



**TOWN CLERK**  
Miss S Richards, CILCA

**DISS TOWN COUNCIL**  
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Please ask for: Miss Sarah Richards  
Our ref: FC 13.01.2021  
Date: 07 January 2021

## NOTICE OF MEETING

Dear Members of the Public and Press,

You are cordially invited to attend a **meeting of Diss Town Council** to be held online on **Wednesday 13<sup>th</sup> January 2021 at 8pm** to consider the business detailed below. Anyone wishing to attend the meeting should contact the Town Clerk using the details above prior to the start of the meeting for the link.

Town Clerk

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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 16<sup>th</sup> December 2020 (copy herewith).
4. **Public Participation**  
To consider a resolution under Standing Orders 3d to 3h to suspend the meeting to receive reports from the County and District Councillors, on behalf of the Police, and to hear comments from members of the public on items to be discussed on the agenda (*members of the public are entitled to speak for a maximum of three minutes*).
5. **Items of URGENT business**  
To discuss any item(s) of business which the Town Mayor or Town Clerk has previously been informed at least 24 hours before the meeting and decides should be considered as a matter of urgency (*councillors are reminded that no resolutions can be made under this agenda item*).
6. **Finance**
  - a) To note bank outgoings for December 2020 (copy herewith).
  - b) To note the December 2020 reconciliation of Income and Expenditure with the Council's bank account statement (to be tabled).
  - c) To receive the summary of Income and Expenditure for the month ending December 2020 (copy herewith).
  - d) To receive the summary of Earmarked Reserves for the month ending December 2020 (copy herewith).
7. **Budget 2021/22**  
To approve the budget and precept request for the 2021-22 financial year (report reference 34/2021 herewith).

**8. Strategy Plan**

To receive a report (reference 35/2021 herewith) on progress towards a revised Council Strategy Plan.

**9. Progress report**

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

**10. Date of Next Meeting**

To note that the next meeting of Full Council is scheduled for Wednesday 17<sup>th</sup> February 2021.

**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>.

Please note that Council meetings are currently taking place virtually via Zoom. Anyone wishing to attend the meeting should contact the Deputy / Town Clerk prior to the start of the meeting for the link. Face to face meetings take place in the Council Chamber on the first floor of the Corn Hall. Anyone wishing to attend the meeting who will require access to the lift should contact the Deputy / Town Clerk prior to the start of the meeting.

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

Minutes of the meeting of the **Town Council** held **online** on **Wednesday 16<sup>th</sup> December 2020** at **8.30pm.**

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

In attendance Sarah Richards, Town Clerk  
Sonya French, Deputy Town Clerk  
Alex Jamieson, Responsible Finance Officer  
Robert Ludkin, Maintenance Manager  
Melissa Hawkes, Administration/Finance Assistant  
Susan Hurst, Finance/Administration Assistant  
County & District Councillor Kiddie

**FC1220/01 TO CONSIDER APOLOGIES FOR ABSENCE**

There were no apologies.

**FC1220/02 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS**

There were no declarations of interest.

**FC1220/03 MINUTES**

It was

RESOLVED: That the minutes of the meeting of Full Council held on 11<sup>th</sup> November 2020 were approved as a true record and will be signed with the Clerk post meeting.

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

**FC1220/04 PUBLIC PARTICIPATION**

Councillors considered a resolution under Standing Orders 3d to 3h to suspend the meeting to receive reports from the County and District Councillors, on behalf of the Police, and to hear comments from members of the public on items to be discussed on the agenda.

County / District Councillor Kiddie provided a report. It was noted that the lining and resurfacing had been undertaken outside the library and high school and the pothole at the entrance to Morrison's has been filled by the store. There is a plan to improve the cycleway markings either side of Victoria Road once weather conditions allow. Cllr Kiddie has used his member grant to contribute to the Town Council's Parish Partnership bid and for additional speed sign poles. The County Council has invested in 7 new gritting lorries and the library service has been given a significant grant from the Office of National Statistics to help support the 10-year census in 2021. It was noted that there is no proposed change to the Diss & Roydon division with the outcome awaited from the central electoral review body early 2021. Cllr Kiddie was thanked for his help and support in Diss.

Apologies were received from District Councillors Minshull and Wilby. There were questions regarding feedback provided to the County's budget consultation, on the possibility of an additional recycling centre located nearer to Diss, appropriate cleaning contracts during and post developments and it was noted that the Covid control system at Morrison's is working correctly again.

**(Action: KK; by 13.01.21)**

**FC1220/05**      **ITEMS OF URGENT BUSINESS**

There was one item of urgent business regarding the start times of meetings and it was agreed that an informal discussion of councillors would take place post the celebration part of the meeting.

*This item was brought forward at the request of the Chair.*

**FC1220/09**      **DISS YOUTH COUNCIL**

Members received a verbal report from the Diss Youth Council via former Youth Councillor and now Town Councillor Murphy. It was noted that they ran a Design a Facemask competition, a new member has joined and that due to relatively low numbers and recent attendance, that there has been a pause on their virtual meetings until further notice.

**FC1220/06**      **FINANCE**

- a) Members noted bank outgoings for November 2020.
- b) Members received the Internal Control Bank Reconciliation for the month ending November 2020.
- c) Members received the summary of Income and Expenditure for the month ending November 2020. It was noted that several queries had been raised with the RFO regarding items that are materially over budget e.g. at 200%+, which has been explained by the way Earmarked Reserves expenditure is fed into the Council's current accounting software.

**(Action: RFO; April 2021)**

- d) Members received the summary of Earmarked Reserves for the month ending October 2020.
- e) Members noted that the External Auditor Report and Certificate for the financial year 2019/20 has been published in the finance section of the Council's website.

**FC1220/07**      **BUDGET**

Members considered a revised draft budget for the 2021-22 financial year for recommendation to Full council at its January precept setting meeting (report reference 33/2021 referred). It was noted that there have been considerable changes to the budgeting process this year to ensure a more robust and transparent budget and that all committee requests have been considered. An amendment was presented by the RFO relevant to clause 9 of the report, which meant that for scenario 2, the request from precept for specified Earmarked Reserves projects is reduced by £8,941 with a total precept request of £571,428. This would allow the Council to carry out its priority projects without a significant increase in precept. It was also noted that Appendix B refers to the annual budget for precept spend only i.e. the budget that underpins the precept request and that EMR are not reflected. It was

RESOLVED:

- 1. To recommend to the January Full Council precept setting meeting, approval of Scenario 2 where the request from precept for specified Earmarked Reserves projects is reduced by £8,941 to £571,428.
- 2. That members approve the proposed income and expenditure budgets.
- 3. That members recommend the precept demand of £571,428 to the January Full Council precept setting meeting.
- 4. That members recommend the proposed Earmarked Reserves allocations from the current EMR for 2021/22
- 5. That members recommend the review of General Reserves and precept funds to be allocated in the years 2022-23 onwards for approval by Full Council in the financial year 2021-22.

**(Action: RFO: by 07.01.20)**

**FC1220/08**      **COMMUNITY INFRASTRUCTURE LEVY FUNDS**

Members approved the Council's Community Infrastructure Levy funds declaration for 2019/20. It was noted that the Town Council currently receives 15% of CIL funds from housing development in Diss, which would be increased to 25% with a Neighbourhood Plan. The funds must be spent on infrastructure improvements relating to the development and are different to S106 funds have a more specific expenditure criterion. It was

RESOLVED: To approve the Council's Infrastructure Levy funds declaration for 2019/20.

**(Action: RFO; immediately)**

**FC1220/10**      **PROGRESS REPORT**

Members noted progress on decisions made at the last meeting of Council and the Clerk provided an update on several items.

**FC1220/11**

**DATE OF NEXT MEETING**

Members noted that the next meeting of Full Council is scheduled for Wednesday 13<sup>th</sup> January 2020.

*Staff, councillors and County and District Councillors were thanked for their hard work and support during a difficult year and the RFO thanked members of the Budget Action Group for their support.*

Meeting Closed: 9.30pm.

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Councillor Browne  
TOWN MAYOR

BANK OUTGOINGS DECEMBER 2020				
<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
02.12.2020	Red5 Networks Ltd	DD271	£ 176.54	Telephone/Broadband November 2020 - Council Office, DYCC and Sports Pavillion
08.12.2020	S2 Computuers Ltd	DD272	£ 568.54	IT Support & Software December 2020
15.12.2020	Anglian Tree Solutions Ltd	Bacs0721	£ 96.00	Shredder Hire & Workman for Cemetery Hedge Cutting
15.12.2020	Anglian Water Business Ltd (National)	Bacs0722	£ 57.88	Quarterly Water Sept-Dec 20 - Park
15.12.2020	A.Waterfield & Sons Ltd	Bacs0723	£ 23,064.00	Mere's Mouth Resurfacing & Bollard Installation
15.12.2020	Baldwin Skip Hire Ltd	Bacs0724	£ 211.00	Mixed Waste Skip Hire - Cemetery
15.12.2020	Broadland Toilet Ltd	Bacs0725	£ 36.00	Toilet Service & Clean - Cemetery
15.12.2020	Collective Community Planning	Bacs0726	£ 5,100.00	Consultancy, Pre-Submission draft & SEA Screening Assessment - Neighbourhood Plan
15.12.2020	Durrants	Bacs0727	£ 1,026.00	Meres Mouth Toilet Building Consultancy Fees
15.12.2020	ESPO	Bacs0728	£ 141.33	Gas Supplied November 2020 - DYCC and Council Office
15.12.2020	Fatstickman Ltd	Bacs0729	£ 321.00	A3 & A4 Posters - Neighbourhood Plan
15.12.2020	Glasdon UK Ltd	Bacs0730	£ 1,052.71	3 x Bollards with Blanking Plates & Keys - Meres Mouth
15.12.2020	Larter & Ford	Bacs0731	£ 7.98	Door Bolt - Council Office, D-Shackles for Chain - Boardwalk
15.12.2020	Leafprint Ltd T/A Copy Diss	Bacs0732	£ 38.30	Brome & Oakley Survey Printing Costs
15.12.2020	LR Wyard-Scott Ltd	Bacs0733	£ 129.95	Van Fuel November 2020
15.12.2020	P Cottrell	Bacs0734	£ 45.00	Window Cleaning - DYCC
15.12.2020	Protec Direct	Bacs0735	£ 64.71	Maintenance Uniform - Health & Safety
15.12.2020	Society of Local Council Clerks	Bacs0736	£ 262.00	Annual Full Membership to SLCC - Town Clerk
15.12.2020	TC Facilities Management Ltd	Bacs0737	£ 520.28	Cleaning & Servicing Park Toilets - November 2020
15.12.2020	Travis Perkins Trading Co Ltd	Bacs0738	£ 29.56	Hammerite Paint - Meres Mouth Bike Stand
18.12.2020	Council Employees	BACS	£ 16,849.77	Salaries Month 9
21.12.2020	Barclaycard	Nov-20	£ 441.73	Zoom Subscription Dec 20, 2x Docking Stations, National Flag
28.12.2020	Norfolk Pension Fund	BACS	£ 5,785.14	Pension Contributions Month 9
29.12.2020	HM Revenue & Customs	BACS	£ 3,265.54	NI/PAYE Month 9
29.12.2020	Corona Energy Retail	DD274	£ 2,573.46	Electricity November 2020 - All Sites
			<b>£ 61,864.42</b>	

