



**TOWN CLERK**  
Mrs S Villafuerte-Richards, CILCA

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

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Date: 06 September 2024

## 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 11<sup>th</sup> September 2024** at **7.15pm** to consider the business detailed below.

Town Clerk / Chief Executive Officer

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## AGENDA

1. **Apologies**  
To receive and consider apologies for absence.
2. **Declarations of Interest and Requests for Dispensations<sup>1</sup>**  
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 extraordinary meeting of Full Council on 28<sup>th</sup> August 2024 (copy herewith).
4. **Public Participation**  
To consider a resolution under Standing Orders 3d to 3h to suspend the meeting to hear comments from members of the public on items to be discussed on the agenda (*the period of designated time for public participation is 20 minutes unless directed by the Chairman of the meeting and individual members of the public are entitled to speak for a maximum of five minutes each*).
5. **Items of URGENT business**  
To discuss any item(s) of business which the Town Mayor or Town Clerk has previously been informed at least 24 hours before the meeting and decides should be considered as a matter of urgency (*councillors are reminded that no resolutions can be made under this agenda item*).
6. **Finance**
  - a) To note bank outgoings for July 2024 (copy herewith).
  - b) To note the Income & Expenditure reports for July 2024 (copy herewith).
  - c) To note the Earmarked Reserves reports for July 2024 (copy herewith).
  - d) To note the reconciliations of income and expenditure with the Council's bank account statements for June & July 2024 (copies herewith).
  - e) To note that amendments will be required in the prior year's comparatives when completing next year's Annual Governance & Accountability Return and that the external auditor report and certificate for the Council's Year End 2023/24 Accounts are awaited.
  - f) To approve the removal of a former member of staff and the addition of an existing member of staff as signatories to the Council's bank accounts to process payments.

**7. Casual Vacancy**

To note that the elections team at South Norfolk Council has been notified of the Council's casual vacancy and that it will be filled by co-option if an election is not called within 14 working days of the notice being displayed.

**8. Executive Committee Chair**

To consider an acting Executive Committee Chair to work with the Clerk prior to formal election at the October meeting of the committee.

**9. Community Grant Scheme**

To appoint two new representatives to join the Council's Community Grant Panel.

**10. Diss Youth & Community Centre**

To receive a project update from the DYCC Action Group.

**11. Clerk, Council Leader, Town Mayor & Chair Forum**

To consider updates from or questions to the Clerk (report herewith), Council Leader, Town Mayor and Committee Chairs on their activities since the last meeting.

**12. Progress Report**

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

**13. Date of Next Meeting**

To note that the next meeting of Full Council is scheduled for 23<sup>rd</sup> October 2024 at 7.15pm.

**14. 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.

**15. Diss Corn Hall**

To consider a confidential update regarding Diss Corn Hall (to be tabled).

**NOTES**

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

The reports and enclosures referred to in this agenda are available (unless marked confidential) for public inspection 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 extraordinary meeting of the **Town Council** held in the **Council Chamber** at **Diss Corn Hall** on **Wednesday 28<sup>th</sup> August 2024** at **7.15pm.**

Present: Councillors: D. Collins  
D. Craggs  
A. Goulder  
S. Kiddie  
A. Kitchen  
K. Murphy  
S. Olander (Chair / Ex-officio)  
R. Peaty  
L. Sinfield  
E. Taylor (Vice-Chair / Ex-officio)  
J. Welch

In attendance: Sarah Villafuerte-Richards (Town Clerk/Chief Executive Officer)  
1 member of the public

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**FC0824/01 APOLOGIES**

Apologies were received and accepted from councillor Robertson.

**FC0824/02 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS**

There were none.

**FC0824/03 MINUTES**

Members received the minutes of the Full Council meeting on 17<sup>th</sup> July 2024. It was

**RESOLVED:** To approve the minutes of the meetings of Full Council held on 17<sup>th</sup> July 2024 as a true record and signed by the Town Mayor.

**FC0824/04 PUBLIC PARTICIPATION**

There was one member of the public present observing only.

**FC0824/05 FINANCE**

- a) Members received a request for changes to budget coding for expenditure on pest control. It was

**RESOLVED:** to approve the changes to budget coding for expenditure on pest control (minute reference F0724/10) from 4425 (Health & Safety) to 4540 (DYCC) and 4060 (Town & Park).

**(Action: Finance Officer; 30.09.24)**

- b) Members approved a change to budget coding for expenditure on allotment hedge cutting. It was

**RESOLVED:** to approve a change to budget coding for expenditure on allotment hedge cutting (minute reference F0524/15) from Community Infrastructure Levy to 4020.

**(Action: Finance Officer; 30.09.24)**

**FC0824/06 DATE OF NEXT MEETING**

Members noted that the next meeting of Full Council is scheduled for Wednesday 11<sup>th</sup> September 2024 at 7.15pm.

*It was noted that the resignation of councillor Gingell has been received and due process will be followed.*

**FC0824/07 PUBLIC BODIES (ADMISSIONS TO MEETINGS)**

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

**FC0824/08 DYCC**

Members considered a recommendation for expenditure of funds on a feasibility study to determine the future development of the Diss Youth & Community Centre. Cllr Goulder presented slides regarding the progress of the Action Group. It was noted that the feasibility study will consider a number of options, determine the likely demand for community facilities, engage with relevant stakeholders & provide projected levels of income and operating costs to ensure best value for the community. A funding bid is being submitted which is hoped will cover the costs of the study, South Norfolk District Council has been supportive of the process and the study should be completed before the end of the year. It was

RESOLVED: to approve expenditure of up to £10,000k from Earmarked Reserves Diss Youth & Community Centre on appointing FMG Consulting Ltd to undertake the feasibility study.

**(Action: Clerk; immediately)**

**FC0824/09 STAFFING**

Members received an update regarding the Responsible Finance Officer position and a recommendation for a short-term staffing solution (confidential report 23/2425 referred).

There was discussion regarding how best to cover the financial and administrative gaps both in the short and longer term. It was noted that longer-term a higher qualified RFO for fewer hours should be considered potentially as a job share with another local town. It was

RESOLVED: A) to review the required specified administrative tasks, associated additional hours and corresponding salary scale point over a 6-month trial period for discussion with the Office Administrator.

**(Action: Clerk; immediately)**

B) Subject to A, to request that LCC find a Locum Responsible Finance Officer / Deputy Town Clerk to work 24 - 30 hours per week for up to six months from mid-September.

