) and from the EMR Community Infrastructure Levy to project-related Earmarked Reserves (report reference 06/2627 herewith).

8. Quarterly report

To receive the 4th quarterly finance report (reference 07/2627 herewith).

9. Virement

To approve the movement by virement of budgeted funds from maintenance staffing to Council Office maintenance for the cleaning and gardening works in the Council Office gardens (reference 08/2627 herewith).

10. Shelfanger Road Street Naming

To consider proposed dedication signage for the Shelfanger Road development following consideration and deferral from the Assets & Infrastructure committee (report 05/2627 refers).

11. Street Lighting - Shelfanger Road Development

To consider a street lighting plan for the new development between Shelfanger Road & Heywood Road (copies herewith).

12. Boardwalk & Gardens

To consider a volunteer rota to allow for longer weekend access to the boardwalk & gardens given additional information regarding weekend closure times since the resolution at the last Assets & Infrastructure committee meeting.

13. Member Allowance Policy

To consider an updated member allowance policy to include an appeals process (copy herewith).

14. Items for Noting

- a) The Clerk & Town Mayor's updates on activities since their last reports (report 09/2627 herewith).
- b) The Facilities & Buildings Manager update on activities (report 10/2627 herewith).
- c) To note the Corn Hall's political hire policy (copies herewith).
- d) The minutes of the last Diss & District Neighbourhood Plan Monitoring & Review Group meeting held on 25th March 2026 (copy herewith). It was confirmed post meeting that the review-related funding cannot be made available and ring-fenced for a future DDNP review.
- e) The minutes of the last Events committee meeting held on 14th April 2026 (copy herewith).
- f) The Annual Town Meeting takes place on Wednesday 29th April and all councillors are expected to attend.
- g) The progress on decisions made at the last meeting of Council (copy herewith).

15. Date of Next Meeting

To note that the next meeting of Full Council is scheduled for Wednesday 20th May 2026 at **7:15pm**.

Notes

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

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

<https://disstowncouncil.sharepoint.com/sites/DTCDoc/Committees/Full Council/Agendas FC/Full Council Agenda 22.04.2026 NoM.docx>

Diss Town Council

Minutes

Draft

Minutes of the meeting of the **Town Council** held in the **Council Chamber** at **Diss Corn Hall** on **Wednesday 18th March 2026** at **7.15pm**.

Present: Councillors: D. Craggs (Chair), C. Dente, S. Kiddie, A. Kitchen, T Knights, K. Murphy, R. Peaty, T Shava, L Sinfield & J. Welch

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

FC0326/01 Apologies

Councillor's Name	Apologies Received	Absent Without Apology	Reason / Approval
S. Browne	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
J. Robertson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ill health

FC0326/02 Declarations of Interest

Minute No.	Councillor's Name	Personal/Other Interest	Pecuniary Interest	Reason
FC0326/13	K. Murphy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	This councillor is a South Norfolk District Councillor
FC0326/14	A. Kitchen	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The nominees are known to this councillor

FC0326/03 Minutes

Members received the minutes of the Full Council meeting on Wednesday 11th February 2026 and the Extraordinary Full Council Meeting on 4th March 2026. It was noted that two amendments had been made to minute reference EFC0326/04 following a request from a Diss Heritage Trust representative. It was confirmed that the first amendment (paragraph 2) related to an opinion and the second (para 9) was factual.

Resolved: To approve the minutes of the meetings of the Full Council held on Wednesday 11th February 2026 and the Extraordinary Full Council on Wednesday 4th March 2026 with the two amendments as a true record and were signed by the Chair.

FC0326/04 Public Participation

Four members of the public were in attendance. District Councillor Minshull apologised for not attending given another Council commitment. District Councillor Kiddie reported that the pre-election period starts on 27th March and therefore they will not be represented at the April meeting. Following previous success of the post, South Norfolk Council has appointed two Ditch walkers. The Diss Leisure Centre is due for consideration by the Development Management Committee in April and should secure an additional £8.1 million investment in Diss. There was a request to remove the reference to the gym on the Swim Centre sign on the A1066 opposite the facility.

(Action: KK; by 14.04.26)

The District Councillor grants are due to start from April 2026 and he advised on new regulations requiring that all privately kept primates are registered and meet zoo-level welfare standards.

County Councillor Wilby submitted a written report for Members' information. The report confirmed that the Norfolk County Council elections will now proceed on 7th May following a late change in the Government's position, creating uncertainty for local authorities preparing for reorganisation and devolution. He reported that 99 new highway improvement schemes have been approved for 2026/27 through the Parish Partnership programme, including small highway works such as trods, signage, surfacing, village gateways, benches and 31 VAS/SAM2 installations to promote safer speeds.

Members were informed of a £250,000 support package launched for the county's hospitality sector as part of wider investment in high streets, offering training and business improvement grants for pubs, restaurants, hotels and independent retailers. Nominations have opened for the Norfolk Rural Business Awards 2026, celebrating rural enterprise, and residents are encouraged to sign up to Your Norfolk Extra, the County Council's monthly digital newsletter.

FC0326/05 Items of Urgent Business

There were none.

Members were asked to stand when they speak if they can.

FC0326/06 Finance

- a) Members authorised bank outgoings for February 2026 retrospectively. The Clerk confirmed she feels the IT supplier provides good value for money.
- b) Members noted the Income & Expenditure report for February 2026.
- c) Members noted the Earmarked Reserves report for February 2026.

FC0326/07 Committee Terms of Reference

Members reviewed the updated Committee Terms of Reference and Delegations. The amendments mainly reflected the proposal that the Events sub-committee reports to Full Council and note the Assets, Infrastructure & Events Committee. It was noted that sub should be dropped if not reporting to a committee and that as it involves volunteers, it could be considered a working party. It was

Resolved: That the revised Committee Terms of Reference and Delegations be approved subject to clarification of committee or working party given volunteer involvement.
(Action: Clerk/Admin; publish the updated Terms of Reference; immediately)

FC0326/08 Schedule of Meetings 2026/27

Members considered the proposed Schedule of Council and Committee Meetings (report 49/2526) for the 2026/27 municipal year. The schedule maintains the existing frequency of meetings, including monthly Full Council and Events (Sub-)Committee meetings, four meetings per year for both the Executive Committee and the Assets & Infrastructure Committee, and one Annual Town Meeting. Members noted that the schedule aligns with statutory requirements, avoids school holiday periods where possible, and ensures effective sequencing of committee and Full Council meetings to support timely decision-making. It was

Resolved: That the Schedule of Council and Committee Meetings for 2026/27 be approved.
(Action: Admin; implement the approved meeting schedule; immediately)

FC0326/09 Councillor Allowance Policy

Members considered a new Councillor Allowance Policy, which sets out the allowance structure, including the standard and special responsibility rates, and clarifies financial treatment and entitlement provisions. Members agreed that the policy accurately reflects the current scheme and incorporates the attendance requirement previously adopted. There was a request to consider adding an appeals process. It was

Resolved: That the new Councillor Allowance Policy be approved with the inclusion of an appeals process.
(Action: Clerk; by 14.04.26)

FC0326/10 Items for Noting

- a) Members noted the Clerk and Mayor updates (reports 50/2526 & 51/2526). The Clerk reported staffing pressures, progress on preparations for upcoming events including the Carnival, plans for mandatory General Data Protection Regulations training, and recent stakeholder engagement. The Mayor highlighted recent civic engagements, including judging the mayoral chain design competition, attending the Scouts pantomime, and a Park Radio interview covering local initiatives. The Clerk advised that following the Sustainability conference, Norfolk Wildlife Trust is being invited to do a review of Council sites to recommend cost-effective and quick win improvements for wildlife.
- b) Members noted the update from the Facilities & Buildings Manager (report 52/2526), including completion of various maintenance works around the town, progress on the skate

park upgrade and tree survey, installation of new planters and bins, and ongoing issues such as lighting repairs, mole activity at the Cemetery, and weather-related constraints.

- c) Members noted the progress on decisions made at the last Meeting of Council. Members were advised that native species have been planted in the muddy patches on the Park near the Mere. There was a request to consider the Nunnery wall area of the Park next and these initiatives will be added to a draft biodiversity plan to complement the Council's biodiversity policy.

(Action: Clerk; by 30.07.26)

Cllr Murphy reported that this meeting would be his last due to changing personal circumstances. He started on Diss Youth Council in 2017 & was co-opted to Diss Town Council in September 2020, one month after he turned 18. He has been Vice Chair of Planning and the Executive Committee & Mayor. He thanked colleagues, believes he is leaving a stronger Council than the one he joined & encouraged members to retain strong working relationships to ensure the best service can be delivered for Diss. Cllr Murphy was thanked on behalf of the Town Council for his service.

FC0326/11 Date of Next Meeting

Members noted that the next meeting of the Full Council is scheduled to take place on Wednesday 22nd April 2026 at 7.15pm.

FC0326/12 Public Bodies (Admissions to Meetings)

Members considered a resolution under the Public Bodies (Admissions to Meetings) Act 1960 and Standing Orders 3d to exclude members of the public and press in order to discuss the next items of business, which were properly considered to be of a confidential nature.

FC0326/13 CADAT Porta Cabin

Members considered confidential report 53/2526, which sets out information regarding the proposed community use of the former Citizens Advice porta cabin, associated financial implications, and the proposed lease arrangements with South Norfolk District. There was discussion regarding the toilet usage survey, it was noted that they tend to be more used by non-residents of Diss and paid for by Diss taxpayers and should be financially supported by the District Council. It was

Resolved:

- a) To approve the proposed Heads of Terms regarding the former CADAT porta cabin subject to negotiation with South Norfolk District Council
- b) To delegate authority to the Town Clerk to work with the Chair of the Executive Committee and Town Mayor to negotiate terms with the District Council
- c) To arrange for footfall counters to be installed on the three entrances to the Mere's Mouth toilets from June 2026 to capture demand data.

(Action: Clerk / RP / DC / FBM; by 31.05.26)

FC0326/14 Honoured Citizen Awards

Members considered three nominations received for the Honoured Citizen awards, which would be presented at the Annual Town Meeting on 29th April. All nominations were very worthy. It was noted that there would be a push to local youth groups from January 2027 to encourage nominations for the Junior Good Citizen award and the Mayors Cadets were appointed last year. The votes were counted and following the Mayor's casting vote due to a tie, it was

Resolved: To invite Iain Sturgeon to the Annual Town Meeting to receive his Honoured Citizen award.

(Action: Clerk; by 29.04.26)

Meeting closed: 20.13.