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## Diss Town Council

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## Detailed Income &amp; Expenditure by Budget Heading 01/12/2020

Month No: 9

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>100 Agency Services</b>								
1000 Agency Services Income	0	3,119	3,044	(75)			102.5%	
Agency Services :- Income	<b>0</b>	<b>3,119</b>	<b>3,044</b>	<b>(75)</b>			<b>102.5%</b>	<b>0</b>
4000 NCC Grasscutting	0	71	400	329		329	17.7%	
Agency Services :- Indirect Expenditure	<b>0</b>	<b>71</b>	<b>400</b>	<b>329</b>	<b>0</b>	<b>329</b>	<b>17.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>3,048</b>	<b>2,644</b>	<b>(404)</b>				
<b>120 Allotments</b>								
1120 Allotment Rent	0	0	462	462			0.0%	
Allotments :- Income	<b>0</b>	<b>0</b>	<b>462</b>	<b>462</b>			<b>0.0%</b>	<b>0</b>
4020 Allotments - Insurance	0	26	26	0		0	98.8%	
Allotments :- Indirect Expenditure	<b>0</b>	<b>26</b>	<b>26</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>98.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(26)</b>	<b>436</b>	<b>462</b>				
<b>140 Amenities</b>								
1140 Amenities Income	114	1,827	4,212	2,385			43.4%	
Amenities :- Income	<b>114</b>	<b>1,827</b>	<b>4,212</b>	<b>2,385</b>			<b>43.4%</b>	<b>0</b>
4040 Gardens/Floral Scheme	0	709	1,000	291	362	(71)	107.1%	
4060 Town/Park - R&R	1,402	19,999	27,000	7,001	130	6,871	74.6%	90
4061 Play Equipment R&R	0	(1,095)	2,000	3,095		3,095	(54.8%)	
4062 Boardwalk Maintenance	4	635	2,000	1,365		1,365	31.7%	
4065 Van Replacement	0	0	2,000	2,000		2,000	0.0%	
4070 Van x 2 Running Costs	108	1,375	3,500	2,125		2,125	39.3%	
4071 Van Insurance	0	1,024	1,019	(5)		(5)	100.5%	
4075 Tree Management	80	2,180	9,000	6,820		6,820	24.2%	
4085 Closed Churchyard - R&R	0	18	6,000	5,982		5,982	0.3%	
4090 Manorial Rights - R&R	0	3	500	497		497	0.5%	
4091 Duck Pellets	0	217	0	(217)		(217)	0.0%	
4095 Mere - Water/drainage	0	(225)	0	225		225	0.0%	
4100 Mere - Fountain	0	5	0	(5)		(5)	0.0%	
4101 Mere - Fountain Electricity	297	2,239	3,500	1,261		1,261	64.0%	
4102 Mere Fountain/Kiosk -Insurance	0	146	148	2		2	98.6%	
4110 Park - Water Rates	58	69	50	(19)		(19)	137.8%	
4115 Park - Electricity	73	458	650	192		192	70.5%	
4120 Mere's Mouth - Rent	0	100	100	0		0	100.0%	
4125 Mere's Mouth - Business Rates	0	424	420	(4)		(4)	101.0%	
4135 Mere's Mouth (resurfacing)	17,874	17,874	0	(17,874)		(17,874)	0.0%	17,874

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## Detailed Income &amp; Expenditure by Budget Heading 01/12/2020

Month No: 9

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4140 Park - Insurance	0	1,658	1,767	109		109	93.8%	
Amenities :- Indirect Expenditure	<b>19,897</b>	<b>47,813</b>	<b>60,654</b>	<b>12,841</b>	<b>492</b>	<b>12,349</b>	<b>79.6%</b>	<b>17,964</b>
<b>Net Income over Expenditure</b>	<b>(19,783)</b>	<b>(45,986)</b>	<b>(56,442)</b>	<b>(10,456)</b>				
7000 plus Transfer from EMR	17,874	17,964						
<b>Movement to/(from) Gen Reserve</b>	<b>(1,909)</b>	<b>(28,022)</b>						
<u>145 Mini Recycling Centre Adopter</u>								
1150 Mini Recycling Adopter Payment	0	450	0	(450)			0.0%	
Mini Recycling Centre Adopter :- Income	<b>0</b>	<b>450</b>	<b>0</b>	<b>(450)</b>				<b>0</b>
<b>Net Income</b>	<b>0</b>	<b>450</b>	<b>0</b>	<b>(450)</b>				
<u>150 Bank Interest</u>								
1090 Interest Received	233	1,052	1,000	(52)			105.2%	
Bank Interest :- Income	<b>233</b>	<b>1,052</b>	<b>1,000</b>	<b>(52)</b>			<b>105.2%</b>	<b>0</b>
4202 Bank Charges	20	180	300	120		120	60.0%	
Bank Interest :- Indirect Expenditure	<b>20</b>	<b>180</b>	<b>300</b>	<b>120</b>	<b>0</b>	<b>120</b>	<b>60.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>213</b>	<b>872</b>	<b>700</b>	<b>(172)</b>				
<u>160 Capital Expenditure</u>								
4200 Capital Expenditure	0	22,683	53,808	31,125		31,125	42.2%	
Capital Expenditure :- Indirect Expenditure	<b>0</b>	<b>22,683</b>	<b>53,808</b>	<b>31,125</b>	<b>0</b>	<b>31,125</b>	<b>42.2%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(22,683)</b>	<b>(53,808)</b>	<b>(31,125)</b>				
<u>180 Cemetery</u>								
1180 Cemetery Interment/Chapel Fees	3,022	31,131	20,000	(11,131)			155.7%	
1185 Cemetery Memorial Fees	270	2,921	10,000	7,079			29.2%	
Cemetery :- Income	<b>3,292</b>	<b>34,052</b>	<b>30,000</b>	<b>(4,052)</b>			<b>113.5%</b>	<b>0</b>
4250 Cemetery - Grounds - R&R	206	7,250	17,780	10,530	250	10,280	42.2%	
4260 Cemetery - Chapels - R&R	0	17	18,878	18,861	150	18,711	0.9%	
4270 General Equipment	0	12,859	8,000	(4,859)	1,548	(6,406)	180.1%	12,000
4271 General Equipment Insurance	0	134	134	0		0	99.7%	
4272 Ride on Mower Insurance	0	389	391	2		2	99.6%	
4275 Cemetery - Water Rate	0	61	110	49		49	55.4%	
4280 Cemetery - Electricity	588	1,866	2,800	934		934	66.6%	
4285 Cemetery - Insurance	0	469	471	2		2	99.5%	
Cemetery :- Indirect Expenditure	<b>793</b>	<b>23,044</b>	<b>48,564</b>	<b>25,520</b>	<b>1,948</b>	<b>23,572</b>	<b>51.5%</b>	<b>12,000</b>
<b>Net Income over Expenditure</b>	<b>2,498</b>	<b>11,008</b>	<b>(18,564)</b>	<b>(29,572)</b>				
7000 plus Transfer from EMR	12,000	12,000						



## Detailed Income &amp; Expenditure by Budget Heading 01/12/2020

Month No: 9

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>Movement to/(from) Gen Reserve</b>	<b>14,498</b>	<b>23,008</b>						
<u>190 Cemetery Gravedigging</u>								
1190 Cemetery Gravedigging Fees	1,200	10,376	0	(10,376)			0.0%	
Cemetery Gravedigging :- Income	<b>1,200</b>	<b>10,376</b>	<b>0</b>	<b>(10,376)</b>				<b>0</b>
4300 Cemetery Gravedigging Exp.	0	9,160	0	(9,160)		(9,160)	0.0%	
Cemetery Gravedigging :- Indirect Expenditure	<b>0</b>	<b>9,160</b>	<b>0</b>	<b>(9,160)</b>	<b>0</b>	<b>(9,160)</b>		<b>0</b>
<b>Net Income over Expenditure</b>	<b>1,200</b>	<b>1,216</b>	<b>0</b>	<b>(1,216)</b>				
<u>200 Christmas Lights</u>								
1230 Christmas Lights	0	0	50	50			0.0%	
Christmas Lights :- Income	<b>0</b>	<b>0</b>	<b>50</b>	<b>50</b>				<b>0</b>
4320 Christmas Lights	0	11,434	17,000	5,566	3,157	2,409	85.8%	
4322 Insurance re. Christmas Lights	0	75	73	(2)		(2)	102.8%	
Christmas Lights :- Indirect Expenditure	<b>0</b>	<b>11,509</b>	<b>17,073</b>	<b>5,564</b>	<b>3,157</b>	<b>2,407</b>	<b>85.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(11,509)</b>	<b>(17,023)</b>	<b>(5,514)</b>				
<u>220 Corn Hall</u>								
4350 Corn Hall - Maint./R&R	0	8,523	14,500	5,977	834	5,143	64.5%	
4360 Corn Hall - Insurance	0	2,437	2,372	(65)		(65)	102.7%	
Corn Hall :- Indirect Expenditure	<b>0</b>	<b>10,960</b>	<b>16,872</b>	<b>5,912</b>	<b>834</b>	<b>5,078</b>	<b>69.9%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(10,960)</b>	<b>(16,872)</b>	<b>(5,912)</b>				
<u>240 Council Properties</u>								
1240 Office Rent/Service Charge	1,610	4,767	4,393	(374)			108.5%	
1250 Cemetery Bungalow Rent	375	3,375	4,504	1,129			74.9%	
Council Properties :- Income	<b>1,985</b>	<b>8,142</b>	<b>8,897</b>	<b>755</b>			<b>91.5%</b>	<b>0</b>
4400 Office R&R	3	4,270	4,000	(270)		(270)	106.7%	
4405 Office Building Maintenance	0	0	2,000	2,000		2,000	0.0%	
4410 Office Stairlift	0	0	770	770		770	0.0%	
4415 Cemetery Bungalow	0	150	760	610		610	19.7%	
4420 Electricity Testing 5 Yrly	0	0	500	500		500	0.0%	
4425 Health & Safety	158	3,154	1,500	(1,654)	138	(1,791)	219.4%	
4435 Pk Toilets Servicing	434	3,115	2,500	(615)	3,902	(4,517)	280.7%	
4445 Pk Toilets - Insurance	0	123	124	1		1	99.4%	
4450 Pk Toilet- Electricity	180	1,601	1,090	(511)		(511)	146.9%	