**(Action: Clerk; immediately)**

C) to consider appointing a management consultancy to review longer-term staffing needs.

**(Action: Clerk; Jan 2025)**

Meeting Closed: 8.47pm.

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Councillor Murphy  
TOWN MAYOR

<b>BANK OUTGOINGS JULY 2024</b>					
<u>Date Paid</u>	<u>Payee Name</u>	<u>Bacs Ref</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>	
02.07.2024	Red5 Networks Ltd	DD549	£ 118.63	Phone/Broadband June 2024 - Council Office & Skatepark CCTV	
05.07.2024	Barclays Bank Plc	B.Net	£ 20.00	Barclays.net Charges July 2024	
05.07.2024	Ricoh UK Ltd	DD550	£ 743.47	Photocopier Rent/Copies - July to September 2024 - Council Office	
12.07.2024	AGR Interiors Ltd	Bacs2320	£ 1,200.00	Paving works outside Museum	
12.07.2024	British Gas	Bacs2321	£ 390.68	Final Gas payment for Cemetery Bungalow	
12.07.2024	Camguard Fire & Security	Bacs2322	£ 342.00	Annual Fire Alarm Servicing - Sports Pavilion	
12.07.2024	Diss Cornhall Trust	Bacs2323	£ 100.00	Cornhal Hire for Meetings held during June 2024	
12.07.2024	Diss Museum	Bacs2324	£ 175.04	Reimburse Market Electricity April-June 2024	
12.07.2024	Excite Solutions Ltd	Bacs2325	£ 476.40	Ground Maintenance Contract for Park - June 2024	
12.07.2024	LR Wyard-Scott Ltd	Bacs2326	£ 226.47	Van & Machinery Fuel - June 2024	
12.07.2024	Norfolk County Council	Bacs2327	£ 45.00	Road Closure for Christmas Lights Event	
12.07.2024	Pearce & Kemp Ltd	Bacs2328	£ 283.50	Raise Bunting in St Nicholas Street for Traffic	
12.07.2024	Screwfix Direct Ltd	Bacs2329	£ 88.97	Floor and Wall Paint - Sport Pavilion, Ear Defenders/Safety Specs - Maint	
12.07.2024	South Norfolk District Council	Bacs2330	£ 2,519.90	Non-Domestic Rates 1/2 Year - DYCC	
12.07.2024	Star Plumbing, Heating & Renewables Ltd	Bacs2331	£ 336.00	Unblock & Repairs to Urinals - Meres Mouth Toilets	
12.07.2024	TOP Garden Services	Bacs2332	£ 799.73	Grass Cutting - Cemetery	
12.07.2024	Vmit Ltd	Bacs2333	£ 9.84	IT Software & Cloud Backup June 2024 - DDNP	
22.07.2024	Anglian Water Business Ltd (National)	DD551	£ 26.03	Water April - June 2024 - Market	
22.07.2024	Anglian Water Business Ltd (National)	DD552	£ 114.97	Water April - June 2024 - Sportsground	
22.07.2024	British Gas Trading Ltd	DD553	£ 246.54	Electricity 26/05-26/06 DYCC	
22.07.2024	Anglian Water Business Ltd (National)	DD554	£ 535.70	Water April - June 2024 - Park Toilets	
22.07.2024	Anglian Water Business Ltd (National)	DD555	£ 543.58	Water April - June 2024 - DYCC & Town	
22.07.2024	Barclaycard	Jun-24	£ 163.10	Electricity 29/05-24/06 - Park	
23.07.2024	British Gas Trading Ltd	DD556	£ 738.60	Electricity 25/05-24/06 - Park	
24.07.2024	British Gas Trading Ltd	DD557	£ 12.11	Electricity June 2024 - Market	
25.07.2024	British Gas Trading Ltd	DD558	£ 153.77	Electricity June 2024 - Park Toilet	
25.07.2024	British Gas Trading Ltd	DD559	£ 320.57	Electricity June 2024 - Fountain	
25.07.2024	British Gas Trading Ltd	DD560	£ 90.80	Electricity June 2024 - Meres Mouth WC	
25.07.2024	Employees	BACS	£ 19,260.22	Salaries Month 4 & Expenses	
26.07.2024	British Gas Trading Ltd	DD561	£ 92.19	Electricity 01/06-26/06 - Council Office	
26.07.2024	EE Ltd	DD562	£ 47.23	Mobile Phones 18/07-17/08 - Clerk, Maint. Manager, Maint Team	

29.07.2024	Anglian Water Business Ltd (National)	DD563	£	21.66	Water April - July 2024 - Cemetery
29.07.2024	Evolve Business Solutions (EA)	DD564	£	652.80	Photocopier Rent - July to September 2024 - Council Office
31.07.2024	HM Revenue & Customs	BACS	£	4,815.78	NI/PAYE Month 4
31.07.2024	Norfolk Pension Fund	BACS	£	6,806.87	Pension Contributions Month 4
31.07.2024	Bens Gutters Commercial Ltd	Bacs2334	£	2,400.00	Gutter Clearing & Waste Removal - Cornhall
31.07.2024	EPO	Bacs2335	£	120.57	Gas Supplied June 2024 - Council Office & DYCC
31.07.2024	F.A.S.T	Bacs2336	£	100.00	First Aid Provision at Christmas Lights 2024
31.07.2024	The Jewellery Workshop	Bacs2337	£	130.00	Repairs to Town Mayors Chains
31.07.2024	Mary Moppins Ltd	Bacs2338	£	1,748.40	Monthly Cleaning & Opening Meres Mouth & Park Toilets - July 2024
31.07.2024	Millennium Pest Control Ltd	Bacs2339	£	954.00	Rodent Pest Control - DYCC
31.07.2024	Norfolk County Council	Bacs2340	£	40.55	Road Closure for Remembrance Sunday
31.07.2024	Paul Rackham	Bacs2341	£	2,018.00	Grave Digging x6 - July 2024, Digging & Repairs to Water Leak - Cemetery
31.07.2024	Vmit Ltd	Bacs2342	£	4,626.24	IT Software & Cloud Backup July 2024 - DDNP, IT Software & Support July 24 - Cncl Office, Hard Drive x3 Destruction, Microsoft and Adobe Annual Subscriptions 24/25
			£	<b>54,655.91</b>	

