



COMMITTEE MEMBERSHIP:

S. Browne, D. Collins, S. Kiddie (Vice-Chair), K. Murphy (ex officio), S. Olander (ex-officio), J. Robertson (Chair), L. Sinfield, J. Welch, G. Waterman

FOR INFORMATION:

R. Peaty, J. Wooddissee, A. Kitchen, M. Gingell, E. Taylor
Town Clerk, Buildings & Facilities Manager

Diss Express

DISS TOWN COUNCIL

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DEPUTY TOWN CLERK (COO)

Miss S French (CiLCA)

Our ref: F 22.11.23

Date: 17 November 2023

NOTICE OF MEETING

Dear Members of the Public and Press,

You are cordially invited to attend a meeting of the **Facilities Committee** to be held in the **Council Chamber** at **Diss Corn Hall** on **Wednesday 22nd November 2023** at **7.15pm** to consider the business detailed below.

Deputy Town Clerk/Chief Operations Officer

AGENDA

- 1. Apologies.**
To receive and consider apologies for absence.
- 2. Nomination of Substitute Representatives**
To note nominated substitute representatives attending in place of those who have sent their apologies.
- 3. Declarations of Interest and Requests for Dispensations**
To note any declarations of members' pecuniary and/or non-pecuniary/other interests pertaining to items on the following agenda, to note any dispensations granted in respect of business to be discussed and to consider any requests for dispensations.
- 4. Minutes**
To confirm as a true record, the minutes of the Facilities Committee held on 19th July 2023 (copy herewith).
- 5. 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 Chairman of*

the meeting. Individual members of the public are entitled to speak for a maximum of five minutes each).

6. Items of URGENT business

To discuss any item(s) of business which the Chair or Deputy 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*).

7. Sportsground Action Group

To agree on an action group of councillors and staff to move the sportsground project forward.

8. Budget 2024/25

To consider budget requirements for the Facilities committee (report reference 40/2324 herewith refers).

9. Progress Report

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

10. Cemetery Bungalow

To receive a verbal update on the Cemetery Bungalow sale.

11. Park Project

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

12. Date of Next Meeting

To note that the next meeting of this committee is scheduled for 14th February 2024.

13. Public Bodies (Admissions to Meetings)

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

14. Cemetery

To consider a report reference 41/2324 regarding the removal of a Tree at the Cemetery. (Report to be tabled)

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 on our website at <https://www.diss.gov.uk/facilities>. _

**DISS TOWN COUNCIL
MINUTES
DRAFT**

Minutes of the meeting of the **Facilities Committee** held in the **Council Chamber** at **Diss Corn Hall** on **Wednesday 19th July 2023** at 7.15pm.

Present: Councillors: D. Collins
S. Kiddie
J. Robertson (Chair)
G. Waterman
J. Welch
E. Taylor

In attendance: Sonya French (Chief Operations Officer) & R. Ludkin (Buildings & Facilities Manager)

F0723/01 APOLOGIES

Apologies were received from S. Olander, L. Sinfield, and S. Browne.

F0723/02 NOMINATION OF SUBSTITUTE REPRESENTATIVES

Councillor E. Taylor was nominated, and members voted and agreed that he would be acting as a substitute for Councillor L. Sinfield.

F0723/03 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

There were none.

F0723/04 MINUTES OF THE LAST MEETING

Councillors confirmed as a true record, the minutes of the Facilities Committee. It was

RESOLVED: That the minutes of the meeting of the Facilities Committee held on 31st May 2023 were confirmed as a true record of the meeting and signed by the Chair.

F0723/05 PUBLIC PARTICIPATION

There were no members of the public present.

F0723/06 ITEMS OF URGENT BUSINESS

There were no items of urgent business.

F0723/07 STRATEGIC PLAN

During the meeting, councillor acknowledged the advancements made on the Strategy Action Plan. They also engaged in a comprehensive discussion concerning the insufficient progress made on the Mere quality, delving into the issues surrounding the Mere drainage. As a result, the Councillors have expressed the desire to include the matter of the Mere drainage in the agenda for the upcoming facilities meeting in November 2023.

Action: (Find paperwork and add as an item on November Facilities agenda; COO by next meeting).