## Detailed Income &amp; Expenditure by Budget Heading 01/12/2020

Month No: 9

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4455 Pk Toilets - B/Rates	0	2,745	2,719	(26)		(26)	100.9%	
4460 Pk Toilets - Water Rates	0	518	1,810	1,292		1,292	28.6%	
4465 Mere's Mouth Toilets	0	0	4,500	4,500	4,528	(28)	100.6%	
4470 DO NOT USE	0	0	0	0		0	0.0%	92,854
4475 Staff Uniforms/Replacements	0	0	600	600		600	0.0%	
Council Properties :- Indirect Expenditure	<b>774</b>	<b>15,676</b>	<b>22,873</b>	<b>7,197</b>	<b>8,568</b>	<b>(1,371)</b>	<b>106.0%</b>	<b>92,854</b>
<b>Net Income over Expenditure</b>	<b>1,211</b>	<b>(7,535)</b>	<b>(13,976)</b>	<b>(6,442)</b>				
7000 plus Transfer from EMR	0	92,854						
<b>Movement to/(from) Gen Reserve</b>	<b>1,211</b>	<b>85,320</b>						
<u>260 Diss Youth &amp; Community Centre</u>								
1260 DYCC Hire Fees	830	12,685	21,807	9,122			58.2%	
Diss Youth & Community Centre :- Income	<b>830</b>	<b>12,685</b>	<b>21,807</b>	<b>9,122</b>			<b>58.2%</b>	<b>0</b>
4500 DYCC - Electricity	565	3,520	3,906	386		386	90.1%	
4505 DYCC - Gas	40	953	783	(170)		(170)	121.8%	667
4510 DYCC - Business Rates	0	5,190	5,106	(84)		(84)	101.6%	
4515 DYCC - Water Rates	0	215	710	495		495	30.2%	
4520 Licences - Music	0	0	267	267		267	0.0%	
4525 DYCC - Insurance	0	1,024	1,020	(4)		(4)	100.4%	
4530 Annual Service Costs	0	533	2,890	2,357		2,357	18.4%	
4540 DYCC - General R&R	96	3,967	9,500	5,533	486	5,047	46.9%	395
Diss Youth & Community Centre :- Indirect Expenditure	<b>701</b>	<b>15,402</b>	<b>24,182</b>	<b>8,780</b>	<b>486</b>	<b>8,294</b>	<b>65.7%</b>	<b>1,062</b>
<b>Net Income over Expenditure</b>	<b>129</b>	<b>(2,717)</b>	<b>(2,375)</b>	<b>342</b>				
7000 plus Transfer from EMR	0	1,062						
<b>Movement to/(from) Gen Reserve</b>	<b>129</b>	<b>(1,655)</b>						
<u>280 Administrative Overheads</u>								
1285 Photocopying Income	0	33	0	(33)			0.0%	
Administrative Overheads :- Income	<b>0</b>	<b>33</b>	<b>0</b>	<b>(33)</b>				<b>0</b>
4610 Council Office Business Rates	0	4,853	4,775	(78)		(78)	101.6%	
4615 Council Office - Gas	95	597	1,428	831		831	41.8%	
4620 Council Office - Electricity	71	652	1,288	636		636	50.6%	
4625 Council Office - Telephone	80	1,218	2,535	1,317		1,317	48.0%	
4630 Council Office - Insurance	0	832	840	8		8	99.1%	
Administrative Overheads :- Indirect Expenditure	<b>246</b>	<b>8,152</b>	<b>10,866</b>	<b>2,714</b>	<b>0</b>	<b>2,714</b>	<b>75.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(246)</b>	<b>(8,119)</b>	<b>(10,866)</b>	<b>(2,747)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 01/12/2020

Month No: 9

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>300 Grants</u>								
4720 General Grants	0	6,000	20,000	14,000		14,000	30.0%	
4730 CCTV Costs	0	0	1,000	1,000	2,385	(1,385)	238.4%	
Grants :- Indirect Expenditure	<u>0</u>	<u>6,000</u>	<u>21,000</u>	<u>15,000</u>	<u>2,385</u>	<u>12,616</u>	<u>39.9%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>0</u>	<u>(6,000)</u>	<u>(21,000)</u>	<u>(15,000)</u>				
<u>310 Highways</u>								
4785 Neighbourhood Plan	2,296	2,879	0	(2,879)	700	(3,579)	0.0%	26,419
Highways :- Indirect Expenditure	<u>2,296</u>	<u>2,879</u>	<u>0</u>	<u>(2,879)</u>	<u>700</u>	<u>(3,579)</u>		<u>26,419</u>
<b>Net Expenditure</b>	<u>(2,296)</u>	<u>(2,879)</u>	<u>0</u>	<u>2,879</u>				
7000 plus Transfer from EMR	1,142	14,049						
8001 less Transfer to EMR	0	12,370						
<b>Movement to/(from) Gen Reserve</b>	<u>(1,154)</u>	<u>(1,200)</u>						
<u>320 Market</u>								
1320 Market Stallage	1,296	16,657	25,191	8,534			66.1%	
Market :- Income	<u>1,296</u>	<u>16,657</u>	<u>25,191</u>	<u>8,534</u>			<u>66.1%</u>	<u>0</u>
4810 Market Place - Water Rates	0	45	63	18		18	71.0%	
4815 Market Place - Business Rates	0	2,794	2,750	(44)		(44)	101.6%	
4830 Market Expenditure	15	219	250	31		31	87.6%	
Market :- Indirect Expenditure	<u>15</u>	<u>3,058</u>	<u>3,063</u>	<u>5</u>	<u>0</u>	<u>5</u>	<u>99.8%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>1,281</u>	<u>13,599</u>	<u>22,128</u>	<u>8,529</u>				
<u>330 HTP</u>								
4745 HTP	0	490	0	(490)		(490)	0.0%	490
HTP :- Indirect Expenditure	<u>0</u>	<u>490</u>	<u>0</u>	<u>(490)</u>	<u>0</u>	<u>(490)</u>		<u>490</u>
<b>Net Expenditure</b>	<u>0</u>	<u>(490)</u>	<u>0</u>	<u>490</u>				
7000 plus Transfer from EMR	0	490						
<b>Movement to/(from) Gen Reserve</b>	<u>0</u>	<u>0</u>						
<u>340 Promotion</u>								
4840 Promotion	0	470	1,400	930	215	715	48.9%	
4845 Website/Intranet Hosting/Maint	10	964	400	(564)		(564)	240.9%	
Promotion :- Indirect Expenditure	<u>10</u>	<u>1,433</u>	<u>1,800</u>	<u>367</u>	<u>215</u>	<u>152</u>	<u>91.6%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(10)</u>	<u>(1,433)</u>	<u>(1,800)</u>	<u>(367)</u>				

## Detailed Income &amp; Expenditure by Budget Heading 01/12/2020

Month No: 9

## Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>360</u>	<u>Precept</u>								
1076	Precept	0	560,548	560,548	0			100.0%	
	Precept :- Income	<u>0</u>	<u>560,548</u>	<u>560,548</u>	<u>0</u>			<u>100.0%</u>	<u>0</u>
	<b>Net Income</b>	<u>0</u>	<u>560,548</u>	<u>560,548</u>	<u>0</u>				
<u>370</u>	<u>General Expenditure</u>								
4600	Town Mayor's Allowance	0	0	1,485	1,485		1,485	0.0%	
4605	Ccl Members' Allowance & Exp	0	95	2,400	2,305		2,305	4.0%	
4635	Subscriptions	262	1,728	1,861	133		133	92.8%	
4640	Audit	0	2,445	2,500	55		55	97.8%	
4645	Training	0	1,923	3,000	1,077		1,077	64.1%	
4646	Liability Insurance	0	4,282	4,310	28		28	99.4%	
4651	Meeting Room Hire	0	0	1,500	1,500		1,500	0.0%	
4652	External Meeting Room	0	0	150	150		150	0.0%	
4655	Printing/Staty/Equip	1,264	8,490	13,100	4,610		4,610	64.8%	
4660	Postage	0	93	500	407		407	18.6%	
4665	Wages - General Admin.	13,466	113,839	178,949	65,111		65,111	63.6%	
4666	Wages - General Maint.	12,249	110,639	136,524	25,885		25,885	81.0%	3,636
4667	Staff Mileage	23	265	150	(115)		(115)	176.4%	
4675	Legal/Financial/Prof fees	0	1,500	3,500	2,000	500	1,500	57.1%	1,500
4680	Vacancy Advert	0	0	50	50		50	0.0%	
4690	HR Support	0	113	1,300	1,188		1,188	8.7%	
4992	Annual Town Meeting	0	0	425	425		425	0.0%	
	General Expenditure :- Indirect Expenditure	<u>27,264</u>	<u>245,411</u>	<u>351,704</u>	<u>106,293</u>	<u>500</u>	<u>105,793</u>	<u>69.9%</u>	<u>5,136</u>
	<b>Net Expenditure</b>	<u>(27,264)</u>	<u>(245,411)</u>	<u>(351,704)</u>	<u>(106,293)</u>				
7000	plus Transfer from EMR	0	5,136						
	<b>Movement to/(from) Gen Reserve</b>	<u>(27,264)</u>	<u>(240,274)</u>						
<u>375</u>	<u>Rechargeable</u>								
1280	Rechargeable Exp. Refunded	362	5,518	0	(5,518)			0.0%	
	Rechargeable :- Income	<u>362</u>	<u>5,518</u>	<u>0</u>	<u>(5,518)</u>				<u>0</u>
4685	Rechargeable Expenditure	1,701	4,393	0	(4,393)	90	(4,483)	0.0%	
4686	Wages-Rechargeable Expenditure	59	534	0	(534)		(534)	0.0%	
	Rechargeable :- Indirect Expenditure	<u>1,760</u>	<u>4,927</u>	<u>0</u>	<u>(4,927)</u>	<u>90</u>	<u>(5,017)</u>		<u>0</u>
	<b>Net Income over Expenditure</b>	<u>(1,399)</u>	<u>591</u>	<u>0</u>	<u>(591)</u>				