02/08/2024

## Diss Town Council 2024/2025

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## Detailed Income &amp; Expenditure by Budget Heading 01/07/2024

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>100 Agency Services</u>							
1000 Agency Services Income	3,848	4,040	192			95.2%	
Agency Services :- Income	<b>3,848</b>	<b>4,040</b>	<b>192</b>			<b>95.2%</b>	<b>0</b>
4000 NCC Grasscutting	30	100	70		70	30.0%	
Agency Services :- Indirect Expenditure	<b>30</b>	<b>100</b>	<b>70</b>	<b>0</b>	<b>70</b>	<b>30.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>3,818</b>	<b>3,940</b>	<b>122</b>				
<u>120 Allotments</u>							
1120 Allotment Rent	1,000	525	(475)			190.5%	
Allotments :- Income	<b>1,000</b>	<b>525</b>	<b>(475)</b>			<b>190.5%</b>	<b>0</b>
4020 Allotment Expenditure	29	30	1	3,600	(3,599)	12096.3	
Allotments :- Indirect Expenditure	<b>29</b>	<b>30</b>	<b>1</b>	<b>3,600</b>	<b>(3,599)</b>	<b>12096.3</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>971</b>	<b>495</b>	<b>(476)</b>				
<u>140 Amenities</u>							
1140 Amenities Income	2,852	2,000	(852)			142.6%	
Amenities :- Income	<b>2,852</b>	<b>2,000</b>	<b>(852)</b>			<b>142.6%</b>	<b>0</b>
4040 Gardens/Floral Scheme	32	2,000	1,968		1,968	1.6%	
4060 Town/Park - R&R	6,997	22,000	15,003	2,578	12,425	43.5%	
4061 Play Equipment R&R	196	5,000	4,804	829	3,975	20.5%	
4062 Boardwalk Maintenance	0	1,000	1,000		1,000	0.0%	
4070 Van x 2 Running Costs	530	7,000	6,470		6,470	7.6%	
4071 Van Insurance	1,748	1,865	117		117	93.7%	
4075 Tree Management	635	18,000	17,365	30,240	(12,875)	171.5%	
4080 Bus Shelter Cleaning - EMR	30	0	(30)	60	(90)	0.0%	30
4085 Closed Churchyard - R&R	13	100	87	180	(93)	192.8%	
4090 Manorial Rights - R&R	0	10	10		10	2.8%	
4095 Mere - Water/drainage	0	2,000	2,000		2,000	0.0%	
4100 Mere - Fountain	0	2,000	2,000		2,000	0.0%	
4101 Mere - Fountain Electricity	1,026	7,131	6,105		6,105	14.4%	
4102 Mere Fountain/Kiosk -Insurance	160	170	10		10	94.0%	
4110 Park - Water Rates	18	100	82		82	18.2%	
4115 Park - Electricity	853	1,903	1,050		1,050	44.8%	
4120 Mere's Mouth - Rent	0	100	100		100	0.0%	
4125 Mere's Mouth - Business Rates	212	424	212		212	50.0%	
4130 Mere's Mouth Water Rates	0	500	500		500	0.0%	
4140 Park - Insurance	1,819	1,940	121		121	93.8%	
Amenities :- Indirect Expenditure	<b>14,268</b>	<b>73,243</b>	<b>58,975</b>	<b>33,887</b>	<b>25,088</b>	<b>65.7%</b>	<b>30</b>
<b>Net Income over Expenditure</b>	<b>(11,416)</b>	<b>(71,243)</b>	<b>(59,827)</b>				
7000 plus Transfer from EMR	30						

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## Detailed Income &amp; Expenditure by Budget Heading 01/07/2024

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>Movement to/(from) Gen Reserve</b>	<b>(11,386)</b>						
<u>145 Mini Recycling Centre Adopter</u>							
1150 Mini Recycling Adopter Payment	0	450	450			0.0%	
Mini Recycling Centre Adopter :- Income	<b>0</b>	<b>450</b>	<b>450</b>			<b>0.0%</b>	<b>0</b>
<b>Net Income</b>	<b>0</b>	<b>450</b>	<b>450</b>				
<u>150 Bank Interest</u>							
1090 Interest Received	3,860	6,500	2,640			59.4%	
Bank Interest :- Income	<b>3,860</b>	<b>6,500</b>	<b>2,640</b>			<b>59.4%</b>	<b>0</b>
4202 Bank Charges	114	350	236		236	32.5%	
Bank Interest :- Indirect Expenditure	<b>114</b>	<b>350</b>	<b>236</b>	<b>0</b>	<b>236</b>	<b>32.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>3,747</b>	<b>6,150</b>	<b>2,403</b>				
<u>160 Capital Expenditure</u>							
4200 PWLB Repayment	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	11,103	25,000	13,897			44.4%	
1185 Cemetery Memorial Fees	4,687	10,000	5,313			46.9%	
Cemetery :- Income	<b>15,790</b>	<b>35,000</b>	<b>19,210</b>			<b>45.1%</b>	<b>0</b>
4250 Cemetery - Grounds - R&R	1,934	9,300	7,366	1,440	5,926	36.3%	
4260 Cemetery - Chapels - R&R	0	1,000	1,000	350	650	35.0%	
4270 General Equipment	1,434	6,000	4,566	480	4,086	31.9%	
4271 General Equipment Insurance	146	156	10		10	93.9%	
4272 Ride on Mower Insurance	425	424	(1)		(1)	100.2%	
4275 Cemetery - Water Rate	22	150	128		128	14.4%	
4280 Cemetery - Electricity	582	1,151	569		569	50.6%	
4285 Cemetery - Insurance	512	545	34		34	93.9%	
Cemetery :- Indirect Expenditure	<b>5,054</b>	<b>18,726</b>	<b>13,672</b>	<b>2,270</b>	<b>11,402</b>	<b>39.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>10,736</b>	<b>16,274</b>	<b>5,538</b>				



