



## 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 7<sup>th</sup> September 2022** at **7.15pm** to consider the business detailed below.

Town Clerk

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## AGENDA

**1. Apologies**

To receive and consider apologies for absence.

**2. Declarations of Interest and Requests for Dispensations**

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

**3. Minutes**

To confirm as a true record, the minutes of the meeting of Full Council on 13<sup>th</sup> July 2022 (copy herewith).

**4. Public Participation**

To consider a resolution under Standing Orders 3d to 3h to suspend the meeting to receive reports from the County and District Councillors, on behalf of the Police, and to hear comments from members of the public on items to be discussed on the agenda (*members of the public are entitled to speak for a maximum of three minutes*).

**5. Items of URGENT business**

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

**6. Finance**

- a) To note bank outgoings for July 2022 (copies herewith).
- b) To receive the first quarterly financial report (April – June 2022) including a revised format Income, Expenditure and Earmarked Reserves report (reference 19/2223 herewith).
- c) To note Income & Expenditure report for July 2022 (copy herewith).
- d) To note Earmarked Reserves for July 2022 (copy herewith).

**7. Co-Option**

To consider two applications for co-option to Diss Town Council (copy details herewith).

**8. Cemetery Bungalow**

To receive a report (reference 20/2223 herewith) regarding options for the future of the Cemetery bungalow.

**9. Mayor's Cadets**

To consider the appointment of Mayors' Cadets (copy details herewith).

**10. Items for Noting**

- a) Pedestrianisation of Mere Street - to note an update regarding the pedestrianisation of Mere Street project (report reference 21/2223 herewith).
- b) Norwich Western Link - to note that the pre-planning application consultation regarding the Norwich Western Link project is underway (copy details herewith).
- c) Progress report - to note the progress on decisions made at the last meeting of Council (copy herewith).

**11. Member Forum**

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

**12. Date of Next Meeting**

To note that the next meeting of Full Council is scheduled for Wednesday 9<sup>th</sup> November 2022 at 7.15pm.

**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. IT Infrastructure**

To consider a confidential report (ref 18/2223 herewith) regarding a review of the Council's IT supplier.

**NOTES**

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

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

**DISS TOWN COUNCIL****MINUTES****DRAFT**

Minutes of the meeting of the **Town Council** held in the **Council Chamber** at **Diss Corn Hall** on **Wednesday 13<sup>th</sup> July 2022** at **7.15pm.**

Present: Councillors S. Browne  
M. Gingell  
A. Kitchen  
K. Murphy  
S. Olander (ex-officio)  
R. Peaty  
J. Robertson  
E. Taylor (ex-officio)  
S. Warren  
J. Welch  
J. Wooddissee

In attendance: S. French (Deputy Town Clerk)  
District Councillor Minshull

**FC0722/01 APOLOGIES**

Apologies were received and accepted from Councillors Collins (Covid) & Kiddie (ill health of family member).

**FC0722/02 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS**

Minute No.	Councillors Name	Personal/Other Interest	Pecuniary Interest	Reason
FC0722/13	J. Wooddissee	X		This councillor was involved in the project team proposing confidential item 13.

**FC0722/03 MINUTES**

It was

RESOLVED: That the minutes of the meeting of Full Council held on 15<sup>th</sup> June 2022 were approved as a true record and were signed by the Town Mayor.

*Cllr Simon Olander entered the meeting.*

**FC0722/04 PUBLIC PARTICIPATION**

There was one member of the public present. District cllr Minshull gave apologies on behalf of County / District cllr Kiddie who was unable to attend due to prior commitments. The District Council has identified two possible town central locations for their customer enquiry service, which should open by September operating 9am – 5pm Monday - Friday. Their new building will open in November.

The Local Government Association is currently providing feedback on the Authority's operations in the capacity of a critical friend. The South Norfolk Community awards are being held tomorrow at Barnham Broom with several candidates from the Diss area.

The Town & Parish Council Forum, which meets once per month via Zoom for up to 2 hours was publicised as an opportunity for the District Council to brief Officers and Councillors from Town & Parishes regarding forthcoming opportunities and services and for the two authorities to engage on relevant issues. The Town Clerk attended earlier

today and suggested she'd forward the slides to all members in case any were interested in attending a future session.

**(Action: Clerk; once slides are received)**

**FC0722/05     ITEMS OF URGENT BUSINESS**

There were none.

**FC0722/06     FINANCE**

a) Members noted bank outgoings for June 2022. There were two queries regarding payments for the Ford Ranger and Corn Hall emergency lighting. It was agreed that the RFO would supply further details.

**(Action: RFO; immediately)**

b) Members noted Income & Expenditure for June 2022.

c) Members noted Earmarked Reserves (EMR) for June 2022.

**FC0722/07     ANNUAL ACCOUNTS 2021/22**

Members received the Council's internal Audit report for the financial year to 31<sup>st</sup> March 2022. The RFO and Finance Assistant was thanked for the quality of the accounting records they have maintained. A query was raised regarding investments and loans on p27 of the agenda pack given that only £85k has been diversified into an account other than Barclays to date. N.B. If the bank(s) were to dissolve, the government compensation scheme protecting up to £85k of the funds would not apply to Town Councils. It was noted that the role of Internal Controls Officer is proposed to change from cllr Gingell to cllr Peaty given cllr Gingell's role of Chairman of the Executive committee. It was

RESOLVED:                    to approve the proposals of the RFO relating to the Internal Auditor report recommendations and that the RFO would further investigate diversification of Council funds.

**(Action: RFO; by 31.10.22)**

**FC0722/08     COMMUNITY GRANT SCHEME**

Members considered recommendations from the Grants Panel regarding three funding applications. It was noted that the reserves for the Norfolk Community Law Service are around £0.5m. There was a query regarding whether the grants are paid as S137 funds, which are capped to around £8 per elector. The grant pot is a separately allocated budget of £20k per year with only £643 spent to date. It was noted that it may be difficult to administer concessions for Diss residents attending events at the Corn Hall. Detailed justifications for the Grant Panel's recommendations to Council are included in their meeting outcome reports. It was

RESOLVED:    1. To refuse the grant application from the Norfolk Community Law Service due to significant reserves.  
                      2. To refuse the grant application from Diss Corn Hall Trust due to lack of information provided.  
                      3. To support the grant application from Dove Dementia Care but with an amended value of £720 to support the project for one year.

**(Action: Clerk / RFO; immediately)**

**FC0722/09     PROGRESS REPORT**

Members noted the progress on decisions made at the last meeting of Council. There was a query regarding the review of the application procedure to consider the inclusion of applicant attendance at Full Council. It was agreed that the existing process was satisfactory, and applicants are made aware they can attend meetings. The cost-of-living payments from the District Council have not been received by some residents and it was agreed the Clerk would follow this up with District Councillor Minshall.

**(Action: Clerk; immediately)**

**FC0722/10     MEMBER FORUM**

Members considered information or issues relevant to Council from members for brief discussion, action, or inclusion on a future agenda. It was noted that around 19 people attended the 1-year anniversary of the Diss litter picking group and that applications for co-option would be disseminated in the e-agenda pack for the September meeting of Council.

**FC0722/11     DATE OF NEXT MEETING**

Members noted that the next meeting of Full Council is scheduled for Wednesday 7<sup>th</sup> September 2022 at 7.15pm.

**FC0722/12     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.

**FC0722/13     STAFFING RESTRUCTURE**

Members considered the Executive committee's recommendation to adopt the new staffing structure, the associated job descriptions and model B (report reference 13/2223 referred). Cllr Wooddissee was again thanked for his work on the proposal. It was agreed that the 6-month review would allow for any adjustments where required. There were comments made at the informal meeting of councillors relating to staff TOIL, which should be addressed by the Council's TOIL policy. It was noted that staff holiday would not be permitted the week prior to key events going forwards. With one abstention from cllr Welch, it was

RESOLVED: That Full Council approve the recommendation from the Executive Committee to adopt the new staffing structure, the associated job descriptions and model B with a review after six months post implementation (March 2023).

**(Action: Clerks / RFO; by 31.08.22 & Clerks / JWo / MG; by 31.03.23)**

Meeting Closed: 8pm.

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Councillor Taylor  
TOWN MAYOR

<b>BANK OUTGOINGS 14.07.2022</b>				
<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
01.07.2022	South Norfolk District Council	DD351	£ 1,929.20	Waste and Recycling Collections July-Sept 2022 - Cemetery, Office & Town
04.07.2022	Red5 Networks Ltd	DD352	£ 204.89	Phone/Broadband July 2022 - Council Office, DYCC and Sports Pavillion
08.07.2022	Ricoh UK Ltd	DD353	£ 769.73	Photocopier Rent & Printing Costs June-August 2022 - Council Office
14.07.2022	Alliance Disposables Ltd	Bacs1448	£ 168.05	Sanitary Products - All Sites
14.07.2022	Anglian Water Business Ltd (National)	Bacs1449	£ 608.26	Water April-July 2022 - Sports Pavillion, DYCC, Market and Park Toilets
14.07.2022	British Gas Trading Ltd	Bacs1450	£ 66.53	Gas Supplied June 2022 - Cemetery Bungalow
14.07.2022	Broadland Group Ltd	Bacs1451	£ 240.00	Asbestos Sampling - DYCC
14.07.2022	CGM Group (East Anglia) Ltd	Bacs1452	£ 372.67	Monthly Ground Maintenance July 2022 - Park and Sportsground
14.07.2022	Claire Sales	Bacs1453	£ 25.00	Refund of Carnival Stallage due to No Electricity on the day
14.07.2022	Cooleraid Ltd	Bacs1454	£ 18.60	2x Water Bottles - Council Office
14.07.2022	Dissigns Signmakers	Bacs1455	£ 546.00	10x CCTV Signs and Fixings
14.07.2022	Durrants	Bacs1456	£ 456.00	Proposed reconfiguration & Refurbishments of Council Offices
14.07.2022	East Angles Brass Band	Bacs1457	£ 500.00	7 Piece Brass Band Performance at Carnival
14.07.2022	Eon Next Energy Ltd	Bacs1458	£ 63.77	Electricity 8th-21st June 2022 - Cemetery Bungalow
14.07.2022	Fatstickman Ltd	Bacs1459	£ 144.00	2x Sponsorship Banners - Carnival
14.07.2022	Fenland Leisure Products Ltd	Bacs1460	£ 522.79	Wetpour, Topcoat and Edging for Park Play Surface
14.07.2022	Hillside Office Supplies Ltd	Bacs1461	£ 46.80	Hand Towels - DYCC and Council Office
14.07.2022	LR Wyard-Scott Ltd	Bacs1462	£ 328.15	Van and Machinery Fuel - June 2022
14.07.2022	M&J Group Construction	Bacs1463	£ 6,480.00	Scaffolding at Cemetery Chapel
14.07.2022	Mervyn Lambert Plant Ltd	Bacs1464	£ 300.00	Chemical Toilet Hire - Carnival
14.07.2022	MLP Traffic Ltd	Bacs1465	£ 584.40	Traffic Management of Road Closure for Carnival
14.07.2022	Norse Commercial Services Ltd	Bacs1466	£ 132.00	Radios for Carnival
14.07.2022	Paul Preston Mills	Bacs1467	£ 175.00	Event Compere for Carnival and Fun Day
14.07.2022	PAWS Print & Web Ltd	Bacs1468	£ 216.00	Domain renewal - Diss.gov.uk to 31.02.2023
14.07.2022	P.Cottrell	Bacs1469	£ 55.00	Window cleaning - Council Office & Museum, Quartely Bus Shelter Clean
14.07.2022	Phoneix Events (East) Ltd	Bacs1470	£ 604.20	Security for Carnival less their Agreed Sponsorship
14.07.2022	Red Stag Training Ltd	Bacs1471	£ 756.00	Pole Saw Training and Assessment for Patrick and Stephen
14.07.2022	Screwfix Direct Ltd	Bacs1472	£ 158.92	Toilet Locks/Barrier Tape - Park WC, Maintenance Boots & Waterproofs
14.07.2022	Society of Local Council Clerks	Bacs1473	£ 1,575.00	Community Governance Level 4 - Deputy Town Clerk
14.07.2022	Sonata Security Ltd	Bacs1474	£ 372.00	Fire Detection & Emergency Alarm Systems Annual Maintenance Contract - Council Office and DYCC

14.07.2022	Travis Perkins Trading Co Ltd	Bacs1475	£ 75.42	Stain Blocker - Meres Mouth WC, Line Marker - Carnival
14.07.2022	VMIT Ltd	Bacs1476	£ 362.96	IT Support and Software July 2022
14.07.2022	Waveney Glass Co Ltd	Bacs1477	£ 42.00	Window Lock Repairs - Cornhall
14.07.2022	Winfarthing Roofing Ltd	Bacs1478	£ 225.00	Supply and Repair Roof Tiles - Meres Mouth Toilets
18.07.2022	Corona Energy Retail 4 Ltd	DD354	£ 25.17	Electricity June 22 - Meres Mouth Toilets
21.07.2022	Corona Energy Retail 4 Ltd	DD355	£ 962.61	Electricity June 22 - Park Toilets, Cemetery, Council Office, Sportsground, DYCC, Mere Fountain, Market Place and Park Lighting
25.07.2022	Employees	BACS	£ 16,747.15	Salaries Month 4
29.07.2022	HM Revenue & Customs	BACS	£ 4,288.39	NI/PAYE Month 4
29.07.2022	Norfolk Pension Fund	BACS	£ 5,306.60	Pension Contributions Month 4
			<b>£ 46,454.26</b>	



## DISS TOWN COUNCIL

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Report Number:  
**19/2223**

Report to:	Full Council
Date of Meeting:	21 <sup>st</sup> September 2022
Authorship:	Responsible Finance Officer
Subject:	Accounts Quarter 1

### Introduction

1. Budget spending to which I wish to draw members attention as at 30/06/2022, the first quarter of the financial year ending 31/03/2023. Income and expenditure for the year is shown in the appendix.
2. The appendix is the new style report developed to present a clearer picture of the revenue budgets and the Earmarked Reserves (EMR) for specified projects. Each cost heading has its income shown in black and expenditure shown in red. The report shows the percentage of revenue budget spent which at the end of month 3 would ideally be 25%.
3. Overspends or underspends of 15% will be reported as per Financial Regulations, clause 4.8. which states that material is 15% variance from budget. Therefore, in this report exceptions that require explanations are those codes that are outside of 21.25% to 28.75%. Any budget headings outside of tolerances that have not been explained below are expected due to timing of payment e.g., annual payment of insurances or biannual payments of business rates.
4. The report aims to put the contributions and spending in the day-to-day revenue budgets and the transactions in the EMR into context and differentiate between the annual precept funds and the existing funds.
5. The final section of the report details the income and expenditure compared to budget, its effect on the balance sheet which is the statement of financial position.

### Agency Services

6. A 9.5% increase in income from Norfolk County Council for grass cutting services provided, will take income up to £3456 by year end. Costs include fuel which has increased, and most of the work is completed during the spring and summer.

### Allotments

7. The income will be as budgeted and paid in February 2023. The cost of insurance was in line with the budget.

### Amenities

8. Income in amenities is distorted due to the Queen's platinum jubilee (QPJ) income being allocated to this code. Of the £13,486, £11,483 is attributable to external funds raised to pay for the event. The remaining £2,003 includes the increased angling charges and car boot income.
9. Garden and floral scheme expenditure remains underspent at 13%.
10. As with the income, the expenditure in Town and Park 4060 includes £12,324 spent on the QPJ. This brings the expenditure to 48% of revenue budget (taking out EMR project funds).

Significant purchases include replacement bins, some of which have since had insurance claims made to recoup costs.

11. Repairs to the play equipment due to wear and tear originally had no budget allocated and therefore this has been spent from the general reserve as part of the contingency funds.
12. Maintenance costs on the boardwalk are within expected budgets as most works are completed in the spring and summer months.
13. The van running costs are under budget due to consideration of fuel price fluctuations and allowances for accidents where at least excesses are payable.
14. Invoices and works to tree management have been slow and the provider has been chased to ensure compliance with the tender and budget.
15. Costs to cut grass at the churchyard are higher due to the spring and summer being the months that use the fuel charged to this cost code.
16. Works to service the mere fountain and drainage of the mere have not been required so far in the financial year. Electricity costs for the mere fountain (£180 per month) and the park lighting (£50 per month) have not been as high as anticipated.

#### Bank Interest

17. Income from interest is higher than budgeted due to the externally agreed increase in the interest rate. In the first quarter the nationwide business savings account has generated £100 of interest and the Barclays rate reward savings account has generated £11.

#### Cemetery

18. Income from the Cemetery is 15% at month 3. Although significant, month 4 has brought income back into line with the budget expectations.
19. Cemetery grounds maintenance is primarily seasonal and therefore in line with budget expectations for the first quarter.
20. Works to repair the cemetery roof are underway and expected to come within the revised budget that was put to Full Council in May (report 04/2223).
21. Purchasing of general equipment based now out of the workshop at the DYCC is underspent as often costs are being allocated to the specific site. Where all sites are quoted as benefiting from the purchase, allocation will be made to general equipment in the following months.

#### Corn Hall

22. £5,000 was allocated from the budgeted precept to the Corn Hall EMR leaving £6K for revenue expenditure. £4,357 has been spent on bird proof netting from the EMR.
23. Installation of a new heat pump and improvements to the emergency lighting have pushed the maintenance costs to 55% of the revenue budget.

#### Council Properties

24. Due to the bungalow becoming vacant from the beginning of June, income is likely to remain at 17% of the budgeted income. After a month of the property being empty, council tax is then applicable at £162 per month. An application for a reduced tax bill has been placed as the property may be undergoing renovations. Utilities have also come under the scope of Diss Town Council while it remains vacant.
25. Both maintenance on the Council offices and health and safety costs are under budget in the first quarter. Works on EMR project M to refurbish the council offices have begun with £5,500 being set aside for this in the current year for plans to be drawn up.

### Diss Youth & Community Centre (DYCC)

26. Income from the DYCC has performed better than expected with many hirers returning and the increase of 2.2% in hire charges taking effect.
27. Alterations to the first floor of the DYCC to accommodate the Maintenance Manager's office and additional storage for SNYSB as per FC0422/13 will direct the £3,685 costs to the DYCC EMR. This is not reflected in the accounts in the first quarter but will show in the next. This will bring the revenue expenditure to 35% and includes the additional costs of installation such as phones and a printer.

### Administrative Overheads

28. Costs for IT equipment, software and support remain high. A cost benefit review has been undertaken and will be considered by Full Council at its September meeting.
29. Utilities costs across all sites are slightly below budgeted expectations. This suggests that the budget accounted for an increase in usage (the prices are fixed) following the resumption of operations. The data shows that 7415 KWH less was used in April – June 22 than was used in April- June 21. Partially this is attributable to the insulation of the workshop at the DYCC.