## Detailed Income &amp; Expenditure by Budget Heading 01/12/2020

Month No: 9

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>380 S 137</u>								
4870 S 137 - Expenditure	0	19	30	12		12	61.7%	
S 137 :- Indirect Expenditure	<u>0</u>	<u>19</u>	<u>30</u>	<u>12</u>	<u>0</u>	<u>12</u>	<u>61.7%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>0</u>	<u>(19)</u>	<u>(30)</u>	<u>(12)</u>				
<u>400 Sports Ground</u>								
1400 Sports Ground Hire Fees	404	2,883	8,725	5,842			33.0%	
Sports Ground :- Income	<u>404</u>	<u>2,883</u>	<u>8,725</u>	<u>5,842</u>			<u>33.0%</u>	<u>0</u>
4905 Floodlights - R&R	0	0	1,000	1,000		1,000	0.0%	
4915 General Sports Ground Maint.	0	3,191	2,905	(286)	570	(856)	129.5%	
4920 Ground Maintenance	0	1,682	5,104	3,422	260	3,162	38.0%	
4930 Sports Grnd-Water Rate	0	117	553	436		436	21.2%	
4935 Sports Ground - Electricity	367	3,215	2,988	(227)		(227)	107.6%	
4940 Sports Ground - Phone	12	120	561	442		442	21.3%	
4945 Sports Ground - Insurance	0	1,258	1,225	(33)		(33)	102.7%	
4955 Skateboard Pk - Insurance/Insp	0	472	459	(13)		(13)	102.7%	
Sports Ground :- Indirect Expenditure	<u>379</u>	<u>10,054</u>	<u>14,795</u>	<u>4,741</u>	<u>830</u>	<u>3,911</u>	<u>73.6%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>25</u>	<u>(7,172)</u>	<u>(6,070)</u>	<u>1,102</u>				
<u>420 Events</u>								
4760 Royal British Legion	0	50	800	750		750	6.3%	
4991 Other Events	0	20	450	430		430	4.4%	
4995 Communication Strategy	0	0	1,000	1,000		1,000	0.0%	
Events :- Indirect Expenditure	<u>0</u>	<u>70</u>	<u>2,250</u>	<u>2,180</u>	<u>0</u>	<u>2,180</u>	<u>3.1%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>0</u>	<u>(70)</u>	<u>(2,250)</u>	<u>(2,180)</u>				
<u>425 Christmas Switch on Event</u>								
1235 Christmas Switch On Income	0	0	500	500			0.0%	
Christmas Switch on Event :- Income	<u>0</u>	<u>0</u>	<u>500</u>	<u>500</u>			<u>0.0%</u>	<u>0</u>
4990 Christmas Switch on Event	0	0	1,250	1,250		1,250	0.0%	
Christmas Switch on Event :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>1,250</u>	<u>1,250</u>	<u>0</u>	<u>1,250</u>	<u>0.0%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>0</u>	<u>0</u>	<u>(750)</u>	<u>(750)</u>				
<u>430 Carnival</u>								
1435 Carnival Income	0	51	9,305	9,254			0.5%	
Carnival :- Income	<u>0</u>	<u>51</u>	<u>9,305</u>	<u>9,254</u>			<u>0.5%</u>	<u>0</u>

## Detailed Income &amp; Expenditure by Budget Heading 01/12/2020

Month No: 9

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4996 Carnival	0	59	9,231	9,172		9,172	0.6%	
Carnival :- Indirect Expenditure	0	59	9,231	9,172	0	9,172	0.6%	0
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(8)</b>	<b>74</b>	<b>82</b>				
<u>440 Town Mayor's Charity</u>								
1440 Town Mayor's Charity	100	130	1,500	1,370			8.7%	
Town Mayor's Charity :- Income	100	130	1,500	1,370			8.7%	0
<b>Net Income</b>	<b>100</b>	<b>130</b>	<b>1,500</b>	<b>1,370</b>				
<u>460 CIL</u>								
1460 CIL - CIL Income	0	3,162	0	(3,162)			0.0%	
CIL :- Income	0	3,162	0	(3,162)				0
5000 CIL - Expenditure	0	(3,827)	0	3,827	6,004	(2,177)	0.0%	
CIL :- Indirect Expenditure	0	(3,827)	0	3,827	6,004	(2,177)		0
<b>Net Income over Expenditure</b>	<b>0</b>	<b>6,989</b>	<b>0</b>	<b>(6,989)</b>				
<u>470 Streetlighting</u>								
4970 Streetlighting	0	95,360	14,500	(80,860)	14,022	(94,882)	754.4%	
Streetlighting :- Indirect Expenditure	0	95,360	14,500	(80,860)	14,022	(94,882)	754.4%	0
<b>Net Expenditure</b>	<b>0</b>	<b>(95,360)</b>	<b>(14,500)</b>	<b>80,860</b>				
<u>900 Reserves</u>								
9000 Earmarked Reserve Expenditure	0	0	0	0	5,600	(5,600)	0.0%	
Reserves :- Indirect Expenditure	0	0	0	0	5,600	(5,600)		0
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>				
Grand Totals:- Income	9,815	660,683	675,241	14,558			97.8%	
Expenditure	54,155	530,607	675,241	144,634	45,830	98,804	85.4%	
<b>Net Income over Expenditure</b>	<b>(44,340)</b>	<b>130,076</b>	<b>0</b>	<b>(130,076)</b>				
plus Transfer from EMR	31,016	143,555						
less Transfer to EMR	0	12,370						
<b>Movement to/(from) Gen Reserve</b>	<b>(13,324)</b>	<b>261,261</b>						

## SUMMARY REPORT OF EARMARKED RESERVES 2020-21

Committee			EMR	Balance as at 1st April 2019	Less: Actual Year to date Expense	Balance	Add: Year to date receipts	Balance as at 31st December 2020
1	Executive	By-election	By-election costs	£ 5,000		£ 5,000		£ 5,000
2	Executive	Communications	Communication Strategy	£ 693		£ 693		£ 693
3	Executive	Events	Events	£ 1,329		£ 1,329		£ 1,329
4	Executive	Events	Christmas Lights switch on	£ -		£ -		£ -
5	Executive	Events	Carnival	£ 8,671		£ 8,671		£ 8,671
6	Executive	Legal	Legal/Financial Liabilities/VAT Advice	£ 4,542	£ 1,500	£ 3,042		£ 3,042
7	Executive	Staffing	Training/conference expenses	£ 6,690		£ 6,690		£ 6,690
8	Executive	Staffing	Wages- General Admin/General allocation-	£ 17,154	£ 3,636	£ 13,517		£ 13,517
9	Executive	Staffing	HR Support	£ 2,000		£ 2,000		£ 2,000
10	Executive	Staffing	Staff support	£ 2,723		£ 2,723		£ 2,723
12	Facilities	Cemetery	Cem Roads, Cem Monuments	£ 4,836		£ 4,836		£ 4,836
13	Facilities	Cemetery	Cemetery Chapels	£ 29,124		£ 29,124		£ 29,124
14	Facilities	Corn Hall	Corn Hall	£ 6,054		£ 6,054		£ 6,054
15	Facilities	Council Offices	Office Equipment	£ 273		£ 273		£ 273
16	Facilities	Council Offices	Council office	£ 11,919		£ 11,919		£ 11,919
17	Facilities	Council Offices	Building maintenance	£ 5,000		£ 5,000		£ 5,000
18	Facilities	DYCC	Van Replacement	£ -		£ -		£ -
19	Facilities	DYCC	Maintenance workshop	£ 4,287	£ 4,286	£ 0		£ 0
20	Facilities	DYCC	General Equipment	£ 10,619	£ 10,619	£ -		£ -
21	Facilities	DYCC	DYCC Grant received	£ 1,435	£ 208	£ 1,227		£ 1,227
22	Facilities	DYCC	DYCC	£ 3,556	£ 2,556	£ 1,000		£ 1,000
23	Facilities	Market	Maintenance Market	£ 10,143		£ 10,143		£ 10,143
24	Facilities	Mere	Mere water drainage	£ 5,325	£ 740	£ 4,585		£ 4,585
25	Facilities	Mere	Boardwalk	£ 5,777		£ 5,777		£ 5,777
27	Facilities	Mere	Maintenance Mere's Mouth (Resurfacing)	£ 7,000	£ 7,000	£ -		£ -
28	Facilities	Mere	Mere Fountain	£ 6,318		£ 6,318		£ 6,318
29	Facilities	Mere	Mere's Mouth Toilets	£ 11,000	£ 2,854	£ 8,146		£ 8,146
30	Facilities	Park	Park Improvements/General	£ 3,920		£ 3,920		£ 3,920
31	Facilities	Park	Town & Park	£ 3,017	£ 3,017	£ -		£ -
32	Facilities	Park	Play Equipment	£ 10,606		£ 10,606		£ 10,606
33	Facilities	Park	Park Toilets	£ 22,978		£ 22,978		£ 22,978
34	Facilities	SPG	Athletics maintenance	£ 11,931		£ 11,931		£ 11,931
35	Facilities	SPG	SPG Floodlights	£ 3,500		£ 3,500		£ 3,500
36	Facilities	SPG	SPG Pav maintenance	£ 3,920		£ 3,920		£ 3,920
37	Facilities	SPG	SPG - Skateboard Park	£ 5,000		£ 5,000		£ 5,000
38	Facilities	St Marys Churchyard	Closed churchyard repairs	£ 20,855		£ 20,855		£ 20,855
39	Facilities	The Entry	The Entry resurfacing	£ 1,631		£ 1,631		£ 1,631
40	Facilities	Facilities	Tree Management	£ 11,180		£ 11,180		£ 11,180
44	HTP	HTP	HTP	£ 10,358	£ 490	£ 9,868		£ 9,868
41	Infrastructure	Infrastructure	Bus Shelters maintenance	£ 16,081	£ 90	£ 15,991		£ 15,991
45	Infrastructure	Infrastructure	Streetlights	£ 302,300	£ 92,854	£ 209,446		£ 209,446