Councillor D. Craggs
Chair / Town Mayor

BANK OUTGOINGS MARCH 2026				
Date Paid	Payee Name	Bacs Ref	Amount Paid	Transaction Detail
04.03.2026	Red5 Networks Ltd	DD821	£ 149.04	Phone/Broadband for CCTV February 2026 - Council Office, Skatepark & DYCC
16.03.2026	AGR Interiors Ltd	Bacs2913	£ 900.00	Refixing Roof Capping/Drainage Guttering - Cornhall, Cleaning Flock Sculpture
16.03.2026	Alliance Disposables Ltd	Bacs2914	£ 236.31	Sanitary Products - All Sites
16.03.2026	Diss Cornhall Trust	Bacs2915	£ 50.00	Council Chamber Hire February 2026
16.03.2026	Diss Garden Centre	Bacs2916	£ 101.98	Compost & 2x Planters for Trees on Mere Street
16.03.2026	Garrod Construction Ltd	Bacs2917	£ 600.00	Tarmac Patching Repair Works - Sportsground Car Park
16.03.2026	Hillside Office Supplies Ltd	Bacs2918	£ 59.87	Copier Paper & Envelopes - Council Office
16.03.2026	Jim Welch	Bacs2919	£ 88.00	Councillor Allowance 2025/26
16.03.2026	Linstead Farm& Garden Machinery	Bacs2920	£ 954.64	Annual Servicing of Lawnmowers & Outside Equipment
16.03.2026	Liz Sinfield	Bacs2921	£ 88.00	Councillor Allowance 2025/26
16.03.2026	LR Wyard-Scott Ltd	Bacs2922	£ 184.10	Van Fuel February 2026
16.03.2026	Norfolk Association of Local Councils	Bacs2923	£ 859.20	Payroll Services for 11 Employees & 4 Councillors for 2025/2026
16.03.2026	Norfolk Parish Training & Support	Bacs2924	£ 153.60	Induction Training for 2 New Councillors in May 2026
16.03.2026	Richard Peaty	Bacs2925	£ 152.00	Chair of Committee Councillor Allowance 2025/26
16.03.2026	Simonds Garage Services	Bacs2926	£ 494.16	Repairs & MOT for Ford Ranger CY15 KUO
16.03.2026	Sue Kiddie	Bacs2927	£ 88.00	Councillor Allowance 2025/26
16.03.2026	Vmit Ltd	Bacs2928	£ 1,065.60	IT Software & Support March 2026 - Council & DDNP
16.03.2026	The Garden Project Team	Bacs2929	£ 1,320.00	50% 3D printed Carnival Duck Statue,Graphic Design and printing & social media marketing
17.03.2026	British Gas Trading Ltd	DD822-824	£ 251.75	Electricity February 2026 - Marketplace, Meres Mouth and Park Toilets
19.03.2026	Anglian Water Business Ltd	DD825	£ 19.01	Water Supplied December 25 to March 2026 - Park
20.03.2026	British Gas Trading Ltd	DD826-830	£ 1,754.05	Electricity February 2026 - DYCC, Sportsground, Park, Council Office and Fountain
23.03.2026	Barclaycard	Jan-26	£ 597.36	3x Waste Bins - Office Gardens, Champneys Road and Victoria Road Bus Shelter, Al Training Course C.West
25.03.2026	Employees	BACS	£ 18,929.18	Salaries Month 12
26.03.2026	EE Ltd	DD831	£ 60.48	Mobile Phones x3 18th March to 17th April 2026
30.03.2026	Public Works Loan Board	DD832	£ 7,084.89	Boardwalk Loan Repayments
31.03.2026	Norfolk Pension Fund	BACS	£ 6,834.69	Pensions Contributions Month 12
31.03.2026	HM Revenue & Customs	BACS	£ 6,244.55	NI/PAYE Month 12
31.03.2026	ESPO	Bacs2930	£ 387.32	Gas Supplied February 2026
31.03.2026	Fatstickman Ltd	Bacs2931	£ 36.00	Sticker for Market Place Bollards
31.03.2026	Howard Nurseries Ltd	Bacs2932	£ 121.68	Plants for Park Planting Scheme
31.03.2026	Hugh Coggles Arboriculture	Bacs2933	£ 525.00	Tree Survey - All Sites
31.03.2026	Mary Moppins Ltd	Bacs2934	£ 1,897.20	Mere Mouth & Park Toilets Servicing March 2026
31.03.2026	P.Cottrell	Bacs2935	£ 29.00	Window Cleaning March 2026 - Museum and Council Office
31.03.2026	Pearce & Kemp Ltd	Bacs2936	£ 2,905.20	Dismantle Sportsground Floodlights & Flock Lighting Repair Works
31.03.2026	Sandy Lane Nursery Ltd	Bacs2937	£ 28.80	4x Trees for Town Planters
31.03.2026	Screwfix Direct Ltd	Bacs2938	£ 131.13	Face Masks - Health & Safety, Padlocks, Batteries & Bolt Croppers - General Equipment
31.03.2026	Suffolk County Council	Bacs2939	£ 7,869.28	Street Lighting Manitenance & Electricity 2025/26
31.03.2026	Toolstation Ltd	Bacs2940	£ 43.23	Dustpan/Brush & Padlocks - General Equipment
31.03.2026	Vmit Ltd	Bacs2941	£ 107.47	MS365 CoPilot Business for March - Sept 2026
31.03.2026	Wendy & Philip Catchpole	Bacs2942	£ 575.60	Refund ERB 621 - Plot Q302 No Longer Required
31.03.2026	Unity Trust Plc	Mar-26	£ 22.20	Monthly Banking Charges March 2026
			£ 63,999.57	

Income Expenditure March 2026

	Budget 25-26	Actual YTD 25-26	Percentage Spend
Agency Services			
Total Income	£3,848	£3,983	104%
Overhead Expenditure	-£100	-£23	23%
Income Less Expenditure	£3,748	£3,960	106%
Allotments			
Total Income	£525	£525	100%
Overhead Expenditure	-£1,030	-£30	3%
Income Less Expenditure	-£505	£495	-98%
Amenities			
Total Income	£2,000	£5,850	293%
Overhead Expenditure	-£76,137	-£53,684	71%
Income Less Expenditure	-£74,137	-£47,834	65%
Mini Recycling Centre Adopter			
Total Income	£450	£225	50%
Bank Interest rec'd/Bank Charges			
Total Income	£14,000	£122,439	875%
Bank Charges	-£400	-£453	113%
Income Less Expenditure	£13,600	£121,986	897%
Capital Expenditure - Loans			
	-£27,589	-£27,589	100%
Cemetery			
Total Income	£33,000	£46,161	140%
Overhead Expenditure	-£13,320	-£18,977	142%
Income Less Expenditure	£19,680	£27,184	138%
General Equipment			
Overhead Expenditure	-£4,596	-£2,015	44%
Christmas Lights			
Total Income	£0	0	0%
Overhead Expenditure	-£19,083	-£18,500	97%
Income Less Expenditure	-£19,083	-£18,500	97%
Corn Hall			
Overhead Expenditure	-£8,846	-£7,878	89%
Council Offices			
Total Income	£6,536	£7,732	118%
Overhead Expenditure	-£19,080	-£16,053	84%
Income Less Expenditure	-£12,544	-£8,321	66%
Other Council Properties			
Health & Safety	-£2,500	-£1,101	44%
PK Toilets	-£18,205	-£14,997	82%
Mere's Mouth Toilet	-£18,500	-£13,779	74%
Staff Uniforms/Replacements	-£500	£0	0%
Total Expense	-£39,705	-£29,877	75%
Diss Youth & Community Centre			
Total Income	£0	£1,539	0%
Overhead Expenditure	-£19,880	-£12,961	65%
Income Less Expenditure	-£19,880	-£11,422	57%
Grants			
Grants Expenditure	-£10,000	-£3,500	35%
Highways - Parish Partnership Bid			
Income	£0	£705	0%
Parish Partnership Bid	£0	0	0%
DDNP Contribution	-£1,000	-£176	18%
Income Less Expenditure	-£1,000	£529	-53%

Income Expenditure March 2026

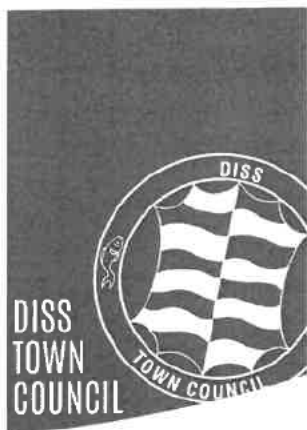
	Budget 25-26	Actual YTD 25-26	Percentage Spend
Market			
Total Income	£21,000	£20,311	97%
Overhead Expenditure	-£3,180	-£2,945	93%
Income Less Expenditure	£17,820	£17,366	97%
Promotion			
Overhead Expenditure	-£1,300	-£851	65%
Precept			
Total Income	£717,191	£717,191	100%
General Expenditure (inc IT)			
Total Income	£0	£933	0%
Overhead Expenditure	-£53,725	-£54,423	101%
Sports Ground			
Total Income	£10,500	£9,408	90%
Overhead Expenditure	-£21,522	-£12,104	56%
Income Less Expenditure	-£11,022	-£2,696	24%
Events			
Event Income	£0	£1,046	0%
Overhead Expenditure	-£1,300	-£1,645	127%
Income Less Expenditure	-£1,300	-£599	46%
Christmas Switch-On Event			
Total Income	£4,000	£296	7%
Overhead Expenditure	-£5,250	-£3,352	64%
Income Less Expenditure	-£1,250	-£3,056	244%
Carnival			
Total Income	£10,000	£11,434	114%
Overhead Expenditure	-£12,750	-£12,567	99%
Income Less Expenditure	-£2,750	-£1,133	41%
Wages			
Recharge	£0	£4,780	0%
Recharge	£0	-£4,780	0%
Wages Admin	-£219,705	-£192,128	87%
Wages Maint	-£205,552	-£190,613	93%
Income Less Expenditure	-£425,257	-£377,961	89%
Town Mayors Charity			
Total Income	£0	£1,643	0%
Overhead Expenditure	£0	-£1,172	0%
Income Less Expenditure	£0	£471	0%
CIL			
Total Income	£0	£2,820	0%
Overhead Expenditure	£0	-£6,062	0%
Sec 106 Income			
Sec 106 Income	£0	0	0%
Sec 106 Expenditure			
Sec 106 Expenditure	£0	0	0%
Streetlighting			
Total Income	£0	0	0%
Overhead Expenditure	-£16,000	-£9,207	58%
Income Less Expenditure	-£16,000	-£9,207	58%
Earmarked Reserves Budgeted			
Income Less Expenditure	-£42,000	£0	0%
Total Income	£823,050	£959,021	117%
Total Expenditure	-£823,050	-£710,292	86%

SUMMARY REPORT OF EARMARKED RESERVES 2025-2026

NC	Committee	Site	EMR	Balance as at 1st April 2025	Less: Actual Year to date Expense	Balance	Add: Year to date receipts	Balance as at 31st March 2026
320	AIE	Cemetery	Cemetery Bungalow Sale	£ 268,841.60		£ 268,841.60		£ 268,841.60
330	Exec	By-election	By-election costs	£ 5,000.00		£ 5,000.00		£ 5,000.00
335	AIE	Mere	Flock Project	£ 9,999.00	£ 1,702.93	£ 8,296.07		£ 8,296.07
342	AIE	Events	Christmas Lights switch on	£ 4,262.42	£ 2,102.21	£ 2,160.21	£ 296.00	£ 2,456.21
344	AIE	Events	Carnival	£ 5,441.93		£ 5,441.93	£ 1,616.30	£ 7,058.23
370	AIE	Cemetery	Cemetery Grounds (Inc Monuments)	£ 8,699.30	£ 5,735.00	£ 2,964.30	£ 2,987.50	£ 5,951.80
375	AIE	Corn Hall	Corn Hall	£ 24,455.21		£ 24,455.21		£ 24,455.21
384	AIE	Council Offices	Council Office Building Maint	£ 30,589.58	£ 5,700.00	£ 24,889.58		£ 24,889.58
390	AIE	DYCC	Van Replacement	£ 8,000.00		£ 8,000.00	£ 2,000.00	£ 10,000.00
392	AIE	DYCC	Replacement Ride-On Lawnmower	£ 6,345.00		£ 6,345.00		£ 6,345.00
398	AIE	DYCC	DYCC	£ 14,860.24		£ 14,860.24		£ 14,860.24
400	AIE	Market	Maintenance Market	£ 21,500.00		£ 21,500.00		£ 21,500.00
410	AIE	Mere	Anglian Gardens	£ 5,396.00	£ 4,893.00	£ 503.00		£ 503.00
412	AIE	Mere	Boardwalk	£ -		£ -	£ 5,000.00	£ 5,000.00
414	AIE	Mere	Maintenance Mere's Mouth	£ 1,530.00	£ 1,365.00	£ 165.00		£ 165.00
416	AIE	Mere	Mere Fountain	£ 22,815.00		£ 22,815.00	£ 5,000.00	£ 27,815.00
420	AIE	Rectory Meadow	Rectory Meadow Fencing	£ 7,000.00	£ 5,191.14	£ 1,808.86		£ 1,808.86
422	AIE	Park	Park General - Beacon Project	£ 1,229.46		£ 1,229.46		£ 1,229.46
424	AIE	Park	Play Equipment	£ 3,557.57	£ 6,198.36	£ -2,640.79	£ 5,000.00	£ 2,359.21
426	AIE	Park	Park Toilets	£ 16,000.00	£ 971.70	£ 15,028.30		£ 15,028.30
430	AIE	SPG	Athletics maintenance	£ 11,000.00	£ 11,000.00	£ -		£ -
434	AIE	SPG	SPG Pav maintenance	£ 1,919.58		£ 1,919.58		£ 1,919.58
436	AIE	SPG	SPG - Skateboard Park	£ 8,012.80	£ 1,325.00	£ 6,687.80	£ 46,341.23	£ 53,029.03
440	AIE	St Marys	Closed churchyard repairs	£ 18,579.00	£ 12,145.00	£ 6,434.00		£ 6,434.00
445	AIE	Town	Parish Partnership Works	£ 5,000.00		£ 5,000.00		£ 5,000.00
455	AIE	HTP	HTP	£ 8,633.59	£ 3,766.00	£ 4,867.59		£ 4,867.59
460	AIE	Town	Bus Shelters maintenance	£ 15,571.04		£ 15,571.04		£ 15,571.04
462	AIE	Town	Streetlights	£ 8,116.06	£ 3,700.00	£ 4,416.06	£ 15,000.00	£ 19,416.06
464	AIE	Town	Community Infrastructure Levy (CIL)	£ 81,327.35	£ 6,061.69	£ 75,265.66	£ 2,819.86	£ 78,085.52
466	AIE	Town	CCTV	£ 1,674.99		£ 1,674.99		£ 1,674.99
468	AIE	Town	D&D Neighbourhood Plan	£ 5,393.08	£ 179.40	£ 5,213.68	£ 1,705.00	£ 6,918.68
469	AIE	Maintenance	5 Yr Electrical Testing	£ 3,300.00		£ 3,300.00		£ 3,300.00
470	AIE	Park	Park Enhancement Project	£ 12,139.67	£ 12,139.67	£ -		£ -
472	AIE	Town	Parking Scheme	£ 10,000.00		£ 10,000.00	£ 5,000.00	£ 15,000.00
			TOTAL	£ 656,189.47	£ 84,176.10	£ 572,013.37	£ 92,765.89	£ 664,779.26