### Highways

30. Three projects for the parish partnership bid were proposed. The public right of way linking Walcot Road and Burston Road was withdrawn and all funds paid out will be refunded. The speed sign (SAM2) is in the process of being installed and NCC will refund 50% of the costs. The final public right of way application for Denmark Lane has EMR funds allocated to apply for in the next 2 years.

### General Expenditure

31. Costs under this heading overall are within budget at 23%. The annual town meeting went over budget by £45, but most significantly the wages budgets which account for 49% of the total budgeted expenditure, are 3% under expected (£9,918) at the end of quarter 1. Further fluctuations are anticipated with the staff restructuring, nationally agreed increases and staff recruitment, all of which will impact on the actual costs compared to the budgeted costs and will be routinely monitored.

### Sports Ground

32. Upgrades to pest control and plumbing at the Sports Ground have resulted in 62% of maintenance revenue budget spent at the end of quarter 1. The maintenance team have been made aware that controls on this budget code should be closely monitored.
33. £176 was spent from the CCTV EMR on installation of CCTV at the skatepark. Costs for the broadband are budgeted under sports ground phone, but are not billable in quarter 1, this is expected to come into line by year end.
34. Ground maintenance currently showing as 9% spent will come into line by year end when the annual athletics track maintenance is included. Usually this happens in January.

### Carnival

35. The Carnival held in July had a starting balance of £9,920 which included surpluses from previous years events and budgeted contributions. Income raised was £11,740, total expenditure was £18,305 leaving a balance of £3,355 towards next year's event.

### Town Mayor's Charity

36. The mayor has raised £226 for the nominated charities Marie Curie and Cancer Research. The expenditure of £1,591 was the payment of the previous year's fundraising to Mind Charity.

### Streetlighting

37. A review of the streetlights found that income of £1,700 and £1,600 was due from South Norfolk Council, this has now been received and accounted for.

38. The minus figure for expenditure is an insurance claim for damage to a streetlight that was repaired and paid for in the previous financial year.

#### Bad Debts and Write offs

39. The auditors report recommended that appropriate action should be taken to review the sales ledger – “unpaid debtor accounts by date” following up to ensure recovery of the few long-standing debts. The two transactions that were more than 3 months old and considered long standing were the W.I purchase of a bench has now been resolved and paid. The other sales invoice was for a parking bollard was damaged by a DPD driver that was employed by a sub-contractor called D. Lockwood consultancy in September 2021.
40. The sub-contractor admitted fault for the incident and agreed to pay the £428 to reimburse the cost to replace. Following numerous attempts by phone, letter and through our insurance provider, we have been unable to recover the funds. We have been notified by licensed insolvency practitioners that the debtor has gone into liquidation, and it would cost more than the original debt to recover. Following consultation with the chairman of the executive committee and town clerk it was agreed that the debt should be written off and cleared from the accounts. There were no VAT implications.

#### Insurance Claims pending

41. Claims have been processed and funds received for 4 claims in the current financial year totaling £5,276. The Deputy Town Clerk’s laptop, the park frog bin, the damaged streetlight, and repairs to the Ford Ranger. A further claim for damage to the mere’s mouth bins is due to be completed by September 2022.

#### Summary at the end of Quarter 1

42. Income (other than precept) £56,242 (56% of budget). This includes incomes such as the town mayor charity and streetlighting income that was not budgeted for. Calculating without these anomalies reveals income inline with expectations at approximately 26%.
43. Revenue expenditure is £175,970 (28% of budget).
44. Expenditure from the EMR has been substantial at £51,737 on projects such as the cemetery chapel roof and bird-proofing the Cornhall.

#### **Recommendation**

To note the contents of this report.

	Revenue Budget 21-22	Revenue Actual 21-22	% Received / Spent	Comments	Taken for EMR from Precept/ Yr End Trf	EMR Income and Expenditure	EMR Balance	EMR Project Description	EMR Project Ref	
<b>Agency Services</b>										
Agency Services Income	3,044	2,880	95%							
NCC Grasscutting	100	34	34%							
	2,944	2,846	97%							
<b>Allotments</b>										
Allotment Rent	500	0	0%							
Allotments - Insurance	27	26	96%							
	473	-26	-5%							
<b>Amenities</b>										
Amenities Income	2,085	13,486	647%	QPJ Income £11483						
Gardens/Floral Scheme	1,800	227	13%							
Town/Park - R&R	12,823	18,582	145%	QPJ Spent £12,324	7,372	318	5,466	Queens Jubilee	Y	
Play Equipment R&R	0	966	0%		500	0	250	New Play Equipment	B	
Boardwalk Maintenance	1,000	316	32%		2,000	2,527	3,473	Boardwalk Renovation	C	
Van Replacement	0	0	0%		1,000	0	6,500	Van Replacement	D	
Van x 2 Running Costs	3,500	499	14%							
Van Insurance	1,108	1,033	93%							
Tree Management	8,000	0	0%		500	0	750	Tree Survey	E	
Closed Churchyard - R&R	25	14	56%		3,579	0	16,790	St Mary's Wall Replacement	F	
Manorial Rights - R&R	10	0	0%							
Mere - Water/drainage	2,695	0	0%							
Mere - Fountain	1,500	0	0%		6,750	0	19,440	Mere Fountain Renewal	G	
Mere - Fountain Electricity	3,800	531	14%							
Mere Fountain/Kiosk - Insurance	158	147	93%							
Park - Water Rates	100	0	0%							
Park - Electricity	1,790	117	7%							
Mere's Mouth - Rent	100	100	100%							
Mere's Mouth - Business Rates	424	212	50%							
Mere's Mouth (resurfacing)	0	0	0%		1,000	0	1,500	Meres Mouth Resurfacing	H	

	Revenue Budget 21-22	Revenue Actual 21-22	% Received / Spent	Comments	Taken for EMR from Precept/ Yr End Trf	EMR Income and Expenditure	EMR Balance	EMR Project Description	EMR Project Ref	
Park - Insurance	1,848	1,673	91%							
	-38,596	-10,932	28%							
<b>Mini Recycling Centre Adopter</b>										
Mini Recycling Adopter Payment	450	0	0%							
<b>Bank Interest</b>										
Interest Received	150	111	74%							
Bank Charges	240	60	25%							
	-90	51	-57%							
<b>Capital Expenditure</b>										
Capital Expenditure	41,007	2,179	5%							
<b>Cemetery</b>										
Cemetery Interment/Chapel Fees	20,747	3,251	16%							
Cemetery Memorial Fees	10,373	1,400	13%							
Cemetery - Grounds - R&R	7,000	3,166	45%		0	0	4,500	Cemetery monument and water testing	I	
Cemetery - Chapels - R&R	5,000	0	0%		25,271	36,844	41,978	Chapel Renewal	J	
General Equipment	3,000	62	2%		1,500	0	2,250	Ride on mower renewal	K	
General Equipment Insurance	145	135	93%							
Ride on Mower Insurance	421	393	93%							
Cemetery - Water Rate	150	0	0%							
Cemetery - Electricity	950	206	22%							
Cemetery - Insurance	507	473	93%							
	13,947	216	2%							
<b>Cemetery Gravedigging</b>										
Cemetery Gravedigging Fees	0	934	0%							
Cemetery Gravedigging Exp.	0	2,011	0%							
	0	-1,077	0%							

	Revenue Budget 21-22	Revenue Actual 21-22	% Received / Spent	Comments	Taken for EMR from Precept/ Yr End Trf	EMR Income and Expenditure	EMR Balance	EMR Project Description	EMR Project Ref	
<b>Christmas Lights</b>										
Christmas Lights	19,000	16	0%							
Insurance re. Christmas Lights	81	76	94%							
	-19,081	-92	0%							
<b>Corn Hall</b>										
Corn Hall - Maint./R&R	6,000	3,271	55%		5,000	4,357	24,643	Cornhall capital refurbishment	L	
Corn Hall - Insurance	2,636	2,459	93%							
	-8,636	-2,459	28%							
<b>Council Properties</b>										
Office Rent/Service Charge	4,557	1,700	37%							
Council Property Income	0	0	0%							
Cemetery Bungalow Rent	4,572	762	17%							
Office R&R	4,500	771	17%							
Office Building Maintenance	2,000	0	0%		5,500	0	32,750	Council Office refurbishment	M	
Office Stairlift	340	0	0%							
Cemetery Bungalow	760	0	0%							
Electricity Testing 5 Yrly	0	0	0%		0	1,152	4,098	5 yr Electrical Testing	N	
Health & Safety	2,500	159	6%							
Pk Toilets Servicing	5,450	2,889	53%		3,000	0	14,500	Park Toilets Replacement	A	
Pk Toilets - Insurance	133	365	274%							
Pk Toilet- Electricity	1,900	448	24%							
Pk Toilets - B/Rates	0	0	0%							
Pk Toilets - Water Rates	2,070	174	8%							
Mere's Mouth Toilets	8,450	3,870	46%							
MM Toilets Electricity	2,000	9	0%							
Staff Uniforms/ Replacements	600	0	0%							
	-21,574	-6,223	29%							
<b>Diss Youth &amp; Community Centre</b>										
DYCC Hire Fees	15,560	5,413	35%							
Park Radio Loan	0	240	0%							

	Revenue Budget 21-22	Revenue Actual 21-22	% Received / Spent	Comments	Taken for EMR from Precept/ Yr End Trf	EMR Income and Expenditure	EMR Balance	EMR Project Description	EMR Project Ref	
DYCC - Electricity	7,872	1,043	13%							
DYCC - Gas	1,500	174	12%							
DYCC - Business Rates	5,200	2,596	50%							
DYCC - Water Rates	710	186	26%							
Licences - Music	247	0	0%							
DYCC - Insurance	1,108	1,033	93%							
Annual Service Costs	1,500	0	0%							
DYCC - General R&R	4,000	5,097	127%		5,000	0	5,502	DYCC Refurbishment	O	
	-6,577	-4,716	72%							
<b>Administrative Overheads</b>										
Photocopying Income	0	2	0%							
Council Office Business Rates	4,860	2,426	50%							
Council Office - Gas	2,000	285	14%							
Council Office - Electricity	1,600	193	12%							
Council Office - Telephone	2,000	326	16%							
Council Office - Insurance	900	840	93%							
IT Equipment, Software & Suppo	10,000	3,112	31%							
	-21,360	-7,180	34%							
<b>Grants</b>										
General Grants	20,000	643	3%							
Diss Youth Group	0	0	0%							
Heritage Triangle Trust	0	-90	0%		0	159	9,019	Heritage Triangle Trust	Ringfenced	
	-20,000	-553	3%							
<b>Highways</b>										
Parish Partnership Bid Income	0	0	0%							
DDNP Income	0	0	0%							
Parish Partnership Bid	6,600	5,415	82%		5,000	0	2,500	Parish Partnership Bid	Ringfenced	
Neighbourhood Plan	0	-1	0%		2,800	-1,343	4,928	Neighbourhood Plan	Ringfenced	
	-6,600	-5,415	82%							
<b>Market</b>										
Market Stallage	22,022	5,806	26%							

	Revenue Budget 21-22	Revenue Actual 21-22	% Received / Spent	Comments	Taken for EMR from Precept/ Yr End Trf	EMR Income and Expenditure	EMR Balance	EMR Project Description	EMR Project Ref	
Market Place - Water Rates	63	13	21%							
Market Place - Business Rates	2,800	1,397	50%							
Market Expenditure	250	66	26%		500	0	21,250	Market Electrical points and resurfacing	P	
	18,909	4,330	23%							
<b>HTP</b>										
HTP	0	0	0%							
<b>Promotion</b>										
Promotion	1,000	0	0%		0	0	693	Comm Strategy	Ringfenced	
Website/Intranet										
Hosting/Maint	0	0	0%							
	-1,000	0	0%							
<b>Precept</b>										
Precept	530,908	265,454	50%							
<b>General Expenditure</b>										
Town Mayor's Allowance	1,400	16	1%							
Ccl Members' Allowance & Exp	2,116	0	0%							
Subscriptions	2,200	1,339	61%							
Audit	2,920	460	16%							
Training	6,150	2,976	48%							
Liability Insurance	4,632	4,320	93%							
Conference Expenditure	300	0	0%							
Meeting Room Hire	1,500	80	5%							
External Meeting Room	0	0	0%							
Printing & Stationery	4,000	1,399	35%							
Postage	100	40	40%							
Wages - General Admin.	181,482	41,852	23%							
Wages - General Maint.	153,905	32,077	21%							
Staff Mileage	150	47	31%							
NI/PAYE/Pension	0	0	0%							

	Revenue Budget 21-22	Revenue Actual 21-22	% Received / Spent	Comments	Taken for EMR from Precept/ Yr End Trf	EMR Income and Expenditure	EMR Balance	EMR Project Description	EMR Project Ref	
Legal/Financial/Prof fees	5,000	0	0%							
HR Support	0	0	0%							
Annual Town Meeting	200	245	123%							
	-366,055	-84,851	23%							
<b>Rechargeable</b>										
Rechargeable Exp. Refunded	0	1,490	0%							
Rechargeable Expenditure	0	304	0%							
Wages-Rechargeable Expenditure	0	0	0%							
	0	1,186	0%							
<b>S 137</b>										
S 137 - Expenditure	100	0	0%							
<b>Sports Ground</b>										
Sports Ground Hire Fees	14,215	3,226	23%							
Track Maintenance	0	0	0%		0	0	11,000	SPG Track Renewal	Q	
Floodlights - R&R	0	0	0%		0	0	0	Floodlights	R	
General Sports Ground Maint.	3,000	1,873	62%		0	0	0	Pavilion	S	
Ground Maintenance	6,220	590	9%							
Sports Grnd-Water Rate	553	93	17%							
Sports Ground - Electricity	2,200	727	33%							
Sports Ground - Phone	650	34	5%							
Sports Ground - Insurance	1,360	1,269	93%							
Skateboard Pk - Insurance/Insp	510	476	93%							
Skateboard Pk-Maint. Materials	0	0	0%		1,000	0	1,559	Skateboard Park	T	
	-278	-1,836	660%							
<b>Events</b>										
Royal British Legion	800	0	0%							
Other Events	5,177	0	0%	Gen Res Budget for QPJ						





03/08/2022

## Diss Town Council

Page 1

11:19

## Detailed Income &amp; Expenditure by Budget Heading 01/07/2022

Month No: 4

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>100 Agency Services</b>							
1000 Agency Services Income	2,880	3,044	164			94.6%	
Agency Services :- Income	<b>2,880</b>	<b>3,044</b>	<b>164</b>			<b>94.6%</b>	<b>0</b>
4000 NCC Grasscutting	56	100	44		44	56.2%	
Agency Services :- Indirect Expenditure	<b>56</b>	<b>100</b>	<b>44</b>	<b>0</b>	<b>44</b>	<b>56.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>2,824</b>	<b>2,944</b>	<b>120</b>				
<b>120 Allotments</b>							
1120 Allotment Rent	0	500	500			0.0%	
Allotments :- Income	<b>0</b>	<b>500</b>	<b>500</b>			<b>0.0%</b>	<b>0</b>
4020 Allotments - Insurance	26	27	1		1	96.0%	
Allotments :- Indirect Expenditure	<b>26</b>	<b>27</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>96.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(26)</b>	<b>473</b>	<b>499</b>				
<b>140 Amenities</b>							
1140 Amenities Income	13,562	2,085	(11,477)			650.4%	11,567
Amenities :- Income	<b>13,562</b>	<b>2,085</b>	<b>(11,477)</b>			<b>650.4%</b>	<b>11,567</b>
4040 Gardens/Floral Scheme	227	1,800	1,573		1,573	12.6%	
4060 Town/Park - R&R	7,346	18,000	10,654	598	10,056	44.1%	12,549
4061 Play Equipment R&R	1,402	500	(902)		(902)	280.3%	
4062 Boardwalk Maintenance	2,876	3,000	124		124	95.9%	2,527
4065 Van Replacement	0	1,000	1,000		1,000	0.0%	
4070 Van x 2 Running Costs	711	3,500	2,789		2,789	20.3%	
4071 Van Insurance	1,033	1,108	75		75	93.3%	
4075 Tree Management	0	8,500	8,500	8,100	400	95.3%	
4085 Closed Churchyard - R&R	19	3,604	3,585		3,585	0.5%	
4090 Manorial Rights - R&R	0	10	10		10	0.0%	
4095 Mere - Water/drainage	0	2,695	2,695		2,695	0.0%	
4100 Mere - Fountain	0	8,250	8,250		8,250	0.0%	
4101 Mere - Fountain Electricity	711	3,800	3,089		3,089	18.7%	
4102 Mere Fountain/Kiosk -Insurance	147	158	11		11	93.2%	
4110 Park - Water Rates	0	100	100		100	0.0%	
4115 Park - Electricity	170	1,790	1,620		1,620	9.5%	
4120 Mere's Mouth - Rent	100	100	0		0	100.0%	
4125 Mere's Mouth - Business Rates	212	424	212		212	50.0%	
4135 Mere's Mouth (resurfacing)	0	1,000	1,000		1,000	0.0%	
4140 Park - Insurance	1,673	1,848	175		175	90.5%	
Amenities :- Indirect Expenditure	<b>16,629</b>	<b>61,187</b>	<b>44,558</b>	<b>8,698</b>	<b>35,861</b>	<b>41.4%</b>	<b>15,075</b>
<b>Net Income over Expenditure</b>	<b>(3,067)</b>	<b>(59,102)</b>	<b>(56,035)</b>				
7000 plus Transfer from EMR	15,075						