F0723/08 BOARDWALK AND SLIP TREADS

Members received a report (ref 13/2324), detailing the proposed replacement and enhancement of the boardwalk treads, along with aesthetic upgrades. Councillors engaged in a thorough deliberation on the matter of boardwalk slip treads and also took note of the necessary repair works that are deemed essential. It was

RESOLVED:

1. To agree to the quote supplied for the upgrade of the Boardwalk at a cost of £5,134.88.

2. To use Boardwalk EMR (Project C) monies amounting to £4,473.00 and for the remainder of the costs amounting to £661.88 to come out of the Boardwalk Maintenance Budget code 4062

Action: (B&FM to organise Boardwalk upgrades; immediately)

F0723/09 PROGRESS REPORT

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

F0723/10 CAR BOOTS 2024/25

The members of council were presented with Report 14/2324, which proposes an expansion of the car boot sales held in the park for the years 2024/25 and 2025/26. During the meeting, councillors engaged in a comprehensive discussion regarding the car boot sales, expressing overall support for the idea. However, they also raised concerns about the current condition of the park, particularly the potential impact of additional car boot sales on the grass.

In view of these concerns, the members further deliberated on the necessity of conducting a thorough assessment to gauge the impact of the extra car boot sales in the year 2024/25. They recommended that the results of this assessment be presented to the council before proceeding with the addition of further car boot sales in the subsequent year 2025/26. It was

RESOLVED: To increase the car boot sales for years 2024/25 from 8 to 10 and pending a subsequent assessment of the condition of the park considered by Council on whether this decision has caused a further impact on the grassed area to increase the car boot sales from 10 – 12 in years 2025/26.

F0723/11 MEMBER FORUM

Members considered information or issues relevant to this committee from members for brief discussion, action, or inclusion on a future agenda.

The COO/Deputy Town Clerk gave Council an update on the recently received fire safety report concerning the Sports Ground, councillors then discussed the matter. As a result of their discussion, it was unanimously agreed that the sports pavilion should be closed over the summer to any groups that utilise the inside of the building on a daily basis until all the necessary work to address the fire safety concerns has been satisfactorily completed.

To proceed with the required work and assess the associated costs, the councillors have requested the inclusion of a Full Council session at the conclusion of the upcoming Infrastructure meeting next week. During this session, they aim to secure approval for the funding needed to undertake the essential safety measures and ensure the timely completion of the project.

Action: (COO/Deputy Town Clerk to bring matter to an extraordinary meeting of FC on 26.07.23; immediately)

Councillors brought attention to a recent planning application agreement concerning the property adjacent to the council offices. As part of this agreement, the builder committed to replacing trees located at the rear of their property. In light of this commitment, the councillors have tasked the Town Clerk with ensuring that the tree replacement work is being carried out in strict adherence to the approved planning application.

To obtain clarity on the progress and compliance of the tree replacement, councillors are requesting an update from the Town Clerk, who also holds the position of CEO. This update will enable the councillors to stay informed and monitor the situation to ensure that the agreed-upon actions are carried out according to the approved planning conditions.

(Action: Town Clerk; 1 month)

Councillors would like an update on the heritage triangle garden memorandum of understanding and which volunteer group is responsible for the work in the garden.

(Action: Town Clerk; 1 month)

The presence of conifers at the bottom of the garden, adjacent to the Council Offices, has been brought to the attention of council during this session due to the concern that they might become problematic if allowed to grow too large. In a previous interaction, the former Tree Officer had advised both the previous Mayor, Councillor E Taylor, and the Clerk that these Conifers needed to be removed.

To proceed with the necessary action in line with the Tree Officer's recommendation, the Town Clerk is requested to initiate consultation with the volunteer group team. The aim of this consultation is to facilitate the removal of the conifers, thereby addressing the potential issue posed by their growth.

(Action; Town Clerk; 1 month)

F0723/14 **DATE OF NEXT MEETING**

Members noted that the next meeting of this committee is scheduled for 22nd November 2023.

