



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 9th November 2022** at **7.15pm** to consider the business detailed below.

Town Clerk

AGENDA

1. Apologies

To receive and consider apologies for absence.

2. Declarations of Interest and Requests for 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 extraordinary meeting of Full Council on 19th October 2022 (copy herewith).

4. Public Participation

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

5. Items of URGENT business

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

6. Finance

- a) To note bank outgoings for August – October 2022 (copies herewith).
- b) To note Income & Expenditure report for August – October 2022 (copies herewith).
- c) To note Earmarked Reserves for August – October 2022 (copies herewith).
- d) To note the reconciliations of income and expenditure with the Council's bank account statements for July – August 2022 (copies herewith).
- e) To note that the credit card limit was increased to £6k temporarily for the sole purchase of the iPads with the permission of the Chair of the Executive committee as it required immediate payment.

7. Internal Audit

To receive the internal audit report and consider proposed actions relating to the auditor's recommendations (report reference 29/2223 herewith).

8. Standing Orders

To approve proposed amendments to the Council's Standing Orders as recommended by the Executive committee (copy herewith).

9. Civility & Respect Pledge

To consider signing up to the Civility & Respect Pledge (copy details herewith).

10. Schedule of Meetings

To consider the number of Full Council meetings for 2023/24 (report reference 30/2223 herewith).

11. Informal Meetings of Councillors

To consider whether to continue with informal meetings of councillors and the format they should take.

12. Items for Noting

- a) Events – to note that the Remembrance Day parade, wreath laying ceremony and church service will take place from 2pm on Sunday 13th November 2022.
- b) 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 Wednesday 21st December 2022 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. Staffing

To consider a confidential report (ref 31/2223 herewith) proposing adjustments to the staffing restructure.

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 19th October 2022** at **7.15pm.**

Present: Councillors S. Browne
D. Collins
M. Gingell
S. Kiddie
K. Murphy
S. Olander (ex-officio)
R. Peaty
J. Robertson
L. Sinfield
E. Taylor (ex-officio)
G. Waterman
J. Welch
J. Wooddissee

In attendance: S. Richards (Town Clerk)
S. French (Deputy Town Clerk)
2 members of the public

FC1022/01 APOLOGIES

There were none. Cllr Kitchen was not in attendance.

FC1022/02 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

There were no requests for dispensations.

FC1022/03 MINUTES

It was

RESOLVED: That the minutes of the meeting of Full Council held on 7th September 2022 were approved as a true record and were signed by the Town Mayor.

FC1022/04 PUBLIC PARTICIPATION

There were two members of the public present. One spoke on item 6, the EXPERIENCE Art Trail and the second was here to answer questions from members on item 9, IT Infrastructure.

FC1022/05 ITEMS OF URGENT BUSINESS

There were none.

FC1022/06 EXPERIENCE ART TRAIL

Members received an update regarding the art sculpture for installation on Mere's Mouth early 2023 (report reference 23/2223 referred). It was noted that the decision to support the installation was made by Diss Town Council after extensive consultation by Norfolk County Council who are leading the EU-funded project early in 2022. The planning application provides a detailed explanation on what's involved in the project including the community engagement phases.

There was discussion regarding the agreed location of the sculpture given its scale and the existing unspoilt view of the Mere and the requirement to light up the installation given the current energy crisis. Members were advised that this project started several years ago with the principal objective of driving footfall to the town centre in winter months with Diss being included as one of just four towns in Norfolk on the 250-mile walking trail. It was also

noted that all maintenance and insurance cover is being provided by the project with no financial contribution from the Town Council.

FC1022/07 DATE OF NEXT MEETING

Members noted that the next meeting of Full Council is scheduled for Wednesday 9th November 2022 at 7.15pm.

FC1022/08 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.

FC1022/09 IT INFRASTRUCTURE

Members considered a further confidential report (ref 25/2223 referred) following the review of the Council's IT supplier. There was a query regarding the cost of the mobile device management system. It was noted that although former councillor profiles could be deleted internally from iPads when they leave, it relies on the device being returned and not lost or stolen. This system would minimise this security risk by allowing the supplier immediate remote access.