31.03.2026	Current Year End balance (Precept)	£ 242,230.00
	General Reserves	£ 284,357.00
	EMR	£ 664,779.26
	Total Funds	£ 1,191,366.26

Streetlighting Funds Breakdown		
	Capital Reserves (ring fenced)	£ 4,096.11
	EMR General	£ 15,319.95
		£ 19,416.06



TOWN CLERK
Mrs S Villafuerte-Richards

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BANK RECONCILIATIONS COUNCILLOR CHECK

January 2026

Bank Accounts:

Cashbook 11 - Unity Trust Current Account - 20535144 ✓

Cashbook 12 - Unity Trust Instant Access – 20535160 ✓

Cashbook 13 – Unity Trust 6month Fixed - 80190655 ✓

Cashbook 6 - Barclaycard – 547676 07843 38272 ✓

Cashbook 7 - Nationwide Account – 90187011 ✓

Cashbook 8 - Lloyds Current Account – 83534868 ✓

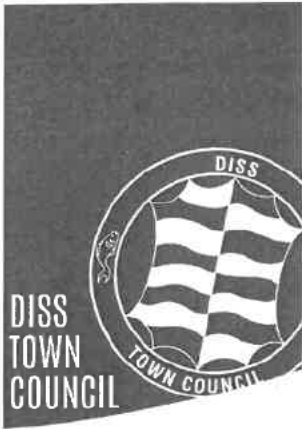
Cashbook 9 - Lloyds 95 day Notice Account – DITOCODGB ✓

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

Signed

Date

14/04/26



TOWN CLERK
Mrs S Villafuerte-Richards

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BANK RECONCILIATIONS COUNCILLOR CHECK

February 2026

Bank Accounts:

Cashbook 11 - Unity Trust Current Account - 20535144 ✓

Cashbook 12 - Unity Trust Instant Access – 20535160

Cashbook 13 – Unity Trust 6month Fixed - 80190655

Cashbook 6 - Barclaycard – 547676 07843 38272 ✓

Cashbook 7 - Nationwide Account – 90187011 ✓

Cashbook 8 - Lloyds Current Account – 83534868 ✓

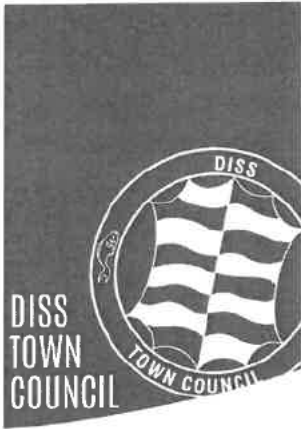
Cashbook 9 - Lloyds 95 day Notice Account – DITOCODGB ✓

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

Signed

Date

14/04/26



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Mrs S Villafuerte-Richards

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BANK RECONCILIATIONS COUNCILLOR CHECK

March 2026

Bank Accounts:

Cashbook 11 - Unity Trust Current Account - 20535144 ✓

Cashbook 12 - Unity Trust Instant Access - 20535160 ✓

Cashbook 13 - Unity Trust 6month Fixed - 80190655 ✓

Cashbook 6 - Barclaycard - 547676 07843 38272 ✓

Cashbook 7 - Nationwide Account - 90187011 ✓

Cashbook 8 - Lloyds Current Account - 83534868 ✓

Cashbook 9 - Lloyds 95 day Notice Account - DITOCODGB ✓

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

Signed

Date

14/04/2026

Community Infrastructure Levy Annual Report from Parish Council


Parish of: Diss

Year from 1st April 2024 to 31st March 2026

Total CIL receipts for 2024/2025	£ 2,819.86
Total CIL receipts retained from years: 01.04.2019 – 31.03.2020	NIL
01.04.2020 – 31.03.2021	NIL
01.04.2021 – 31.03.2022	£ 1,201.27
01.04.2022 – 31.03.2023	£ 20,362.44
01.04.2023 – 31.03.2024	£ 52,196.57
01.04.2024 – 31.03.2025	£ 1,505.38
Total CIL Expenditure for 2025/2026 as listed below.	£ 6,061.69
Total amount of CIL receipts received in 2025/2026 retained at the end of 31 st March 2026	£ 2,819.86
Total amount of CIL receipts from previous years retained at the end of 31 st March 2026	£ 78,085.52

Summary of CIL expenditure during the year

Purpose	Amount
New Town Signage	£ 2,916.69
Park Entrance Ground Infill	£ 3,145.00

Completed by: Susan Hurst - 

Position: Responsible Finance Officer

Date: 02/04/2026.



CURRENT	
RETAILER	[REDACTED]
COMBINED ANNUAL EXPENDITURE	£ 6,687.70
CONTRACT END DATE	OUT OF CONTRACT

DIRECT RENEWAL OPTION 1	
RETAILER	[REDACTED]
COMBINED ANNUAL EXPENDITURE	£ 7,242.00
TERM	24-MONTHS

TOP ALTERNATIVE OPTION 1	
RETAILER	[REDACTED]
COMBINED ANNUAL EXPENDITURE	£ 7,452.83
TERM	24-MONTHS

REVISED RENEWAL	
RETAILER	[REDACTED]
COMBINED ANNUAL EXPENDITURE	£ 5,799.34
TERM	24-MONTHS

AS YOU CAN SEE, THERE IS A SIMPLE RECOMMENDATION. WATER PLUS ARE YET TO INCLUDE THE RETAIL INCREASES WHICH ARE DUE NEXT MONTH, WHEREAS THE MAJORITY OF RETAILERS ARE NOW FACTORING THIS INTO THEIR FIXED OPTIONS. MY RECOMMENDATION WILL SEE ALL YOUR RETAIL CHARGES FIXED AT WHAT THEY ARE TODAY FOR THE NEXT 36-MONTHS, ENSURING YOU RECEIVE MAXIMUM BUDGET CERTAINTY.

DIRECT RENEWAL OPTION 2	
RETAILER	[REDACTED]
COMBINED ANNUAL EXPENDITURE	£ 7,342.83
TERM	36-MONTHS

TOP ALTERNATIVE OPTION 2	
RETAILER	[REDACTED]
COMBINED ANNUAL EXPENDITURE	£ 7,356.24
TERM	36-MONTHS

REVISED RENEWAL (RECOMMENDATION)	
RETAILER	WATER PLUS
COMBINED ANNUAL EXPENDITURE	£ 5,386.65
TERM	36-MONTHS



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Report Number:
06 / 2627

Report to:	Full Council
Date of Meeting:	Wednesday 22 nd April 2026
Authorship:	Responsible Finance Officer
Subject:	Year-End Transfers

Introduction

1. At the end of the year, we review the remaining funds in the current year-end pot and determine where to allocate them.
2. The current year-end balance, before any adjustments, is £248,732 and the General Reserves are £284,357.
3. Due to various projects in the pipeline, and a larger than usual amount outstanding as current year-end balance, we would like to request the some funds to go to selected Earmarked Reserves (EMR's).

Earmarked Reserves

4. It is proposed that any funds remaining in Streetlighting, Tree Maintenance and CCTV to be transferred into the relating EMR, as a standard procedure to make sure there are always funds available, as the spend on these can fluctuate.
5. We would like to put the unspent Mere Fountain and Mere Drainage monies to the Mere Fountain EMR, looking to source a new more energy efficient Mere Fountain.
6. As we have only minimal funds in the Sports Pavilion EMR, we recommend transferring the year-end balances of £4,775.99 to start saving for refurbishment works which will be required in the future.
7. Due to the equipment on the Mere Park for the toddlers becoming old and worn, we are looking to put some underspent funds into the EMR for Park Equipment and will be looking to renew this within the next financial year.
8. We would like to put some funds into the EMR for Park Beacon and Pavilion, to go towards the redevelopment of the Pavilion. This would be a contribution, with other funding for this to be sought from elsewhere.
9. We have created two new EMR's for IT Hardware and Additional Events, for any funds remaining in the relating budgets to be placed, to save up for replacement IT equipment such as laptops and Ipads, and for ad hoc smaller unbudgeted events.
10. Following the completion of a longer-term fixed investment of £100,000, the funds have been transferred from the Asset Register back into the current years' funds. It is proposed that these funds now be allocated to the EMR to support three specific projects: Meres Mouth Maintenance, former Citizens Advice porta cabin project and the DYCC redevelopment.

Conclusions

11. The above recommendations would only take £174,736.14 from the current year-end funds, leaving a balance of £73,996 to still be transferred to the General Reserves.
12. With the current General Reserves, we would start 2026/27 with a balance of £358,353, which would cover 5 months of expenditure in line with our Financial Regulations.

Recommendation

To approve the movement of funds from the current year-end funds to Earmarked Reserves as set out above in the report.