Meeting closed at: 20:25

Chairman: Councillor Robertson



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Report Number:
40/2324

Report to:	Facilities
Date of Meeting:	22/11/2023
Authorship:	Responsible Finance Officer (RFO)
Subject:	Facilities Budget 2024-2025

Introduction

1. Following a meeting held on 16/10/23, with Cllr Robertson, Cllr Gingell, Robert Ludkin (Facilities & Buildings Manager), Sonya French (Chief Operations Officer), and the RFO, the budget action group (BAG), considered the proposed income and expenditure in relation to the budget for 2024-2025. The RFO would like to thank the members of the BAG for their work to compile the budget.
2. The proposed budget is shown in Appendix 1 (herewith).
3. Increases in supplier costs and inflation across the board have the potential to impact the requirement from the precept significantly. To mitigate this, many of the projects in the Earmarked Reserves (EMR) that usually have a contribution from the precept, it is suggested, are funded from other income streams.
4. The Community Infrastructure Levy (CIL) funds, which can only be spent on specified projects, has already been proposed to be spent on the Diss Youth and Community Centre (DYCC) roof and the predicted proceeds from the sale of the cemetery bungalow, which can only be spent on capital projects, has been agreed to be spent on the council office refurbishment.
5. Other funding for expenditure would be unable to be spent from the general reserve as this has reach a low level and needs to be increased. I do not foresee any year-end surpluses due to the low budget with 0% increase in 2023-2024, and many codes are already overspent. *The budget sets out the spending specifically from the precept and not the expectation of actual spending.*

Amenities

6. The projected increase in amenities-related spending is set to rise from £65,000 in the present fiscal year to £72,500 by 2024/25. This amount encompasses £54,500 allocated for revenue expenditure, covering operational costs, while £18,000 is earmarked for Tree Management (Project E) EMR. It's important to note that although this falls under revenue costs, utilizing an EMR is essential for the accurate implementation of the three-year plan.
7. Regarding the budget for the Garden and Floral scheme, the Council initially agreed to allocate between £1,200 and £1,500 towards the planters in the town. However, considering the substantial rise in overall council costs, it is advisable to assign a minimum amount of £1,200 for the planters. We have also discontinued the outsourcing

of bed planting around the town, and now £800 is needed to be included in the budget. Allocating £2,000 per year should suffice to cover both obligations.

8. Town and Park funding which covers most of the maintenance, repairs, and upkeep of the town as a whole, is to increase from £20K to £22K to allow for inflation and fulfil the strategic objective of town cleanliness.
9. An ongoing budget will be necessary each year for the maintenance of Mere Park Play equipment. It is crucial to allocate funds for the repair of toddler play equipment and the wet pour surfacing at the park, considering it is a vital public service.
10. An expenditure of £4,197 from the EMR has been utilized for the current year's Boardwalk repairs. Unfortunately, replenishing the EMR funds in the 24/25 budget is not feasible. The budget for 24/25 will only accommodate a revenue allowance of £1,000 for the maintenance of the gardens and the boardwalk. Given that significant repairs were addressed in 23/24, it is anticipated that this allocation should suffice.
11. There is an anticipated rise in electricity costs across all sites due to a newly agreed contract, resulting in an overall increase of 33%. We will be committed to this contract for a duration of 2 years.
12. Insurance costs across all sites are assumed to rise by 10%. Unfortunately, the council is unable to get an accurate forecast of costs from the insurance company until January 2024 at the earliest, by which time the precept will already be determined. A complete breakdown and comparison of insurance costs by site is submitted retrospectively in the year-end accounts.
13. The van maintenance budget from the previous year was significantly underestimated, and it is anticipated that van running costs will rise to account for the increased expenses related to fuel and maintenance.
14. A budget has been established for the water supply of the Mere Mouth Toilets, a category that was previously not included in our budgeting. The District Council is transferring the water costs to us since we are responsible for operating this facility.

Cemetery

15. Cemetery Grounds require increased funds due to the grass cutting and maintenance, and waste removal. It's worth mentioning that we engaged a contractor for grass cutting in this area, incurring a cost of £4,746 in 23/24—a 13% increase from the previous year's costs. Assuming a similar percentage increase in charges, we can anticipate a cost of £5,363 in 24/25.
16. An additional £5,000 in funds is needed for the Cemetery Grounds to conduct a mandatory inspection of the water table, essential for compliance with legal requirements and ensuring our ability to continue burial services.
17. The Cemetery Chapel Works (Project J) has been successfully finished. Hence, it is recommended to allocate £1,000 for repairs and maintenance of the chapel that fall outside the scope of the roof works.
18. In the previous year's budget, there was a proposal to explore new equipment servicing providers, but this action did not materialize. To ensure all equipment is suitable and well-maintained, £4,000 is designated. Additionally, an extra £2,000 is needed to procure two new lawnmowers, as the existing three lawnmowers are no longer viable for repair. The suggested annual contribution of £1,500 towards a new ride-on mower (Project K) will be deferred for the current year.
19. Council tax applies to the cemetery bungalow during periods of vacancy. Additionally, there will be a need for electricity and gas to adequately maintain the building during

the winter months. It is proposed to allocate funds to cover these expenses, considering the uncertainty of when this liability will come to an end.