Continued over page

## Detailed Income &amp; Expenditure by Budget Heading 01/07/2022

Month No: 4

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
8001 less Transfer to EMR	11,567						
<b>Movement to/(from) Gen Reserve</b>	<b>442</b>						
<u>145 Mini Recycling Centre Adopter</u>							
1150 Mini Recycling Adopter Payment	450	450	0			100.0%	
Mini Recycling Centre Adopter :- Income	<b>450</b>	<b>450</b>	<b>0</b>			<b>100.0%</b>	<b>0</b>
<b>Net Income</b>	<b>450</b>	<b>450</b>	<b>0</b>				
<u>150 Bank Interest</u>							
1090 Interest Received	273	150	(123)			181.7%	
Bank Interest :- Income	<b>273</b>	<b>150</b>	<b>(123)</b>			<b>181.7%</b>	<b>0</b>
4202 Bank Charges	60	240	180		180	25.0%	
Bank Interest :- Indirect Expenditure	<b>60</b>	<b>240</b>	<b>180</b>	<b>0</b>	<b>180</b>	<b>25.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>213</b>	<b>(90)</b>	<b>(303)</b>				
<u>160 Capital Expenditure</u>							
4200 Capital Expenditure	2,179	41,007	38,828		38,828	5.3%	
Capital Expenditure :- Indirect Expenditure	<b>2,179</b>	<b>41,007</b>	<b>38,828</b>	<b>0</b>	<b>38,828</b>	<b>5.3%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(2,179)</b>	<b>(41,007)</b>	<b>(38,828)</b>				
<u>180 Cemetery</u>							
1180 Cemetery Interment/Chapel Fees	9,325	20,747	11,422			44.9%	
1185 Cemetery Memorial Fees	3,429	10,373	6,944			33.1%	
Cemetery :- Income	<b>12,755</b>	<b>31,120</b>	<b>18,365</b>			<b>41.0%</b>	<b>0</b>
4250 Cemetery - Grounds - R&R	3,201	7,000	3,799		3,799	45.7%	
4260 Cemetery - Chapels - R&R	44,079	6,500	(37,579)		(37,579)	678.1%	44,079
4270 General Equipment	110	4,500	4,390		4,390	2.5%	
4271 General Equipment Insurance	135	145	10		10	92.9%	
4272 Ride on Mower Insurance	393	421	28		28	93.3%	
4275 Cemetery - Water Rate	9	150	141		141	6.1%	
4280 Cemetery - Electricity	122	950	828		828	12.9%	
4285 Cemetery - Insurance	473	507	34		34	93.2%	
Cemetery :- Indirect Expenditure	<b>48,522</b>	<b>20,173</b>	<b>(28,349)</b>	<b>0</b>	<b>(28,349)</b>	<b>240.5%</b>	<b>44,079</b>
<b>Net Income over Expenditure</b>	<b>(35,767)</b>	<b>10,947</b>	<b>46,714</b>				
7000 plus Transfer from EMR	44,079						
<b>Movement to/(from) Gen Reserve</b>	<b>8,312</b>						

## Detailed Income &amp; Expenditure by Budget Heading 01/07/2022

Month No: 4

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>190 Cemetery Gravedigging</u>							
1190 Cemetery Gravedigging Fees	3,174	0	(3,174)			0.0%	
Cemetery Gravedigging :- Income	<u>3,174</u>	<u>0</u>	<u>(3,174)</u>				<u>0</u>
4300 Cemetery Gravedigging Exp.	3,337	0	(3,337)		(3,337)	0.0%	
Cemetery Gravedigging :- Indirect Expenditure	<u>3,337</u>	<u>0</u>	<u>(3,337)</u>	<u>0</u>	<u>(3,337)</u>		<u>0</u>
<b>Net Income over Expenditure</b>	<u>(162)</u>	<u>0</u>	<u>162</u>				
<u>200 Christmas Lights</u>							
4320 Christmas Lights	16	19,000	18,984		18,984	0.1%	
4322 Insurance re. Christmas Lights	76	81	5		5	93.4%	
Christmas Lights :- Indirect Expenditure	<u>91</u>	<u>19,081</u>	<u>18,990</u>	<u>0</u>	<u>18,990</u>	<u>0.5%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(91)</u>	<u>(19,081)</u>	<u>(18,990)</u>				
<u>220 Corn Hall</u>							
4350 Corn Hall - Maint./R&R	7,663	11,000	3,337		3,337	69.7%	4,357
4360 Corn Hall - Insurance	2,459	2,636	177		177	93.3%	
Corn Hall :- Indirect Expenditure	<u>10,122</u>	<u>13,636</u>	<u>3,514</u>	<u>0</u>	<u>3,514</u>	<u>74.2%</u>	<u>4,357</u>
<b>Net Expenditure</b>	<u>(10,122)</u>	<u>(13,636)</u>	<u>(3,514)</u>				
7000 plus Transfer from EMR	4,357						
<b>Movement to/(from) Gen Reserve</b>	<u>(5,765)</u>						
<u>240 Council Properties</u>							
1240 Office Rent/Service Charge	3,462	4,557	1,095			76.0%	
1250 Cemetery Bungalow Rent	762	4,572	3,810			16.7%	
Council Properties :- Income	<u>4,224</u>	<u>9,129</u>	<u>4,905</u>			<u>46.3%</u>	<u>0</u>
4400 Office R&R	1,237	4,500	3,263		3,263	27.5%	
4405 Office Building Maintenance	380	7,500	7,120		7,120	5.1%	380
4410 Office Stairlift	0	340	340		340	0.0%	
4415 Cemetery Bungalow	444	760	316		316	58.4%	
4420 Electricity Testing 5 Yrly	1,152	0	(1,152)		(1,152)	0.0%	1,152
4425 Health & Safety	286	2,500	2,214		2,214	11.4%	
4435 Pk Toilets Servicing	4,220	8,450	4,230	120	4,110	51.4%	
4445 Pk Toilets - Insurance	365	133	(232)		(232)	274.8%	
4450 Pk Toilet- Electricity	530	1,900	1,370		1,370	27.9%	
4460 Pk Toilets - Water Rates	512	2,070	1,558		1,558	24.7%	
4465 Mere's Mouth Toilets	4,983	8,450	3,467	100	3,367	60.2%	

## Detailed Income &amp; Expenditure by Budget Heading 01/07/2022

Month No: 4

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4466 Mere's Mouth Electricity	9	2,000	1,991		1,991	0.4%	
4475 Staff Uniforms/Replacements	0	600	600		600	0.0%	
Council Properties :- Indirect Expenditure	<b>14,119</b>	<b>39,203</b>	<b>25,084</b>	<b>219</b>	<b>24,865</b>	<b>36.6%</b>	<b>1,532</b>
<b>Net Income over Expenditure</b>	<b>(9,895)</b>	<b>(30,074)</b>	<b>(20,179)</b>				
7000 plus Transfer from EMR	1,532						
<b>Movement to/(from) Gen Reserve</b>	<b>(8,363)</b>						
<u>260 Diss Youth &amp; Community Centre</u>							
1160 Loan Park Radio	590	0	(590)			0.0%	
1260 DYCC Hire Fees	7,319	15,560	8,241			47.0%	
Diss Youth & Community Centre :- Income	<b>7,909</b>	<b>15,560</b>	<b>7,651</b>			<b>50.8%</b>	<b>0</b>
4500 DYCC - Electricity	1,362	7,872	6,510		6,510	17.3%	
4505 DYCC - Gas	221	1,500	1,279		1,279	14.7%	
4510 DYCC - Business Rates	2,596	5,200	2,604		2,604	49.9%	
4515 DYCC - Water Rates	342	710	368		368	48.2%	
4520 Licences - Music	0	247	247		247	0.0%	
4525 DYCC - Insurance	1,033	1,108	75		75	93.3%	
4530 Annual Service Costs	0	1,500	1,500		1,500	0.0%	
4540 DYCC - General R&R	6,651	9,000	2,349	156	2,193	75.6%	
Diss Youth & Community Centre :- Indirect Expenditure	<b>12,205</b>	<b>27,137</b>	<b>14,932</b>	<b>156</b>	<b>14,776</b>	<b>45.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(4,296)</b>	<b>(11,577)</b>	<b>(7,281)</b>				
<u>280 Administrative Overheads</u>							
1285 Photocopying Income	2	0	(2)			0.0%	
Administrative Overheads :- Income	<b>2</b>	<b>0</b>	<b>(2)</b>				<b>0</b>
4610 Council Office Business Rates	2,426	4,860	2,434		2,434	49.9%	
4615 Council Office - Gas	339	2,000	1,661		1,661	16.9%	
4620 Council Office - Electricity	249	1,600	1,351		1,351	15.6%	
4625 Council Office - Telephone	625	2,000	1,375		1,375	31.2%	
4630 Council Office - Insurance	840	900	60		60	93.3%	
4657 IT Equipment, Software & Suppo	3,830	10,000	6,170		6,170	38.3%	
Administrative Overheads :- Indirect Expenditure	<b>8,308</b>	<b>21,360</b>	<b>13,052</b>	<b>0</b>	<b>13,052</b>	<b>38.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(8,306)</b>	<b>(21,360)</b>	<b>(13,054)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 01/07/2022

Month No: 4

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>300 Grants</u>							
4720 General Grants	643	20,000	19,357		19,357	3.2%	
4765 Heritage Triangle Trust	69	0	(69)		(69)	0.0%	69
Grants :- Indirect Expenditure	<u>712</u>	<u>20,000</u>	<u>19,288</u>	<u>0</u>	<u>19,288</u>	<u>3.6%</u>	<u>69</u>
<b>Net Expenditure</b>	<u>(712)</u>	<u>(20,000)</u>	<u>(19,288)</u>				
7000 plus Transfer from EMR	69						
<b>Movement to/(from) Gen Reserve</b>	<u>(643)</u>						
<u>310 Highways</u>							
1303 DDNP Income	6,400	0	(6,400)			0.0%	
Highways :- Income	<u>6,400</u>	<u>0</u>	<u>(6,400)</u>				<u>0</u>
4780 Parish Partnership Bid	5,415	11,600	6,185		6,185	46.7%	
4785 Neighbourhood Plan	5,058	2,800	(2,258)		(2,258)	180.6%	11,458
Highways :- Indirect Expenditure	<u>10,473</u>	<u>14,400</u>	<u>3,928</u>	<u>0</u>	<u>3,928</u>	<u>72.7%</u>	<u>11,458</u>
<b>Net Income over Expenditure</b>	<u>(4,073)</u>	<u>(14,400)</u>	<u>(10,328)</u>				
7000 plus Transfer from EMR	5,058						
8001 less Transfer to EMR	6,400						
<b>Movement to/(from) Gen Reserve</b>	<u>(5,415)</u>						
<u>320 Market</u>							
1320 Market Stallage	8,872	22,022	13,150			40.3%	
Market :- Income	<u>8,872</u>	<u>22,022</u>	<u>13,150</u>			<u>40.3%</u>	<u>0</u>
4810 Market Place - Water Rates	53	63	10		10	84.4%	
4815 Market Place - Business Rates	1,397	2,800	1,403		1,403	49.9%	
4825 Museum Expenditure	333	0	(333)		(333)	0.0%	
4830 Market Expenditure	85	750	665		665	11.3%	
Market :- Indirect Expenditure	<u>1,869</u>	<u>3,613</u>	<u>1,744</u>	<u>0</u>	<u>1,744</u>	<u>51.7%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>7,003</u>	<u>18,409</u>	<u>11,406</u>				
<u>340 Promotion</u>							
4840 Promotion	0	1,000	1,000		1,000	0.0%	
4845 Website/Intranet Hosting/Maint	180	0	(180)		(180)	0.0%	
Promotion :- Indirect Expenditure	<u>180</u>	<u>1,000</u>	<u>820</u>	<u>0</u>	<u>820</u>	<u>18.0%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(180)</u>	<u>(1,000)</u>	<u>(820)</u>				

## Detailed Income &amp; Expenditure by Budget Heading 01/07/2022

Month No: 4

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>360 Precept</u>							
1076 Precept	292,857	585,714	292,857			50.0%	27,403
Precept :- Income	<u>292,857</u>	<u>585,714</u>	<u>292,857</u>			<u>50.0%</u>	<u>27,403</u>
<b>Net Income</b>	<u>292,857</u>	<u>585,714</u>	<u>292,857</u>				
8001 less Transfer to EMR	27,403						
<b>Movement to/(from) Gen Reserve</b>	<u>265,454</u>						
<u>370 General Expenditure</u>							
4600 Town Mayor's Allowance	56	1,400	1,344		1,344	4.0%	
4605 Ccl Members' Allowance & Exp	0	2,116	2,116		2,116	0.0%	
4635 Subscriptions	1,339	2,200	861		861	60.9%	
4640 Audit	460	2,920	2,460		2,460	15.8%	
4645 Training	5,181	6,150	969		969	84.2%	
4646 Liability Insurance	4,320	4,632	312		312	93.3%	
4650 Conference Expenditure	0	300	300		300	0.0%	
4651 Meeting Room Hire	80	1,500	1,420		1,420	5.3%	
4655 Printing & Stationery	1,433	4,000	2,567		2,567	35.8%	
4660 Postage	41	100	59		59	41.5%	
4665 Wages - General Admin.	55,420	181,482	126,062		126,062	30.5%	
4666 Wages - General Maint.	44,845	153,905	109,060		109,060	29.1%	
4667 Staff Mileage	47	150	103		103	31.2%	
4675 Legal/Financial/Prof fees	0	5,000	5,000		5,000	0.0%	
4992 Annual Town Meeting	245	200	(45)		(45)	122.7%	
General Expenditure :- Indirect Expenditure	<u>113,468</u>	<u>366,055</u>	<u>252,587</u>	<u>0</u>	<u>252,587</u>	<u>31.0%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(113,468)</u>	<u>(366,055)</u>	<u>(252,587)</u>				
<u>375 Rechargeable</u>							
1280 Rechargeable Exp. Refunded	1,640	0	(1,640)			0.0%	
Rechargeable :- Income	<u>1,640</u>	<u>0</u>	<u>(1,640)</u>				<u>0</u>
4685 Rechargeable Expenditure	371	0	(371)	288	(659)	0.0%	
Rechargeable :- Indirect Expenditure	<u>371</u>	<u>0</u>	<u>(371)</u>	<u>288</u>	<u>(659)</u>		<u>0</u>
<b>Net Income over Expenditure</b>	<u>1,269</u>	<u>0</u>	<u>(1,269)</u>				
<u>380 S 137</u>							
4870 S 137 - Expenditure	200	100	(100)		(100)	200.0%	
S 137 :- Indirect Expenditure	<u>200</u>	<u>100</u>	<u>(100)</u>	<u>0</u>	<u>(100)</u>	<u>200.0%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(200)</u>	<u>(100)</u>	<u>100</u>				

## Detailed Income &amp; Expenditure by Budget Heading 01/07/2022

Month No: 4

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>400 Sports Ground</b>							
1400 Sports Ground Hire Fees	4,145	14,215	10,070			29.2%	
<b>Sports Ground :- Income</b>	<b>4,145</b>	<b>14,215</b>	<b>10,070</b>			<b>29.2%</b>	<b>0</b>
4910 Pavilion Maintenance	333	0	(333)		(333)	0.0%	
4915 General Sports Ground Maint.	2,071	3,000	929		929	69.0%	198
4920 Ground Maintenance	789	6,220	5,431	1,009	4,422	28.9%	
4930 Sports Grnd-Water Rate	167	553	386		386	30.2%	
4935 Sports Ground - Electricity	920	2,200	1,281		1,281	41.8%	
4940 Sports Ground - Phone	45	650	605		605	6.9%	
4945 Sports Ground - Insurance	1,269	1,360	91		91	93.3%	
4955 Skateboard Pk - Insurance/Insp	476	510	34		34	93.3%	
4965 Skateboard Pk-Maint. Materials	0	1,000	1,000		1,000	0.0%	
<b>Sports Ground :- Indirect Expenditure</b>	<b>6,069</b>	<b>15,493</b>	<b>9,424</b>	<b>1,009</b>	<b>8,415</b>	<b>45.7%</b>	<b>198</b>
<b>Net Income over Expenditure</b>	<b>(1,924)</b>	<b>(1,278)</b>	<b>646</b>				
7000 plus Transfer from EMR	198						
<b>Movement to/(from) Gen Reserve</b>	<b>(1,726)</b>						
<b>420 Events</b>							
4760 Remembrance Service Costs	0	800	800		800	0.0%	
4991 Other Events	12,608	5,177	(7,431)		(7,431)	243.5%	284
4995 Communication Strategy	0	200	200		200	0.0%	
<b>Events :- Indirect Expenditure</b>	<b>12,608</b>	<b>6,177</b>	<b>(6,431)</b>	<b>0</b>	<b>(6,431)</b>	<b>204.1%</b>	<b>284</b>
<b>Net Expenditure</b>	<b>(12,608)</b>	<b>(6,177)</b>	<b>6,431</b>				
7000 plus Transfer from EMR	284						
<b>Movement to/(from) Gen Reserve</b>	<b>(12,324)</b>						
<b>425 Christmas Switch on Event</b>							
1235 Christmas Switch On Income	0	1,400	1,400			0.0%	
<b>Christmas Switch on Event :- Income</b>	<b>0</b>	<b>1,400</b>	<b>1,400</b>			<b>0.0%</b>	<b>0</b>
4990 Christmas Switch on Event	238	2,650	2,412		2,412	9.0%	238
<b>Christmas Switch on Event :- Indirect Expenditure</b>	<b>238</b>	<b>2,650</b>	<b>2,412</b>	<b>0</b>	<b>2,412</b>	<b>9.0%</b>	<b>238</b>
<b>Net Income over Expenditure</b>	<b>(238)</b>	<b>(1,250)</b>	<b>(1,012)</b>				
7000 plus Transfer from EMR	238						
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>						

## Detailed Income &amp; Expenditure by Budget Heading 01/07/2022

Month No: 4

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>430 Carnival</u>							
1435 Carnival Income	12,366	0	(12,366)			0.0%	12,249
Carnival :- Income	<u>12,366</u>	<u>0</u>	<u>(12,366)</u>				<u>12,249</u>
4996 Carnival	18,306	1,250	(17,056)		(17,056)	1464.4%	18,281
Carnival :- Indirect Expenditure	<u>18,306</u>	<u>1,250</u>	<u>(17,056)</u>	<u>0</u>	<u>(17,056)</u>	<u>1464.4%</u>	<u>18,281</u>
<b>Net Income over Expenditure</b>	<u>(5,940)</u>	<u>(1,250)</u>	<u>4,690</u>				
7000 plus Transfer from EMR	18,235						
8001 less Transfer to EMR	12,295						
<b>Movement to/(from) Gen Reserve</b>	<u>0</u>						
<u>440 Town Mayor's Charity</u>							
1440 Town Mayor's Charity	266	0	(266)			0.0%	
Town Mayor's Charity :- Income	<u>266</u>	<u>0</u>	<u>(266)</u>				<u>0</u>
4795 Town Mayor's Charity Exp	1,591	0	(1,591)		(1,591)	0.0%	
Town Mayor's Charity :- Indirect Expenditure	<u>1,591</u>	<u>0</u>	<u>(1,591)</u>	<u>0</u>	<u>(1,591)</u>		<u>0</u>
<b>Net Income over Expenditure</b>	<u>(1,325)</u>	<u>0</u>	<u>1,325</u>				
<u>460 CIL</u>							
1460 CIL - CIL Income	1,237	0	(1,237)			0.0%	1,237
CIL :- Income	<u>1,237</u>	<u>0</u>	<u>(1,237)</u>				<u>1,237</u>
<b>Net Income</b>	<u>1,237</u>	<u>0</u>	<u>(1,237)</u>				
8001 less Transfer to EMR	1,237						
<b>Movement to/(from) Gen Reserve</b>	<u>0</u>						
<u>470 Streetlighting</u>							
1470 Streetlighting	3,300	0	(3,300)			0.0%	1,700
Streetlighting :- Income	<u>3,300</u>	<u>0</u>	<u>(3,300)</u>				<u>1,700</u>
4730 CCTV Costs	4,847	2,500	(2,347)		(2,347)	193.9%	4,437
4970 Streetlighting	(1,680)	9,000	10,680	10,111	569	93.7%	1,680
Streetlighting :- Indirect Expenditure	<u>3,167</u>	<u>11,500</u>	<u>8,333</u>	<u>10,111</u>	<u>(1,778)</u>	<u>115.5%</u>	<u>6,117</u>
<b>Net Income over Expenditure</b>	<u>133</u>	<u>(11,500)</u>	<u>(11,633)</u>				
7000 plus Transfer from EMR	6,137						
8001 less Transfer to EMR	1,680						
<b>Movement to/(from) Gen Reserve</b>	<u>4,590</u>						