## Detailed Income &amp; Expenditure by Budget Heading 01/07/2024

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	3,879	0	(3,879)			0.0%	
Cemetery Gravedigging :- Income	<u>3,879</u>	<u>0</u>	<u>(3,879)</u>				<u>0</u>
4300 Cemetery Gravedigging Exp.	3,879	0	(3,879)		(3,879)	0.0%	
Cemetery Gravedigging :- Indirect Expenditure	<u>3,879</u>	<u>0</u>	<u>(3,879)</u>	<u>0</u>	<u>(3,879)</u>		<u>0</u>
<b>Net Income over Expenditure</b>	<u>0</u>	<u>0</u>	<u>0</u>				
<u>200 Christmas Lights</u>							
4320 Christmas Lights	3,734	21,000	17,266	5,602	11,664	44.5%	
4322 Insurance re. Christmas Lights	81	81	(0)		(0)	100.6%	
Christmas Lights :- Indirect Expenditure	<u>3,816</u>	<u>21,081</u>	<u>17,265</u>	<u>5,602</u>	<u>11,663</u>	<u>44.7%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(3,816)</u>	<u>(21,081)</u>	<u>(17,265)</u>				
<u>220 Corn Hall</u>							
4350 Corn Hall - Maint./R&R	2,431	6,000	3,569		3,569	40.5%	
4355 Corn Hall - Earmarked Spend	1,520	0	(1,520)		(1,520)	0.0%	1,520
4360 Corn Hall - Insurance	2,668	2,846	178		178	93.8%	
Corn Hall :- Indirect Expenditure	<u>6,619</u>	<u>8,846</u>	<u>2,227</u>	<u>0</u>	<u>2,227</u>	<u>74.8%</u>	<u>1,520</u>
<b>Net Expenditure</b>	<u>(6,619)</u>	<u>(8,846)</u>	<u>(2,227)</u>				
7000 plus Transfer from EMR	1,520						
<b>Movement to/(from) Gen Reserve</b>	<u>(5,099)</u>						
<u>240 Council Properties</u>							
1240 Office Rent/Service Charge	0	6,864	6,864			0.0%	
Council Properties :- Income	<u>0</u>	<u>6,864</u>	<u>6,864</u>			<u>0.0%</u>	<u>0</u>
4400 Office R&R	1,387	4,500	3,113		3,113	30.8%	
4405 Office Building Maintenance	0	1,000	1,000		1,000	0.0%	
4410 Office Stairlift	0	400	400		400	0.0%	
4415 Cemetery Bungalow	391	1,500	1,109		1,109	26.0%	
4425 Health & Safety	819	2,500	1,681	1,695	(14)	100.6%	
4435 Pk Toilets Servicing	3,178	12,000	8,822	6,725	2,096	82.5%	
4445 Pk Toilets - Insurance	396	422	26		26	93.8%	
4450 Pk Toilet- Electricity	604	1,783	1,179		1,179	33.9%	
4460 Pk Toilets - Water Rates	836	2,000	1,164		1,164	41.8%	
4465 Mere's Mouth Toilets	4,805	15,000	10,195	6,725	3,470	76.9%	
4466 Mere's Mouth Electricity	771	722	(49)		(49)	106.8%	

## Detailed Income &amp; Expenditure by Budget Heading 01/07/2024

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
4475 Staff Uniforms/Replacements	0	250	250		250	0.0%	
Council Properties :- Indirect Expenditure	<b>13,187</b>	<b>42,077</b>	<b>28,890</b>	<b>15,146</b>	<b>13,744</b>	<b>67.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(13,187)</b>	<b>(35,213)</b>	<b>(22,026)</b>				
<u>260 Diss Youth &amp; Community Centre</u>							
1260 DYCC Hire Fees	1,247	5,181	3,934			24.1%	
Diss Youth & Community Centre :- Income	<b>1,247</b>	<b>5,181</b>	<b>3,934</b>			<b>24.1%</b>	<b>0</b>
4500 DYCC - Electricity	2,051	14,103	12,052		12,052	14.5%	
4505 DYCC - Gas	245	830	585		585	29.6%	
4510 DYCC - Business Rates	2,520	5,200	2,680		2,680	48.5%	
4515 DYCC - Water Rates	400	800	400		400	50.0%	
4520 Licences - Music	0	250	250		250	0.0%	
4525 DYCC - Insurance	1,129	1,204	75		75	93.8%	
4530 Annual Service Costs	135	1,000	865		865	13.5%	
4540 DYCC - General R&R	29	9,000	8,971	1,505	7,466	17.0%	
Diss Youth & Community Centre :- Indirect Expenditure	<b>6,509</b>	<b>32,387</b>	<b>25,878</b>	<b>1,505</b>	<b>24,373</b>	<b>24.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(5,262)</b>	<b>(27,206)</b>	<b>(21,944)</b>				
<u>280 Administrative Overheads</u>							
1050 Donations	80	0	(80)			0.0%	
Administrative Overheads :- Income	<b>80</b>	<b>0</b>	<b>(80)</b>				<b>0</b>
4610 Council Office Business Rates	2,427	4,860	2,433		2,433	49.9%	
4615 Council Office - Gas	866	1,800	934		934	48.1%	
4620 Council Office - Electricity	371	1,630	1,259		1,259	22.7%	
4625 Council Office - Telephone	422	2,000	1,578		1,578	21.1%	
4630 Council Office - Insurance	910	970	60		60	93.8%	
4657 IT Equipment, Software & Suppo	13,443	24,000	10,557		10,557	56.0%	
Administrative Overheads :- Indirect Expenditure	<b>18,438</b>	<b>35,260</b>	<b>16,822</b>	<b>0</b>	<b>16,822</b>	<b>52.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(18,358)</b>	<b>(35,260)</b>	<b>(16,902)</b>				
<u>300 Grants</u>							
4720 General Grants	0	10,000	10,000		10,000	0.0%	
Grants :- Indirect Expenditure	<b>0</b>	<b>10,000</b>	<b>10,000</b>	<b>0</b>	<b>10,000</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(10,000)</b>	<b>(10,000)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 01/07/2024