Cornhall

20. Maintaining a significant asset like the Cornhall necessitates a revenue budget of £6,000 to support servicing and fulfil regulatory obligations as the building's owner. The F&B Manager had initiated an update and review of servicing requirements to establish a more precise budget, but this process has not yet been completed. Furthermore, there is a need to finalize the review of the costs undertaken by the council as the building owner and to establish mutual agreement on the financial responsibilities of the Cornhall Trust as tenants.
21. The contribution of £5K to the Cornhall EMR (project L) is to be deferred for the financial year 2024/25.

Council Offices

22. The planning for Project M, aimed at upgrading the council offices, is currently in its initial stages. It is recommended that no additional funds be obtained from the precept at this moment, and instead, funds from the sale of the Cemetery bungalow should be utilized for this project.
23. Anticipated servicing, utilities, and other operational expenses are projected to be £15,000, an increase from the current year's £12,768. This rise is attributed to increased costs in electricity, gas, insurance, and an additional £1,000 budget allocated for building repair works while awaiting refurbishments. It's worth noting that the previous budget was significantly underestimated, resulting in a considerable overspend expected in 23/24.

Other Council Properties

24. The provision for the park and Mere's Mouth toilets is expected to remain consistent with the 23/24 budget. A review of the current year's expenses has validated the need for £12,000 for the park toilets and £15,000 for Mere's Mouth, considering that the opening, closing, and cleaning tasks are all outsourced to a contractor. There is a potential to decrease the Park Toilet Costs by closing them from November 1, 2024, to March 31, 2025, due to reduced footfall in the park during winter. Meanwhile, the Meres Mouth Toilets would remain open throughout the year.
25. The contribution towards replacement park toilets EMR (project A) should be sought from other income sources.
26. The budget for staff uniforms will remain unchanged, focusing on replacing only essential items as all staff members currently possess sufficient uniforms.

Diss Youth and Community Centre

27. The initial budget report indicated that the DYCC budget should be maintained at £9,000. However, it was later reduced to £4,000 before the final budget was approved. It is now necessary to revert to the original budget of £9,000, as the current allocation is already exceeding the 23/24 budget.
28. The budget for electricity at the DYCC will see a 33% increase, amounting to a projected rise to £6,500. Consequently, a review of the utilities charged to Park Radio will be necessary before April 1, 2024.

Marketplace

29. Without any contribution to the EMR (Project P), the total cost of the Marketplace will decrease this year, requiring budgeting solely for water, electricity, and business rates.

Sports Ground and Skatepark

30. The installation of CCTV has necessitated a continuous broadband connection, with an allocated budget of £650 per year. This amount has already been assigned to the CCTV budget, overseen by the Infrastructure Committee.
31. The anticipated increase in running costs for the sports ground is not expected to exceed 5%. The Sports Pavilion and Sports Ground now each have their own distinct budget, as opposed to a shared one, to enhance spending transparency. The Pavilion is allocated a budget of £2,500, while the grounds have a budget of £3,500. This results in an overall increase of only £500. We do have contractors to maintain the Sportsground rather than our maintenance team.

Income

32. The proposed income is shown in Appendix 2.
33. The budgeted income for the Agency has been eliminated, following the recommendation to discontinue the contract with South Norfolk Council for verge cutting. Upon closer examination, it has been observed that although we receive an income of £3,848, the expenses associated with our maintenance team's time, fuel, and machinery wear and tear result in a cost to the council of nearly £5,000 for administration.
34. The projected income for the DYCC has been reduced by half to £10,000, reflecting the potential closure arising from the RAAC roofing situation. This situation may necessitate the temporary closure of the facility pending repairs.

Budget Conclusions

35. In total, the Facilities budget for 23/24 has risen from £157,587 to £213,031, marking a 26.34% increase. As outlined in the introduction, all EMR projects have been postponed due to this substantial rise. The revenue expenditure for 22/23 stood at £293,475, while the projected figure for the current year is £254,779. This indicates that the previous year's budget was underestimated, leading to a reliance on our general reserves to cover the shortfall.
36. It's important to acknowledge that there is a substantial rise in both the executive and infrastructure budgets.
37. **Option 1** – To propose requesting the full amount as outlined in the budget, incorporating an 18.82% increase to the precept request.