## Detailed Income &amp; Expenditure by Budget Heading 01/07/2022

Month No: 4

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	376,311	685,389	309,078			54.9%	
Expenditure	284,903	685,389	400,486	20,481	380,005	44.6%	
<b>Net Income over Expenditure</b>	<b>91,408</b>	<b>0</b>	<b>(91,408)</b>				
plus Transfer from EMR	95,261						
less Transfer to EMR	60,582						
<b>Movement to/(from) Gen Reserve</b>	<b>126,087</b>						

## SUMMARY REPORT OF EARMARKED RESERVES 2022-23

Project Ref	NC		Committee	Site	EMR	Balance as at 1st April 2022	Less: Actual Year to date Expense	Balance	Add: Year to date receipts	Balance as at 31st July 2022
RF	330	1	Executive	By-election	By-election costs	£ 5,000		£ 5,000		£ 5,000
RF	335	2	Executive	Communications	Communication Strategy	£ 693		£ 693		£ 693
RF	342	3	Executive	Events	Christmas Lights switch on	£ 3,562	£ 238	£ 3,325	£ 625	£ 3,950
RF	344	4	Executive	Events	Carnival	£ 8,671	£ 17,025	£ 8,354	£ 11,710	£ 3,356
I	370	5	Facilities	Cemetery	Cem Roads, Cem Monuments	£ 4,500		£ 4,500		£ 4,500
J	372	6	Facilities	Cemetery	Cemetery Chapels	£ 54,300	£ 44,079	£ 10,222	£ 24,521	£ 34,743
L	375	7	Facilities	Corn Hall	Corn Hall	£ 26,500	£ 4,357	£ 22,143	£ 2,500	£ 24,643
M	384	8	Facilities	Council Offices	Building maintenance	£ 30,000	£ 380	£ 29,620	£ 2,750	£ 32,370
D	390	9	Facilities	DYCC	Van Replacement	£ 6,000		£ 6,000	£ 500	£ 6,500
K	392	10	Facilities	DYCC	Maintenance workshop	£ 1,500		£ 1,500	£ 750	£ 2,250
O	398	11	Facilities	DYCC	DYCC	£ 3,002		£ 3,002	£ 2,500	£ 5,502
P	400	12	Facilities	Market	Maintenance Market	£ 21,000		£ 21,000	£ 250	£ 21,250
C	412	13	Facilities	Mere	Boardwalk	£ 5,000	£ 2,527	£ 2,473	£ 1,000	£ 3,473
H	414	14	Facilities	Mere	Maintenance Mere's Mouth (Resurfacing)	£ 1,000		£ 1,000	£ 500	£ 1,500
G	416	15	Facilities	Mere	Mere Fountain	£ 16,065		£ 16,065	£ 3,375	£ 19,440
A	422	16	Facilities	Park	Park General - Beacon Project	£ 1,000	£ 12,698	£ 11,698	£ 16,700	£ 5,002
B	424	17	Facilities	Park	Play Equipment	£ -		£ -	£ 250	£ 250
Y	426	18	Facilities	Park	Park Toilets	£ 13,000		£ 13,000	£ 1,500	£ 14,500
Q	430	19	Facilities	SPG	Athletics maintenance	£ 11,000		£ 11,000		£ 11,000
R	432	20	Facilities	SPG	SPG Floodlights	£ -		£ -		£ -
S	434	21	Facilities	SPG	SPG Pav maintenance	£ -		£ -		£ -
T	436	22	Facilities	SPG	SPG - Skateboard Park	£ 1,059		£ 1,059	£ 500	£ 1,559
F	440	23	Facilities	St Marys Churchyard	Closed churchyard repairs	£ 15,000		£ 15,000	£ 1,790	£ 16,790
E	450	24	Facilities	Facilities	Tree Management	£ 500		£ 500	£ 250	£ 750
N	469	25	Facilities		5 Yr Electrical Testing	£ 5,250	£ 1,152	£ 4,098		£ 4,098
U	470	26	Facilities		Park Bollards	£ 15,000		£ 15,000		£ 15,000
RF	455	27	HTP	HTP	HTP	£ 9,177	£ 69	£ 9,109		£ 9,109
RF	460	28	Infrastructure	Infrastructure	Bus Shelters maintenance	£ 15,826	£ 30	£ 15,796		£ 15,796
RF	462	29	Infrastructure	Infrastructure	Streetlights	£ 99,812	£ 1,700	£ 98,112	£ 3,280	£ 101,392
RF	464	30	Infrastructure	Infrastructure	Community Infrastructure Levy (CIL)	£ 48,795		£ 48,795	£ 1,237	£ 50,031
RF	466	31	Infrastructure	Infrastructure	CCTV	£ 5,163	£ 5,090	£ 73	£ 11,259	£ 11,332
RF	468	32	Infrastructure	Infrastructure	D&D Neighbourhood Plan	£ 2,185	£ 5,058	£ 2,872	£ 7,800	£ 4,928
V	471	33	Infrastructure	Infrastructure	Park Light Review	£ 10,000		£ 10,000	£ 5,398	£ 15,398
W	472	34	Infrastructure	Infrastructure	Mere Street Pedestrianisation	£ 10,000		£ 10,000		£ 10,000
X	473	35	Infrastructure	Infrastructure	Street Cleaner	£ 35,000		£ 35,000		£ 35,000
RF	445	36	Infrastructure	Infrastructure	Parish Partnership Works	£ -		£ -	£ 2,500	£ 2,500
					TOTAL	£ 484,560	£ 94,401	£ 390,160	£ 103,445	£ 493,605

	% of EMR	Balance year end 2021/22	YTD Balance
Facilities	46%	£230,676.40	£225,120
HTP	2%	£9,177.45	£9,109
Infrastructure	50%	£226,780.85	£246,378
Executive	3%	£17,925.71	£12,998
TOTAL		£484,560.41	£493,605

Balance as at 31/07/2022	General Reserves	£ 418,965
	EMR	£ 493,604
	Total Funds	£ 912,569

	<b>Streetlighting Funds Breakdown</b>	
	Capital Reserves (ring fenced)	£ 96,392
	EMR General	£ 5,000
		£ 101,392

If you have any further questions, please do not hesitate to contact us (details above and on our website). And if you're still interested in becoming a Town Councillor, please complete the attached application and return to us.

# DISS TOWN COUNCIL



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

## APPLICATION FOR CO-OPTION

1. Name: George Waterman

Address: [REDACTED]

.....

.....Postcode: [REDACTED]

Telephone: [REDACTED] ..... Mobile: [REDACTED] .....

Email: [REDACTED] .....

2. Please provide a brief description of the nature of your employment throughout your working life and any skills, training or experience you have which may be useful to the Council:

I have been employed in horticulture, countryside management and conservation for my whole working life. I am currently a horticulturalist at Howard Nurseries in Wortham. I am qualified in countryside and land management, conservation and horticulture through Easton College. I have some experience of running a Neighbourhood Plan Steering Group as well as the three community groups I help manage right now, those being the Litterpicking Group, Community Fridge and Quaker Wood. I have the Duke of Edinburgh Award at Bronze and Silver levels.

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

I have been resident in Diss since April 2021. In that short time the community of Diss has made me feel welcome and always supported me in my various projects. I am interested in becoming a Councillor to learn more about how a town and community like Diss is run and maintained, not just

to help with my own projects such as the Community Fridge, but also to help and encourage other young people in Diss like myself with ideas of their own and to get them interested in where they live and the community around them. I have a keen interest in sustainability and would like to help Diss become a more sustainable community prepared for the challenges of the future. I am also interested in the various assets the town has such as the Corn Hall, the DYCC, green spaces, local businesses and community groups and want to help them to remain as successful and beneficial to the town as they currently are.

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

I am currently the director of Diss Litterpicking Group, am one of the two directors of Diss Community Fridge, am a member of the Quaker Wood Steering Group and have an advisory role with the DDNP. When I lived in Hemsby I was the Chairman of the Neighbourhood Plan Steering Group for six months. I was a volunteer at Thornham Walks for two years, and was part of a group of 16 volunteers who built a playground and renovated a community kitchen in Asuncion, Paraguay in 2013. I have previously volunteered with Waveney Foodbank.

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

I have a lot of experience and knowledge in producing risk assessments, reports and social media posts to promote community activities. I was awarded one of the three Honoured Citizen Awards for Diss at the 2022 Annual Meeting for the work I have done in Diss up to April 2022.

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

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

# DISS TOWN COUNCIL



## CO-OPTION OF A TOWN COUNCILLOR

### NOMINATION PAPER

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

#### CANDIDATE

Surname

Waterman

Other names in full

George David

Title (please delete as appropriate)

Mr

Home address in full

Postcode

#### PROPOSER

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

[Signature]  
Signed

13/07/2022  
Date

#### SECONDER

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

[Signature]  
Signed

13/07/2022  
Date

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

DTC Docs/ Committees/ Council admin/ Elections

For office use only  
No. of Nomination Paper  
(in order of delivery)

Date Delivered

Hour Delivered

Received by:

### CANDIDATE'S CONSENT TO NOMINATION

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

(i) I am registered as a local government elector for the town of Diss

in respect of (qualifying address in full)

[REDACTED]

and my electoral number is EU1 124

AND/OR

(ii) I have, during the whole of the 12 months preceding my day of nomination occupied as owner or tenant the following land or other premises in the town.

[REDACTED]

(description and address of land or premises)

AND/OR

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

.....

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

AND/OR

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

[REDACTED]

(please give address in full)

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

George W. Turner  
.....  
Signed

14/7/22  
.....  
Date

# DISS TOWN COUNCIL



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

## APPLICATION FOR CO-OPTION

1. Name ..... Liz. SIMFIELD .....

Address ..... [REDACTED] .....

..... Diss ..... Postcode ..... [REDACTED] .....

Telephone..... [REDACTED] Mobile. [REDACTED]

Email.. [REDACTED] .....

2. Please provide a brief description of the nature of your employment throughout your working life and any skills, training or experience you have which may be useful to the Council:

Trained as a Secretary. Worked a number of years for the Duke of Edinburgh's Award scheme in Industry. Last 20 years was a Governor Grade at Norwich Prison in charge of Safe Custody for 8 years then moved to running all the Industry workshops in the Prison - bringing in finance for the Prison.

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

Moved to Diss 2 1/2 years ago - having lived on the Norfolk / Suffolk border for 25 years. Husband had a business in Diss for 25 years. I believe Diss has a lot to offer young and older people, and is becoming a very vibrant Market Town, and also provides a number of events that bring everyone together and also people from the neighbouring areas. I feel I could give time and offer an informed opinion on most issues that arise

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

Having worked for the Duke of Edinburgh's Award Scheme  
I was always involved in community work with young people.  
I also work at the Octagon (Here) on a voluntary  
basis - once a week which I thoroughly enjoy.

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

With my work at the Pixer I gained an IOSH  
Certificate in Risk Management.

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

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

# DISS TOWN COUNCIL



## CO-OPTION OF A TOWN COUNCILLOR

## NOMINATION PAPER

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

### CANDIDATE

Surname	SINFIELD
Other names in full	ELIZABETH LOUISE
Title (please delete as appropriate)	Mr / <del>Mrs</del> / Miss / Other (please state)
Home address in full	[REDACTED]

### PROPOSER

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

.....  
Signed Date 6.7.22

### SECONDER

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

.....  
Signed Date 6.7.22

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

### For office use only

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

## **CANDIDATE'S CONSENT TO NOMINATION**

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

(i) I am registered as a local government elector for the town of Diss

in respect of (qualifying address in full) ... [REDACTED] .....

[REDACTED]  
and my electoral number is .....

**AND/OR**

(ii) I have, during the whole of the 12 months preceding my day of nomination occupied as owner or tenant the following land or other premises in the town.

.....

.....  
(description and address of land or premises)

**AND/OR**

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

.....

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

**AND/OR**

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

[REDACTED]

(please give address in full)

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

.....  
Signed

7/7/2022  
.....  
Date



## DISS TOWN COUNCIL

Council Offices, 11-12 Market Hill,  
Diss, Norfolk, IP22 4JZ.  
Telephone & Fax: (01379) 643848  
Email: [towncouncil@diss.gov.uk](mailto:towncouncil@diss.gov.uk)  
Website: [www.diss.gov.uk](http://www.diss.gov.uk)

Report Number:  
**20 / 2223**

Report to:	Full Council
Date of Meeting:	07.09 2022
Authorship:	Deputy Town Clerk
Subject:	Cemetery Bungalow

### Introduction

1. Council received a report regarding the Cemetery bungalow tenant giving her notice in on 41 Heywood Road, Diss in May this year (see appendix A).
2. The Council received £381 in monthly rental income during the tenancy, which ceased in May 2023. This equates to a yearly yield of £4,572.
3. The Deputy Town Clerk and Maintenance Manager have met two local valuers over the last six weeks to find an up-to-date valuation for rental and looking at the price should the Council be minded to selling the property.
4. The valuations came out as £850 per month rental (£10,200 PA), once the property is brought up to standard or a selling price of between £325,000 - £350,000 (see appendices B, BB & C).
5. In the previous two years between 2020-2022 we have spent the following amounts on maintenance for the bungalow:

2020/21	£1114.65 (see appendix D)
2021/22	£1118.70 (see appendix E)

N.B. These amounts exclude costs of maintenance staff repairs which are currently not recorded.

6. The same amounts have been budgeted in 2022-23 for income and expenditure.

### Cemetery Bungalow Options

7. There are two options open to the council with regards to the bungalow which are to either repair and re-rent the property or to sell and use the money to repair and update some of our existing assets which need urgent repairs as highlighted to those councillors who attended the asset walkabout recently.
8. The cemetery bungalow is in quite a poor condition due to the lack of work that has been undertaken over the last 15 years. Both the kitchen and bathroom installed about 10-12 years ago now need to be replaced.

## Option 1

9. The first option is to rent the property. The bungalow needs new carpets, vinyl, kitchen, bathroom and repainted throughout to bring it up to rental standard. Externally, the property needs some new fencing and a small repair to some of the guttering. To complete all these works will cost:

New Flooring to all rooms	£ 1,721.00 (see appendix F)
New Bathroom, Kitchen and repainting	£17,369.96 (See appendix G)
New Fencing installed by maintenance team	£ 1,200.00 (wood cost)
Total:	<u>£20,290.96</u>

10. With a new yearly rental yield in the region of £10,200 PA, excluding the current yearly budgeted costs of repair at £1,118 PA, this would be £9,082 PA. On top of these costs, we would have the annual cost of finding a tenant equivalent to one month's rental of £850, leaving a yearly profit yield of £8,232.
11. Once all the repairs were completed on the bungalow and rented out, it would take 2.5 years to see a profit on the investment needed to upgrade the bungalow.

## Option 2

12. The second option would be to sell the bungalow. The Town Council would be able to sell the bungalow in its current condition and realise a sale in the region of £325,000 to £350,000. The Council would be able to use these earmarked monies to invest in its other assets which are in dire need of money being spent on them to repair/upgrade.
13. At the councillor site walkabout which cllrs Peaty and Taylor attended, the option to carry on the line of the Cemetery bungalow garden across the dead area of the Cemetery parallel to Heywood Road was discussed to increase the land available for sale from 0.13 to 0.19 acres (see Appendix H). Abbotts' land specialist's view on this option is that it would decrease the attractiveness of the income potential (25% profit on any investment) for a developer as the Cemetery bungalow in its current form with garden should reach up to £325k at auction.
14. The cost of the existing plot & bungalow plus purchase of the additional land and at £175 per square foot for a new build multiplied by potentially 3 x 2 bed bungalows (assuming these would be accommodated on the extended plot) it is not going to make the 25% profit for a developer.
15. His view was that for the amount of additional work and time that would be required in acquiring planning permission, the reward would be minimal and that it would be easier and more cost effective to sell as is. He also made the point that the buyer would pay their fees going through the auction route and that there would be no charge to DTC as vendor.
16. The Deputy Town Clerk is currently working on a project to repair and upgrade the Council offices, which will include a new air source heat pump, new plumbing, new toilets, reconfiguration of the inside of the property, new floors, insulation, carpets, potentially new windows and the roof to be stripped, new felt and insulation installed with current tiles replaced.
17. The current Mere fountain is 20+ years old, its lights do not work, and it is very costly for electricity and maintenance. It would be prudent to replace the fountain with a new modern version which could possibly work by solar panels reducing the future costs of electricity.

18. The men's/ladies' toilets and the kitchen at the sports ground need updating and the back doors on the Pavilion need to be replaced as the current ones are not secure.
19. The current kitchen at the DYCC has been condemned due to not meeting today's hygiene standards. It would also be prudent to reconfigure the upstairs floor of the DYCC to increase rental income.
20. The Council could look to invest in some electrical charging points on the marketplace and /or rear of the council offices.
21. All the above could be undertaken with funds from the sale of the cemetery bungalow enabling the council to reduce the likelihood it would need to increase the precept for the foreseeable future. It would also ensure that its properties are brought up to a good state of repair, suitable for the next 25 years.

**Recommendation**

That Council approves Option 2 to sell the cemetery bungalow **on its existing plot** with all monies received used to repair, upgrade and future proof existing Council facilities.

**DISS TOWN COUNCIL**

Council Offices, 11-12 Market Hill,  
Diss, Norfolk, IP22 4JZ.  
Telephone & Fax: (01379) 643848  
Email: [towncouncil@diss.gov.uk](mailto:towncouncil@diss.gov.uk)  
Website: [www.diss.gov.uk](http://www.diss.gov.uk)

Report Number:  
**03 / 2223**

Report to:	Full Council
Date of Meeting:	18 <sup>th</sup> May 2022
Authorship:	Town Clerk
Subject:	Cemetery Bungalow Tenancy

Introduction

1. The Cemetery Bungalow tenant has given notice on her tenancy and will be leaving the bungalow at the end of May. The tenant thanked staff and councillors for many happy years in the bungalow.
2. The Council currently receives £381 in monthly rental income, which in 2021-22 almost covered the expenditure as per below:

21-22

	Budget	Actual
Income	4572	4572
Expend	-760	-1119
	<u>3812</u>	<u>3453</u>

The result of 21-22 is that the precept paid £359.