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>310 Highways</u>							
1303 DDNP Income	705	0	(705)			0.0%	
Highways :- Income	<b>705</b>	<b>0</b>	<b>(705)</b>				<b>0</b>
4785 Neighbourhood Plan	325	1,000	675		675	32.5%	325
Highways :- Indirect Expenditure	<b>325</b>	<b>1,000</b>	<b>675</b>	<b>0</b>	<b>675</b>	<b>32.5%</b>	<b>325</b>
<b>Net Income over Expenditure</b>	<b>380</b>	<b>(1,000)</b>	<b>(1,380)</b>				
7000 plus Transfer from EMR	325						
<b>Movement to/(from) Gen Reserve</b>	<b>705</b>						
<u>320 Market</u>							
1320 Market Stallage	9,947	21,000	11,053			47.4%	
Market :- Income	<b>9,947</b>	<b>21,000</b>	<b>11,053</b>			<b>47.4%</b>	<b>0</b>
4810 Market Place - Water Rates	59	50	(9)		(9)	119.0%	
4815 Market Place - Business Rates	1,235	2,800	1,565		1,565	44.1%	
4830 Market Expenditure	155	528	373		373	29.3%	
Market :- Indirect Expenditure	<b>1,449</b>	<b>3,378</b>	<b>1,929</b>	<b>0</b>	<b>1,929</b>	<b>42.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>8,498</b>	<b>17,622</b>	<b>9,124</b>				
<u>340 Promotion</u>							
4840 Promotion	0	600	600	900	(300)	150.0%	
4845 Website/Intranet Hosting/Maint	0	300	300		300	0.0%	
Promotion :- Indirect Expenditure	<b>0</b>	<b>900</b>	<b>900</b>	<b>900</b>	<b>0</b>	<b>100.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(900)</b>	<b>(900)</b>				
<u>360 Precept</u>							
1076 Precept	334,074	668,148	334,074			50.0%	
Precept :- Income	<b>334,074</b>	<b>668,148</b>	<b>334,074</b>			<b>50.0%</b>	<b>0</b>
<b>Net Income</b>	<b>334,074</b>	<b>668,148</b>	<b>334,074</b>				
<u>370 General Expenditure</u>							
4600 Town Mayor's Allowance	198	1,500	1,302	28	1,274	15.0%	
4605 Ccl Members' Allowance & Exp	0	2,136	2,136		2,136	0.0%	
4635 Subscriptions	1,628	2,500	872		872	65.1%	
4640 Audit	387	2,500	2,113		2,113	15.5%	
4645 Training	3,036	4,500	1,464	60	1,404	68.8%	

## Detailed Income &amp; Expenditure by Budget Heading 01/07/2024

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
4646 Liability Insurance	4,686	5,098	412		412	91.9%	
4650 Conference Expenditure	9	0	(9)		(9)	0.0%	
4651 Meeting Room Hire	100	0	(100)		(100)	0.0%	
4655 Printing & Stationery	2,032	4,000	1,968		1,968	50.8%	
4660 Postage	28	100	72		72	28.4%	
4665 Wages - General Admin.	67,154	217,272	150,118		150,118	30.9%	
4666 Wages - General Maint.	58,651	187,033	128,382		128,382	31.4%	
4667 Staff Mileage	407	500	93		93	81.3%	
4670 NI/PAYE/Pension	41	0	(41)		(41)	0.0%	
4675 Legal/Financial/Prof fees	0	2,000	2,000		2,000	0.0%	
4680 Vacancy Advert	0	1,000	1,000		1,000	0.0%	
4690 HR Support	2,700	2,800	100		100	96.4%	
4992 Annual Town Meeting	192	200	8		8	95.9%	
<b>General Expenditure :- Indirect Expenditure</b>	<b>141,247</b>	<b>433,139</b>	<b>291,892</b>	<b>88</b>	<b>291,804</b>	<b>32.6%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(141,247)</b>	<b>(433,139)</b>	<b>(291,892)</b>				
<b>375 Rechargeable</b>							
1280 Rechargeable Exp. Refunded	781	0	(781)			0.0%	
<b>Rechargeable :- Income</b>	<b>781</b>	<b>0</b>	<b>(781)</b>				<b>0</b>
4685 Rechargeable Expenditure	201	0	(201)		(201)	0.0%	
<b>Rechargeable :- Indirect Expenditure</b>	<b>201</b>	<b>0</b>	<b>(201)</b>	<b>0</b>	<b>(201)</b>		<b>0</b>
<b>Net Income over Expenditure</b>	<b>580</b>	<b>0</b>	<b>(580)</b>				
<b>400 Sports Ground</b>							
1400 Sports Ground Hire Fees	5,493	10,500	5,007			52.3%	
<b>Sports Ground :- Income</b>	<b>5,493</b>	<b>10,500</b>	<b>5,007</b>			<b>52.3%</b>	<b>0</b>
4900 Track Maintenance	0	4,000	4,000		4,000	0.0%	
4910 Pavilion Maintenance	355	2,500	2,145		2,145	14.2%	
4920 Ground Maintenance	460	5,000	4,540	4,254	286	94.3%	
4930 Sports Grnd-Water Rate	167	600	433		433	27.8%	
4935 Sports Ground - Electricity	1,497	4,767	3,270		3,270	31.4%	
4940 Sports Ground - Phone	0	300	300		300	0.0%	
4945 Sports Ground - Insurance	1,376	1,467	91		91	93.8%	
4955 Skateboard Pk - Insurance/Insp	515	550	35		35	93.7%	
4965 Skateboard Pk-Maint. Materials	0	1,000	1,000		1,000	0.0%	
<b>Sports Ground :- Indirect Expenditure</b>	<b>4,370</b>	<b>20,184</b>	<b>15,814</b>	<b>4,254</b>	<b>11,560</b>	<b>42.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>1,123</b>	<b>(9,684)</b>	<b>(10,807)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 01/07/2024