Option 2 – To discontinue the contractor responsible for grass cutting at the Cemetery, thereby decreasing the required Cemetery budget from £14,100 to £9,300. This task could be handled internally by our maintenance team, utilising the hours saved from not cutting the verges. This change would result in a 0.81% reduction to the precept.

Option 3 – Proposing the closure of Park Toilets from November 1, 2024, to March 31, 2025, would result in a council saving of £4,000 on contractor pricing and sanitary products. This would contribute to an additional 0.68% reduction in the precept.

Recommendations:

- 1) To approve the budget allocation for the Facilities committee-related expenditure of £213,031 and income of £83,450 to Full Council on 20th December.
- 2) To decide which budget reduction options would be feasible to bring the overall precept request down from 18.82%

EXPENDITURE FACILITIES COMMITTEE								
		2022-23		2023-24		2024-2025		
<u>Description</u>	<u>Code</u>	<u>22-23 Budget updated</u>	<u>22-23 Actual updated</u>	<u>23-24 Budget</u>	<u>Total Projected</u>	<u>Precept Revenue</u>	<u>Precept Revenue & EMR</u>	<u>Project Ref</u>
<u>Amenities</u>								
Agency NCC Grass cutting	4000	100	83	100	139	100	100	
Allotment insurance	4020	27	26	28	28	30	30	
Park Enhancement Costs	4030	0	0	0	42	-	-	
Garden & Floral Scheme	4040	1,800	1,831	1,300	1,300	2,000	2,000	
Town/Pk	4060	18,000	49,068	20,000	22,063	22,000	22,000	
Play Equipment R&R	4061	500	3,118	5,000	5,000	5,000	5,000	B
Board Walk Main	4062	3,000	2,964	1,000	5,197	1,000	1,000	C
Van Replacement	4065	1,000	0	1,000	0	-	-	D
Van Running Cost	4070	3,500	20,325	3,500	6,290	7,000	7,000	
Van Insurance	4071	1,108	1,033	1,220	1,695	1,865	1,865	
Tree management	4075	8,500	4,400	9,000	9,000	1,000	18,000	E
FG Maint	4080	0	0	0	0			
Closed Churchyard R&R	4085	3,604	27	30	27	100	100	F
Manorial Rights R&R	4090	10	10	10	2	10	10	
Mere Water Drainage	4095	2,695	0	2,800	2,800	2,000	2,000	
Mere Fountain	4100	8,250	1,492	1,500	1,500	2,000	2,000	G
Mere Fountain Electricity	4101	3,800	3,146	4,830	5,083	7,131	7,131	

Mere Fountain/Kiosk Insurance	4102	158	147	155	155	170	170	
PK - Water	4110	100	59	100	100	100	100	
PK - Electricity	4115	1,790	1,137	1,841	1,810	1,903	1,903	
Mere's Mouth Rent	4120	100	100	100	100	100	100	
Mere's Mouth Business Rate	4125	424	424	424	636	424	424	
Mere's Mouth Water	4130	0	0	0	0	500	500	
Mere's Mouth (Resurfacing)	4135	1,000	0	0	0	-	-	H
Park Insurance	4140	1,848	1,673	1,757	1,764	1,940	1,940	
Duck Pellets	4091	0	0	0	0	-	-	
AMENITIES TOTAL EXPENDITURE		61,314	91,063	55,695	64,731	56,373	73,373	
Cemetery Grounds R&R	4250	7,000	9,249	8,000	8,487	14,100	14,100	I
Cemetery Roads R&R	4255	0	0	0	0	-	-	
Cemetery Chapels R&R	4260	6,500	68,838	1,000	46,330	1,000	1,000	J
Cemetery Monuments Testing	4265	0	0	0	0	-	-	I
Cemetery Water	4275	150	79	150	150	150	150	
Cemetery Electricity	4280	950	475	472	783	1,151	1,151	
Cemetery Insurance	4285	507	473	496	496	545	545	
Cemetery-Non Domestic Rates	4295	0	0	0	0			
Cemetery Grave digging Exp	4300	0	9,683	0	4,698	-	-	
CEMETERY TOTAL EXPENDITURE		15,107	88,797	10,118	60,944	16,946	16,946	
General Maintenance Equipment	4270	4,500	3,353	3,000	4,051	6,000	6,000	K
General Insurance Equipment	4271	145	135	142	142	156	156	
Ride on mower Insurance	4272	421	393	412	412	424	424	