Committee			EMR	Balance as at 1st April 2019	Less: Actual Year to date Expense	Balance	Add: Year to date receipts	Balance as at 31st December 2020
46	Infrastructure	Infrastructure	Community Infrastructure Levy (CIL)	£ 52,594	£ 395	£ 52,199		£ 52,199
48	Infrastructure	Infrastructure	CCTV	£ 7,867		£ 7,867		£ 7,867
49	Infrastructure	Infrastructure	D&D Neighbourhood Plan	£ 10,483	£ 14,049	-£ 3,566	£ 12,370	£ 8,804
			TOTAL	£ 669,688	£ 144,295	£ 525,394	£ 12,370	£ 537,764

	% of EMR	Balance 2019/20	YTD Balance	Remaining Funds
Facilities	35%	£221,204.07	£189,923.76	85.86%
HTP	2%	£10,358.40	£9,868.40	95.27%
Infrastructure	55%	£389,325.36	£294,307.33	75.59%
Executive	8%	£48,800.59	£43,664.23	89.47%
TOTAL		£669,688.42	£537,763.72	80.30%

As per Balance Sheet December 2020	Current Year Working Balance	£ 136,316.00
	General Reserves	£ 363,071.00
	EMR	£ 537,764.00
	Total Funds	£ 1,037,151.00

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



**DISS TOWN COUNCIL**

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Report Number:  
**34 /2021**

Report to:	Full Council
Date of Meeting:	13 <sup>th</sup> January 2020
Authorship:	Responsible Finance Officer
Subject:	Precept Setting Report (budget report 5)

### Introduction

1. At the December Full Council meeting, members approved recommendations from the Executive Committee (report reference 33/2021 referred) as follows:
  - a) A 1.75% increase in the staffing budget for 2021/22
  - b) Approval of a precept request specifically for Earmarked Reserves (EMR) projects of £47,309
  - c) An increase in hire fees of 1.5% for all hirers
  - d) The continuation of a £20k grant scheme allocation
  - e) The re-profile of allocations to EMR
  - f) Approval of the expenditure budget and recommendation of a precept demand of £571,428.
2. Members noted that there have been considerable changes to the budgeting process this year to ensure a more robust and transparent budget and that all committee and public requests have been considered.

### Precept

3. Since this meeting, there has been a request from the Diss & District Neighbourhood Plan (DDNP) Steering Group to include a budget allocation of £2,800 as the Council's contribution towards completing the Plan.
4. The budget document (Appendix) has been updated to account for this if funded from the precept, which increases the total precept request to £574,228.
5. The tax base for 2021-22 has been confirmed as 2,776 (an increase of 11 from current year), which means a Band D householder would pay £206.85 annually as the Town Council's element of Council Tax versus £205.85 for the original precept request. This equates to a 2.4% increase compared with the current financial year.
6. Alternatively, the £2,800 could be allocated to the DDNP EMR at year end following the EMR transfer approval request and the precept request could remain as £571,428.
7. The Facilities precept request for EMR projects is £47,309 of which £14k and £119,500 (from existing EMR funds) will be spent in 2021/22. The remaining £33,309 will be earmarked for specified future projects, with total expenditure estimated at £420k over the next 2-15 years.
8. General Reserves for 2021/22 will be set at 6 months of precept to act as contingency and working balance as per the Council's approved financial reserves policy.

9. The comparative precept request % difference by committee for 2021-22 versus current year is shown in the table below:

<b>Committee</b>	<b>Precept 2020/21</b>	<b>Precept 2021/22</b>	<b>% difference</b>
Facilities	£99,957	£113,734	13.8
Executive	£445,091	£439,804	-1.2
Infrastructure	£15,500	£20,690	33.5
<b>TOTAL</b>	<b>£560,548</b>	<b>£574,288</b>	<b>2.4</b>

#### Publicity

10. It is a legal requirement to publish the budget document on the Council's website. It is also proposed that this is shared on the Council's social media channels along with the three tier Council graphic to illustrate the Council's responsibilities.
11. It is also proposed that the RFO, Clerk and Executive committee Chair work together to publicise the budget outcomes showing how the Town Council element of the Council Tax (approximately 10%) is made up.

#### Next Steps

12. By 15<sup>th</sup> January 2021 – deadline to return 2021/22 precept to South Norfolk Council
13. 30<sup>th</sup> April 2021 – 1<sup>st</sup> instalment of Council Tax Precept paid over to DTC
14. 30<sup>th</sup> September 2021 – 2<sup>nd</sup> instalment of CTP paid over to DTC.

#### **Recommendations**

1. To approve an allocation of £2,800 in the precept request towards the Diss & District Neighbourhood Plan
2. To approve the budget for 2021/22, which reflects a 2.4% increase for Diss taxpayers on the current year.
3. To approve a precept demand to South Norfolk Council of £574,228 or £206.85 for Band D households.
4. To give delegated authority to the Clerk to work with the Responsible Financial Officer and Executive committee Chair to publicise the budget outcomes.

	Last Year		Current Year		Next Year	Notes
	Budget 19-20	Actual 19-20	Budget 20-21	Forecast 20-21	Budget 21-22	
Agency Services						
Total Income	£2,964	£3,044	£3,044	£3,119	£3,044	
Total Expenditure	-£700	-£111	-£400	-£78	-£400	
Income Less Expenditure	£2,264	£2,933	£2,644	£3,041	£2,644	
Allotments						
Total Income	£453	£453	£462	£453	£469	
Overhead Expenditure	-£26	-£25	-£26	-£26	-£26	
Income Less Expenditure	£427	£428	£436	£427	£443	
Amenities						
Total Income	£5,012	-£2,252	£4,212	-£759	£2,030	Projects A-H included
Overhead Expenditure	-£51,895	-£39,852	-£60,654	-£30,593	-£73,489	
Income Less Expenditure	-£46,883	-£42,104	-£56,442	-£31,352	-£71,459	
Mini Recycling Centre Adopter						
Total Income	£0	£450	£0	£900	£0	
Overhead Expenditure						
Income Less Expenditure	£0	£450	£0	£900	£0	
Bank Interest rec'd/Bank Charges						
Total Income	£0	£2,246	£1,000	£2,134	£1,000	
Bank Charges	-£500	-£220	-£300	-£240	-£300	
Income Less Expenditure	-£500	£2,026	£700	£1,894	£700	
Capital Expenditure - Loans						
	-£53,808	-£53,807	-£53,808	-£47,408	-£41,007	
Cemetery						
Total Income	£24,000	£31,989	£30,000	£42,161	£30,450	Project I & J included
Overhead Expenditure	-£17,932	-£17,137	-£40,039	-£17,097	-£13,053	
Income Less Expenditure	£6,068	£14,852	-£10,039	£25,064	£17,397	
Cemetery Bungalow						
Total Income	£4,416	£4,416	£4,504	£4,458	£4,572	
Overhead Expenditure	-£760	-£268	-£760	-£268	-£760	
Income Less Expenditure	£3,656	£4,148	£3,744	£4,190	£3,812	
General Equipment						
Overhead Expenditure	-£6,190	-£3,515	-£8,525	-£3,447	-£5,039	Project K included
Christmas Lights						
Total Income	£0	£0	£50	£0	£0	
Overhead Expenditure	-£16,073	-£15,124	-£17,073	-£16,351	-£17,077	
Income Less Expenditure	-£16,073	-£15,124	-£17,023	-£16,351	-£17,077	
Corn Hall						
Overhead Expenditure	-£10,996	-£8,123	-£16,872	-£12,638	-£17,010	Project L included
Council Office Overheads						
Total Income	£6,519	£6,289	£4,393	£9,510	£4,459	Project M included
Overhead Expenditure	-£18,827	-£14,510	-£17,636	-£15,404	-£26,707	
Income Less Expenditure	-£12,308	-£8,221	-£13,243	-£5,895	-£22,248	
Other Council Properties						
Health & Safety	-£3,382	-£2,627	-£2,000	-£3,664	-£3,750	
PK Toilet Servicing	-£4,793	-£3,507	-£2,500	-£3,061	-£2,500	
Pk Toilet Insurance	-£124	-£120	-£124	-£123	-£127	
PK Toilet Electricity	-£1,009	-£861	-£1,090	-£726	-£2,333	
PK Toilet B Rates	-£2,719	-£2,701	-£2,719	-£2,745	-£2,719	
Pk Toilet Water Rates	-£1,174	-£1,829	-£1,810	-£1,940	-£1,940	
Mere's Mouth Toilet	-£4,500	£0	-£4,500	£0	-£8,252	
Staff Uniforms/Replacements	-£600	-£442	-£600	-£442	-£600	
Total Expense	-£18,301	-£12,087	-£15,343	-£12,702	-£22,221	
Diss Youth & Community Centre						
Total Income	£19,565	£22,560	£21,807	£19,632	£15,225	Project O included
Overhead Expenditure	-£23,565	-£24,569	-£24,182	-£21,804	-£24,028	
Income Less Expenditure	-£24,265	-£2,009	-£2,375	-£2,172	-£8,803	
Grants						
Grants Income	£0	£200	£0	£200	£0	
Grants Expenditure	-£20,000	-£20,000	-£20,000	-£4,900	-£20,000	
Highways - Parish Partnership Bid						
Parish Partnership Income	£0	£1,525	£0	£1,525	£8,390	
Parish Partnership Bid	-£8,500	-£3,130	£0	-£3,062	-£10,780	
DDNP Contribution	£0	£0	£0	-£859	-£2,800	
Income Less Expenditure	-£8,500	-£1,605	£0	-£2,396	-£5,190	