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>420 Events</u>							
1145 Beacon Project Income	500	0	(500)			0.0%	
Events :- Income	<u>500</u>	<u>0</u>	<u>(500)</u>				<u>0</u>
4760 Remembrance Service Costs	55	800	745		745	6.9%	
4991 General Events Expenditure	74	200	126		126	37.0%	
4993 Beacon Expenditure	6,986	0	(6,986)		(6,986)	0.0%	6,986
Events :- Indirect Expenditure	<u>7,115</u>	<u>1,000</u>	<u>(6,115)</u>	<u>0</u>	<u>(6,115)</u>	<u>711.5%</u>	<u>6,986</u>
<b>Net Income over Expenditure</b>	<u>(6,615)</u>	<u>(1,000)</u>	<u>5,615</u>				
7000 plus Transfer from EMR	6,986						
<b>Movement to/(from) Gen Reserve</b>	<u>371</u>						
<u>425 Christmas Switch on Event</u>							
1235 Christmas Switch On Income	216	1,400	1,184			15.4%	
Christmas Switch on Event :- Income	<u>216</u>	<u>1,400</u>	<u>1,184</u>			<u>15.4%</u>	<u>0</u>
4990 Christmas Switch on Event	145	2,650	2,505	4,073	(1,568)	159.2%	
Christmas Switch on Event :- Indirect Expenditure	<u>145</u>	<u>2,650</u>	<u>2,505</u>	<u>4,073</u>	<u>(1,568)</u>	<u>159.2%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>71</u>	<u>(1,250)</u>	<u>(1,321)</u>				
<u>430 Carnival</u>							
1435 Carnival Income	11,506	10,000	(1,506)			115.1%	
Carnival :- Income	<u>11,506</u>	<u>10,000</u>	<u>(1,506)</u>			<u>115.1%</u>	<u>0</u>
4996 Carnival	13,670	12,750	(920)	90	(1,010)	107.9%	
Carnival :- Indirect Expenditure	<u>13,670</u>	<u>12,750</u>	<u>(920)</u>	<u>90</u>	<u>(1,010)</u>	<u>107.9%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(2,164)</u>	<u>(2,750)</u>	<u>(586)</u>				
<u>440 Town Mayor's Charity</u>							
4795 Town Mayor's Charity Exp	1,172	0	(1,172)		(1,172)	0.0%	
Town Mayor's Charity :- Indirect Expenditure	<u>1,172</u>	<u>0</u>	<u>(1,172)</u>	<u>0</u>	<u>(1,172)</u>		<u>0</u>
<b>Net Expenditure</b>	<u>(1,172)</u>	<u>0</u>	<u>1,172</u>				
<u>460 CIL</u>							
5000 CIL - Expenditure	3,774	0	(3,774)	2,947	(6,721)	0.0%	3,774
CIL :- Indirect Expenditure	<u>3,774</u>	<u>0</u>	<u>(3,774)</u>	<u>2,947</u>	<u>(6,721)</u>		<u>3,774</u>
<b>Net Expenditure</b>	<u>(3,774)</u>	<u>0</u>	<u>3,774</u>				
7000 plus Transfer from EMR	3,774						
<b>Movement to/(from) Gen Reserve</b>	<u>0</u>						

## Detailed Income &amp; Expenditure by Budget Heading 01/07/2024

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>470 Streetlighting</u>							
1470 Streetlighting	100	0	(100)			0.0%	
Streetlighting :- Income	<u>100</u>	<u>0</u>	<u>(100)</u>				<u>0</u>
4730 CCTV Costs	254	4,000	3,746		3,746	6.3%	
4970 Streetlighting	0	9,500	9,500		9,500	0.0%	
Streetlighting :- Indirect Expenditure	<u>254</u>	<u>13,500</u>	<u>13,246</u>	<u>0</u>	<u>13,246</u>	<u>1.9%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(154)</u>	<u>(13,500)</u>	<u>(13,346)</u>				
Grand Totals:- Income	<b>395,878</b>	<b>771,608</b>	<b>375,730</b>			<b>51.3%</b>	
Expenditure	<b>247,844</b>	<b>771,608</b>	<b>523,764</b>	<b>74,362</b>	<b>449,402</b>	<b>41.8%</b>	
<b>Net Income over Expenditure</b>	<u><b>148,034</b></u>	<u><b>0</b></u>	<u><b>(148,034)</b></u>				
plus Transfer from EMR	<b>12,634</b>						
<b>Movement to/(from) Gen Reserve</b>	<u><b>160,668</b></u>						

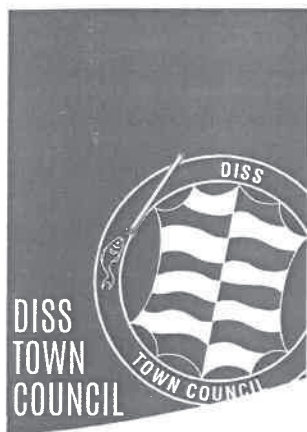
## SUMMARY REPORT OF EARMARKED RESERVES 2024-25

Project Ref	NC	Committee	Site	EMR	Balance as at 1st April 2023	Less:Actual Year to date Expense	Balance	Add: Year to date receipts	Balance as at 30th September 2023
NEW	320	37	Facilities	Cemetery	Cemetery Bungalow Sale	£ 268,842		£ 268,842	£ 268,842
RF	330	1	Executive	By-election	By-election costs	£ 5,000		£ 5,000	£ 5,000
NEW	335	2	Facilities	Facilities	Flock Project	£ 9,999		£ 9,999	£ 9,999
RF	342	3	Executive	Events	Christmas Lights switch on	£ 3,847		£ 3,847	£ 3,847
RF	344	4	Executive	Events	Carnival	£ 5,286		£ 5,286	£ 5,286
I	370	5	Facilities	Cemetery	Cem Roads, Cem Monuments	£ 4,500		£ 4,500	£ 4,500
L	375	7	Facilities	Corn Hall	Corn Hall	£ 25,975	£ 1,520	£ 24,455	£ 24,455
M	384	8	Facilities	Council Offices	Building maintenance	£ 30,590		£ 30,590	£ 30,590
D	390	9	Facilities	DYCC	Van Replacement	£ 8,000		£ 8,000	£ 8,000
K	392	10	Facilities	DYCC	Replacement Ride-On Lawnmower	£ 6,345		£ 6,345	£ 6,345
O	398	11	Facilities	DYCC	DYCC	£ 14,860		£ 14,860	£ 14,860
P	400	12	Facilities	Market	Maintenance Market	£ 21,500		£ 21,500	£ 21,500
C	412	13	Facilities	Mere	Boardwalk	£ 338		£ 338	£ 338
H	414	14	Facilities	Mere	Maintenance Mere's Mouth (Resurfacing)	£ 1,530		£ 1,530	£ 1,530
G	416	15	Facilities	Mere	Mere Fountain	£ 22,815		£ 22,815	£ 22,815
A	422	16	Facilities	Park	Park General - Beacon Project	£ 6,842	£ 6,986	£ -143	£ -143
B	424	17	Facilities	Park	Play Equipment	£ 500		£ 500	£ 500
Y	426	18	Facilities	Park	Park Toilets	£ 16,000		£ 16,000	£ 16,000
Q	430	19	Facilities	SPG	Athletics maintenance	£ 11,000		£ 11,000	£ 11,000
F	440	23	Facilities	St Marys Churchyard	Closed churchyard repairs	£ 18,579		£ 18,579	£ 18,579
E	450	24	Facilities	Facilities	Tree Management	£ 4,095		£ 4,095	£ 4,095
N	469	25	Facilities		5 Yr Electrical Testing	£ 3,300		£ 3,300	£ 3,300
U	470	26	Facilities		Park Enhancement Project	£ 12,140		£ 12,140	£ 12,140
RF	455	27	HTP	HTP	HTP	£ 8,634		£ 8,634	£ 8,634
RF	460	28	Infrastructure	Infrastructure	Bus Shelters maintenance	£ 15,601	£ 30	£ 15,571	£ 15,571
RF	462	29	Infrastructure	Infrastructure	Streetlights	£ 4,416		£ 4,416	£ 4,416
RF	464	30	Infrastructure	Infrastructure	Community Infrastructure Levy (CIL)	£ 111,638	£ 3,774	£ 107,864	£ 107,864
RF	466	31	Infrastructure	Infrastructure	CCTV	£ 1,675		£ 1,675	£ 1,675
RF	468	32	Infrastructure	Infrastructure	D&D Neighbourhood Plan	£ 4,177	£ 325	£ 3,853	£ 3,853
W	472	34	Infrastructure	Infrastructure	Park Scheme	£ 10,000		£ 10,000	£ 10,000
RF	445	36	Infrastructure	Infrastructure	Parish Partnership Works	£ 5,000		£ 5,000	£ 5,000
					TOTAL	£ 663,024	£ 12,634	£ 650,390	£ 650,390