3. The same amounts have been budgeted in 2022-23 for income and expenditure.

Options

4. There are a couple of options open to the Council. It is recommended that the property is brought up to date with rental standards – repaired and cleaned – and let on the open market.
5. It is hoped that the property could reach a minimal rental income of £600 per month. This would achieve an additional £2,628 in annual income for the Council once the cost of the works was met. Post works, additional annual income could increase to £4,428 assuming a rental of £750pm.
6. As part of the tenancy agreement, the tenant locks and unlocks the Cemetery gates at both ends of the site and dusk and dawn.
7. In the short to medium term and as a trial, it is also proposed that members agree to the gates at both ends of the Cemetery being left open as there are no staff available to close and re-open them.
8. The front gates on Heywood Road will have one half of the gate closed and locked continuing to prevent vehicular access. Therefore, members of the public would be able to access the Cemetery on foot or via mobility scooter at night. It is currently

possible for people to access the Cemetery both at the Roman Catholic entrance over the gate and indeed over the short wall at the front of the site.

9. The locking and unlocking of the gates could continue to be written into the tenancy agreement or pending the trial, could be left out.
10. A longer-term option could be to sell the bungalow to raise funds for other Council projects.

#### Quotes

11. Quotes for the required works will be sourced at the end of the tenancy and brought back to the next appropriate meeting of Council for consideration.

#### **Recommendation**

That members agree to the gates at both ends of the Cemetery being left open / unlocked for pedestrian access only on a short to medium term basis until the new tenancy agreement is adopted.



4-6 Market Hill  
Diss  
IP22 4JZ  
Tel. 01379 640808

[www.whittleyparish.com](http://www.whittleyparish.com)

## Whittley Parish

Mr R Ludkin  
Diss Town Council  
11-12 Market Hill  
Diss  
IP22 4JZ

9th July 2022

Our Ref: LO.JH

Dear Mr Ludkin

### **Re: Cemetery Bungalow, Heywood Road, Diss, IP22 4DJ**

Thank you for your time and for the opportunity of being able to have a look over Heywood Road in Diss, for the purposes of an up to date market appraisal.

Turning to the question of value, as already discussed with you on the day, I feel realistically the property is worth in the regions of £350,000 to £375,000. Having spoken to our Lettings team I feel realistically the value lies in the regions of £850 - £875 pcm. We will always strive to ensure we achieve the very best possible price for you.

We do pride ourselves in being a proactive and honest Estate Agent where customer service is extremely important to us. Having now been established for over 24 years we have an in depth knowledge within the area we operate. With each and every property we advertise we tailor an individual marketing strategy, which will further help expose your property to the widest possible target market.

Advertising is also still very important, we are pleased to be the only estate agent in Diss and Long Stratton to advertise on **Rightmove**, **Zoopla**, **Primelocation** and **OntheMarket.com**, being the 4 largest property portals, combined with a large database of potential purchasers, means we are able to expose all of our properties to the widest possible target audience.

From our office we will act proactively by immediately raising awareness of your property by calling through our large database of registered purchasers to gain viewings from the onset. Within 24-48 hours of visiting your property for photographs we will have prepared the sales brochure of your property, to not only be advertised on the internet but also within our busy office windows to catch the eye of both local and out of area buyers.

If you have any further questions or queries or would like to proceed with placing your property on the market, please do not hesitate to contact me directly, or alternatively do call into the office.

Yours sincerely

**LIAM OSBORNE**  
**For Whittley Parish**

**Miss French**

New Cemetery Lodge, 41, Heywood Road, Diss, Norfolk, IP22 4DL

# Best Price Guide

The best data and local market trends to help you understand how to price your property based on the following:

Area of interest	Properties marketed between	Properties marketed by
IP22 4DL + 3 miles	2 Feb 22 - 31 Aug 22	Any Agent

**Abbotts, Attleborough**

20 Exchange Street, Attleborough, Norfolk, NR17 2AB

Phone: 01953 456056

Fax: 01953 456892

Email:

Attleborough.Abbotts@lm.propertywide.co.uk

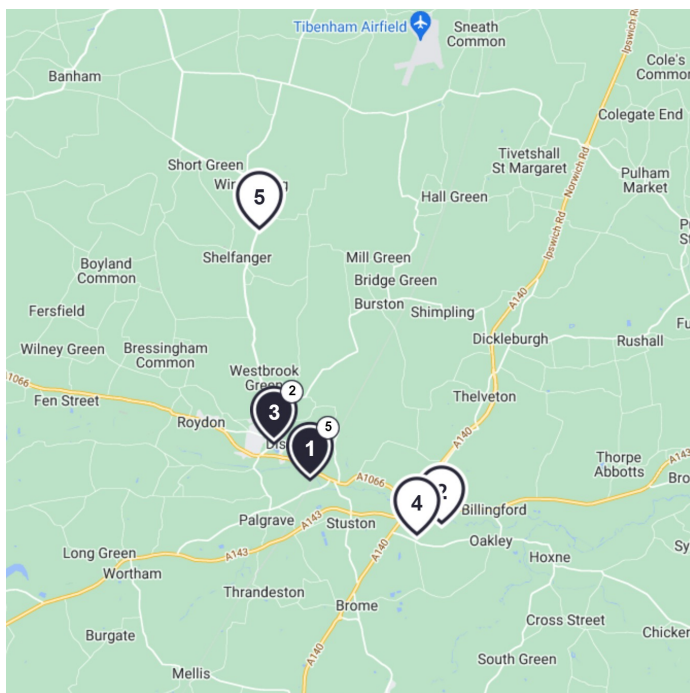


Exclusive to agents who advertise on Rightmove. This guide was created using data supplied by Rightmove, which has over 20,000 members who advertise over 1,200,000 properties for sale or rent in the UK and Overseas.

# Introduction

The Best Price Guide provides comparable property information selected by Abbotts to help establish the best market price.

This guide was created using data supplied by Rightmove, which has over 20,000 members who advertise over 1,200,000 properties for sale or rent in the UK and Overseas.



## Map of properties included in this report

The icons indicate the centre of the postcode and not necessarily the exact location.



This icon indicates that there are multiple properties at this location – all the properties at this location are indicated on your property list with a pin numbered in the same way (1 in this case). The number in the circle at the top of the pin indicates the number of properties that share this location (5 in this case).

## Comparable properties



£365,000

NO LONGER ADVERTISED SOLD STC

### 3 bedroom detached bungalow for sale Fisher Road, Diss

- No onward chain
- Over 1100 sqft
- Enhanced and upgraded
- Single garage
- Spacious corner plot position
- Southerly facing rear gardens

Marketed from 13 Aug 2021 to 13 Jun 2022 (303 days)

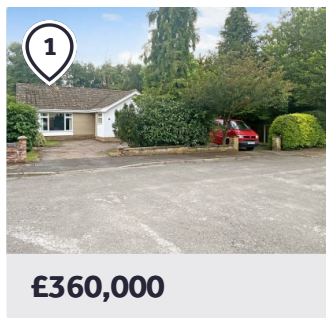
### SOLD PRICE HISTORY

13 Apr 2022	£355,000
30 Mar 2016	£177,555
9 Jun 2005	£183,000

\* Legal information present on page 4

The properties in this report were advertised on Rightmove during the dates specified. These properties were not marketed by Abbotts unless otherwise stated.

Page: 1/5



NO LONGER ADVERTISED SOLD STC

### 3 bedroom detached bungalow for sale

Victoria Close, Diss

- Detached bungalow
- Potential for extending
- Three bedrooms
- Modern kitchen
- Spacious living room with open fire
- Generous rear garden with river views
- Detached single garage
- Plenty off road parking

Marketed from 13 Oct 2021 to 27 Jun 2022 (257 days)

## SOLD PRICE HISTORY

5 Feb 2001 £104,000



CURRENTLY ADVERTISED SOLD STC

### 3 bedroom detached bungalow for sale

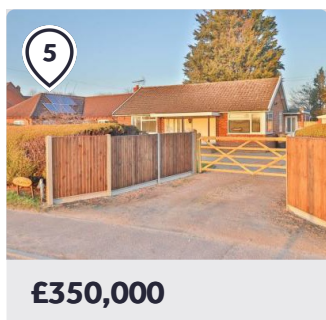
Clements Close, Scole

- End of Chain
- Large Living Room
- Kitchen/Breakfast Room
- Conservatory
- Double Garage
- Sizeable Garden
- Off Road Parking
- Village Location

Marketed from 26 Jan 2022

## SOLD PRICE HISTORY

30 Sep 2009 £212,500



NO LONGER ADVERTISED SOLD STC

### 3 bedroom detached bungalow for sale

Mill Road, Winfarthing, Diss

- Rural views
- 3 double bedrooms
- Well presented throughout
- Extensive off-road parking
- Double garage
- Conservatory
- \*\*\*Guide Price £350,000-£370,000\*\*\*

Marketed from 10 Mar 2022 to 5 Jul 2022 (116 days)

## SOLD PRICE HISTORY

26 Feb 2021 £293,000



CURRENTLY ADVERTISED SOLD STC

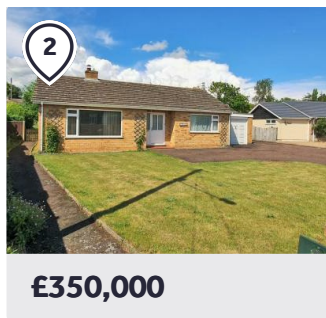
### 3 bedroom detached bungalow for sale

Heywood Avenue, Diss

- No onward chain
- Garage
- South westerly facing rear gardens
- Walking distance to town centre
- Off-road parking
- Sought after location
- \*Guide Price £350,000 - £375,000\*
- Council Tax Band D

Marketed from 14 Apr 2022

\* Legal information present on page 4



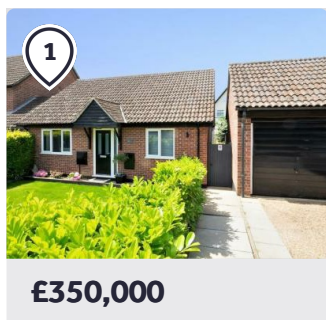
CURRENTLY ADVERTISED SOLD STC

### 3 bedroom detached bungalow for sale

Bungay Road, Scole IP21 4DX

- No onward chain
- Popular location
- Approximately 0.32 acres
- Detached
- 2 single garages
- Updating required
- Off road parking
- 3 bedrooms

Marketed from 26 May 2022



NO LONGER ADVERTISED

### 3 bedroom detached bungalow for sale

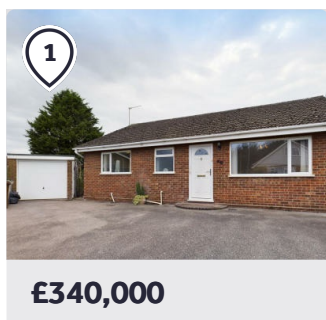
Tennyson Road, Diss

- Three Bedrooms
- Immaculately Presented
- West Facing Garden
- Modern Shower Room
- Off Road Parking
- Detached Garage
- Council Tax Band C
- Freehold

Marketed from 23 Jun 2022 to 26 Aug 2022 (64 days)

## SOLD PRICE HISTORY

Date	Price
12 Jan 2018	£230,000



NO LONGER ADVERTISED SOLD STC

### 2 bedroom detached bungalow for sale

Field House Gardens, Diss

- No Onward Chain
- Corner Plot
- Garage
- Off Road Parking
- Two Double Bedrooms
- Large Living Room/Dining Room
- Gas Central Heating
- UPVC Double Glazed Throughout

Marketed from 6 Aug 2021 to 31 Mar 2022 (236 days)

## SOLD PRICE HISTORY

Date	Price
27 Nov 2003	£158,000



NO LONGER ADVERTISED SOLD STC

### 3 bedroom detached bungalow for sale

Hawk Crescent, Diss

- \*\*NO ONWARD CHAIN\*\*
- Detached Bungalow
- Two Reception Rooms
- Three Double Bedrooms
- Cloakroom & Family Bathroom With Shower & Bath
- Enclosed Rear Garden with Garden Shed & Insulated Office
- Carport & Brick Built Garage with Off Generous Off Road ...
- Situated in a Popular Residential Setting With Local Bus S...

Marketed from 17 Jan 2022 to 26 Aug 2022 (220 days)

## SOLD PRICE HISTORY

Date	Price
7 Nov 2011	£172,000

\* Legal information present on page 4

The properties in this report were advertised on Rightmove during the dates specified. These properties were not marketed by Abbotts unless otherwise stated.



Abbotts, 20 Exchange Street, Attleborough, Norfolk, NR17 2AB

T: 01953 456056 | F: 01953 456892 | E:  
Attleborough.Abbotts@lm.propertywide.co.uk



NO LONGER ADVERTISED SOLD STC

### 3 bedroom detached bungalow for sale Heywood Avenue, Diss

- No Onward Chain
- Three Double Bedrooms
- Two Reception Rooms
- Modern Kitchen
- Gas Fired Central Heating
- Large plot
- Large Garage with Workshop
- Off Road Parking

Marketed from 5 Jul 2021 to 30 May 2022 (328 days)

The sold price history information is provided by Her Majesty's Land Registry (for properties in England and Wales) and the Registers of Scotland (for properties in Scotland) and is matched to Rightmove properties by house number and full postcode. Please note there is not always a match.

This material was last updated on the 24th of August 2022. Land Registry data covers the period from the 1st of January 1995 to the 27th of June 2022 and contains property transactions which have been registered during that period. Registers of Scotland data covers the period from the 18th of October 1996 to the 30th of June 2022 based on the date of entry provided in the application for registration. Please note the dates shown relate to the property's registered date not sold date.

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If you have found an error with the data please contact Her Majesty's Land Registry (HMLR) for properties in England and Wales, or the Registers of Scotland for properties in Scotland.

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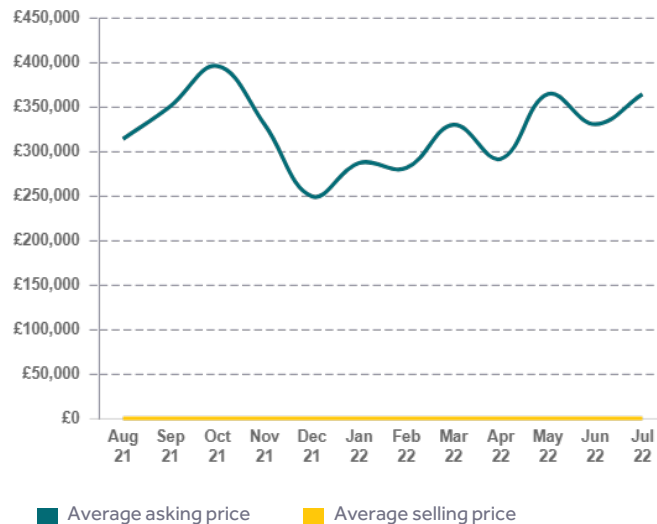
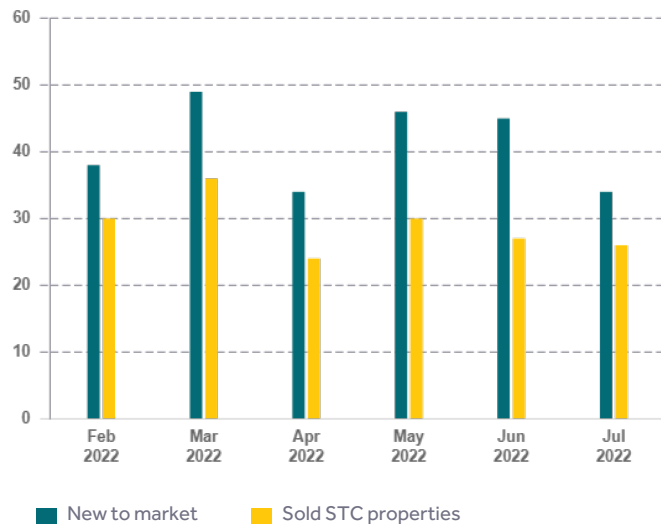
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Abbotts, 20 Exchange Street, Attleborough, Norfolk, NR17 2AB

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## Market Information

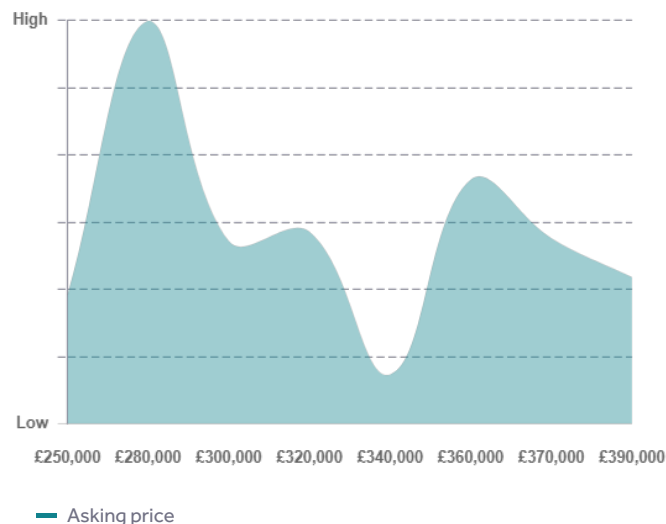


### New vs. sold subject to contract (STC) properties within 3 miles of IP22 4DL

This graph shows the number of newly listed and sold subject to contract (STC) properties listed by all agents, over the last 6 months on Rightmove. It's a good indicator of the recent supply and demand levels for properties like this.

### Average prices of properties within 3 miles of IP22 4DL

This graph shows the average asking price and final selling price of properties in this area, listed by all agents, over the last 12 months on Rightmove. The Land Registry sold price data is usually only available 2-3 months after a sale is completed.



### Number of property views in the last 6 months for your selected property types within IP22

This graph shows the amount of searches on Rightmove over the last 6 months for properties like this, at various prices. It's an indicator of the price point(s) that will generate the most interest for similar properties in this area.

The properties in this report were advertised on Rightmove during the dates specified. These properties were not marketed by Abbotts unless otherwise stated.

**Abbotts**

# Your Valuation Report

Dear

Thank you for the opportunity to value your property. We're confident we'll find the right buyer and we're looking forward to helping you make that perfect sale.

During the valuation we identified your property's best features and compared it alongside similar properties in the area to ensure you get a realistic valuation.

We want to make sure you're 100% happy with the price we have suggested. Please get in touch as soon as you've had a chance to read through the details.

**Best wishes,**



Our customers have voted us the Best Large Estate Agency Group as part of Countrywide for the 6th year in a row.



# Your Property Details

We want to secure the right price for your property. To achieve this we need to attract as many viewings as possible by promoting your property in the best possible light, and by setting an attractive and realistic price that will attract buyers to view your home.

## What's included in the valuation?

Our suggested price is decided by factors such as trends in the local property market alongside similar properties in the area. When valuing a property we take into account:



**Market Research**



**Local Market Insight**



**Your Property Value**

**Property Address**

**Property Description**

**Our Suggested Price**

**Our Fee**

This figure is not a RICS valuation and is provided for marketing purposes only. If you choose to instruct us, terms will be subject to your Agency Agreement.