# Annual Budget 2021/22

	Last Year		Current Year		Next Year	Notes
	Budget 19-20	Actual 19-20	Budget 20-21	Forecast 20-21	Budget 21-22	
<b>Market</b>						
Total Income	£22,776	£24,599	£25,191	£22,938	£21,548	Project P included
Overhead Expenditure	-£2,832	-£3,038	-£3,063	-£3,087	-£4,063	
Income Less Expenditure	£19,944	£21,561	£22,128	£19,852	£17,485	
<b>Promotion</b>						
Overhead Expenditure	-£2,475	-£476	-£1,800	-£1,452	-£1,400	
<b>SNC Grant</b>						
Total Income (SNC Grant)	£0	£0	£0	£0	£0	
Total Income (SNC Grant)	£0	£0	£0	£0	£0	
<b>General Expenditure</b>	-£36,906	-£32,114	-£35,836	-£33,522	-£36,337	
<b>Sports Ground</b>				£0		
Total Income	£8,530	£9,059	£8,725	£7,545	£8,856	Projects Q, R, S & T included
Overhead Expenditure	-£16,161	-£10,032	-£14,795	-£9,615	-£17,591	
Income Less Expenditure	-£7,631	-£973	-£6,070	-£2,070	-£8,735	
<b>Events</b>						
Overhead Expenditure	-£3,569	-£1,884	-£2,250	-£825	-£1,800	
<b>Christmas Switch-On Event</b>				£0		
Total Income	£0	£2,737	£500	£1,184	£1,400	
Overhead Expenditure	-£1,250	-£2,564	-£1,250	-£2,493	-£2,650	
Income Less Expenditure	-£1,250	£173	-£750	-£1,309	-£1,250	
<b>Carnival</b>				£0		
Total Income	£0	£12,852	£9,305	£51	£0	
Overhead Expenditure	-£1,250	-£9,250	-£9,231	-£206	£0	
Income Less Expenditure	-£1,250	£3,602	£74	-£155	£0	
<b>Wages</b>						
Recharged	£0	£3,951	£0	£3,531	£0	
Wages Admin	-£160,125	-£150,737	-£178,949	-£153,313	-£171,460	
Wages Maint	-£155,659	-£131,084	-£136,524	-£136,675	-£149,673	
Income Less Expenditure	-£315,784	-£277,870	-£315,473	-£286,458	-£321,133	
<b>Annual Town Meeting</b>	-£420	-£73	-£425	£0	-£500	
<b>Town Mayors Charity</b>						
Total Income	£0	£2,535	£1,500	£2,175	£0	
Overhead Expenditure	£0	-£1,247	£0	-£50	£0	
Income Less Expenditure	£0	£1,288	£1,500	£2,125	£0	
<b>CIL Income</b>	£0	£68,181	£0	£3,427	£0	
<b>CIL Expenditure</b>	£0	-£16,762	£0	-£10,982	£0	
<b>Sec 106 Income</b>	£0	£111,833	£0	£112,833	£0	
<b>Sec 106 Expenditure</b>	£0	-£111,778	£0	-£111,778	£0	
<b>Streetlighting Income</b>	£0	£298,825	£0	£0	£0	
<b>Streetlighting Expenditure</b>	-£14,500	-£8,909	-£15,500	-£107,730	-£15,500	
	-£14,500	£289,916	-£15,500	-£107,730	-£15,500	
<b>HTP Grants Income</b>	£0	£5,328	£0	£5,328	£0	
<b>HTP Expenditure</b>	£0	-£5,122	£0	-£490	£0	
Income Less Expenditure	£0	£206	£0	£4,838	£0	
<b>Earmarked Reserves Expenditure</b>	£0	-£107,393	£0	-£73,023		
<b>Total Income</b>	£94,235	£609,295	£114,693	£240,819	£101,443	
<b>Total Expenditure</b>	-£643,220	-£804,941	-£675,241	-£831,260	-£675,671	
<b>Precept</b>	-£548,985		-£560,548		-£574,228	
<b>Tax Base</b>	2,708		2,765		2,776	
<b>Band D Householder</b>	£203		£203		£207	
<b>Estimated Increase in Band D Equivalent</b>					2%	

**DISS TOWN COUNCIL**

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Report Number:

**35 / 2021**

Report to:	Full Council
Date of Meeting:	13 <sup>th</sup> January 2021
Authorship:	Town Clerk
Subject:	Strategy Plan

### Introduction

1. At the September 2020 meeting of Full Council (report reference 19/2021 referred), it was RESOLVED:
  - a) To approve the Council's five key strategic priorities up until April 2022
  - b) That an action group of Chairs of committees, Councillor Mason, the Clerk and Deputy Clerk draft a revised Strategy Plan document based on these priorities.
2. In October, the action group met to determine a timeline of activity towards achieving a draft revised Strategy Plan based on the Council's agreed five key strategic priorities as follows:
  - i. Town Cleanliness
  - ii. Diss & District Neighbourhood Plan
  - iii. Facilities Management Plan
  - iv. Mere Water Quality
  - v. Cost efficiencies and revenue generation
3. It was agreed that each committee would review relevant priorities, proposed actions / outputs / SMART (specific, measurable, achievable, relevant & timely) objectives and timescales drafted by the respective Chairs and Vice Chairs at the meetings on 28<sup>th</sup> October (Infrastructure), 25<sup>th</sup> November (Facilities) and 2<sup>nd</sup> December (Executive).

### Strategy Action Plan

4. The discussions and ideas from the three committee meetings have now been incorporated into the Appendix, which details objectives along with a plan for how each objective will be achieved (column 2), by when (column 3), by whom (column 4), cost implications where applicable (column 5) and measurables (column 6).
5. It is proposed that the Strategy Action Plan Group reviews the objectives to ensure they are SMART, that the measurables are appropriate, that the benefits are clear for residents and that the target dates are achievable given staff / member assignment.
6. The outcomes of this review will then be incorporated into a revised Strategy Action Plan and report for presentation to the February meeting of Council.

<b>Recommendation:</b>	That the Strategy Action Group presents a revised Strategy Action Plan and report to the February meeting of Council.
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## Priority 1 of 5: Town Cleanliness (Infrastructure committee)

SMART Objectives (relates to WHAT we want to achieve and must be Specific, Measurable, Achievable, Relevant & Timely)	How will we achieve these objectives?	When will we achieve these objectives? <i>N.B. Consider timeframe for each of the steps to achieve the overall objective(s)</i>	Who will achieve these objectives?	What costs will be incurred for each of the steps / objectives?	How will we measure whether we have achieved each step / objective(s)?	Any other comments
To reduce the quantity of pigeon faeces in the town centre of Diss by 50% from January 2021 to Summer 2022	<p>1. Quantify the amount of pigeon faeces in the town centre of Diss as baseline data</p> <p>2. To continue to rehome pigeons safely on a twice-yearly basis</p> <p>3. To continue to publicise responsible wildlife feeding</p> <p>4. To install bird feeders on Mere's Mouth / Park to encourage responsible feeding</p> <p>4. Work with District Council to consider ways of improving town centre cleanliness</p> <p>5. Work with local businesses to support them in keeping their premises clean and well maintained</p> <p>6. Consider ways of improving in-house cleaning methods in the town centre</p>	<p>January 2021 (during lockdown)</p> <p>Before March &amp; after September (bird nesting season)</p> <p>Drip feed once a month social media / every quarter – press release / website / Diss Matters</p> <p>To further discuss contractor's proposal</p> <p>Meet with SNC Lead Officer for Market Towns in December 2020 to start discussions</p> <p>Liaise with SNC as above &amp; consider campaign starting early 2021</p> <p>Further to SNC liaison &amp; equipment purchase, look to compliment this from Spring 2021</p>	<p>Maintenance Manager &amp; Clerks</p> <p>Clerks in conjunction with contractor</p> <p>Marketing team &amp; Clerks</p> <p>Clerks / contractor</p> <p>Chair / Clerks / District Council Lead Officer</p> <p>Action Group of members / representative local business &amp; Clerks</p> <p>MM / Clerks in conjunction with District Council</p>	<p>N/A</p> <p>£750 per annum</p> <p>£500 new wildlife display boards around Mere / Park</p> <p>Up to £1k (contractor has agreed to finance feeders, fill &amp; maintain but not materialised)</p> <p>N/A</p> <p>Unknown</p> <p>Up to £25k depending on SNC purchase</p>	<p>A total figure of pigeon faeces in square metres</p> <ul style="list-style-type: none"> <li>Bookings for contractor</li> <li>Number of pigeons in town centre</li> </ul> <p>No. of posts / followers / shares / webpage views / press articles</p> <p>No. of sales from bird feeders</p> <ul style="list-style-type: none"> <li>Photos of town centre before &amp; after</li> <li>Feedback from traders, residents and visitors to Diss</li> </ul> <p>No. of well-maintained and clean shop fronts at end of period vs existing</p> <p>Quality vs quantity of cleaning</p>	<p>Cross reference to other committees / objectives?</p> <p>Timing versus other priorities / objectives</p> <p>Critical success factors e.g. buy-in from external parties</p>

To reduce the number of cigarette ends in the town centre by 50% from March 2021 to Summer 2022	1. Quantify the number of cigarette ends in the town centre of Diss as baseline data	January 2021 (during lockdown)	Maintenance Manager & Clerk	Staffing costs	A total figure of cigarette ends in square metres	Is the objective realistic? What about the timing versus the above objective?
	2. Work with local cafés and pubs to understand issues and explore possible solutions	April 2021	Clerks / Infrastructure member?	Staffing costs / member time	Notes / outcomes from discussions	
	3. Consider providing receptacles for businesses to place on their properties for disposing of cigarette butts	July 2021	Infrastructure committee	£500	Location plan of receptacles for disposing of cigarette butts	
	4. Review specification for cleaning equipment to ensure it can sweep up cigarette butts	February 2021	Clerks	Staffing costs	Copy of specification	Check that the SNC newly purchased street cleaners collect cigarette butts
	5. Ensure the cleaning rota(s) incorporate all heavily soiled areas with cigarette butts	February 2021	Clerks	Staffing costs	Copy of cleaning rota	
	6. Work with District Council's Community Protection Team to carry out enforcement, issuing FPN tickets for the offence of littering	April 2021	Clerks / Admin Team	Staffing costs	No. of FPN tickets issued	Links to objective below also.
	7. Conduct a media campaign in conjunction with above	May 2021	Clerks / Marketing Team	Staffing costs	No. of press releases / web visits / social posts / likes, reach and shares.	
To reduce the quantity of other litter including dog waste in the town centre by 20% from Spring 2021 to Summer 2022	1. Quantify the amount of litter on ground collected by Maintenance Team / SNC at start of programme	February 2021	Maintenance Manager / Clerks	Staffing costs	A total figure of litter collected in square metres for maintenance team and SNC	
	2. Review number of litter bins, location, capacity versus used space & frequency of emptying to determine appropriateness given usage	Check last review but otherwise March 2021	Clerks / Maintenance Manager	Staffing costs	A location plan of all bins with existing usage	
	3. Review use of 'normal' bins for dog waste to reduce costs	Check last review but otherwise March 2021	Clerks / Maintenance Manager	Staffing costs	Costs savings	Links to Executive committee priority of reducing costs.
	4. Move, remove or purchase additional bins to satisfy above	Check last review but otherwise April 2021	Clerks / Maintenance Manager	£500	A revised location plan showing changes	
	5. Empty the more used bins more frequently to encourage usage and monitor usage	May 2021	Maintenance Manager / Team	Staffing costs	Revised bin emptying schedule	
	6. Install signage on bins asking residents to contact DTC when the bins are full	May 2021	Clerks / Marketing Team / Maintenance Manager	£100	Photo of sample bin with signage	
	7. Work with District Council's Community Protection Team to	April 2021	Clerks / Admin Team	Staffing / Admin costs	No. of FPN tickets issued	N.B. SNC now has powers to fine for dog