	% of EMR	Balances	YTD Balance
Facilities	74%	£487,749.57	£479,244
HTP	1%	£8,633.59	£8,634
Infrastructure	23%	£152,507.65	£148,379
Executive	2%	£14,133.17	£14,133
TOTAL		£663,024.01	£650,390

31/07/2024	Current Year End balance (Precept)	£ 148,034
	General Reserves	£ 305,693
	EMR	£ 650,390
	Total Funds	£ 1,104,117

Streetlighting Funds Breakdown		
Capital Reserves (ring fenced)		£ 4,096
EMR General		£ 320
		£ 4,416



**TOWN CLERK**  
Miss S Richards,

**DISS TOWN COUNCIL**  
Council Offices, 11-12 Market Hill,  
Diss, Norfolk, IP22 4JZ.  
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Facebook: @DissTC

Twitter: @DissTownCouncil

## BANK RECONCILIATIONS COUNCILLOR CHECK

### July 2024

#### Bank Accounts:

- Cashbook 1 - Current Account - 00361127 ✓
- Cashbook 2 - Wages & Petty Cash - 00361135 ✓
- Cashbook 3 - Active Saver – 10271985 ✓
- Cashbook 4 - Town Mayors Charity – 00997250 ✓
- Cashbook 5 - Rate Reward – 03508641 ✓
- Cashbook 6 - Barclaycard – 547676 07843 38272 ✓
- Cashbook 7 - Nationwide Account – 90187011 ✓
- Cashbook 8 - Lloyds Current Account – 83534868 ✓
- Cashbook 9 - Lloyds Savings Account – 19344524 ✓
- Cashbook 10 - Lloyds Savings Account - 20355692LS ✓

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

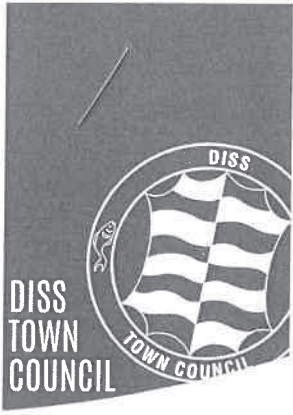
Signed

*R Peaty*

Date

*2nd August 2024*





**TOWN CLERK**  
Miss S Richards,

**DISS TOWN COUNCIL**  
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Twitter: @DissTownCouncil

## BANK RECONCILIATIONS COUNCILLOR CHECK

### June 2024

#### Bank Accounts:

- Cashbook 1 - Current Account - 00361127 ✓
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I, Councillor Richard Peaty as Internal Control Officer, can confirm that the above bank reconciliations are all correct.

Signed

Date

22nd August 2024

Clerk's report – Full Council 11<sup>th</sup> September 2024 (since extra meeting 28.08.24)

**DYCC Futures Project**

- Pride in Place funding bid for feasibility study application sent to District Council for consideration
- Consultant appointed for feasibility study and first meeting scheduled for 9<sup>th</sup> September
- Our Facilities & Buildings Manager is collating information requested by the consultant

**Staffing**

- Confidential staffing matters from the last meeting have been actioned including determining parameters for additional admin hours with appointment being confirmed to start 16<sup>th</sup> September, liaising with the Local Council Consultancy for a Locum RFO and keeping in touch with a staff member on sick leave

**External audit**

- Liaised with the Council's external auditors regarding receipt of the report and certificate for the Council's Year End 2022/23 Accounts

**Finance**

- Planned how to manage the finance administration in the absence of the Finance Officer (& RFO) with the Council's Lead Admin Officer
- Contacted banks to remove / add users to enable payments to be processed

**Stakeholder management**

- Met with organiser of the Heritage Transport Festival (22<sup>nd</sup> September) at their request to help support the event (specifically traffic management & publicity)
- Liaised with MTM Youth Services regarding matters including update on grant application
- Liaised with recent event organiser regarding noise complaint received
- Liaised with cllr Sinfield (allotment rep) regarding scheduling of tree works and liaison with landowners regarding lease review
- Met with cllr Collins following meeting of the Heritage Triangle Open Forum meeting

**Streetlighting**

- Negotiated payment with housing association for contribution to maintenance and replacement costs of lighting on Vines Road development

## **Meetings**

- Drafted minutes of Planning & extra FC meetings for Chairs approval
- Prepared September FC agenda

## **Casual vacancy**

- Organised for casual vacancy to be advertised

## **Repair works**

- Reviewed & approved small quotes (under delegated authority) for repair works to Council Offices sash window at front and boardwalk

## **DDNP**

- Met with reps of the Diss & District Neighbourhood Plan Group to review requirements for new web page and links with parishes