SUMMARY REPORT OF EARMARKED RESERVES 2025-26

NC	EMR	Balance as at 31st March 2025	Balance to be transferred from Y/end Funds	Monies to be Added from Precept	Balance as at 1st April 2025
320	Cemetery Bungalow Sale	£ 268,841.60			£ 268,841.60
330	By-election costs	£ 5,000.00			£ 5,000.00
335	Flock Project	£ 8,296.07			£ 8,296.07
340	IT Hardware	£ -	£ 3,141.36		£ 3,141.36
342	Christmas Lights switch on	£ 2,456.21			£ 2,456.21
344	Carnival	£ 7,058.23			£ 7,058.23
350	Additional Events	£ -	£ 529.58		£ 529.58
370	Cemetery Grounds (Inc Monuments)	£ 5,951.80		£ 5,000.00	£ 10,951.80
372	Cemetery Chapels	£ -			£ -
375	Corn Hall	£ 24,455.21			£ 24,455.21
384	Council Office Building Maint.	£ 24,889.58			£ 24,889.58
390	Van Replacement	£ 10,000.00		£ 5,000.00	£ 15,000.00
392	Replacement Ride-On Lawnmower	£ 6,345.00			£ 6,345.00
396	CAB Community Space	£ -	£ 10,000.00		£ 10,000.00
398	DYCC	£ 14,860.24	£ 70,000.00	£ 14,000.00	£ 98,860.24
400	Maintenance Market	£ 21,500.00			£ 21,500.00
410	Anglian Gardens	£ 503.00		£ 1,000.00	£ 1,503.00
412	Boardwalk	£ 5,000.00		£ 5,000.00	£ 10,000.00
414	Maintenance Mere's Mouth	£ 165.00	£ 20,000.00	£ 1,000.00	£ 21,165.00
416	Mere Fountain	£ 27,815.00	£ 4,000.00		£ 31,815.00
420	Rectory Meadow Fencing	£ 1,808.86			£ 1,808.86
422	Park - Beacon & Pavilion	£ 1,229.46	£ 14,938.57	£ 10,000.00	£ 26,168.03
424	Play Equipment	£ 2,359.21	£ 31,957.61		£ 34,316.82
426	Park Toilets	£ 15,028.30			£ 15,028.30
430	Sportsground Improvement Proj.	£ -		£ 20,000.00	£ 20,000.00
434	SPG Pav Maintenance	£ 1,919.58	£ 4,775.99		£ 6,695.57
436	SPG - Skateboard Park	£ 53,029.03		£ 5,000.00	£ 58,029.03
440	Closed churchyard repairs	£ 6,434.00			£ 6,434.00
445	Parish Partnership Works	£ 5,000.00			£ 5,000.00
450	Tree Management	£ -	£ 8,600.00		£ 8,600.00
455	HTP	£ 4,867.59			£ 4,867.59
460	Bus Shelters maintenance	£ 15,571.04			£ 15,571.04
462	Streetlights	£ 19,416.06	£ 5,442.27	£ 15,000.00	£ 39,858.33
464	Community Infrastructure Levy (CIL)	£ 78,085.52			£ 78,085.52
466	CCTV	£ 1,674.99	£ 1,350.76		£ 3,025.75
468	D&D Neighbourhood Plan	£ 6,918.68			£ 6,918.68
469	5 Yr Electrical Testing	£ 3,300.00		£ 1,000.00	£ 4,300.00
472	Parking Scheme	£ 15,000.00			£ 15,000.00
	TOTAL	£ 664,779.26	£ 174,736.14	£ 82,000.00	£ 921,515.40

From 4600/4605/4567

From 4760/4991

From 4095/4100

From 4666

From 4061/4665

From 4900/4910/4920

From 4075

From 4970

From 4730

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Report Number:
07 / 2627

Report to:	Full Council
Date of Meeting:	22 nd April 2026
Authorship:	Responsible Finance Officer
Subject:	Accounts Quarter 4

Introduction

1. Budget spending to which I wish to draw members' attention as of 31/03/2026, the final quarter for the financial year ending 31/03/2026. Income and expenditure for the year is shown in the Appendix.
2. Overspends or underspends of 15% will be reported as per Financial Regulations, clause 4.8, which states that material is a 15% variance from the budget.
3. Several budgets will be shown as an overspend, due to monies that have already been committed as expenditure, but this will not take place until 2026/27, therefore they are not overspent.
4. Utilities at various sites also show either overspend or underspend. This is explained by the usage being either higher or lower than the predicted amount.

Agency Services

5. The grass cutting budget showed an underspend as maintenance wages were not allocated to this code. Overall, the activity was not considered economically viable, and the council agreed that grass cutting will not be undertaken in-house in 2026/27.

Allotments

6. The expenditure for the Allotments was an underspend as we budgeted for the hedge to be trimmed back annually, but this did not take place during 2025/26. This work will be scheduled to take place early Autumn following the bird nesting season and appointment of our tree surgeon.

Amenities

7. The Garden/Floral Scheme was underspent due to the reduction in town planters, therefore a lower budget has been set for 2026/27.
8. The Park Play Equipment was underspent due to minimal maintenance during 2025/26, but works are pending. Therefore, we have requested that the remaining balance be transferred into the Earmarked Reserve.
9. The Boardwalk shows an underspend due to the second day of painting works being cancelled due to weather conditions.

10. The van running costs were underspent due to minimal maintenance works required, and only paying for 6 months road tax for the Ford Ranger, as this vehicle is due to be replaced in early 2026/27, pending South Norfolk Council's funding for an e-vehicle.
11. The Tree Management budget was set to £18,000 as the third year of the tree management plan, but most of the works were completed in year 2, which means that the only works completed were emergency work. Therefore, the remaining balance at year-end will go into the EMR to start building funds for the next Tree Management contract. This code usually has the balance carried forward via the EMR every year.
12. Both the closed churchyard and manorial rights budgets show an underspend, as they primarily cover fuel for grass cutting and any emergency maintenance — none of which were required this year.
13. The Mere Water Drainage and Mere Fountain did not have any expenditure during 2025/26, as looking to replace the Fountain, so requesting that these funds be transferred into the Fountain Renewal EMR at the year end.

Bank Interest

14. The surplus of £7,986 for interest income and expenditure on bank charges is attributed to the Council's strategy of diversifying accounts to maximise reserve returns while ensuring sufficient liquidity.

Cemetery

15. The Chapel did not require much money due to recent refurbishments, but we do require a budget in case of any general maintenance, therefore this was underspent during 2025/26.

Corn Hall

16. There is still £24,455.21 in the Cornhall EMR, and the general running costs at the Cornhall remain within the expected budget for 2025/26.

Christmas Lights Switch-on event.

17. The Christmas Lights switch-on event was funded by an EMR (£4,262), which came from the previous year's income and a precept contribution of (£1,400). The event cost £3,502.21 and raised £296 in income leaving £2,456 towards the December 2026 event.

Carnival

18. The Carnival was funded by an EMR (£5,442), which came from the previous year's income and a precept contribution of (£2,700). The event cost £12,567 and raised £11,434 in income leaving £7,058 towards the 2026 event.

Council Properties

19. The Health and Safety budget has been underspent for the second consecutive financial year, indicating that the current allocation is no longer necessary. As the budget had previously been increased due to Covid-related requirements, it has now been reduced for 2026/27.
20. Staff Uniforms were underspent, as no staff uniform was ordered last year due to larger order placed at end of 2024/25.

Diss Youth & Community Centre (DYCC)

21. Income for the DYCC exceeded the budgeted amount because Park Radio remained in the building until October 2025, rather than leaving at the end of March 2025 as originally expected.
22. The DYCC General Expenditure was significantly underspent, therefore the budget for 2026/27 has been reduced.

Promotion

23. The promotion budget was underspent as the budget was set for the Visit Diss website running costs, but the website provider was changed to bring this cost down.

General Expenditure

24. The Town Mayors' allowance and the councilors' allowances were underspent as not all councillors claimed their allowances, but all were budgeted for. This has been reduced for 2026/27 as only members elect are eligible to claim.
25. The Postage, Printing and Stationery budget, along with Meeting Expenditure, have all been underspent, as these budgets are set to cover all potential costs, many of which do not arise every financial year.
26. The Legal, Financial and Professional fees were underspent, as there was not the requirement for this during 2025/26.

Sports Ground

27. The Pavilion had only minimal running costs in 2025/26, but it has been requested to transfer the remaining budget in an EMR for any future maintenance work.
28. The Sportsground General and Grounds Maintenance was underspent, but it has been requested to transfer the remaining budget into the EMR.
29. The Skatepark maintenance budget shows an underspend, as only minimal maintenance has been required. The facility has now reopened following a major refurbishment project funded through EMR (& The National Lottery).

Events

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

Town Mayor's Charity

32. The mayor raised £1,171.63 for his chosen charity in 2025/26.

Streetlighting

33. The Streetlighting has been underspent as any emergency repairs have to be budgeted for, but no emergency works have taken place during 2025/26. Therefore, we request that the underspent balance be transferred to the EMR.

34. CCTV has been underspent as repairs have to be budgeted for, but there has not been any issues where repairs have been required during 2025/26. Therefore, we request that the underspent balance be transferred to the EMR.

Summary

35. Income excluding the precept was budgeted at £105,859, while actual income reached £241,829 (228.44%). This significant increase is largely due to the transfer of Bank Interest and Long-Term Invested funds from fixed assets to current assets.
36. Expenditure was budgeted at £823,050. The actual revenue expenditure was £710,288 (86.3%).
37. The EMR has increased due to expenditure of £84,176.10, and an income of £92,765.86 leaving a final balance of £664,779.26, of which £268,842 is ringfenced for capital expenditure.
38. The EMR and General Reserves total on the balance sheet is £949,136 (beginning of the year) and concludes at £1,197,868.

Transfer of General Reserve Funds at Year End

39. The level and utilisation of reserves was determined formally by the Council, informed by the Responsible Finance Officer (RFO) and Clerk during the budgeting process. The balance of the remaining General Reserves at year end was £533,089.
40. From the report at item 7 of this agenda, we have requested that funds totaling £174,736 be transferred to the relevant EMR's.
41. The financial reserves policy (sect 7) criteria states that the general reserve should be between 3-12 months amount of the precept, depending on the size of the Council. This would suggest that we should have between £215,884.50 and £863,538. It was previously agreed that 4-5 months of expenditure was appropriate to be held in General Reserves, which would be between £287,846 and £359,808.
42. The balance of General Reserves at year end after the agreed EMR is £358,353, which is exactly within our own Financial Reserve boundaries.

Recommendation

To agree the final balance of the General reserves for the year end transfers as £358,353.

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Report Number:
08 / 2627

Report to:	Full Council
Date of Meeting:	Wednesday 22 nd April 2026
Authorship:	Responsible Finance Officer
Subject:	Virement Required

1. At the time the budget was prepared, the Office Administrator position was filled by the Maintenance Operative responsible for cleaning the council office. As this arrangement was on a six-month trial period, it was agreed that the 2026/27 budget would include provision for both sets of wages.
2. It was further agreed that, if both parties were satisfied with the Office Administrator in the role, a cleaning company would be appointed. In this case, rather than budgeting for both positions, the relevant amount from the maintenance wages budget would be transferred to the Council Office R&R nominal code.
3. As both parties are satisfied with the arrangement, a cleaning company has now been employed.
3. In addition, the Council agreed that the Diss Community Woodland Project would take over maintenance of the Council Office gardens. As this was not agreed before the budget was finalised, it is proposed that this cost is also met from the Maintenance Wages budget.

Recommendation

To approve the movement by virement of the budgeted amounts from maintenance staffing of £4,095 to Council Office maintenance for cleaning and £840 for Council Office garden works.

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Report Number:
05 / 2627

Report to:	Assets & Infrastructure Committee
Date of Meeting:	08.04.26
Authorship:	Office Administrator
Subject:	Shelfanger Road Development – Street Naming Clarification

Introduction

1. South Norfolk Council (SNC) has confirmed the street names for the Shelfanger Road development (Appendix A).
2. The Town Council became aware that “Neve Close” was included within the approved street naming schedule for the Shelfanger Road development.
3. Concerns were raised that the surname “Neve” could be misinterpreted locally due to the historical notoriety of Ethel Neve, a former Diss resident associated with the Dr Crippen case.

Clarification from South Norfolk Council

4. SNC confirmed that the street name refers to Jean Neve (née Rudd), a former local landowner.
5. SNC advised that the name complies with their street naming policy and will proceed as approved.

Contextual Information on Street Name Plates

6. To reduce the risk of misunderstanding, the Town Council asked whether a brief contextual descriptor could be included on the street sign to clarify that the name commemorates Jean Neve.
7. SNC advised that the developer is responsible for the initial provision of street name plates and that, if additional text is incorporated into their own sign design, any future replacement costs for extra lettering would fall to the Town Council. This would probably be once every 20-25 years.
8. The developer (Norfolk Homes) was therefore contacted to explore options.