	<p>carry out enforcement, issuing FPN tickets for the offence of dog fouling</p> <p>8. Liaise with Diss Youth Group / Council for input regarding helping the environment campaigns via schools</p> <p>9. Conduct a media campaign</p>	<p>May 2021</p> <p>June 2021</p>	<p>Clerks / committee where required</p> <p>Clerks / Marketing Team</p>	<p>Staffing costs / member time</p> <p>Staffing costs</p>	<p>Report on outcomes &amp; plan of helping the environment campaign for schools</p> <p>No. of press releases / web visits / social posts / likes, reach and shares.</p>	<p>fouling within fenced play areas.</p> <p>Links to both objectives above requiring coordinated campaign regarding protecting the environment linked to Climate Change campaign</p>
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Priority 2 of 5: Diss & District Neighbourhood Plan (Infrastructure committee)

SMART Objectives (relates to WHAT we want to achieve and must be Specific, Measurable, Achievable, Relevant & Timely)	How will we achieve these objectives?	When will we achieve these objectives? <i>N.B. Consider timeframe for each of the steps to achieve the overall objective(s)</i>	Who will achieve these objectives?	What costs will be incurred for each of the steps / objectives?	How will we measure whether we have achieved each step / objective(s)?	Any other comments
To gain a majority community support (51% or more from at least 21 residents) for the Diss & District Neighbourhood Plan by Spring 2022 to ensure it becomes planning policy for the area and allows the community to influence land development	<ol style="list-style-type: none"> <li>1. Write draft of Plan to include consultation feedback and submit to District Council</li> <li>2. Oversee completion of the Strategic Environmental Assessment (SEA)</li> <li>3. Work with District Council to publish and consult on draft Plan</li> <li>4. Arrange for independent examination</li> <li>5. Arrange Referendum</li> <li>6. Use Plan</li> </ol>	<p>December 2020</p> <p>By Summer 2021</p> <p>By Dec 2021</p> <p>Spring 2022</p>	<p>DDNP Steering Group</p> <p>Consultants / DDNPSG</p>	£2,800 DTC contribution towards plan completion	<p>Submission of plan and receipt by District Council</p> <p>Number of web visits to plan consultation / social media posts – likes / shares / reach / enquiries</p> <p>No. of residents supporting the plan at referendum</p> <p>Future developments versus plan</p>	Detailed project timeline attached as Appendix.

Priority 3 of 5: Facilities Management Programme (Facilities committee)

SMART Objectives (relates to WHAT we want to achieve and must be Specific, Measurable, Achievable, Relevant & Timely)	How will we achieve these objectives?	When will we achieve these objectives? <i>N.B. Consider timeframe for each of the steps to achieve the overall objective(s)</i>	Who will achieve these objectives?	What costs will be incurred for each of the steps / objectives?	How will we measure whether we have achieved each step / objective(s)	Any other comments
1. To produce an approved supplier list to deliver better value and enhance supplier relations with the Council by April 2021.	1. Work alongside Council contractors and suppliers to produce an approved supplier list. 2. To create a form for all approved suppliers to complete. 3. To ensure that all insurances for suppliers are kept on file and up to date. 4. To continue to add to the supplier list to ensure value for money. 5. Monitor the supplier list and insurances to ensure all information is kept up to date. 6. Create a spreadsheet detailing suppliers, including name, address, email, tel no, contact details and insurance details if relevant.	April 2021  By January 2021  To have all on file by June 2021  Ongoing  Ongoing  March 2021	Maintenance Manager & Dep Town Clerk  Admin staff  Maintenance Manager & Admin Staff  Maintenance Manager  Maintenance Manager/Admin  Deputy Town Clerk/Admin Staff	Staffing costs  Staffing costs  Staffing costs  Staffing costs  Staffing Costs  Staffing costs	An approved supplier list will be available for all staff to utilise.  Form will have been created.  All insurance details will be held on file.  List is updated  List updated.  Spreadsheet is created.	
2. To create an asset/facility management programme to forward budget more effectively and make cost efficiencies by Jan 2022.	1. Produce a site-specific plan for each facility, which integrates onsite factors that need to be considered and managed to mitigate associated risk to our assets 2. Produce a schedule of works for each site. 3. Produce a calendar of H&S checks and requirements for the financial year.	Jan 2022  Jan 2022  Jan 2022	Maintenance Manager / Dep TC / RFO  Maintenance Manager / Admin Team  Maintenance Manager / Admin Team	Staffing costs  Staffing costs  Staffing costs	A plan will be created of all facilities, which will include work that needs to be completed on all sites to mitigate future risk of failure.  Calendar is produced with a works schedule for each site.  Calendar is produced with all H&S works required for the year.	

Priority 4 of 5: Mere Water Quality / Biodiversity (Facilities committee)

SMART Objectives (relates to WHAT we want to achieve and must be Specific, Measurable, Achievable, Relevant & Timely)	How will we achieve these objectives?	When will we achieve these objectives? <i>N.B. Consider timeframe for each of the steps to achieve the overall objective(s)</i>	Who will achieve these objectives?	What costs will be incurred for each of the steps / objectives?	How will we measure whether we have achieved each step / objective(s)	Any other comments
To improve the Water Quality of the Mere to make the Mere safer and increase visitor footfall by 2023.	<p>1. Estimate current usage of the Mere by residents, visitors and groups.</p> <p>2. Review water quality management plan produced for the Council to determine outstanding actions.</p> <p>3. Complete regular water surveys using the Council's own measuring equipment and that of third parties (e.g. universities) to measure the effectiveness of measures taken.</p> <p>4. Plant more oxygenating plants around the Mere.</p> <p>5. Consider upgrading or replacing the fountain to improve the oxygenation of the water with additional lights to make a feature of the fountain for lighting displays / events</p> <p>6. Work alongside other agencies (e.g. Environment Agency) to consider ways to improve the water quality.</p> <p>7. Work alongside neighbouring houses to ensure their wastewater is not being directed into the Mere.</p> <p>8. Consider other potential events / activities on / around the Mere assuming it is safe to do so.</p>	<p>Mar 2021</p> <p>Mar 2021</p> <p>May 2021</p> <p>After review of water quality</p> <p>Mar 2022</p> <p>Mar 2022</p> <p>Apr 2021</p> <p>Summer 2022</p>	<p>Action group of councillors / Dep TC</p> <p>Action group of councillors / Dep TC</p> <p>Maintenance Manager / Team</p> <p>Maintenance Manager/ Team/Council's planting contractor</p> <p>Dep TC / Maintenance Manager / Facilities committee</p> <p>Town/Deputy Clerk</p> <p>Dep TC / Maintenance Manager</p> <p>Facilities committee / community involvement</p>	<p>Unknown at this time, more information on costs required.</p> <p>Staff plus plant costs.</p> <p>Up to £25k</p> <p>Staff Costs</p> <p>Staff Costs</p> <p>Not yet known</p>	<p>Monthly water samples taken against baseline data prior to implementing measures to improve water quality.</p> <p>Location plan of plants in Mere.</p> <p>Estimate usage of the Mere by residents, visitors and groups. Survey visitors to Diss on reason for visit to identify number of people being attracted to Diss by the Mere.</p> <p>Plan of wastewater discharge required for all neighbouring properties alongside confirmation from landowner.</p> <p>Attendance at activity / event.</p>	<p>A Mere Water Quality Management Plan was developed in YEAR and the short-term recommendations have been implemented. Review medium- and long-term recommendations.</p> <p>Key stakeholder – Diss &amp; District Angling Club</p> <p>Costly capital outlay to weigh up against considerable benefits of improved water quality, wildlife environment and visitor attraction. The fountain is also a well photographed amenity in Diss with visitors coming to see the Mere/fountain.</p>

Priority 5 of 5: Cost efficiencies and revenue generation (Executive committee)

SMART Objectives (relates to WHAT we want to achieve and must be Specific, Measurable, Achievable, Relevant & Timely)	How will we achieve these objectives?	When will we achieve these objectives? <i>N.B. Consider timeframe for each of the steps to achieve the overall objective(s)</i>	Who will achieve these objectives?	What costs will be incurred for each of the steps / objectives?	How will we measure whether we have achieved each step / objective(s)	Any other comments
1. To consider potential capacity within the maintenance team to reduce overall costs by undertaking tasks such as grass cutting, sign cleaning, street cleaning, bin emptying on behalf of neighbouring parishes and / or higher tier authorities.	<p>1. Assess data from previous review for relevance</p> <p>2. Assess maintenance requirements at each Council site / asset register and associated resource requirements to identify any efficiency savings and potential spare capacity</p> <p>3. Identify tasks required by neighbouring parishes and / or higher tier authorities and associated costs</p> <p>4. Determine which tasks could be undertaken in-house to reduce overall costs / increase revenue.</p>	<p>Jan 2021</p> <p>Feb / March 2021</p> <p>April / May 2021</p> <p>April / May 2021</p>	Action group of Dep TC, Maintenance Manager & councillors Gingell, Mason and Robertson	Staffing costs / member time	<p>Report produced for presentation to Executive committee regarding review undertaken and outcomes</p> <p>Overall number of hours identified to be transferred to carrying out tasks on behalf of neighbouring parishes / higher tier authorities</p> <p>Cost reductions / revenue generated.</p>	
2. To review all Council commercial contracts and leases with third parties to identify potential cost savings by end of September 2021.	<p>1. To identify all Council commercial contracts and leases with third parties</p> <p>2. To assess value for money for each, end dates and penalty clauses where relevant.</p> <p>3. To determine availability of more cost-effective options and acquire quotes thereon</p> <p>4. To enter new agreements / leases as appropriate</p>	<p>March 2021</p> <p>June 2020</p> <p>By August 2021</p> <p>As appropriate</p>	Action group of Dep TC, RFO & councillors Browne, Murphy & Poulter	Staffing costs / member time	<p>Report produced for presentation to Executive committee regarding review undertaken and outcomes</p> <p>Overall cost savings achieved</p>	N.B. Council is currently in year 2 of a 5-year photocopier lease arrangement, there is a significant penalty clause, and a comprehensive review was undertaken prior to entering into the current arrangement.