Committee	Minute Ref	Subject	Action	Assigned to	Timescale	Comments or further action
Full Council	FC0423/09	PARK	1) To appoint a working party of councillors Collins, Kiddie, Olander and Waterman and staff (Deputy Town Clerk / COO & Facilities & Buildings Manager) to work on the park enhancement project. 2) To fund up to £55k for the park enhancement project with the balance of the Park Security Earmarked Reserves allocation to be transferred alongside funds making up the difference from the EMB Community Infrastructure Levy.	DC/SK/SO/GW/COO/FBM  RFO	TBC  Immediately	Awaiting the outcomes of the DYCC project given potential funding required. Update on DYCC on agenda.
Full Council	FC0623/14	AWARD SCHEMES	a) That the Clerk would apply for a Quality status of the Local Council Award Scheme with a plan for the Gold status to follow.	Clerk	31.03.25	This was proposed & agreed as a low priority project.
Full Council	FC0923/19	VISIT DISS WEBSITE	To appoint Red Dune Ltd to develop a Visit Diss website as per quotation received with expenditure of £1500 allocated to General Reserves / Bank Interest and with ongoing annual costs of £390 to be budgeted separately from 2024-25 under Promotion (power – encourage tourism to the council's area / statutory provision LGA 1972, s.144 / General Power of Competence.	Clerk/GW	Immediately	Red Dune Ltd & District Council has shared first draft design proposal with DTC & initial feedback has been provided. The branding reflects that of the other developed market town websites. It will have the functionality of the Visit Wyomondham site with similar look and feel but branded Diss - see https://visitwyomondham.org.uk/home/. Work experience student worked on social media campaign for when website is ready to be launched.
Full Council	FC1123/09	COUNCIL PRIORITIES	1. Focus Diss Town Council resources in the next 12 months to progressing and where possible completing the high and medium priority tasks as per the amended progress report. 2. Utilise the next 12 months to gather public feedback on the Council's future direction via regular community engagement events to better inform the Council's next strategic plan. 3. To appoint an Action Group of councillors Murphy, Robertson and Taylor to develop a plan for repairing our buildings and completing deferral projects.	Clerks  KM / JR / ET	30.11.24	Final community engagement event on Market Place scheduled for 13.09. Event in August well attended. Thanks to dlis Taylor, Robertson & Goulder for their support. Gazetho has been branded. Volunteers requested for next session.  This will be primarily wrapped up in the DYCC future project.
Full Council	FC0424/08	ELECTION OF DEPUTY TOWN MAYOR	To reconsider the election of a Deputy Mayor at the January meeting of Council.	SVR	02.01.25	
Full Council	FC0624/09	MAYOR'S CADETS	That Sergeant Dobbell was appointed as the Mayor's Cadet (Air), Corporal Eleanor Lamb as the Mayor's Cadet (Army) & Sgt Williams as the Deputy Mayor Cadet (Air).	Clerk	Immediately	Cadet Forces informed. Awaiting date for Town Mayor & Clerk to present certificates and badges. No update.
Full Council	FC0624/17	ANGLIAN GARDEN MEMORIAL	1. To liaise with the Council's tree surgeon to determine whether the roots of the trees are likely to cause future movement post-recommendations 2 and 3 below. 2. To appoint the Garden project Team to complete the works at Anglian Garden for the price of £9,283.00 plus VAT. 3. To utilise Community Infrastructure Levy funds to cover the cost of this enhancement to the town centre.	Deputy Town Clerk / B & F Manager	31.08.24	Contractor meeting FBW / Clerk regarding removing part of the wall around the tree of the Anglian Memorial Garden to determine the extent of root impact, make safe and adapt the quote accordingly (action from July Infrastructure meeting)
Full Council	FC0724/08	SCHEDULE OF MEETINGS & COMMITTEE STRUCTURE	To approve the re-scheduling of dates for the Executive committee, Facilities and Full Council and review committee structure proposals in six months.	Clerk	31.07.24	Completed.
Full Council	FC0724/09	SAFETY OF LITHIUM-ION BATTERIES USED IN E-BIKES/SCOOTERS	1) To support the campaign to improve the safety of lithium ion batteries used in e-bikes & e-scooters and their disposal through a letter of support, inclusion in Diss Matters and on posters. 2) Liaise with schools, Police and local vape shops to ensure the safety implications of lithium batteries is communicated and to enquire regarding a return vape scheme.	Clerk	30.09.24	Liaising with staff to facilitate letter of support & publicity. Article was included in latest monthly column in Diss Express.
Full Council	FC0724/10	PLANNING CONSULTATION	That councillor Peaty draft a response to the consultation in favour of introducing a local connection eligibility test for the South Norfolk Self & Custom Build Housing Register on behalf of Diss Town Council by 2nd August.	RP	02.08.24	Completed
Full Council	FC0724/11	COUNCIL LEADER TOWN MAYOR & CHAIR FORUM	Members were keen to support the church in getting the clock repaired and it was suggested that a Go Fund Me fundraising campaign could be organised to raise additional funds potentially by a volunteer councillor.	Clerk	Immediately	Church warden contacted with suggested. Do we have a councillor willing to set up a fundraising page and work with the church?
Full Council	FC0724/15	DISS CORN HALL	to ask that Diss Town Council be involved in more detailed discussions regarding the Corn Hall following feedback from Trustees and to inform future planning requirements.	Clerk	Immediately	Item on confidential part of agenda
Full Council	FC0824/05	Finance	A) to approve the changes to budget coding for expenditure on pest control (minute references F0724/10) from 4425 (Health & Safety) to 4540 (DYCC) and 4060 (Town & Park). B) to approve a change to budget coding for expenditure on allotment hedge cutting (minute reference F0524/15) from Community Infrastructure Levy to 4020. C) to approve the transfer of £10,000k from Earmarked Reserves Diss Youth & Community Centre on appointing FMG Consulting Ltd to undertake the feasibility study.	Finance Officer	30.09.24	
Full Council	FC0824/08	DYCC	Researched additional hours and corresponding salary scale point over a 6-month trial period for discussion with the Office Administrator.	Clerk	Immediately	FMG Consulting appointed. Initial meeting scheduled for 11th September.
Full Council	FC0824/09	Staffing	A) to review the required specifier definitive tasks associated additional hours and corresponding salary scale point over a 6-month trial period for discussion with the Office Administrator. B) Subject to A, to request that LCC find a Locum Responsible Finance Officer / Deputy Town Clerk to work 24 - 30 hours per week for up to six months from mid-September. C) to consider appointing a management consultancy to review longer-term staffing needs.	Clerk	Immediately	Completed. Temporary variation in contract starting 16.09.24. Additional 6 hours per week with 1 increase in SCP.  Completed form with requirements for RFO Locum. LCC sourcing Locum.