Quotation and Options

9. Norfolk Homes sought a quote for signage, which can be viewed at Appendix B, from their supplier (Standard Signs & Traffic Systems Ltd).
10. The quotation indicates:
 - A standard South Norfolk specification street name plate: £168.35
 - A separate dedicated sign (to be installed beneath the SNC sign), including text referencing Jean Neve: £199.37
 - Delivery charge: £40.00
 - Total (incl. VAT): £489.26
11. SNC has indicated a preference for any dedication to be provided on a separate sign, rather than incorporated into their own plate.

Wider Context – Other Street Names

12. Members have also noted that other approved street names within the development (e.g. Betjeman, Wilson, Observer, Well) have specific local or historical relevance that may not be immediately apparent from the name alone.
13. The Committee may therefore wish to consider whether the approach taken for *Neve Close* should also be applied more widely across the development however this may set a precedent for new developments.

Policy Context

14. Norfolk Homes advised that SNC has recently changed its approach to street naming, with developers generally restricted to surname-only naming, whereas forenames were previously permitted.
15. This change may increase the potential for ambiguity, particularly where surnames have more than one historical association.

Committee Consideration

Members are asked to CONSIDER the quotation provided and determine whether the Town Council wishes to proceed with the installation of a separate dedication sign for *Neve Close* (at a future cost of approx. £200 + inflation in 20+ years) and whether similar contextual signage should be explored for other street names within the Shelfanger Road development.

Quotation

Quote No : 9058786
Customer: Norfolk Homes Ltd
Request Date : 26/03/2026
Quote Ref : REVISED 27.03.26
Delivery Address:

Please reference Quote No. on your PURCHASE ORDER if you are not using the method below

Additional information:

PLEASE NOTE: Due to 'Metal' price instability, Standard Signs & Traffic Systems Ltd reserve the right to requote at any point from quotation to point of order.

This quotation is valid for a maximum of 7 days

Clips and caps are NOT included as standard, these must be ordered separately. If you would like the quote to include these items, please ask a member of our sales team.

Product Description Key

S/S - Single-Sided. D/S - Double-Sided. E/M - End-Mounted. W/E - Welsh Above English. CH - Channel/Rail. PO - Plate Only (no channel). I/F - In Frame. SAP - Self-Adhesive Patch.

Page 1 of 1

Quantity	Product Description	Unit Price	Total
1	STREET NAME PLATE - SOUTH NORFOLK SPEC: DIEPRESSED PLATE C/W PLASTIC POSTS NEVE CLOSE	168.35	168.35
1	STREET NAME PLATE - SOUTH NORFOLK SPEC: DIEPRESSED PLATE C/W PLASTIC POSTS SPECIAL- NEVE CLOSE DEDICATED TO JEAN NEVE (NEE RUDD) DEDICATED & DEVOTED TEACHER AND COMMUNITY * 2 PLATES	199.37	199.37
1	DELIVERY CHARGE	40.00	40.00
1	LEAD TIME 4-5 WEEKS	0.00	0.00

Total Net Amount : £407.72
Carriage : £0.00
Total VAT Amount : £81.54
Total : £489.26

If you would like to go ahead with the order, please complete the following and return by email to [REDACTED]

Print:

Signature:

Date:

Purchase Order:

IMPORTANT: If you have not requested delivery at the time of quote we will assume you will be collecting your order. If you need your order delivered after the quote is complete a delivery charge will be added to your order unless we have specified no charge. If clips, caps, or any other accessories are not listed on the quote, they have not been quoted for as they are only quoted on request.

Please note:

* Whilst every effort is made to be accurate, it is your responsibility to check all details as Standard Signs do not accept any liability for errors.

* Standard Signs will draw bespoke signs for approval on receipt of an order. Please note is there is any size difference between customer drawings and Standard Signs drawing we will re-quote

* Post are quoted in standard Galvanized finish without BITUMEN paint root unless specified (Please let us know if this is required).

Any queries please do not hesitate to contact us, we are more than happy to help.



AC-N-876 Rev A Design Schedule.xls

BY: LA DATE: 26/03/2026
 CHECKED: DATE:

Road	Street ID	Axis	Column number	Lighting class	Minimum luminaire intensity class	Road width	Column		Luminaire										Linear roadway design switches			Clearing cycles		Location		Supply Type (DNO or private code)	
							Mounting height	Type	Bracket	Finish	Location	Manufacturer	Style	Model	Finish	TR	Light source	Luminaire output	Optic / Lens	Wattage (luminaire)	Control gear	Switch-control / Monitoring	Control Type	How triggered	How night timer		Reference
Off Shelfhanger Road (S38)	010	Dist	SL1	Footway Standard	G2	Ann	6m	Indoor galvanneal standard column (with glass flake root)	post top	galvanneal	30°	ASD Lighting	HW0	Mini Highway (Dimmed) DS	standard grey (RAL 9005)	12 LED	2.9kw	S4	27watts-UMSUG code 42 0021 0000 991	electronic	Photo Cell (7 Pin Nema socket)	(BCC Telesma CMS node)	881-AC-N-876	As per DTC / SCC settings	61608.45	20023.21	DNO
Off Shelfhanger Road (S38)	010	Dist	SL2	Footway Standard	G2	Ann	6m	Indoor galvanneal standard column (with glass flake root)	post top	galvanneal	30°	ASD Lighting	HW0	Mini Highway (Dimmed) DS	standard grey (RAL 9005)	12 LED	2.9kw	S4	27watts-UMSUG code 42 0021 0000 991	electronic	Photo Cell (7 Pin Nema socket)	(BCC Telesma CMS node)	881-AC-N-876	As per DTC / SCC settings	61608.45	20023.21	DNO
Off Shelfhanger Road (S38)	010	Dist	SL3	Footway Standard	G2	Ann	6m	Indoor galvanneal standard column (with glass flake root)	post top	galvanneal	30°	ASD Lighting	HW0	Mini Highway (Dimmed) DS	standard grey (RAL 9005)	12 LED	2.9kw	S4	27watts-UMSUG code 42 0021 0000 991	electronic	Photo Cell (7 Pin Nema socket)	(BCC Telesma CMS node)	881-AC-N-876	As per DTC / SCC settings	61608.45	20023.21	DNO
Off Shelfhanger Road (S38)	010	Dist	SL4	Footway Standard	G2	Ann	6m	Indoor galvanneal standard column (with glass flake root)	post top	galvanneal	30°	ASD Lighting	HW0	Mini Highway (Dimmed) DS	standard grey (RAL 9005)	12 LED	2.9kw	S4	27watts-UMSUG code 42 0021 0000 991	electronic	Photo Cell (7 Pin Nema socket)	(BCC Telesma CMS node)	881-AC-N-876	As per DTC / SCC settings	61608.45	20023.21	DNO
Off Shelfhanger Road (S38)	010	Dist	SL5	Footway Standard	G2	Ann	6m	Indoor galvanneal standard column (with glass flake root)	post top	galvanneal	30°	ASD Lighting	HW0	Mini Highway (Dimmed) DS	standard grey (RAL 9005)	12 LED	2.9kw	S4	27watts-UMSUG code 42 0021 0000 991	electronic	Photo Cell (7 Pin Nema socket)	(BCC Telesma CMS node)	881-AC-N-876	As per DTC / SCC settings	61608.45	20023.21	DNO
Off Shelfhanger Road (S38)	010	Dist	SL6	Footway Standard	G2	Ann	6m	Indoor galvanneal standard column (with glass flake root)	post top	galvanneal	30°	ASD Lighting	HW0	Mini Highway (Dimmed) DS	standard grey (RAL 9005)	12 LED	2.9kw	S4	27watts-UMSUG code 42 0021 0000 991	electronic	Photo Cell (7 Pin Nema socket)	(BCC Telesma CMS node)	881-AC-N-876	As per DTC / SCC settings	61608.45	20023.21	DNO
Off Shelfhanger Road (S38)	010	Dist	SL7	Footway Standard	G2	Ann	6m	Indoor galvanneal standard column (with glass flake root)	post top	galvanneal	30°	ASD Lighting	HW0	Mini Highway (Dimmed) DS	standard grey (RAL 9005)	12 LED	2.9kw	S4	27watts-UMSUG code 42 0021 0000 991	electronic	Photo Cell (7 Pin Nema socket)	(BCC Telesma CMS node)	881-AC-N-876	As per DTC / SCC settings	61608.45	20023.21	DNO
Off Shelfhanger Road (S38)	010	Dist	SL8	Footway Standard	G2	Ann	6m	Indoor galvanneal standard column (with glass flake root)	post top	galvanneal	30°	ASD Lighting	HW0	Mini Highway (Dimmed) DS	standard grey (RAL 9005)	12 LED	2.9kw	S4	27watts-UMSUG code 42 0021 0000 991	electronic	Photo Cell (7 Pin Nema socket)	(BCC Telesma CMS node)	881-AC-N-876	As per DTC / SCC settings	61608.45	20023.21	DNO
Off Shelfhanger Road (S38)	010	Dist	SL9	Footway Standard	G2	Ann	6m	Indoor galvanneal standard column (with glass flake root)	post top	galvanneal	30°	ASD Lighting	HW0	Mini Highway (Dimmed) DS	standard grey (RAL 9005)	12 LED	2.9kw	S4	27watts-UMSUG code 42 0021 0000 991	electronic	Photo Cell (7 Pin Nema socket)	(BCC Telesma CMS node)	881-AC-N-876	As per DTC / SCC settings	61608.45	20023.21	DNO
Off Shelfhanger Road (S38)	010	Dist	SL10	Footway Standard	G2	Ann	6m	Indoor galvanneal standard column (with glass flake root)	post top	galvanneal	30°	ASD Lighting	HW0	Mini Highway (Dimmed) DS	standard grey (RAL 9005)	12 LED	2.9kw	S4	27watts-UMSUG code 42 0021 0000 991	electronic	Photo Cell (7 Pin Nema socket)	(BCC Telesma CMS node)	881-AC-N-876	As per DTC / SCC settings	61608.45	20023.21	DNO
Off Shelfhanger Road (S38)	010	Dist	SL11	Footway Standard	G2	Ann	6m	Indoor galvanneal standard column (with glass flake root)	post top	galvanneal	30°	ASD Lighting	HW0	Mini Highway (Dimmed) DS	standard grey (RAL 9005)	12 LED	2.9kw	S4	27watts-UMSUG code 42 0021 0000 991	electronic	Photo Cell (7 Pin Nema socket)	(BCC Telesma CMS node)	881-AC-N-876	As per DTC / SCC settings	61608.45	20023.21	DNO
Off Shelfhanger Road (S38)	010	Dist	SL12	Footway Standard	G2	Ann	6m	Indoor galvanneal standard column (with glass flake root)	post top	galvanneal	30°	ASD Lighting	HW0	Mini Highway (Dimmed) DS	standard grey (RAL 9005)	12 LED	2.9kw	S4	27watts-UMSUG code 42 0021 0000 991	electronic	Photo Cell (7 Pin Nema socket)	(BCC Telesma CMS node)	881-AC-N-876	As per DTC / SCC settings	61608.45	20023.21	DNO
Off Shelfhanger Road (S38)	010	Dist	SL13	Footway Standard	G2	Ann	6m	Indoor galvanneal standard column (with glass flake root)	post top	galvanneal	30°	ASD Lighting	HW0	Mini Highway (Dimmed) DS	standard grey (RAL 9005)	12 LED	2.9kw	S4	27watts-UMSUG code 42 0021 0000 991	electronic	Photo Cell (7 Pin Nema socket)	(BCC Telesma CMS node)	881-AC-N-876	As per DTC / SCC settings	61608.45	20023.21	DNO
Off Shelfhanger Road (S38)	010	Dist	SL14	Footway Standard	G2	Ann	6m	Indoor galvanneal standard column (with glass flake root)	post top	galvanneal	30°	ASD Lighting	HW0	Mini Highway (Dimmed) DS	standard grey (RAL 9005)	12 LED	2.9kw	S4	27watts-UMSUG code 42 0021 0000 991	electronic	Photo Cell (7 Pin Nema socket)	(BCC Telesma CMS node)	881-AC-N-876	As per DTC / SCC settings	61608.45	20023.21	DNO
Off Shelfhanger Road (S38)	010	Dist	SL15	Footway Standard	G2	Ann	6m	Indoor galvanneal standard column (with glass flake root)	post top	galvanneal	30°	ASD Lighting	HW0	Mini Highway (Dimmed) DS	standard grey (RAL 9005)	12 LED	2.9kw	S4	27watts-UMSUG code 42 0021 0000 991	electronic	Photo Cell (7 Pin Nema socket)	(BCC Telesma CMS node)	881-AC-N-876	As per DTC / SCC settings	61608.45	20023.21	DNO
Off Shelfhanger Road (S38)	010	Dist	SL16	Footway Standard	G2	Ann	6m	Indoor galvanneal standard column (with glass flake root)	post top	galvanneal	30°	ASD Lighting	HW0	Mini Highway (Dimmed) DS	standard grey (RAL 9005)	12 LED	2.9kw	S4	27watts-UMSUG code 42 0021 0000 991	electronic	Photo Cell (7 Pin Nema socket)	(BCC Telesma CMS node)	881-AC-N-876	As per DTC / SCC settings	61608.45	20023.21	DNO
Off Shelfhanger Road (S38)	010	Dist	SL17	Footway Standard	G2	Ann	6m	Indoor galvanneal standard column (with glass flake root)	post top	galvanneal	30°	ASD Lighting	HW0	Mini Highway (Dimmed) DS	standard grey (RAL 9005)	12 LED	2.9kw	S4	27watts-UMSUG code 42 0021 0000 991	electronic	Photo Cell (7 Pin Nema socket)	(BCC Telesma CMS node)	881-AC-N-876	As per DTC / SCC settings	61608.45	20023.21	DNO