12/07/2022

Diss Town Council

Page 1

09:14

Nominal Ledger Report by ACCOUNT

User :SEH

A/c Code	4415	Cemetery Bungalow				Annual Budget	760
Centre	240	Council Properties				Committed	0
Month	Date	Reference	Source	Transaction Detail		Debit	Credit
				Opening Balance		0.00	
8	03/11/2020	PEA001	Purchase Ledger	Remedial Electric Work CEM BUN		150.00	
11	25/01/2021	MYG001	Purchase Ledger	Cem Bungalow Boiler Service		68.00	
11	03/02/2021	TP001	Purchase Ledger	Fencing Posts - Cemetery Bunga		150.50	
11	04/02/2021	TP001	Purchase Ledger	Fence Panels/Hinges/Latch CEM		355.82	
12	11/02/2021	TP001	Purchase Ledger	6ft Gate - Cemetery Bungalow		99.87	
12	15/02/2021	TP001	Purchase Ledger	Screws & Bolts - Bungalow		11.26	
12	16/02/2021	TP001	Purchase Ledger	Screws, Glue, Drill Bits BUNGA		19.66	
12	18/02/2021	TP001	Purchase Ledger	Nails & Gate Latch - Cem Bunga		17.78	
12	23/02/2021	TP001	Purchase Ledger	Fencing Boards - Cem Bungalow		45.50	
12	23/02/2021	TP001	Purchase Ledger	Panel Clips, Screws - Cem Bung		20.43	
12	27/02/2021	BAL001	Purchase Ledger	Skip Hire - Cemetery Bung Fenc		175.83	
		Account	Cemetery Bungalow	Account Totals		1,114.65	0.00
		Centre	Council Properties	Net Balance Month 12		1,114.65	

12/07/2022

Diss Town Council

Page 1

09:15

Nominal Ledger Report by ACCOUNT

User :SEH

A/c Code	4415	Cemetery Bungalow				Annual Budget	760
Centre	240	Council Properties				Committed	0
Month	Date	Reference	Source	Transaction Detail		Debit	Credit
				Opening Balance		0.00	
1	31/03/2021	TP001	Purchase Ledger	Postcrete - Cem Bung Fence		91.20	
3	07/06/2021	LOC001	Purchase Ledger	Replace Broken Lock - Cem Bung		100.00	
5	21/07/2021	PEA001	Purchase Ledger	Smoke Detectors - Cem Bung		332.50	
5	20/08/2021	STA002	Purchase Ledger	Shower/WC Seat CEM BUNGALOW		240.00	
10	14/01/2022	MYG001	Purchase Ledger	Service Boiler - Cem Bungalow		82.00	
11	25/02/2022	STA002	Purchase Ledger	Mixing Valve - CEM BUNG Heatin		273.00	
		Account	Cemetery Bungalow	Account Totals		1,118.70	0.00
		Centre	Council Properties	Net Balance Month 12		1,118.70	

# Complete Flooring

Carpet + Laminate + Ceramic  
Wood + vinyl + Fitting  
Contract

146 VICTORIA ROAD, DISS, NORFOLK IP22 4JN TEL & FAX 01379 651188

M DISS TOWN COUNCIL

QUOTATION

Tel. Home ..... Other .....

TAX POINT

Date 13.7.22.

SUPPLY CARPET TO LOUNGE	
BEDROOMS X 3	£628
HALLWAY	
SUPPLY U/LAY + GRIPPER + DOOR BARS	£384.
	£100
SUPPLY VINYL FLOORING.	
TO KITCHEN + BATHROOM	£210
FITTING OF CARPETS.	
	£279.
FITTING OF VINYL FLOORING	
	£120

TOTAL INVOICE INCLUDING VAT @ 20 %

£ 1,721.

VAT Registration No. 765553795



Robert Ludkin  
Diss Town Council  
11-12 Market Hill  
Diss  
IP22 4JZ

22 August 2022

Dear Robert,

**Re: Cemetery Bungalow, Heywood Road, Diss**

Following our recent discussion, I have pleasure in submitting our costs for a refurbishment of the above property.

The cost allows for the following:-

	Remove existing kitchen and flooring	
	Remove existing bathroom and flooring	
	Supply new kitchen - option 1	
	Kitchen and bathroom flooring	
	Complete internal redecoration	
	Bathroom sanitaryware etc	
	Labour to fit new kitchen	
	Labour to fit new bathroom	
	Tiling to bathroom	
	Tiling to Kitchen	
	Labour to tile bathroom	
	Labour to tile Kitchen	
	Electrical Test	
	Provisional Sum	

To complete the above works for the sum of £17,369.96 + VAT  
This includes for a provisional sum of £2000.

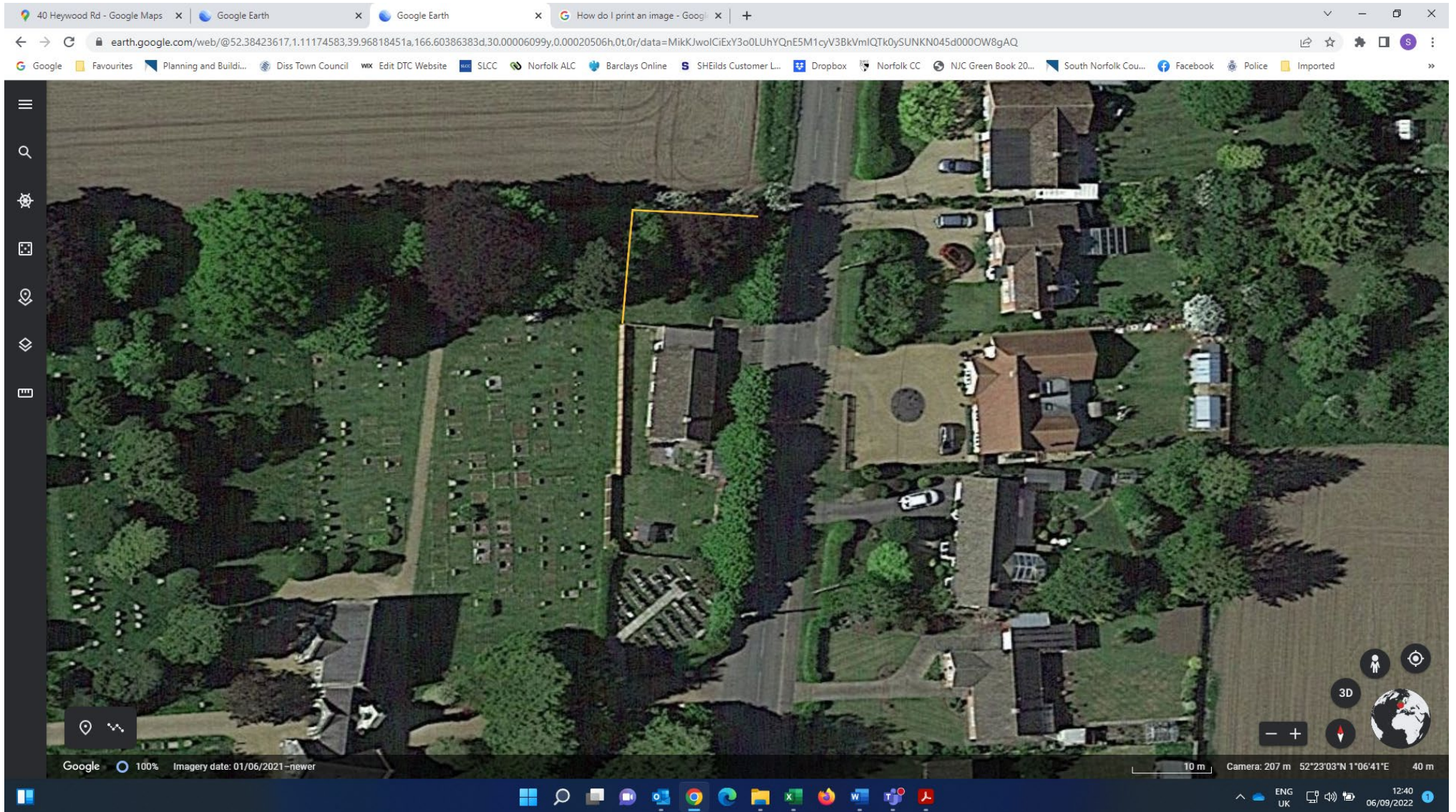
I attach a 3D impression of the kitchen for you information.

I hope the above is of interest to you and I look forward to hearing from you.

Kind regards,

David Chapman  
Head Of Service - Centric

# App H



**Sarah Richards**

---

**From:** Brinkley, Georgia Plt Off (RAFAC-CE-NS-1070-OC) <oc.1070@rafac.mod.gov.uk>  
**Sent:** 11 August 2022 20:26  
**To:** Sarah Richards  
**Subject:** 20220811- 1070 Diss Squadron- OC Diss

Good Evening Sarah,

I am writing to ask whether the Council would be willing to consider appointing Mayors' Cadets. Mayors' cadets are a common youth appointment within towns councils such as; Thetford, Watton, Kings Lynn and Bury St Edmunds to name a few.

The elected mayor would have a cadet representative from each Diss cadet force (RAFAC, ACF and Fire Cadets), who would also get selected on an annual basis at the same time as the Mayor. These cadets will be senior cadets within their organisation and an exemplary role model within their peer groups. This will show the people of Diss what excellent young people live in the Town. The cadet's recommendation would be available to the council prior to selection each year.

The selected cadets would attend and escort the Mayor at several public events throughout the year at the invitation of the Mayor; such as Diss carnival, Remembrance Parade and Christmas Light Switch on. This is on top of any other significant event the Mayor wishes them to attend. Other town councils who have mayors' cadets, provide a circular Mayors cadet badge displaying the town crest for the cadets to wear on their uniform. I have an old Thetford Mayors cadet badge which can be shown as an example.

I look forward to hearing from you and I am happy to answer any questions the Council may have. I am also happy to speak to the council at a future town council to explain what the Royal Air Force Air Cadet organisation is all about and answer questions about the organisation and the Mayors cadet scheme. Should you have any councillors that wish to be a representative on the squadron's civilian committee which meet once a quarter, they would be most welcome. Watton council have appointed a representative to sit on the 864 Watton Squadron committee and it has been very successful.

Many Thanks,

**Georgia Brinkley**

**Pilot Officer (RAFAC) | 1070 (Diss) Squadron | Norfolk & Suffolk Wing | Royal Air Force Air Cadets**

Office: [01379 641247](tel:01379641247) | Mob: [07512 038586](tel:07512038586) | Email: [oc.1070@rafac.mod.gov.uk](mailto:oc.1070@rafac.mod.gov.uk)

Combined Cadet Centre, Sunnyside, Diss, Norfolk, IP22 4DS (Please note, no post can be received at this address)

<https://www.raf.mod.uk/aircadets/> |

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## DISS TOWN COUNCIL

Council Offices, 11-12 Market Hill,  
Diss, Norfolk, IP22 4JZ.  
Telephone & Fax: (01379) 643848  
Email: [towncouncil@diss.gov.uk](mailto:towncouncil@diss.gov.uk)  
Website: [www.diss.gov.uk](http://www.diss.gov.uk)

Report Number:  
**21 / 2223**

Report to:	Full Council
Date of Meeting:	7 <sup>th</sup> September 2022
Authorship:	Town Clerk
Subject:	Pedestrianisation of Mere Street

### Introduction

1. This report provides an update on the pedestrianisation of Mere Street project following recent comments received by town councillors.

### June Infrastructure Meeting

2. At the June meeting of the Infrastructure committee (minutes attached), members received an update regarding the Traffic Regulation Order proposals for pedestrianizing Mere Street.
3. This followed the site meeting attended by representatives from Norfolk County Council and Diss Town Council. The agenda pack (also attached) included the initial consultation feedback on the proposed scheme with key stakeholders and scheme frontages.
4. It was agreed that early engagement with stakeholders was key to the project's success including involvement of the owner of the Kingshead Yard to address access to rear of properties in Mere St and improvements to the car park prior to follow up with South Norfolk Council as necessary and arranging a meeting with traders. It was

RESOLVED: to support the scheme as presented subject to a meeting with Mere St stakeholders.

### July Infrastructure Meeting

5. At the last Infrastructure meeting (draft minutes attached), members considered report reference 16/2223 (also attached).
6. This report included an update on the site meeting that took place with the majority landowner of the Kingshead Yard.
7. Since this meeting, the majority landowner has erected temporary fencing around some of the site since J D Wetherspoon plc has announced a freeze on all new developments and arranged for the potholes on his roadway to be fixed (this was in response to a request by DTC).
8. He has requested that the Town Council sign a licence agreement allowing them pedestrian access for the benefit of both their residents and visitors to the town over his land to the boardwalk. He proposes charging a nominal £10 per annum with a

requirement that DTC assumes responsibility for the access way and undertakes to maintain it in good condition.

9. He also commented that Wetherspoons' remain keen to develop their new outlet and to allow for future development requests, the licence includes a break clause allowing him to terminate it upon giving one months' notice. Once the Wetherspoon scheme is completed the boardwalk will be extended to DTC's fountain control which DTC also lease from him, at that point he can consider a permanent agreement with the Town Council covering both pedestrian and vehicular access to benefit properties further down Mere Street.
10. The draft temporary licence has been received and sent to DTC's solicitor for review with a meeting scheduled with the Town Clerk mid-September.
11. N.B. the planning application for Wetherspoons requested unfettered access for traders (large vehicles) through the Kingshead Yard car park. The status of the 2021 planning application is pending consideration.
12. Given NCC's view that the Kingshead Yard and rear access area has nothing to do with the (TRO) and the adopting of this area will not form part of this scheme, a response from DTC's solicitor is awaited regarding whether the traders in Mere St have right of access over the car park and via their rear accesses via 'prescription' or easement if they have passed continually over the land for at least 20 years without protest.
13. NCC seemed to be supportive of the scheme in its current format at the site meeting but require majority support of stakeholders and cannot accommodate further expense or delay given funding situation.
14. It was resolved at the July meeting to approve expenditure to up to £2.5k from Earmarked Reserves on an illustration to reflect the proposed pedestrianisation of Mere St scheme to share with stakeholders.
15. An illustrative street scene has been requested from Norfolk County Council to present at the meeting to be scheduled with Mere Street stakeholders and a response has been chased.

#### Diss & District Neighbourhood Plan

16. Apart from the trader survey (NCC led), the DDNP Steering Group included the Mere Street improvements in the final plan submitted to the Planning Authority in June?. This received majority support from residents as per the extract from the Regulation 14 pre-submission final version below:

"268. The Evidence Base found that collisions involving pedestrians are concentrated mostly in the centre of the town. This concentration of collisions is consistent with there being a larger concentration of pedestrians in the area. If the DDNP is successful in encouraging more people to use and visit the town centre, and in particular to walk or cycle, it will be necessary to improve the walking and cycling environment, including making it safer and with less traffic conflict. It has therefore been decided that the DDNP will have a policy on making the town centre more pedestrian friendly.

269. This policy was put to local people in the earlier consultations. Most respondents (53%) were in favour of this (or 60% of those expressing a preference), whilst 40% were against. This is perhaps not a clear-cut matter and will require close working with the community and businesses as well as key stakeholders such as the Local Highway Authority."

## Conclusion

17. This scheme will be considered by the Infrastructure committee at its next meeting on 26<sup>th</sup> October, by which time it is hoped that the feedback from the stakeholders' meeting will be available.

## **Recommendation**

To note the contents of this report.

**DISS TOWN COUNCIL****MINUTES**

Minutes of the meeting of the **Infrastructure Committee** held in the **Council Chamber** at **Diss Corn Hall** on **Wednesday 8<sup>th</sup> June 2022** at **7.15pm.**

Present: Members: S. Kiddie  
A. Kitchen  
S. Olander (ex-officio & Chair)  
E. Taylor (ex-officio)  
J. Welch  
J. Wooddissee (Vice-Chair)

In attendance: Sarah Richards, Town Clerk  
Councillors K. Murphy & R. Peaty  
No members of the public

**INF0622/01 ELECTION OF CHAIRMAN**

Members considered a Chairman of the Infrastructure committee for the mayoral year 2022-23. It was

RESOLVED: to elect councillor Olander as the Chairman of the Infrastructure committee for the mayoral year 2022-23.

**INF0622/02 APOLOGIES**

Apologies were received and accepted from councillors Collins and Warren. It was noted that councillor Valori has, with regret, resigned from Diss Town Council. Members were advised that she has really enjoyed working with everyone but feels she should step aside and allow someone else to take the important community role on and make the most of it to benefit the town given her existing extensive family and charitable commitments alongside full-time job.

**(Action: DepClerk to inform SNC & promote vacancy; after 7 July)**

**INF0622/03 ELECTION OF VICE-CHAIRMAN**

Members considered a Vice-Chairman of the Infrastructure committee for the mayoral year 2022-23. It was

RESOLVED: to elect councillor Wooddissee as the Vice-Chairman of the Infrastructure committee for the mayoral year 2022-23.

**INF0622/04 NOMINATION OF SUBSTITUTE REPRESENTATIVES**

Members nominated substitute representatives' councillors Murphy & Peaty attending in place of councillors Collins & Warren who sent their apologies.

**INF0622/05 DECLARATIONS OF INTEREST<sup>1</sup> AND REQUESTS FOR DISPENSATIONS**

Minute No.	Councillors Name	Personal/Other Interest	Pecuniary Interest	Reason
INF0622/10	S. Kiddie		x	This councillor runs a shop in Mere Street affected by this proposal.
INF0622/10	S. Olander		x	This councillor works at a premises on Chapel St affected by this proposal.

**INF0622/06 MINUTES OF THE LAST MEETING**

It was

RESOLVED: That the minutes of the meeting of the Infrastructure Committee held on 23<sup>rd</sup> February 2022 were a true record and were duly signed by the Chairman.

**INF0622/07 PUBLIC PARTICIPATION**

There were no members of the public in attendance.

**INF0622/08 ITEMS OF URGENT BUSINESS**

There were none.

**INF0622/09 STRATEGIC PLAN**

Members considered the progress of the strategic plan. It was noted that District councillor Minshull is arranging a meeting with South Norfolk Council's lead waste officer regarding support with the town cleanliness objective. The appropriate resources are being considered as part of the staff restructuring proposals, which will be presented to the Executive committee in June prior to the July Full Council meeting. It was also agreed that some premises owners in the area are taking responsibility for cleaning their frontages.

**(Action: Clerk / District Cllr Minshull; immediately)**

**INF0622/10 PEDESTRIANISATION OF MERE STREET**

Members received an update regarding the TRO proposals for pedestrianizing Mere Street and considered the Town Council's response. The aim of the project is to make the town centre a better place to work and shop and thereby increase footfall to shops. This will include the removal of spurious signs, clearer signing to provide gateway at northern & southern end, which will be easier to enforce, timed loading for businesses and provision of cycle racks.