3. Reduce the Council's carbon footprint by X% by reviewing all Council activities including the energy efficiency of buildings	<ol style="list-style-type: none"> <li>1. Identify all Council activity that has an impact on its carbon footprint</li> <li>2. Determine the energy efficiency of current buildings</li> <li>3. Assess alternative environmentally friendly solutions e.g., ground source energy for Council Offices versus existing</li> <li>4. Acquire quotations for alternative provision and procure accordingly</li> <li>5. Establish a forum of local businesses to consider how the Council and / or town's carbon footprint can be reduced.</li> </ol>	<p>Feb 2021</p> <p>March 2021</p> <p>June 2021</p> <p>August 2021</p> <p>August 2021</p>	Action group of Clerk, Maintenance Manager and councillors Gingell & Murphy	Staffing costs / member time	<p>Report produced for presentation to Executive committee regarding review undertaken and outcomes</p> <p>Overall reduction in Council's carbon footprint</p>	<p>It was acknowledged that the Council's contribution to reducing its impact on the environment should be integral to its Strategy Plan.</p> <p>Consider also solar panelling, recycling, electric vans and charging points.</p> <p>Add suppliers to Approved Supplier List</p> <p>e.g. work with traders to reduce the number of refuse collections in the town centre.</p>
4. To increase revenue generated at the Sports Ground and Diss Youth & Community Centre sites through additional bookings where capacity allows.	<ol style="list-style-type: none"> <li>1. Identify existing capacity at the Sports Ground and Diss Youth &amp; Community Centre</li> <li>2. Determine what, if any, capacity, could be used for additional hires given existing user requirements</li> <li>3. Promote available space through appropriate communications channels</li> <li>4. Consider whether improvements to the site / facilities would result in increased hires from existing users or new bookings.</li> </ol>	Feb 2021	<p>Dep TC / Admin &amp; Marketing Team</p> <p>Facilities committee</p>	<p>Staffing costs</p> <p>Not yet known</p>	<p>Report produced for presentation to Executive committee regarding review undertaken and outcomes</p> <p>Number of web visits, social media posts, booking enquiries &amp; bookings / revenue increase</p>	N.B. The Sports Ground site has been considered as part of the potential leisure provision for the town and the 2021-22 draft budget allows for remedial works to the site as well as a future fund for more significant works.
5. To consider the potential of a Son et Lumiere (sound and light) event to increase footfall for Diss in liaison with traders.	<ol style="list-style-type: none"> <li>1. Research son et Lumiere events to find out more about what would be involved to determine feasibility.</li> <li>2. Invite representative traders to a meeting to discuss the idea of such an event to establish support.</li> <li>3. Consider the range of events and dates that currently take</li> </ol>	<p>Feb 2021</p> <p>Feb/March 2021 (or during lockdown if they are likely to be available?)</p> <p>As above</p>	Action group of Dep TC and councillors Browne, Collins, Kiddie & Poulter		Report produced for presentation to Executive committee regarding review undertaken and outcomes	<p>The event could portray the historic story of the town set against music and lights.</p> <p>Diss Business Forum (Cllr Poulter is rep), Heritage Triangle Traders, Mere St trader WhatsApp group, Rural Market Towns Group.</p>

	<p>place on an annual basis in Diss</p> <p>4. Scope out event requirements to establish resources required.</p> <p>5. Identify volunteers &amp; budget to plan and run event if deemed feasible.</p> <p>6. Plan and run event</p> <p>7. Review event attendance / success for future planning</p>	<p>April onwards</p> <p>By December 2021</p> <p>Summer / Autumn 2021</p>				
6. To investigate options for increasing the footfall in the town centre through increased market activity.	<p>1. Identify capacity on the different markets for increasing stalls (Friday, Saturday, franchises)</p> <p>2. Consider legal and logistical restrictions to determine whether additional stalls on different sites e.g. Market Hill, Mere's Mouth could operate</p> <p>3. Establish the potential of re-introducing the specialised European markets as one-off events</p> <p>4. Consider the possibility of an indoor market e.g. Corn Hall?</p> <p>5. Consider resources to support the market traders with publicity, whilst attending and additional activities which may increase footfall.</p>	<p>May 2021</p> <p>July 2021</p>	<p>DepTC / Admin team</p> <p>Facilities committee if feasible</p>		<p>Report produced for presentation to Executive committee regarding review undertaken and outcomes</p> <p>Bookings for additional market stalls / events / revenue increase generated</p>	<p>N.B. The Friday market operates a waiting list / the monthly farmers market was not well supported by traders or the public and have decreased in popularity generally. This market was well supported when there was a team of volunteers looking after / promoting it heavily.</p>

Committee	Minute Reference	Subject	Action	Assigned to	Timescale	Comments or further action
Full Council	FC0119/14	One Public Estate	To draft a letter to SNC requesting further information in order for the Town Council to consider its response to the One Public Estate project request.	Clerk	Dec-20	Results of feasibility study on four options (Diss High School/Athletics track Shelfanger Road / Swimming Pool Site/ South side of Park Road & Shelfanger Road) still awaited. SNC agreed to attend Dec meeting of DDNP steering group. Update?
Full Council	FC0519/10	Council Vacancies	To promote councillor vacancies through social media, website and press.	SF	immediately	Start promotion of vacancy in the New Year.
Full Council	FC1119/07	Co-option	b) To consider conducting written ballots for future co-options to Diss Town Council	Clerk	immediately	To be considered on a future agenda post lockdown meeting arrangements.
Full Council	FC0720/11	Town Centre Premises	It was agreed that the Clerk would follow up on this at a meeting with a representative of Broadland District Council and the Chair of the DCT next week and that County/District Councillor Kiddie would investigate the enforcement side of the matter.	Clerk/KK	by 09.09.20	Rep from SNC / Broadland is working on initiative to find tenants for empty buildings with package of support to cover repair / cleaning costs to incentivise tenants. Clerk / SO to follow up with SNC at December meeting scheduled for 22/12. SNC was not successful in receiving funding for above. District Council is having refocus on market towns to include parking, access, transport, visitor economy with David Disney leading. Regular meetings to be scheduled between DTC / DD.
Full Council	FC0720/15	Nunnery Wall	That the Council's solicitor will seek to acquire evidence of ownership of the Nunnery wall from a third party.	Clerk/SO	immediately	Evidence now acquired and letter being sent by DTC solicitor to other party. No update. Recent work appears to have been undertaken to support wall.
Full Council	FC0920/08	Strategy Plan Review	b) That an action group of Chairs of Committees, Councillor Mason, the Clerk and Deputy Clerk draft a revised Strategy Plan document based on these priorities.	Clerks / JM / DP / JR / SO	by 13.02.20	On agenda
Full Council	FC0920/11	Covid-19 Acknowledgement Team	a) To approve the plans to install a permanent beacon in Diss park at the proposed location with funds to be allocated from Earmarked Reserves Events and Town & Park up to a maximum of £2,000 reduced to £1,700 should the Better Together Norfolk funding application be successful. b) To provide further information and costs regarding the signage and publicity for the proposed walking and cycling routes around Diss.	Clerk/CV-19 Working group	by 08.10.20	a) Planning consent granted 10/12/20! Date for install postponed until April given Covid and will launch with walks / cycles. Positioning of beacon to be reviewed.  b) Working group meeting took place 6/01. Walking and cycling route should be fleshed out by early Feb when next meeting scheduled.
Full Council	FC1020/09	Norfolk Association of Local Councils	To nominate the Clerk as Diss Town Council's representative to the Norfolk Association of Local Councils	Clerk	by 11.11.20	Confirmation email sent to Norfolk ALC & has been acknowledged. They will be in touch soon about working with me in Representative role. No update.
Full Council	FC1120/04	Public Participation	There are still many NCC owned streetlights not working, which have been reported. The Clerk agreed to follow up with her NCC contact who oversees lighting contractor regarding converting the sodium lights in Church St to LEDs and Cllr Kiddie agreed to do the same.	NCC Cllr KK/Clerk	by 16.12.20	NCC Officer confirmed that the issues in Frenze Rd & St Nich St have since been attended to/were already attended respectively. Cllr Olander is sending details of 2/5 lights at either end of the Frenze Rd section which are still buried.
Full Council	FC1220/04	Public Participation	There were questions regarding feedback provided to the County's budget consultation, on the possibility of an additional recycling centre located nearer to Diss, appropriate cleaning contracts during and post developments.	NCC Cllr KK	by 13.01.21	
Full Council	FC1220/06	Finance	Investigate how EMR expenditure is fed into Council's current accounting software to avoid items showing as materially over budget.	RFO	30.04.21	
Full Council	FC1220/07	Budget	1.To recommend to the Jan FC precept setting meeting, approval of Scenario 2 where the request from precept for specified EMR projects is reduced by £8,941 to £571,428. 2.That members approve the proposed income and expenditure budgets. 3.That members recommend the precept demand of £571,428 to the Jan FC precept setting meeting. 4.That members recommend the proposed EMR allocations from the current EMR for 2021/22 5.That members recommend the review of General Reserves and precept funds to be allocated in the years 2022-23 onwards for approval by FC in the 2021-22.	RFO	07.01.20	On agenda
Full Council	FC1220/08	CIL	To approve the Council's Infrastructure Levy funds declaration for 2019/20.	RFO	immediately	Done