STREET LIGHTING KEY

Lantern Detail

17x LED lantern to be: ASD Mini Highway Diamond 76mm spigot / Grey RAL9005 / 4000K / 12 LED / 500MA / 7pin Nema / S4 optic / complete with 7m of 1.5 flex (HWDPJ4K12507NSIS4W7)

(21watts- UMSUG code 42 0021 0000 100)

Lantern to have 7 pin NEMA socket, complete with TELENDA CMS Node. Telesma telecells and suffolk county council identification number plates are to be supplied and installed on all street lighting lanterns and illuminated signs by scc's incumbent street lighting contractor, upon adoption, at developers expense.

Lantern head to be wired in black pvc/pvc 1.5mmsq 3 core flex, via a fused double pole isolator located in the base compartment of the lamp column. (Charles Endirect LS02 or similar approved)

Column Detail

17x Proposed 6m mounting height, galvanised tubular steel column, with glass flake root protection. Each lamp column to have a 230v single phase unmetered supply installed by DNO or ICP. Install new LED lantern head as per above specification.

Notes:

*Proposed based upon customer drawing provided and no survey on site has been carried out. Utility information such as underground & over ground cables and gas pipes ect. will need to be checked on site by the installation contractor before excavations or installation works start on site for the street lighting equipment.

STREET LIGHTING NOTES

- All works to comply with Diss Town Council requirements for Street Lighting Works.
- New column positions to be agreed with town council / site engineer prior to installation.
- All new street lighting columns are to be installed within the rear of the footpath or within the rear of the service strip unless otherwise indicated. Where columns are to be installed within service strips, it is strongly recommended that the positions of the proposed lighting columns are marked out at an early stage of the works, using stakes or piping of a similar diameter, so as to ensure adequate space for the column installation at a later date, avoiding clashes with any services. Installation of columns outside of service strips will not be accepted. Where road lighting columns are to be installed in verge areas, they shall be set back from the kerb / back edging by 1m, unless otherwise indicated. Where a lighting column is installed in an area where a service strip is indicated as being only 0.5m wide, an area of land 1m x 1m surrounding the base of the column will need to be dedicated as adoptable highway, therefore widening the service strip around the column.
- All new street lights to be supplied by a new Unmetered service (direct connection to local DNO electricity main)
- New Development site - developers responsibility to provide suitably positioned supply main at construction stage.
- All electrical installation work to be carried out in accordance with the requirements of HEA, NICEIC and BS7871 (IET Wiring Regulations latest edition).
- Electrical Installation Certificates to be forwarded to: Diss Town Council Council offices.
- Refer to Lighting Design Schedule for detailed apparatus specification.
- Luminaires should include a 7pin NEMA socket

Rev	Revision details	Chkd	Appd	Date
Designed:	LA			Date: 03/2026
Drawn:	LA			Date: 03/2026
Checked:	AB			Date: 04/2026
Approved:	LT			Date: 04/2026



Client
NORFOLK HOMES

Project Name
**OFF SHELFHANGER ROAD,
DISS, NORFOLK.
S38 NEW DEVELOPMENT**

Drawing Title
**DESIGN SCHEDULE
PARISH ADOPTABLE
SHEET 3 OF 3**

Original Drawing Size : A1 Scale : 1:500
Dimensions : -

Drawing Status
PRELIMINARY Suitability
S0

Drawing No
AC-N-876.3 Rev
A



Rev.	Revisions	Date	By
1	Original Drawing	24/07/25	JH

Job Title
Shelfanger Road
Diss, Norfolk

Drawing Title
Section 278 - Heywood Road
Location Plan

Drawing Status Norfolk Homes Internal Only
Scale 1/1000 **A1 Paper Size**

Norfolk Homes
BUILDING EXCEPTIONAL HOMES SINCE 1988

Waybourne Road, Sheringham, Norfolk, NR26 8WB
01263 825 679 norfolkhomes.co.uk

Orig No. NHDS1/H4/010 **Rev.**

Adopted: March 2026
 Next Review Date: April 2026
 Next Review Date: Mar 2030



Councillor Allowance Policy

Introduction and Purpose

1. Diss Town Council pays an annual allowance to elected councillors. The scheme operates in accordance with the Local Authorities (Members' Allowances) (England) Regulations 2003.
2. The purpose of this scheme is to recognise the time and expense involved in being a councillor, to ensure no member suffers financial loss due to their public service, and to promote inclusivity.
3. Co-opted members are not eligible to receive this allowance.

Allowances

4. All councillors are entitled to a standard flat-rate allowance, intended to cover time commitment, telephone & internet costs, use of home, travel within the Town Council boundary and general duties.
5. Councillors undertaking substantial additional responsibilities - such as Committee Chairs, the Council Leader, and the Mayor - are eligible for a Special Responsibility Allowance.
5. The current annual allowance rates offered to Members-elect are:

Standard Councillor:	£110
Committee Chair:	£190
Mayor/Council Leader:	£318
6. Members may claim only one allowance. The Committee Chair, Council Leader, and Mayor rates are inclusive of the Standard Councillor allowance and are not paid as additional sums.
7. Payments will be made annually.
8. All allowances are taxable and subject to deductions required by HM Revenue and Customs (HMRC).
9. In February 2026, the Council resolved that only members who achieve at least 75% attendance at Full Council meetings and their respective committees will be eligible to claim the allowance.

Travel and Subsistence Allowance

10. In addition to the allowance, elected and co-opted members may claim reimbursement for approved travel (outside the parish boundary). Rates for travel will be paid in line with HMRC approved mileage rates or standard class public transport fare.
11. Subsistence expenses (meals / overnight) may be claimed for approved duties away from home, subject to providing receipts.
12. Claims must be submitted within 3 months of the expenditure.
13. These payments are reimbursements and do not constitute a salary.

Carers' Allowance

14. A Dependants' Carers' Allowance is payable to councillors for the reimbursement of actual costs incurred in hiring a carer for children or dependent adults while on approved council business.
15. Claims must be supported by receipts.

Suspension and Resignation

16. If a councillor is suspended or partially suspended following a breach of the Code of Conduct, the Council will withhold basic and special responsibility allowances for the period of suspension.
17. If a councillor resigns, the allowance will be prorated up to the date of resignation.

Councillor Allowance Appeal Procedure

18. If a councillor disagrees with a decision made regarding their allowance or expense claim, they may invoke the following appeal procedure.

Stage 1: Request for Reconsideration

19. The councillor must submit a written request for reconsideration to the Town Clerk within 10 working days of the disputed decision or payment communication.
20. The request must include:
 - The specific decision being disputed.
 - The grounds for the appeal (e.g., calculation error, misinterpretation of policy).
 - Any supporting evidence (e.g., receipts, email confirmations).
21. The Town Clerk will review the claim within 10 working days and provide a written response.

Stage 2: Appeal Panel

22. If the councillor is dissatisfied with the Town Clerk's decision, they may request a formal appeal in writing to the Chair of the Council within 5 working days of receiving the Stage 1 response.
23. An Appeal Panel, consisting of three members of the Council (excluding the Chair and those involved in the original decision), will be convened.
24. The Appeal Panel will hear the appeal within 15 working days.
25. The councillor may attend the meeting to present their case.
26. The decision of the Appeal Panel is final and will be communicated in writing.

Public Inspection

27. All allowance claims and payments are subject to public inspection in accordance with local transparency requirements.

**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:
9 / 2627

Report to:	Full Council
Date of Meeting:	22 nd April 2026
Authorship:	Town Clerk / Town Mayor
Subject:	Update

Introduction

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

Staffing

2. Our Marketing & Events Administrator has returned to work on her contracted hours on 1st April. Thank you to the rest of the administrative team who have managed the additional workload for the last six weeks at a very busy time.

Training

3. Mandatory GDPR training has been scheduled for Thursday 18th June 10am – 12. As per recent email, it is expected that all councillors attend for legal compliance and we need to provide and document evidence of equivalent training if you are unable to attend.

Events

4. Our Annual Town Meeting is scheduled for Wednesday 29th April from 6pm at the Corn Hall and all members are expected to attend.
5. As a key sponsor of the event, all members are invited to support the DissCover Book festival 1st-3rd May hosted by the Corn Hall (email sent to all 13th April).
6. Good progress is being made with the Carnival preparations. All Coordinator roles have been allocated, the final stalls are being determined, the site layout is being updated, and the entertainment programme has been agreed subject to final tweaks. We now have 17 procession entrants but need more particularly from local sports clubs so please encourage your contacts to apply. 18 businesses have signed up to display a Dinsdale model duck and members will be visiting traders over the next week to sign up for the window dressing competition and provide raffle prizes. Promotion is well underway.

The Carnival car boot sale is scheduled for Sunday 26th April. On Friday 15th May & 5th June, raffle tickets will be sold in the Market Place. On 22nd May Liz and friends will be running a bake sale to fundraise for Carnival on the Market Place whilst selling

raffle tickets. Please support these as much as you can by buying raffle tickets and baking cakes!

7. The date for the Christmas Lights Switch-On will be Saturday 5th December as agreed at last night's meeting.

Stakeholder engagement

8. I am liaising with our newly appointed solicitors regarding all legal matters most pressing is the land transfer relating to the Leisure & Community Centre development.
9. We have not yet received any more applications to fill our vacancies although have spoken to at least three interested candidates.
10. The Post Office window displays proposed by the Heritage Trust will be detachable allowing for larger school displays if required.
11. The Sustainable Communities Conference hosted by Adrian Ramsay MP last month was well attended and inspired cllr Craggs and I to think more about how the Council can support biodiversity. As a first step, our Facilities & Buildings Manager is meeting with a representative from the Norfolk Wildlife Trust to see if there are any cost-effective quick wins we can introduce across our sites.
12. Regarding the approach from a DesignerMaker21 who was thinking about applying for funding for a community project exploring all aspects of the mere and what can be done to restore its natural ecosystem & improve water quality, George & cllr Shava have since met with her and another interested party, and an update / proposal is awaited.
13. Cllrs Craggs, our Facilities & Buildings Manager and I met with the Managing Director of Norfolk Homes who is in discussion with the energy providers regarding an alternative positioning for the substation that does not impact on the Cemetery extension.
14. The Town Mayor and I attended the formal re-opening of the Skate Park on Sunday 12th April. Feedback about the new surfacing / repairs has been excellent and the Skate Park user group will be arranging another bigger event probably next summer to fundraise and engage more users.
15. Yesterday I attended the online Town & Parish Forum hosted by South Norfolk & Broadland Council. They advised of two £30k grants for improving youth provision so I have contact SNC for more information.
16. Cllr Craggs, cllr Peaty, & I will be visiting the porta cabin on 24th April and catching up with Citizens Advice regarding potential collaborative projects.
17. Cllr Craggs attended a learning disability user group, Opening Doors, about the Council and being the Mayor.