There was discussion regarding the proposed delivery slot between 6am and 11am, the requirement to manage the larger HGVs exiting via the Kingshead yard / Chapel St and to consult with the traders / delivery firms. It was also noted that the Mere St road surface is not sufficiently strong enough to take big deliveries, which is causing significant issues with the pavement and Victorian drain system.

Members discussed the requirement for increased enforcement and data has been requested from the District & County Councils.

A gate is proposed on Mere St beyond the car park which will prevent vehicular traffic from entering the pedestrianised area after 11am and this will enable emergency access. It was noted that these schemes have been effectively achieved in other parts of the country albeit Diss has its unique infrastructure.

It was agreed that early engagement with stakeholders is key to the project's success including involvement of the owner of the Kingshead Yard to address access to rear of properties in Mere St and improvements to the car park prior to follow up with South Norfolk Council as necessary and arranging a meeting with traders. It was

**RESOLVED:** to support the scheme as presented subject to a meeting with Mere St stakeholders.

**(Action: Clerk; immediately)**

**INF0622/11 ITEMS FOR NOTING**

- a) Community Infrastructure Levy funds – members noted the CIL payments made to the Town Council in the last 2 years. It was requested that the District Council is contacted regarding several CIL payments expected for developments taking place as this could amount to approximately £100k to put towards Infrastructure improvement projects in the town.
- b) Norwich Western Link – Members noted the update regarding the Norwich Western Link scheme.
- c) Progress report – to note progress on decisions made at the last meeting.

**INF0622/12 MEMBER FORUM**

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

responsibility for maintaining hedges along Roydon Road as they are encroaching on pathway making it difficult for families on route to school. It was agreed this would be mentioned to Roydon Parish Council as it could be conditioned as part of development.

Apologies were given by councillors Kiddie and Olander for the July meeting of Infrastructure.  
**(Action: Clerk; immediately)**

**INF0622/13    DATE OF THE NEXT MEETING**

Members noted that the next meeting of the Infrastructure Committee is scheduled for 27<sup>th</sup> July 2022.

Meeting Closed at: 8.30pm.

-----  
Chairman: Councillor Olander

Good Morning Sarah,

Sorry for the delay.

Please see attached the updated plans following our meeting, I have also included the draft sign design so you can see what signs would be placed where. As you will see some of the signs are complex but this is needed to provide enforceable signs which we discussed.

Aim of the project: Removal of spurious signs, clearer signing to provide gateway at northern & southern end, easier to enforce, timed loading for businesses, provision of cycle racks. All these will help rebalance the area for pedestrians.

As per your latest email, in regards to the Mere Street Parking, we have removed the 1 bay as discussed onsite due to the restricted width and we have no plans to change any more.




I have now added the Sunday no access to the restrictions. As we add more exemptions and times etc it's hard to get everything in a simple to understand signs.

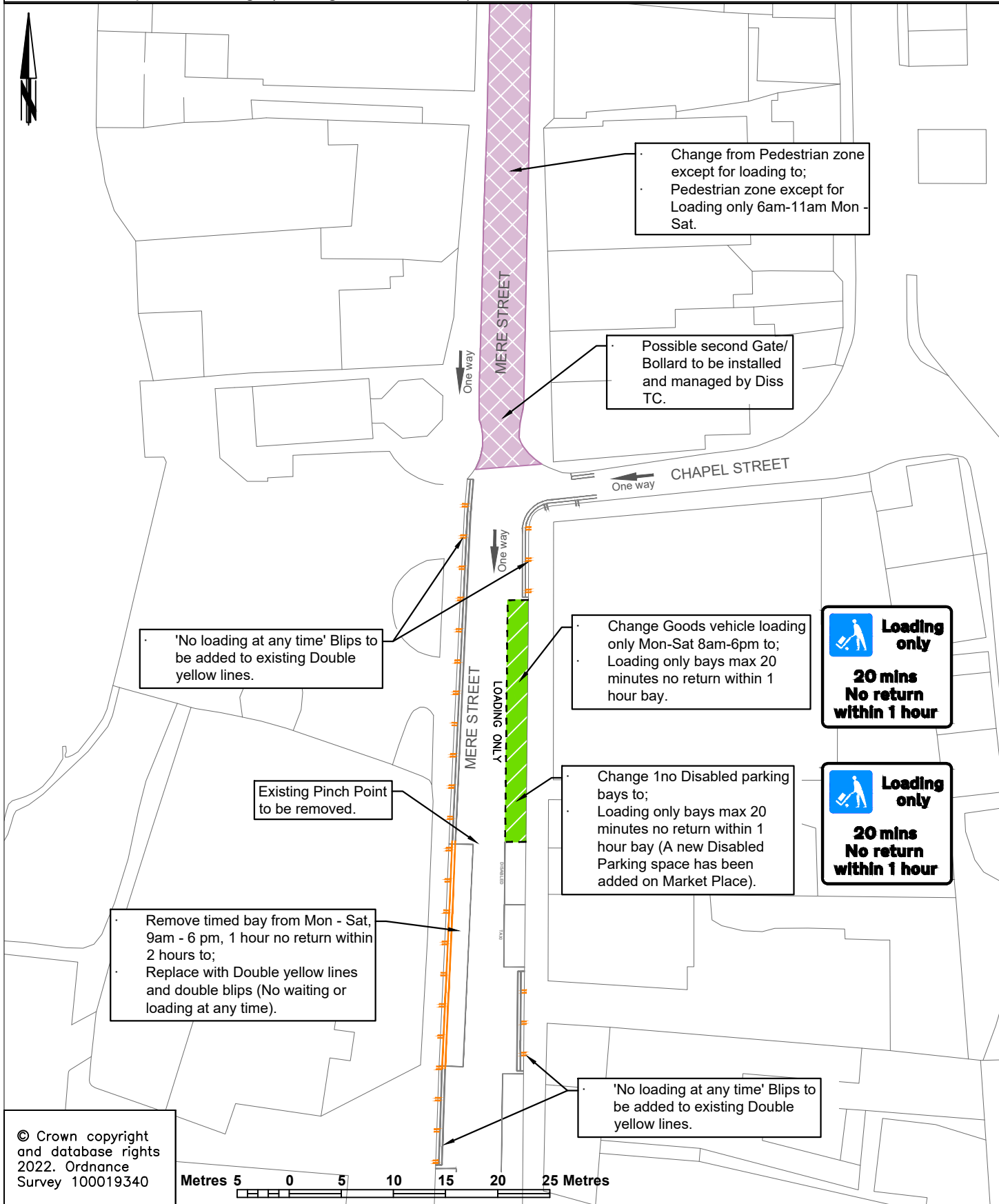
Regards  
Elliott

**Elliott Cox, EngTech MICE  
Engineer**

Highway Projects Design  
Community and Environmental Services  
Tel: 01603 223931 | Dept: 0344 800 8020  
County Hall, Martineau Lane, Norwich, NR1 2DH



KEY:  Proposed Loading  Proposed Pedestrian Zones (with restrictions)  
 Proposed markings (existing to be refreshed)



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Survey 100019340

 **Norfolk County Council**

#### DRAWING TITLE

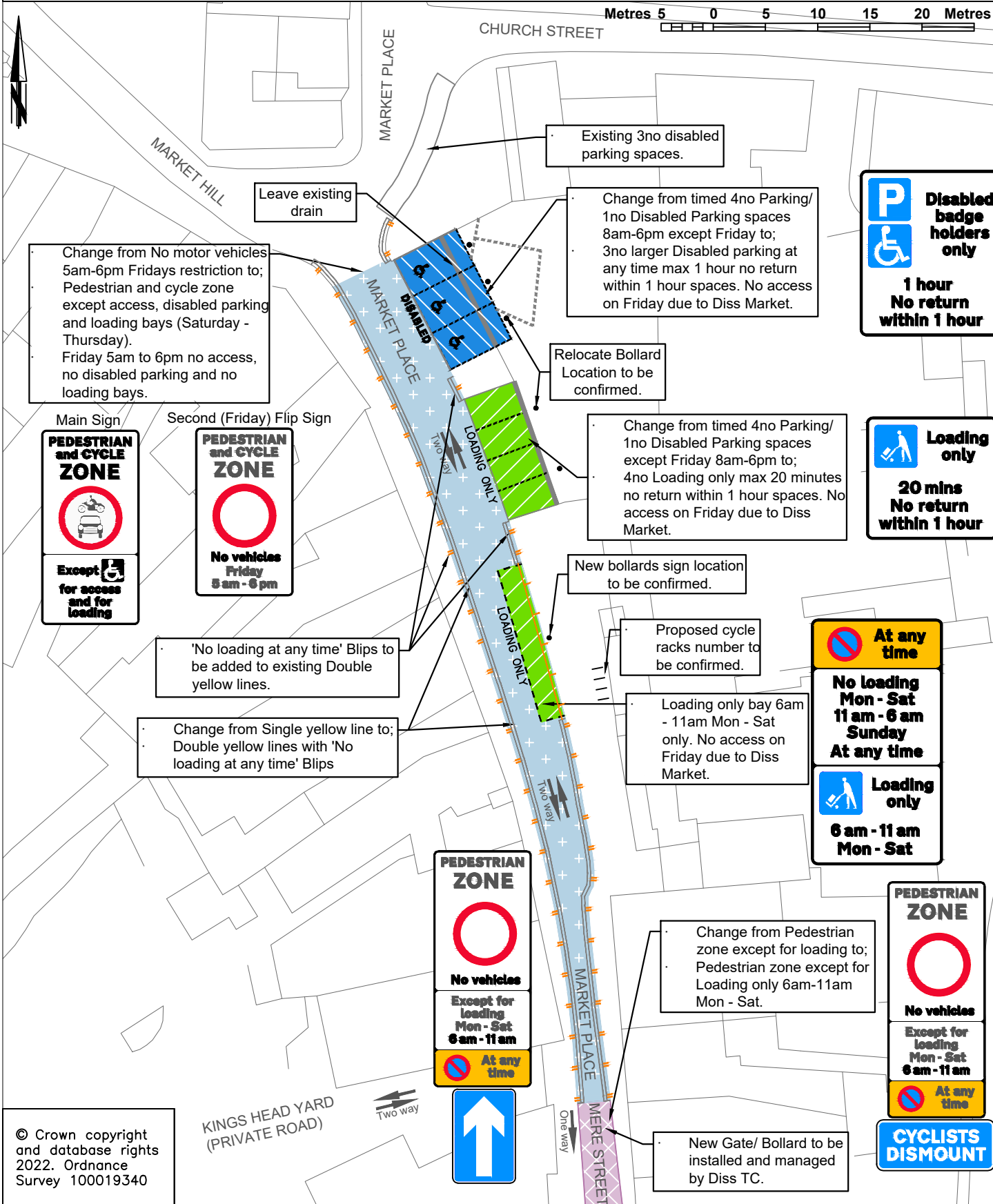
PKA112 Mere Street and Market Place, Diss  
Proposed changes to access, waiting, loading and parking  
Consultation Drawings Proposed - Mere Street

**Tom McCabe**  
Executive Director of  
Community and Environmental Services  
Norfolk County Council  
County Hall  
Martineau Lane  
Norwich NR1 2SG

REV.	DESCRIPTION	DRAWN	CHECKED	DATE
A	Initial consultation update	EC	TL	11/21
B	Updated following feedback	EC	TL	02/22
C	Updated following meeting with TC	EC	TL	05/22

SURVEYED BY	INIT.	DATE	DRAWING No.
OS	OS	2021	PKA112-HPD-0100-002C
DESIGNED BY	INIT.	DATE	PROJECT TITLE
JG	JG	06/21	PKA112 Mere Street Diss TRO
DRAWN BY	INIT.	DATE	SCALE
JG	JG	06/21	1:500 @ A4
CHECKED BY	INIT.	DATE	FILE No.
EC	EC	06/21	PKA112

KEY: Proposed Loading Proposed Disabled Parking Proposed Pedestrian Zones (with restrictions) Proposed markings (existing to be refreshed) Proposed Pedestrian and Cycle Zones (with restrictions)



**Norfolk County Council**

**DRAWING TITLE**

PKA112 Mere Street and Market Place, Diss  
Proposed changes to access, waiting, loading and parking  
Consultation Drawings - Market Place

**Tom McCabe**  
Executive Director of  
Community and Environmental Services  
Norfolk County Council  
County Hall  
Martineau Lane  
Norwich NR1 2SG

REV.	DESCRIPTION	DRAWN	CHECKED	DATE
A	Initial consultation update	EC	TL	11/21
B	Updated following Consultation	EC	TL	02/22
C	Updated following meeting with TC	EC	TL	05/22

SURVEYED BY	INIT.	DATE	DRAWING No.
OS	OS	2021	PKA112-HP3-0100-001C
DESIGNED BY	INIT.	DATE	PROJECT TITLE
JG	JG	06/21	PKA112 MERE STREET DISS TRO
DRAWN BY	INIT.	DATE	SCALE
JG	JG	06/21	1:500 @ A4
CHECKED BY	INIT.	DATE	FILE No.
EC	EC	06/21	PKA112

**Initial consultation feedback ref 'Pedestrianisation of Mere St' proposed scheme with key stakeholders and scheme frontages**

N.B. includes non-Mere St / Market Place responses.

9 in favour/ do not object, the comments and concerns mentioned were:

- 2x Concern of enforcement, people parking in loading bays.
- Concern of people leaving cars blocking traffic whilst popping into shops
- Approve of disabled spaces close to business.
- Access to yard for staff parking
- Concern of delivery restrictions
- Improve road safety, initially may lead to greater demand for enforcement but will improve enforcement capabilities, could create a more pleasant environment for pedestrians, having cyclists on Mere Street at peak times is a cause for concern.

26 Objections, the comments and concerns mentioned within these objects were:

- Concern that members of the public with mobility issues may not be able to be dropped off directly outside shops preventing them from accessing services.
- Restricted access to parking at rear of business, on Fridays.
- No longer able to unload goods to shop from private car within new restrictions.
- 14x Will create lack of parking/ short stay parking. Making Diss hard to park for the public is not enticing people to travel to Diss, making it hard for small businesses. Need 20 mins bays for quick visits like takeaway or quick shop.
- 8x Need for deliveries outside of the permitted times. No way for business to know/ control when the delivery's will be, need to load large amount of goods outside shop.
- 5x No cycleway in mere street, will cause mayhem and will be dangers.
- 2XNeed of better signing at the top to stop vehicles that are not deliveries.
- Needs to be pedestrianised, but also needs 20 min max for customers.
- 2X Fine as is, proposal will damage trade and has no evidence this will be better.
- 3x Visual clutter too many road markings and or signs.
- 3x Waste of time and money without proper enforcement.
- Concern of disabled bays being occupied by non-blue badge holders
- Many people talked about Enforcement issues.
- Having dining outside is welcomed but at the expense of delivery's is misplaced and will cause issue with emergency access.

## DISS TOWN COUNCIL

**DRAFT MINUTES**

Minutes of the meeting of the **Infrastructure Committee** held in the **Council Chamber** at **Diss Corn Hall** on **Wednesday 27<sup>th</sup> July 2022** at **7.15pm**.

Present:

Members:

A. Kitchen  
R. Peaty  
J. Robertson  
J. Welch  
J. Wooddissee (Vice-Chair)

In attendance: Sarah Richards, Town Clerk  
No members of the public

**INF0722/01    APOLOGIES**

Apologies were received and accepted from councillors Collins, Kiddie, Olander (ex-officio & Chair) and Taylor (ex-officio). The first three members had holidays booked and cllr Taylor is attending a family funeral.

**INF0722/02 NOMINATION OF SUBSTITUTE REPRESENTATIVES**

Members nominated substitute representatives' councillors Peaty & Robertson attending in place of councillors Kiddie and Olander.

**INF0722/03    DECLARATIONS OF INTEREST<sup>1</sup> AND REQUESTS FOR DISPENSATIONS**

Minute No.	Councillors Name	Personal/Other Interest	Pecuniary Interest	Reason
INF0722/11	J. Robertson	X		This councillor is a resident of Mount St.
INF0722/11	A. Kitchen	X		This councillor is a resident of Roydon Road.

**INF0722/04 MINUTES OF THE LAST MEETING**

**It was**

RESOLVED: That the minutes of the meeting of the Infrastructure Committee held on 8<sup>th</sup> June 2022 were a true record and were duly signed by the Chairman.

**INF0722/05 PUBLIC PARTICIPATION**

There were no members of the public in attendance.

**INF0722/06    ITEMS OF URGENT BUSINESS**

It was agreed that confidential item 17 would be deferred to the September meeting of the Executive committee or Full Council at the request of the Executive Chairman due to low member attendance, late arrival of the associated report and proposed increased IT support expenditure.

**INF0722/07    STRATEGIC PLAN**

a) Members considered report reference 15/2233 regarding an update on progress towards improving town cleanliness. It was noted that it would take approximately 5 hours to fill the bowser with a standard hose attachment and other options may need to be explored. Members also discussed the requirements of the battery charger for the sweeper machine, requested confirmation of the warranty period related to purchase. It was also agreed that the hire and / or purchase of this equipment should not impact on the existing schedule of street cleaning in Diss operated by South Norfolk District Council. It was

RESOLVED: To trial the Maxvac Maxwind MV1600 Electric Sweeper Machine for 3 months at a total of £2,750 from Addex Group allocated to Earmarked Reserves Street Cleaner and if suitable, purchase the same thereafter with allocation to the same cost code.

(Action: MM; immediately / 30.11.22)

b) Members noted the update on the Diss & District Neighbourhood Plan.

**INF0722/08**

**PEDESTRIANISATION OF MERE STREET**

Members received report reference 16/2223 regarding an update on the Traffic Regulation Order proposals for pedestrianizing Mere Street. It was noted at a joint meeting of the Diss Community Team & Heritage Triangle Trust that they do not support the proposed scheme. It was

RESOLVED: To approve expenditure to up to £2.5k from Earmarked Reserves on an illustration to reflect the proposed pedestrianisation of Mere St scheme to share with stakeholders.

(Action: Clerk; immediately)

**INF0722/09**

**PARISH PARTNERSHIP BID**

a) Members received an update on the 2021-22 Parish Partnership Bid regarding the Public Right of Way between Walcot Green and Burston Road (report reference 17/2223). It was noted that this scheme has been withdrawn and agreed that members, Officers and / or members of the public with specialist knowledge make a site visit and undertake a cost-benefit analysis prior to future Parish Partnership Bid submissions.

b) Members considered appointing an action group to work with community representatives to consider possible Parish Partnership Bid projects for 2022-23. Along with those who have also registered an interest in helping, there may be members of a local Ramblers Association that are keen to get involved. It was agreed that publicity to encourage members of the community with specific infrastructure knowledge to get involved in supporting the Town council with potential schemes would be undertaken.