General Equipment Total		5,066	3,881	3,554	4,605	6,580	6,580	
CH Maint	4350	11,000	10,440	6,000	6,333	6,000	6,000	L
CH Insurance	4360	2,636	2,459	2,582	2,588	2,846	2,846	
CORN HALL TOTAL EXPENDITURE		13,636	12,899	8,582	8,921	8,846	8,846	
<u>Council Offices</u>								
Office Business Rate	4610	4,860	4,853	4,860	7,279	4,860	4,860	
Office Gas	4615	2,000	1,344	1,230	1,954	1,800	1,800	
Office Electricity	4620	1,600	801	956	1,234	1,630	1,630	
Office Telephone	4625	2,000	1,887	2,000	2,167	2,000	2,000	
Office Insurance	4630	900	840	882	882	970	970	
Office R&R	4400	4,500	3,617	2,500	2,822	2,500	2,500	
Office Building	4405	7,500	4,405	0	985	1,000	1,000	M
Office Stairlift	4410	340	516	340	380	400	400	
OFFICE BUILDING TOTAL EXPENDITURE		23,700	18,263	12,768	17,703	15,160	15,160	
<u>Cemetery Bungalow</u>								
Cemetery Bungalow	4415	760	2,286	2,000	2,850	3,000	3,000	
<u>Other Council Property Costs</u>								
Electricity Testing 5 yrly	4420	0	1,370	0	798	-	-	N
Health & safety	4425	2,500	3,064	2,500	2,598	2,500	2,500	
Pk Toilet Servicing Duty of Care	4435	8,450	11,832	12,000	11,942	12,000	12,000	A

PK Toilet Insurance	4445	133	365	384	384	422	422	
PK Toilet Elect	4450	1,900	1,203	1,720	1,576	1,783	1,783	
PK Toilet B Rates	4455	0	0	0	0			
PK Toilet Water Rates	4460	2,070	2,589	2,070	2,070	2,000	2,000	
Mere's Mouth Toilets	4465	8,450	15,411	15,000	15,705	15,000	15,000	
Mere's Mouth toilet Electricity	4466	2,000	402	1,500	773	722	722	
Staff Uniforms/Replacements	4475	600	378	250	250	250	250	
OTHER PROPERTY TOTAL		26,103	36,614	35,424	36,096	34,677	34,677	
<u>DYCC</u>								
DYCC Electricity	4500	7,872	6,174	7,758	10,070	14,103	14,103	
DYCC Gas	4505	1,500	783	830	830	830	830	
DYCC Business Rate	4510	5,200	5,190	5,200	7,560	5,200	5,200	
DYCC Water Rate	4515	710	681	710	802	800	800	
DYCC Licences Music	4520	247	463	247	247	250	250	
DYCC Insurance	4525	1,108	1,033	1,085	1,095	1,204	1,204	
DYCC Annual Service Costs	4530	1,500	1,044	1,500	775	1,000	1,000	
DYCC General R&R	4540	9,000	10,137	4,000	8,600	9,000	9,000	0
Friends of Parish Fields	4541	0	0	0	0	-	-	
DYCC TOTAL EXPENDITURE		27,137	25,505	21,330	29,979	32,387	32,387	
<u>Market Place</u>								
Mere's Mouth - Maintenance	4805	0	0	0	470	-	-	
Market place - Water rate	4810	63	56	63	30	50	50	
Market Business Rate	4815	2,800	2,794	2,800	3,705	2,800	2,800	
Museum Expenditure	4825	0	333	0	0	-	-	
Market Expenditure	4830	750	309	365	460	528	528	P