Recommendation

To note the contents of this report.

**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:

10 / 2627

Report to:	Full Council
Date of Meeting:	22 nd April 2026
Authorship:	Facilities & Buildings Manager
Subject:	Maintenance works update

Please find below an update on maintenance works completed and commenced since the last Full Council Meeting.

1. With the improvement in weather conditions, work has resumed on the boardwalk. The timbers are currently being sanded and treated in preparation for the summer season.
2. Repairs have also been made to the platform leading onto the boardwalk from the garden side and the boardwalk had to be shut for a day.
3. With assistance from George, the planters at the Mere have been tidied, and damaged units have been removed where necessary.
4. The four new recycled plastic planters are now positioned in the Heritage Triangle area and have been planted up.
5. Resurfacing repairs at the Skate Park have been completed, and most of the graffiti on the panel sides has been removed along with the heras fencing.
6. The fingerposts have been repainted with one replacement fingerpost on order.
7. Two speed signs were sent in for repair and are back in situ.
8. The Flock lights continue to experience water ingress issues despite recent repairs and are currently under review by an electrical contractor.
9. The Council's new cleaning contractor started early April and is responsible for the Park and Mere toilets and the Council Offices twice weekly.
10. We have commenced a programme of external Fire Risk Assessments across all sites, beginning with the Corn Hall.
11. A new litter bin has been installed on one of the boardwalk platforms at the rear of the Council Offices.
12. I will shortly be meeting with the Norfolk Wildlife Trust's Nature Recovery Advisor to visit several of our sites and identify opportunities to further support biodiversity.
13. The electrical pole which has been leaning into a neighbouring property along the Entry has now been replaced.



Political Hire Policy – Summary for Public Information

The Corn Hall Diss occasionally receives hire enquiries from political parties and community groups. As a charity operating a council-owned building, we follow clear guidance to ensure political neutrality and responsible venue management.

Our Principles

Neutrality

- We do not endorse or promote any political party. All political groups are treated equally.

Commercial Terms

- Any political booking is charged at our standard commercial hire rate, with no discounts or preferential treatment.

No External Advertising

- The Corn Hall Diss will not permit external advertising or promotion of political parties or candidates. We do not advertise political events on our website, social media channels, mailing lists, or within the building.

Right to Decline

- As a charity, we may decline a political booking if we believe it could harm our reputation, impact our beneficiaries, or conflict with our charitable objectives.

Pre-Election Sensitivity

- During the national Pre-Election Period ("purdah"), additional restrictions may apply and we will follow guidance from local elections teams.

Why This Matters

This approach ensures:

- Transparency
- Fairness
- Compliance with Charity Commission and council regulations
- Protection of our beneficiaries, users, and charitable mission

The Corn Hall Diss remains committed to being a neutral, welcoming cultural space for the whole community.

Document history

Version	Amendments	Date agreed	Date of next review
1		17/03/2026	16/03/2027



Diss & District Neighbourhood Plan (DDNP)

Monitoring & Review Group Meeting Minutes

Date: 25 March 2026

Venue: Microsoft Teams

1. Attendance

Jane Jennifer – Roydon Parish Council

Paul Curson – Roydon Parish Council

Stephen Finch - Roydon Parish Council

Richard Peaty – Diss Town Council

Caroline Emeny – Palgrave Parish Council

Martin Liddell – Brome & Oakley Parish Council

Sarah Villafuerte-Richards – Diss Town Council

Colin West – Diss Town Council (Administrator)

Roger Broughton – Brome & Oakley Parish Council

Apologies: Alison Wakeham – Burston & Shimpling Parish Council

Dolores Ward – Scole Parish Council

2. Minutes of the previous meeting

Agreed: Those present who had attended the previous meeting confirmed the minutes as a true and accurate record.

3. Review of DDNP (timing, scope and external context)

Discussion summary (key points):

- **Whether to review now:** The Group considered a *full or partial (single-issue)* review and the implication of undertaking work before local government and Local Plan positions are clear. There was broad caution about workload, volunteer capacity, and professional cost.
- **Brome & Oakley position:** Recent engagement with Mid Suffolk planning officers suggests a two-year Local Plan process (scoping summer 2026; draft 2027; adoption around 2028). Until then, a DDNP update would be premature. Brome & Oakley will focus on shaping the Local Plan and preparing a parish statement to inform allocations.
- **Neighbourhood Plan weight / five-year supply:** Members discussed the continuing weight afforded to the made Diss & District Neighbourhood Plan in planning decision-making, particularly in the context of five-year housing land supply and recent appeal decisions; members cited recent appeal decisions in Roydon where proposals outside settlement boundaries were dismissed with reference to the DDNP and other plans. Action to seek adviser guidance was discussed (see Actions).
- **Call for sites / developer pressure:** Members expect “call for sites” outputs to be published in due course and anticipate speculative applications; nonetheless, not all sites submitted will be suitable or approved.
- **Funding:** There may be limited District Council grant opportunities now; the Group favours asking whether funds can be ear-marked (ring-fenced) for a future review and/or expert support, even if a review is not commenced immediately.

Decision:

- Do not initiate a DDNP review (full or partial) at this time. The Group agreed not to commence a formal review until Local Plan positions and local government arrangements are clearer (anticipated around 2028).

4. Actions / Next steps

1. Funding enquiry

- **Action:** *Paul Curson* (as Chair) to contact the District Council to ask whether review-related funding can be made available and ring-fenced for a future DDNP review and/or interim expert advice; report back to the MRG.

2. Professional advice (policy weight / five-year supply)

- **Action:** Members noted that, subject to funding, it may be beneficial to seek professional advice (for example from Louise Cornell) on:
 - (a) the current weight of the DDNP where a five-year housing land supply is not demonstrated; and
 - (b) practical implications for decision-making and appeals over the next 12–24 months.*(To be considered following clarification of funding availability.)*

3. Brome & Oakley — Local Plan liaison & parish statement

- **Action:** *Roger Broughton* and *Martin Liddell* to continue liaison with Mid Suffolk planners and prepare a short parish statement (context, development history, indicative reasonable growth) for discussion at their parish council and sharing with the MRG for awareness.

4. MRG contributions balance

- **Action:** *Sarah Richards* to ask the RFO for the current MRG fund balance and circulate to members ahead of the July meeting (or place on that agenda).

5. Any other business (AOB)

- No additional substantive items were raised beyond the actions above.

6. Date of next meeting

- **Agreed: Monday 6 July 2026 — in person.** *(Note: the published agenda showed “Tuesday 7 July 2026”; this was corrected in-meeting.)*

Diss Town Council

Minutes

Draft

Minutes of the meeting of the **Events Sub-Committee** held in the **Ceremony Room** at **Diss Town Council Offices** on **Tuesday 14th April 2026** at **7.00pm**.

In attendance: Members: M Cotton, Cllr C Dente (Chair), E Forsdyke, J Grint, K Jaynes (Teams), R Ludkin, B Rogers, Cllr T Shava, Cllr L Sinfield (Vice-Chair), S Villafuerte-Richards, G Waterman, P Wilson.

Cllr T Knights

1 member of the public (Corn Hall representative)

E0426/01

Apologies

Apologies were received from cllr D Craggs, S Brazier. It was noted that J Grint would arrive late. Apologies from A Rackham were sent at 14.00 but only received the following day as sent to a member of staff's email not present at the meeting.

E0426/02

Minutes

Members reviewed the minutes of the last meeting held on 10th March 2026. It was

Resolved: to approve the minutes of the events meeting held on Tuesday 10th March 2026 as a true record and were signed by the Chair.

(Action: Admin to un-draft minutes on website, immediately)

E0426/03

Declarations of Interest

There were none.

E0426/04

Public Participation

There was 1 member of the public in attendance, and it was noted that a Corn Hall representative would attend each meeting.

E0326/05

Items of Urgent Business

There were no items of urgent business.

E0326/06

Committee Membership

Members considered co-opting cllr Knights to the Events committee. It was

Resolved: To co-opt cllr Knights to the Events committee.

(Action: CW to add to membership; immediately)

E0326/07

Applications

a) It was noted that there had been 7 additional stallholder applications since the last meeting & application deadline. Two sweet food stalls (donuts & cakes), another burger stall, homemade jewellery, air cadets willing to help at the event, the Diss Guild of Weavers, Spinners & Dyers and the River Waveney Trust. It was noted that we have already secured five sweet stalls and the list of agreed savoury food outlets was reviewed. It was agreed that this would be reviewed following discussion at 11b, the site plan to determine if there is space to accommodate late applications.

Post meeting note – we did not return to discuss this item so an email has been distributed to all members with recommendations for acceptance, which will be ratified at the next meeting so that the bookings can be secured. Also, B Rogers suggested inviting a healthy option food stall particularly given our sporting theme & will make enquiries.

Procession applications

b) Members received an update on procession applications received to date. We now have around 17 groups entering with some forms awaited. Kim did an email drop to encourage entries on 1st April. It was noted that no local sports teams have entered and George will encourage applications via the Tug of War social posts assuming it is agreed. Tina suggested inviting a new Jujitsu club and Emily will enquire. Members were encouraged to encourage personal contacts to participate as groups invited via generic email addresses. George agreed

to follow up with a band to lead the procession. The Diss Otters Swim Club has decided not to enter due to a clash with a swimming competition for their younger swimmers.

(Action: GW / EF / All; immediately)

E0326/08 Finance

Members received the current income and expenditure position for Diss Carnival 2026 to date. It was noted that the balance has changed to £8,467.09 since the agenda was distributed as income has been received for stallholders.

E0326/09 Entertainment

a) Tug of War competition

Members received and considered a proposal to include a Tug of War competition within the Diss Carnival 2026 event programme. George asked for members views on a deposit system to ensure attendance and suggestions for prizes. It was agreed that the deposit would be returned post event. It was suggested that a Dinsdale model from the trail could be sprayed gold as a trophy that the winning group could retain for the year, sponsors could be approached to see if they could provide a prize and that a plaque base with the yearly winners could be added retrospectively if the competition was received well. Members were also keen to present individual medals to the winning team as a keepsake and the local Trophy Centre would first be approached for a quote. George will promote on Facebook.

Resolved: To include the Tug of War competition in the Carnival events schedule, purchase another model duck as the trophy, purchase medals for team winners & promote entries on Facebook.

(Action: Entertainment Coordinators; by next meeting)

b) Main arena and pavilion programme

Members considered a draft events programme for the main arena, including a quote for pavilion music entertainment. It was noted that a 5-minute hand over time after each performer ought to be sufficient for all acts except for the bike show. Emily will liaise regarding the set up and close down times. The programme ends 25 minutes later than last year at 5.30pm with the pavilion music proposed to start from 5.40pm.

There was some concern that the pavilion music was ending too late given the long day but it was noted that the close down is likely to take until 8pm and last year staff shifts were staggered to reduce length.

It was agreed that PRTY would be asked to do one hour instead of 2 x 30 mins slots to reduce set up time. James suggested two groups, Soundhouse and Ellena Russel. Given the preference for variety, it was agreed that Ellena would be asked for a quote and she would perform before PRTY.