RESOLVED: To appoint councillor Welch to work with the Clerk and community representatives with relevant infrastructure knowledge to consider possible Parish Partnership Bid projects for 2022-23.

(Action: JW / Clerk / community representatives; by 30.11.22)

**INF0722/10**

**ILLEGAL PARKING**

Members received an update regarding the illegal parking in the Heritage Triangle. It was noted that parking in Market Place sometimes makes accessing Church St particularly by larger vehicles difficult and having only loading bays at this location may improve the situation. There was discussion about the low number of Penalty Charge Notices issued in South Norfolk compared with other districts, the district's mantra to educate drivers before enforcement and the requirement for any surplus income generated from PCN's in Diss to be put back into the community if the Town Council is to pay for enforcement hours in Diss. It was suggested that a Civil Enforcement Officer should be based at the District's new hub in Diss.

(Action: Clerk; by 20.10.22)

**INF0722/11**

**RESIDENTS PARKING SCHEME**

Members received an update regarding the residents parking scheme. The Clerk advised that the additional information on specific streets has been forwarded to Norfolk County Council for consideration in their initial draft plan and awaits confirmation of a date for the next meeting.

**INF0722/12**

**CEMETERY**

Members received a verbal update on the Cemetery Chapel roof replacement works. It was noted that an invoice to cover 9 weeks of scaffolding costs to 1<sup>st</sup> July has been paid following liaison with the committee Chairs justifying the quotation. Members also considered the ecologist's report and recommendations. There was discussion regarding the recommendation to replace

the breathable membrane, which would allow the timber to dry and keep water out with a bat friendly bitumen felt alternative. It was agreed that a modern version of the latter would be investigated, which will hopefully last longer than traditional felt. It was

RESOLVED: to approve expenditure of up to £2,920 allocated to Earmarked Reserves Cemetery Chapel for a European Protected Species Mitigation Licence as per quotation and terms.

**(Action: Clerk; immediately)**

**INF0722/13 ITEMS FOR NOTING**

- a) Norwich Western Link - members noted an update regarding the Norwich Western Link scheme.
- b) B1077 – members noted Norfolk County Council's Network Safety Team's proposals for addressing pedestrian safety concerns on the B1077 / Shelfanger Road. There were further suggestions regarding relocation of lampposts in this area to improve access given narrow pavements and considerable footfall and councillor Peaty was asked to attend the forthcoming site meeting regarding the proposals.

**(Action: Clerk; immediately)**

- c) Vinces Road junction improvement scheme – members noted that a pedestrian crossing facility will be installed as part of the Vinces Road junction improvement scheme.
- d) Progress report – Members noted progress on decisions made at the last meeting. Members discussed the option of speed signs that incorporate automatic number plate recognition which are installed in Mid Suffolk. Cllr Peaty agreed to pass on details for a Mid Suffolk contact to the Clerk for investigation.

**(Action: RP; immediately)**

**INF0722/14 MEMBER FORUM**

There were no issues relevant to this committee from members for brief discussion, action or inclusion on a future agenda.

**INF0722/15 DATE OF THE NEXT MEETING**

Members noted that the next meeting of the Infrastructure Committee is scheduled for 25<sup>th</sup> October 2022.

*The last two items on the agenda were deferred to the September meeting of the Executive committee or Full Council given the low member attendance at this meeting, late arrival of the associated report and proposed increased IT support expenditure.*

Meeting Closed at: 20.32pm.

-----  
Vice-Chairman: Councillor Wooddissee



## DISS TOWN COUNCIL

Council Offices, 11-12 Market Hill,  
Diss, Norfolk, IP22 4JZ.  
Telephone & Fax: (01379) 643848  
Email: [towncouncil@diss.gov.uk](mailto:towncouncil@diss.gov.uk)  
Website: [www.diss.gov.uk](http://www.diss.gov.uk)

Report Number:  
**16 / 2223**

Report to:	Infrastructure Committee
Date of Meeting:	27 <sup>th</sup> July 2022
Authorship:	Town Clerk
Subject:	Pedestrianisation of Mere St

### Introduction

1. Following the last Infrastructure committee meeting, the Chair of this committee and Clerk met with the owner of the Kingshead Yard. A summary of this meeting follows:

### Site meeting with landowner Kingshead Yard

2. There are a number of landowners of the Kingshead Yard predominantly Dudley Brothers but others (e.g. substation – electricity company, existing car parking spaces behind what was Café Culture, a London co. owns the existing parking spaces behind the carpet shop, what was Thomas Cook).
3. The landowner is of the view that only one premises has right of way (easement) over carpark to rear access adjacent to Mere.
4. DTC to determine whether the other owners may have a right of way via 'prescription' or easement if they have passed continually over the land for at least 20 years without protest. N.B. confirmation is awaited from DTC's solicitor.
5. Landowner would be prepared to forego his easement to allow Norfolk County Council (NCC) to adopt the rear access and access from Mere St through car park but he did comment about DTC's required easement over his car park to the boardwalk. This would require the buy-in of the affected owners along Mere St but improving access should be the selling point.
6. This access would need to be resurfaced with allowance made for drainage for the Wetherspoon scheme. It would likely require the cutting back of trees on the Mere side (& possible premises side) and the reorientation of the fountain kiosk to maximise the turning point from the car park to the rear access. N.B. The landowner is reluctant to lose the two parking spaces to the left of the entrance by the bollard.
7. The above could be undertaken at the same time as the boardwalk extension project although access might be required sooner to satisfy the Mere St pedestrianisation project timescales.
8. DTC has not yet received the boardwalk easement payment yet as although the agreement was signed by DTC, their side didn't, and the payment would have been made post completion. The query from DTC's solicitor was that the easement may

have to be amended to the landowner as party to the deed or deed of easement will have to be completed when the land has transferred to Wetherspoons.

9. DTC should be able to acquire the contact details of the relevant landowners via the landowner so we can contact the stakeholders when we need to.

### NCC Viewpoint

10. NCC view is that the Kingshead Yard and rear access area has nothing to do with the Traffic Regulation Order (TRO) and so the adopting of this area will not form part of this scheme. To reconstruct it all to adoptable standard will be not far short of £1m scheme and as it's a constrained area and maintenance would be difficult.
11. They state that they either deliver the TRO in its current format or they don't, as there is no way we can accommodate further expense or delay, as funding is beyond tight across the board.

### Stakeholder Meeting

12. I have replied to NCC explaining our desire to continue to deliver the scheme. Please note that DTC has received several complaints this week of vehicles driving illegally down Mere St, in one case colliding with a pedestrian.
13. I have requested from NCC an illustration of the proposed scheme like below to better inform stakeholders of what the scheme will look like design wise. Given NCC's viewpoint above, it is possible costs (not yet known) of this may need to be borne by the Council's Earmarked Reserves (£10k) for this project. Once received and the remaining questions answered primarily around delivery access, we will be able to set up a stakeholders meeting.



### **Recommendation**

To approve expenditure to up to £2.5k from Earmarked Reserves on an illustration to reflect the proposed pedestrianisation of Mere St scheme to share with stakeholders.

**Sarah Richards**

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**From:** Norwich Western Link <Norwichwesternlink@norfolk.gov.uk>  
**Sent:** 15 August 2022 11:06  
**To:** Sarah Richards  
**Subject:** Norwich Western Link project - consultation now live

Dear Ms Sarah Richards

Our Norwich Western Link Pre-Planning Application Public Consultation is now live. As of today, we've published more information about our proposals for this priority infrastructure project for Norfolk County Council and are inviting people to give us their feedback before we finalise and submit the planning application next year.

There's a lot I want to tell you about this consultation, which will run for eight weeks, so I'm going to break this email down into sections to make it easier for you to read.

**What are we consulting on?**

We're consulting on elements of the project which will be included in the planning application, including:

- The design of the road and its structures, including the viaduct
- Environmental mitigation and enhancement measures
- Traffic mitigation measures on the existing road network

We're also providing an update on proposals that we consulted on in 2020 in our Local Access Consultation, including measures to support walking and cycling as part of the Norwich Western Link.

**How do people view the proposals?**

Visit our consultation website via [www.norfolk.gov.uk/nwl](http://www.norfolk.gov.uk/nwl), where there's a new fly-through video and images which show what the route could look like, as well as lots of other information.

We're also holding four in-person consultation events where people can come and view information and discuss the proposals with members of the project team. These events will be held at:

- Barnham Broom Village Hall on Friday 2 September (12-8pm)
- The Costessey Centre on Friday 9 September (1-8pm)
- Weston Longville Hall for All on Thursday 15 September (12-8pm)
- Felthorpe Village Hall on Thursday 22 September (12-8pm)

People can also request paper copies of the consultation brochure and questionnaire by emailing [nwlconsultation@norfolk.gov.uk](mailto:nwlconsultation@norfolk.gov.uk) or phoning 0344 800 8020 and providing their postal address.

An Environmental Information Document has been produced for the public consultation which provides more details on the main environmental considerations on the Norwich Western Link project. This will be available to view on the consultation website via [www.norfolk.gov.uk/nwl](http://www.norfolk.gov.uk/nwl) and at Taverham, Dereham, Reepham and Wymondham libraries and the Archive Centre at County Hall in Norwich throughout the consultation period.

## **How do people respond to the consultation?**

There are several ways people can respond to the consultation:

- Complete the consultation questionnaire online via [www.norfolk.gov.uk/nwl](http://www.norfolk.gov.uk/nwl)
- Complete a paper copy of the consultation questionnaire and post it to: Freepost Plus RTCL-XSTTJZSK, Norfolk County Council, County Hall, Martineau Lane, Norwich, NR1 2DH
- Email comments to [nwlconsultation@norfolk.gov.uk](mailto:nwlconsultation@norfolk.gov.uk)
- Write to: Freepost Plus RTCL-XSTT-JZSK, Norfolk County Council, County Hall, Martineau Lane, Norwich, NR1 2DH

## **What if people have questions about the proposals or the consultation?**

Again, there are a few options. One of these is to come along to one of the consultation events mentioned further up this email where you can talk to members of the project team. People can also book phone or online appointments with members of the project team during the consultation period via the consultation website, or by emailing [nwlconsultation@norfolk.gov.uk](mailto:nwlconsultation@norfolk.gov.uk) or phoning 0344 800 8020.

Written questions can also be submitted by email to the above address, although if they're fairly complex we may suggest setting up a conversation rather than responding in writing.

People are also welcome to email or phone us if they need further assistance that will enable them to respond to the consultation, and we'll do our best to help.

## **When do people need to respond by?**

The consultation will close at midnight on Sunday 9 October 2022, so I'd encourage people to make sure we have received their response before then.

## **What are the next steps after the consultation ends?**

We'll consider the responses we've received as part of the work we need to do to finalise our proposals ahead of submitting the planning application next year. A report will be brought to a Norfolk County Council cabinet meeting next year before the planning application is submitted and this will contain a summary of the results of this consultation.

I realise this is a lot of information and I hope this is clear. Just to reiterate, if you have questions about the consultation or want to submit a consultation response by email, please send it to [nwlconsultation@norfolk.gov.uk](mailto:nwlconsultation@norfolk.gov.uk) and not this email address.

This is our fourth public consultation on the Norwich Western Link but, given the stage we are at with the project now, this one provides more detail than we've previously shared. So I would urge you to have a look at the information we've published and to tell us your views so we can take them into account.

And if you know anyone who you think may be interested in our proposals for the Norwich Western Link, please forward them this email or tell them about it so they have a chance to respond to the consultation too.

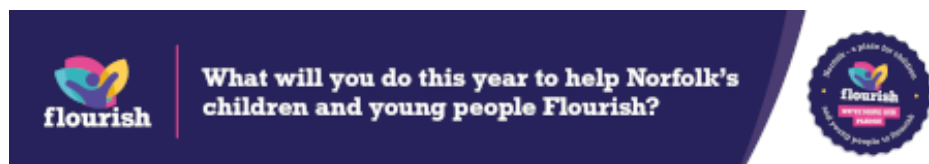
Thank you in advance if you're planning to consider our proposals for the Norwich Western Link and respond to the consultation, it's much appreciated. We want to submit the best possible planning application for this project and getting people's comments on our proposals now will help

us to do this.

Best wishes,

Martin

**Cllr Martin Wilby**  
**Cabinet Member for Highways, Transport and Infrastructure**  
**Norfolk County Council**



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# Progress Report

# Item 10c

Committee	Minute Reference	Subject	Action	Assigned to	Timescale	Comments or further action
Full Council	FC0921/11	Diss Youth & Community Centre	A) 1) To approve the transfer of the portacabin from the Sports Ground to the DYCC to provide additional storage capacity subject to planning consent requirements at a total cost of £3,500 allocated to EMR DYCC. 2) To locate the second portacabin at Option A next to the bin store 3) To create two parking spaces on the grassed area adjacent to the newly positioned cabin using heavy duty rubber grass matting	Clerk/ RL/ Exec	by 31.12.21	Works at DYCC to provide storage homes for SNYSB, Baptist Church and community fridge now complete. Should have sufficient storage for most hirers following alterations and the requirement for the portacabin will be reviewed post works. The Museum Manager has requested office / storage space at the DYCC. There is not currently space to accommodate him and funds are limited. No update and for future consideration if required by Facilities committee.
Full Council	FC1121/07	Emergency Plan	2. To confirm a date with the District's Emergency Planning Officer for a trial implementation of the Emergency Plan.	Clerk / SNC Emergency planning Officer	immediately	Scheduled for 27/09/22. SNC Officer can no longer do this date due to family funeral and new date awaited.
Full Council	FC120122/15	Experience Art Trail	To support the 'Toy Studio / Flock' design for the new outdoor artwork commissioned by Norfolk County Council at the Mere's Mouth location.	Clerk	by 21.01.22	Toy Studio currently engaging with local community groups to generate stories and memories that they can use to create text for the public sculpture, Flock. It is likely that the artworks will be installed in early 2023 rather than late 2022, however, as you might imagine there are a lot of moving parts to the process and no dates or times are yet exact. No update.
Full Council	FC0322/09	PARK	To continue to support the principle of securing Diss Park from potential encampments with a target date of implementation of the mounds option by mid- May.	AG / Clerk	01.10.22	Cllrs Collins & Taylor, the Clerk met with NCC Highways Officers and SNC Tree Officer. The mound option has been ruled out due to the impact on tree roots. A combination of additional seating, planters / hedging and bollards is being considered. NCC has confirmed that the kerb could be dropped opposite the bus station (widest gap between trees) to allow for larger vehicle, maintenance and emergency access. Now the two major events have taken place, suggested new target date for review so it's installed prior to the next summer event season.
Full Council	FC0422/09	COUNCILLOR INDUCTION	To approve the councillor induction park and checklist	Clerk	by 31.08.22	JW & Clerk reviewing and drafting new documentation following restructuring exercise. Documentation will be distributed to newly co-opted members post Sept FC and docs made available to all members.
Full Council	FC0522/13	PARK LIGHTING	1. To approve the remaining Park lighting upgrades including the additional mounting posts and power supplies for the CCTV at an additional cost of £5,398.36 allocated to General Reserves. 2. To approve the CCTV works at the Park for a total of £3,950 allocated to Earmarked Reserves – Infrastructure CCTV.	MM / Clerk / RFO	Immediately	PO raised with contractors. 10 week lead time on supplies. So will be installed thereafter. Expected to be scheduled in the Autumn.
Full Council	FC0522/14	CEMETERY BUNGALOW	That members agree to the gates at both ends of the Cemetery being left unlocked for pedestrian access only on a short to medium term basis until a decision regarding the cemetery bungalow is considered.	Clerk	Immediately	On agenda
Full Council	FC0522/20	CEMETERY CHAPEL	1. To give delegated authority to the Town Clerk and Deputy Town Clerk to negotiate the scaffolding quotation to a maximum of 25% of the £600 weekly charge. 2. Following agreement of 1 above to pay the part-invoice totalling £34,138.66 for works undertaken on the Cemetery Chapel roof to date allocated to Earmarked Reserves Cemetery Chapel.	Clerk	Immediately	Contractor has been appointed to obtain license from Natural England following recommendation from surveys. Requested timescales for this early August given scaffolding costs and expect update imminently.
Full Council	FC0622/10	FIREWORK DISPLAY	To undertake a feasibility study of a fireworks event and other events for 2023	Town Clerk and Chair of Facilities	30.11.22	It has been confirmed that the Rectory Meadow firework display that has historically taken place will not go ahead in 2022. It is an unsuitable site. Contractor for Queen's Platinum Jubilee event keen to hold an event in Park in future years so something to be considered by a future Facilities committee.
Full Council	FC0622/15	COMPLAINT	To approve recommendations 2 & 3 in the confidential report 09/2223	Cllr Gingell	Immediately	In progress.

## Progress Report

Committee	Minute Reference	Subject	Action	Assigned to	Timescale	Comments or further action
Full Council	FC0722/04	PUBLIC PARTICIPATION	The Town & Parish Council Forum, which meets once per month via Zoom for up to 2 hours was publicised as an opportunity for the District Council to brief Officers and Councillors from Town & Parishes regarding forthcoming opportunities and services and for the two authorities to engage on relevant issues. The Town Clerk attended earlier today and suggested she'd forward the slides to all members in case any were interested in attending a future session.	Clerk	Once slides are received	Slides not been received and have been requested along with date of next forum.
Full Council	FC0722/07	ANNUAL ACCOUNTS 2021/22	To approve the proposals of the RFO relating to the Internal Auditor report recommendations and that the RFO would further investigate diversification of Council funds.	RFO	by 31.10.22	Scheduled for late Autumn.
Full Council	FC0722/08	COMMUNITY GRANT SCHEME	1. To refuse the grant application from the Norfolk Community Law Service due to significant reserves. 2. To refuse the grant application from Diss Corn Hall Trust due to lack of information provided. 3. To support the grant application from Dove Dementia Care but with an amended value of £720 to support the project for one year.	Clerk/RFO	immediately	Feedback provided to applicants and funds will be transferred to Dove Dementia Care as per policy.
Full Council	FC0722/09	PROGRESS REPORT	The cost-of-living payments from the District Council have not been received by some residents and it was agreed the Clerk would follow this up with District Councillor Minshull.	Clerk	immediately	Dist Cllr Minshull confirmed that there are two different payments. A one off payment of £150 issued to everyone back in may distributed by SNC. The £326 issued recently with another payment in October this was done via the DWP and only for people on pensions and certain benefits.
Full Council	FC0722/13	STAFFING RESTRUCTURE	That Full Council approve the recommendation from the Executive Committee to adopt the new staffing structure, the associated job descriptions and model B with a review after six months post implementation (March 2023).	Clerks / RFO  Clerks/ Jwo / MG	by 31.08.22  by 31.03.23	New contracts have been issued to all existing staff. Recruitment of the additional Facilities & Buildings staff is complete. A new admin member has been recruited and an apprentice is being sought. Further details to be provided to Exec on 21st September.