DTC Income - detailed

Description	Code	2022-2023				
		22-23 Budget	22-23 Actual	23-24 Budget	23-24 Forecast	24-25 Budget
Facilities						
Agency	1000	3,044	2,880	3,456	3,848	0
Allotment Rent	1120	500	500	500	500	500
Amenities Income	1140	2,085	13,883	2,085	5,809	2,000
Flock Income	1143	0	0	0	9,999	0
Duck Pellet	1145	0	0	0	0	0
Mini Recycling Adopter Payment	1150	450	450	450	450	450
Loan Park Radio	1160	0	1,380	0	980	0
Cemetery Interment/chapel fees	1180	20,747	26,049	25,000	30,068	25,000
Cemetery Memorial fees	1185	10,373	9,033	10,500	10,371	10,000
Cemetery Gravedigging Fees	1190	0	9,523	0	4,926	0
Office Rent/Service Charge	1240	4,557	6,736	5,500	5,468	5,500
Council Property Income	1245	0	0	0	0	0
Cemetery Bungalow Rent	1250	4,572	762	0	0	0
DYCC Hire fees	1260	15,560	23,202	20,000	29,082	10,000
Friends of Parish Fields	1261	0	0	0	0	0
Photocopying Income	1285	0	17	0	30	0
HTP Grants Received	1305	0	0	0	0	0
Market Stallage	1320	22,022	20,782	20,000	24,309	20,000
Farmers Market Stallage	1325	0	0	0	0	0
SPG Hire fees	1400	14,215	12,942	10,000	11,823	10,000
TOTAL		98,125	128,139	97,491	137,663	83,450

Progress Report

Item 10

Committee	Minute Reference	Subject	Action	Assigned to	Timescale	Comments or further action
Facilities	F0220/15	DYCC	c) To consider the feasibility of the reconfiguration of the upstairs floor of the DYCC.	Clerk	01.12.2023	Awaiting RAAC inspection report.
Facilities	F0723/08	Boardwalk and Slip Treads	To agree to the quote supplied for the upgrade of the Boardwalk at a cost of £5,134.88.	B&FM	immediately	These are being installed currently and will be finished by end of November 2023.
Facilities	F0223/10	Diss Sportsground	To set up action group of Councillors Robertson, Sinfield, B&FM and COO or CEO to consider options for Sports ground.	COO/CEO	01.07.2023	On agenda
Facilities	F1019/10	Diss Map Donation	To approve the principle of a donation from the Diss Town Guide committee of a map of Diss with installation on a Council-owned site in memory of Diss Town Guide contributors subject to further details.	Clerk	01.12.2023	Diss Town Guide will be contributing to the beacon extension project by way of additional panels. Map under considered. The Clerk will meet with contractor to confirm detailed spec for project prior to seeking comparative quotes & applying for funding to support the project.
Facilities	F1121/15	Rectory Meadow	3. That councillors Gingell and Robertson and the Town Clerk review and update the lease between the Town Council and Diss & District Cricket Club to reflect the ongoing fence maintenance responsibility and other necessary changes.	Clerk / MG / JR	Mayoral year 2023-24 tbc	Council's solicitor has retired. Clerk to meet with successor to bring her up to speed on the lease reviews including this one.
Facilities	F0723/11	Tree Replacement at Property Next to Council Offices	To obtain clarity on the progress and compliance of the tree replacement, councillors are requesting an update from the Town Clerk, who also holds the position of CEO. This update will enable the councillors to stay informed and monitor the situation to ensure that the agreed-upon actions are carried out according to the approved planning conditions.	CEO/TC	1 month	This has been forwarded by SNC's Ecology Biodiversity And Tree Manager to their Planning compliance team to follow up should the approved landscaping scheme including 3 Silver Birch and some native hedging not be planted by the time the development is finished.
Facilities	FC0417/06 F0723/11	Heritage Triangle Project Garden	c) To approve the draft Heads of Terms for leasing the Council Offices garden to the Heritage Triangle Trust and authorise the Clerk to proceed with a formal agreement. Councillors would like an update on the heritage triangle garden memorandum of understanding and which volunteer group is responsible for the work in the garden.	CEO/TC	1 month	HTT & DCT has now merged into Trust. Copy of MoU can be reconsidered by members. F&BM has concerns ref maintenance of planters given condition.
Facilities	F0723/11	Conifers in neighbouring Garden to Council Offices	The presence of conifers at the bottom of the garden, adjacent to the Council Offices, has been brought to the attention of council during this session due to the concern that they might become problematic if allowed to grow too large. In a previous interaction, the former Tree Officer had advised both the previous Mayor, Councillor E Taylor, and the Clerk that these Conifers needed to be removed.	CEO/TC	1 month	G. Waterman has stated that he is able to complete work on these trees to stop their growth and therefore alleviating the requirement for them to be removed. He will be liaising with the Clerk/CEO regarding the works.
Facilities	F1122/07	Strategic Plan	It was agreed that councillors Waterman and Welch would review the background to the Mere water quality priority and consider joining the action group to move this objective forward. Cllr Kitchen requested the information also.	Clerk	TBC	AG to look at objectives with a view to coming back to committee in Oct.