Sulala, the aerial act requires a 40-minute set up time and provides a 5-minute show. The cost of this plus a 1hr30 minute workshop is £500. Members discussed positioning of her 4-pole set up and it was suggested the yellow spaces near the Mere could work. Emily will liaise on this given potential inclement weather. It was agreed this act would need to be clearly announced as it would be taking place away from the main arena and could perhaps be scheduled when the bike show is being dismantled.

It was

Resolved:

- 1) to agree the quote of £600 for PRTY to play for 1 hour.
- 2) to agree the quote of £500 for Sulala subject to liaison around positioning and weather.
- 3) to agree to schedule Ellena Russel for 45 minutes before PRTY subject to quote received.
- 4) to confirm the main arena and pavilion schedules subject to the bike show / aerial performer / Ellena Russel confirmation.

(Action: DTC Office to confirm quotes / raise POs / Entertainment Coordinators / JG / RFO; by next meeting)

E0326/10 Dinsdale Duck Trail

Members received an update on progress with the Dinsdale Duck Trail. 18 businesses have signed up, and it is estimated that 5 have purchased ducks. Those handed back will be auctioned or used in future years.

E0326/11

Infrastructure

a) Traffic management

Members received and considered a plan for the traffic management of Diss Carnival 2026. Robert met with Core Highways, and they discussed adding a fifth accredited steward to the order to ensure all main roads are managed safely. Along with the Security stewards who will also be allocated to positions, only three other volunteer stewards will be required, and a former councillor has already agreed to help. A representative from Core Highways will attend the next meeting.

Resolved: to appoint a fifth accredited steward from Core Highways to assist with traffic management at a cost of £250.
(Action: FBM / RFO; immediately)

b) Site plan

Members considered a draft site plan for Diss Carnival 2026. Most activities and stalls already agreed have been allocated and around 6 pitches remain vacant. MTM Youth Services will be approached regarding the giant games to be positioned next to the Baptist Church marquee. It was agreed that £100 would be made available to purchase arts & crafts.
(Action: Clerk / RFO; immediately)

10m² is required in total for the climbing wall. Members discussed this going in the MUGA but the doorway entrance would be too small for access. Dependent on the fair rides, it could be positioned on the grass area near the car park. Extra toilets need to be positioned up against something.

Resolved: That Robert & George meet to review and update the site plan.
(Action: FBM / GW; before 30.04.26)

c) Volunteers

Members received an update on volunteer recruitment and coordination for Diss Carnival 2026. It was noted that Sarah met with Junior and Paul to review the task list and that the volunteers would be contacted this month. The Round Table / 41 Club would be approached regarding providing volunteers to support the event, take part in the procession and tug of war competition. It was agreed that a minimum of 5 members would be required to help to warrant a free pitch and an application form would need to be completed to determine the stall activity.
(Action: Junior / Paul; immediately)

d) Event management plan

Robert advised that the event management plan would be updated to reflect the discussions and forwarded to South Norfolk Council's Safety Advisory Group for comment this week. It wasn't tabled at the meeting as includes all the elements we have previously discussed and agreed.

(Action: FBM; by 17.04.26)

J. Grint arrived at 20:20.

E0326/12

Promotion

a) Car boot sale and raffle volunteers

Members considered volunteers for the car boot sale on 26 April and raffle ticket sales on 15 May and 6 June. It was agreed that Friday 5th June would be preferable to the Saturday staffing wise and the hours would be approximately 9-12 on market days. It is hoped Andy Rackham would also be available to help at the car boot sale.

Resolved: That cllr Sinfield, George and Emily would volunteer for the car boot sale on 26th April and Mary and Paul would sell raffle tickets on 15th May and 5th June.
(Action: LS / GW / EF / MC / PW; 26.04.26 / 15.05.26 & 05.06.26)

b) Window dressing competition

Members received an update on the window dressing competition, including the Post Office display. Liz has the forms and will distribute with Tina in the next few days whilst requesting raffle prizes. It was noted that the uptake last year was relatively low given the volume of forms distributed. Kim has done some promotion for the window dressing competition. The post

offices window boards being updated by the Heritage Trust will be removable to allow more space for schools if needed. Liz has approached schools on email and will phone Palgrave as email address not working.

c) Raffle

It was noted that the raffle tickets have been ordered and a copy of the prize poster last year would be printed for collection by Liz.

Post meeting note – the raffle tickets have arrived and do not mention prizes.

d) Publicity

Members received an update on publicity arrangements for Diss Carnival 2026. Kim has encouraged procession entrants, promoted the car boot sale & shared the post regarding the DISS lettering decoration. It was agreed that MTM Youth Services / Andy R would be contacted regarding the new DISS boards given the materials used last year. The draft Carnival article in Diss Matters will be updated to reflect discussions this evening. Kim will work on sponsorship posts, a general event poster and the digital programme. The Dinsdale duck trail will also be promoted.

(Action: KJ / Clerk; by next meeting)

e) Cake sale and tombola

Members considered a recommendation that there will not be a cake sale or tombola this year. Liz and Tina offered to run both. It was agreed that the cake sale would take place at the car boot sale on 26th April along with raffle ticket sales. Kim will do the publicity, and members welcome to share posts. Members also discussed a thank you to raffle prize givers slide for the Park Radio screen and Kim will work with Matt to determine a layout structure for the slides.

(Action: KJ / MS; by next meeting)

Resolved:

That cllrs Sinfield & Knights would arrange a cake sale on Sunday 26th April at the car boot and tombola on the day of the event.

(Action: LS / TK; by 07.06.26)

E0326/13

Christmas Lights Switch-On

Members considered the format and proposed date for the Christmas Lights Switch-On. It was noted that the church considers the Friday unviable for the Santa's grotto given it's a school day. There was a suggestion that a Christmas fair market could continue on the Friday evening but it was noted that the large event crowds for switch-on don't allow for many stalls.

George maintained his position regarding a preference for the Saturday with a shorter duration suggesting the indoor spaces at No. 8 Marketplace and the church could be promoted more. An alternative to the fire engine for Santa and the Mayor needs to be found and James suggested using heras fencing to barrier off parking in the Market Place Saturday morning before the road closure is enforced.

Given the requirement to start booking entertainment, it was agreed that Soundhouse would be asked about their availability and Robert would check about the fire engine and source other ideas for a Santa vehicle including small tractor & trailer & Rotary sleigh. Lee would speak to Discord regarding their availability to sing at the event prior to Soundhouse.

(Action: JG / RL / LJ; by next meeting)

Resolved: to agree Saturday 5th December as the date for Diss' Christmas Lights Switch-On.

(Action: DTC Office)

E0326/14

Task List

Members reviewed the task list and noted progress on allocated actions.

E0326/15

Progress Report

Members noted the progress since the last meeting.

E0326/16

Member Updates

Kim thanked everyone for everything given her personal circumstances.

E0326/17

Date of Future Meetings

Members noted the next meeting of this committee is scheduled for Tuesday 12th May 2026.

Meeting closed: 20.50.

Cllr Catherine Dente
Chair

Progress Report

Committee	Minute Ref	Subject	Action	Assigned to	Timescale	Comments or further action
FULL COUNCIL	FC0325/14	Rectory Meadow	3. That the lease between Diss Town Council and Diss Cricket Club is reviewed to reflect any changes.	Clerk / FBM		Solicitor has been appointed for key legal tasks with all lease reviews to follows. This will be dealt with after more pressing legal matters
	FC0325/17	Gas Contract Renewal	3. To review the gas contract in September 2026 aiming for an 18-month contract, so they and at the same time as the electricity.	RFO	30.08.26	
	FC1025/05	Urgent Business/Street Cleaner	Members were keen to understand the cost implications for a street cleaner to be supplied by the District Council to help support town cleanliness.	Clerk / Grants & Projects Officer	19.11.25	Waste Senior Operation Manager updated on 31.03.26 that there are no updates about the proposed electric utility vehicle for Diss as this subject has yet to progress through the political process. Once this discussion has taken place, we will hopefully be able to provide some additional information for you.
	FC1125/05	Councillor Vacancies	Members were encouraged to speak to people about the councillor vacancy opportunity	All	Immediately	Update also in Clerk's report
	FC0126/08	Council Sites (DYCC)	to further investigate the various options for developing a new building on the DYCC site as described on slides 7 & 15.	DYCC AG		DYCC AG met with an independent architectural advisor on 09.03.26 who has provided a costed proposal for translating our strategic objectives into architectural proposals that confirm how the project could be delivered in practice covering RIBA stages 0-2 to refine, develop and establish the project brief, test the feasibility, and develop concept design options demonstrating how the facility could be delivered. Specification has been drafted upon which to seek comparative quotes.
	FC0226/08	Co-Option	To complete inductions and arrange completion of Register of Interests	Admin/Clerk	11.03.26	Register of Interest forms completed. Arranging for councillors to meet with staff and complete site visits.
	FC0226/12	Memorial Safety Testing	2.That permission be sought from the Parochial Parish Council. 3.That a Memorial Testing Policy be drafted for submission with the faculty. 4.That an application be made for a List B faculty for the testing of memorials in St Mary's Churchyard.	Cemetery Lead	31.03.26	Memoral testing policy drafted for review and submission with Faculty application.
	FC0226/13	Diss and District Neighbourhood Plan	to liaise with the other Diss & District Neighbourhood Plan parishes to propose submitting a grant application for a review of the DDNP.	Clerk	Immediately	Update on agenda
	FC0226/18	Legal Support Services	That Clapham & Collinge Solicitors be appointed to carry out Diss Town Council's legal work on a fixed-price basis, and that their service be reviewed following the completion of the two specified tasks.	Clerk	Immediately	Solicitor has been appointed for key legal tasks with all lease reviews to follow.
	EFC0326/08	Skate Park – additional works & re-opening	Authorise extra £3,242.50 (ex VAT) for half-pipe remedials & black skate lite order; instruct contractor; plan user-led re-opening comms.	Clerk	Immediately	Works completed. Facility reopened formally on 12.04.26
	FC0326/04	Public Participation	remove the reference to the gym on the Swim Centre sign on the A1066 opposite the facility	KK	14.04.26	
	FC0326/07	Committee Terms of Reference	Publish the updated Committee Terms of Reference and Delegations, ensuring clarification is added on whether the Events group is a committee or a working party due to volunteer involvement.	Clerk/Admin	Immediately	Updated Terms of Reference. Events and Remembrance will be committees. Advisory committees / working groups do not have delegated authority to make final financial decisions. Volunteers with voting rights are subject to the Council's Code of Conduct & must register disclosable pecuniary interests. Volunteer members have been advised accordingly. Specific ToR's for the events / Remembrance committees may need to be drafted to outline the purpose, scope and composition, clarifying the role of the non-councillors.
	FC0326/08	Schedule of Meetings 2026/27	Implement the approved Schedule of Council and Committee Meetings for the 2026/27 municipal year.	Admin	Immediately	Completed
	FC0326/09	Councillor Allowance Policy	Include an appeals process in the new Councillor Allowance Policy and publish/update it accordingly.	Clerk	14.04.26	On agenda
	FC0326/10c	Items for Noting	Add the biodiversity initiatives (native species planting, nunnery wall area, and related work) to the draft biodiversity plan	Clerk	30.07.26	This will be reviewed and updated following receipt of Norfolk Wildlife Trust's recommendations after site visits with our FBM.
	FC0326/13	CADAT Porta Cabin	a) Approve the proposed Heads of Terms for the former CADAT porta cabin, subject to negotiation with South Norfolk District Council. b) Work with the Chair of the Executive Committee and Town Mayor to negotiate terms with the District Council. c) Arrange for footfall counters to be installed on the three entrances to the Mere's Mouth toilets from June 2026 to capture demand data.	Clerk / RP / DC / FBM.	31.05.26	Received update from SNDC 16.04.26. They have proposed separating the porta cabin Heads of Terms with the Mere's Mouth toilet discussion due to complexity and need to move quickly. He will arrange for a draft Heads of Terms to be prepared.
	FC0326/04	Honoured Citizen Awards	Invite Iain Sturgeon to the Annual Town Meeting to receive his Honoured Citizen award.	Clerk	29.04.25	Completed