The supplier's representative spoke of the importance of controlling data breaches such as minimising the accidental deletion of data, the liability of the Council and end user should it not be centrally managed, only allowing authorised apps to be installed and potential cost mitigation over time through risk management. It was

RESOLVED:

1. To move onto the IT support retainer package offered by VMIT at a cost of £866.46 per month (£10,397.52 per year) to include unlimited access to IT support, all updates, software installation and setup of new hardware, to budget for this for 2023-24 and to review costs of this versus existing contract after 12 months.

2. To install the mobile device management system onto the 15 new iPad minis to minimise any security risks at a cost of £1,080.

(Action: DepTC; by 30.11.22)

FC1022/10 CEMETERY BUNGALOW

Members reviewed the additional valuations and information received relating to the sale on the Cemetery Bungalow (report reference 26/2223 referred). There were several comments made regarding selling the plot to provide additional housing rather than the recommended sale of the existing property, but it was noted that both Abbott's land specialist (UK) and an experienced developer have confirmed that self-managing such a project over a 9-month period with the additional costs of demolishing, planning and rebuild would not be financially viable.

It was noted that the housing market is now more volatile and the top end valuations are unlikely to be achieved. It was suggested that an overage is put on the sale to ensure that the Town Council benefits from a negotiated additional percentage should the new purchaser wish to sell some of the land in the future. Town Council assets can be sold if the funds are used to improve existing or new Council assets but must not be used on general wear and tear. Councillors Browne & Waterman abstained from the vote, and it was

RESOLVED:

1. To appoint Abbotts to market the Cemetery Bungalow with an initial purchase price of offers over £325k subject to negotiation on an overage.

2. To give delegated authority to the CEO/Clerk alongside the Chair of Executive and Facilities committees to agree upon a purchase price.

(Action: DepTC / Clerk / MG / JR; by 28.02.23)

FC1022/11 DEED OF EASEMENT – 14 MARKET HILL

Members considered the draft deed of easement granting access over Town Council land to 14 Market Hill and approve the execution and sealing of the legal deed as per Standing Order 23a (report reference 27/2223 referred). It was agreed that the legal fees should be paid in whole by the landowner of 14 Market Hill. It was

RESOLVED: To approve the draft deed of easement providing the landowner of 14 Market Hill with the legal right to pass over Diss Town Council owned land with all legal fees paid the landowner.

Meeting Closed: 8.16pm.

Councillor Taylor
TOWN MAYOR

BANK OUTGOINGS AUGUST 2022				
<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
01.08.2022	Red5 Networks Ltd	DD357	£ 205.02	Phones/Broadband July 2022
02.08.2022	Andrew Rackham	Bacs1479	£ 200.00	Marquee Hire For Carnival Craft Tent
02.08.2022	Anglian Water Business Ltd (National)	Bacs1480	£ 9.10	Water supplied April to July 2022 - Cemetery
02.08.2022	British Gas	Bacs1481	£ 12.63	Gas Supplied June 2022 - Cemetery Bungalow
02.08.2022	Boulton & Brown Chartered Surveyors	Bacs1482	£ 1,200.00	Evaluation of Properties - The Shambles, Park Toilets and Park Pavillion
02.08.2022	CGM Group (East Anglia) Ltd	Bacs1483	£ 372.67	Ground Maintenance August 2022 - Park and Sportground
02.08.2022	Dardan Security (Systems) Ltd	Bacs1484	£ 286.79	Service of Intruder Alarm - Council Office
02.08.2022	Diss Garden Centre	Bacs1485	£ 63.92	Top Soil for Town Planters
02.08.2022	EON Ltd	Bacs1486	£ 84.21	Electricity Supplied June 2022 - Cemetery Bungalow
02.08.2022	E.P.I.C	Bacs1487	£ 300.00	First Aid Provisions at Carnival and Queens Jubilee Event
02.08.2022	ESPO	Bacs1488	£ 105.09	Gas Supplied June 2022 - Council office and DYCC
02.08.2022	ETC (East Anglia) Ltd	Bacs1489	£ 231.00	Relocate Phones & Computer for Maintenance Manager to DYCC
02.08.2022	Eyre Building Services Ltd	Bacs1490	£ 396.00	Annual Servicing of Gas Heaters - DYCC
02.08.2022	Fatstickman Ltd	Bacs1491	£ 576.00	Carnival Sponsorship Banners & Printed Window Screens - DYCC
02.08.2022	Hillside Office Supplies Ltd	Bacs1492	£ 26.86	Stationery - Council Office
02.08.2022	Larter & Ford	Bacs1493	£ 44.80	Hand Shears & Dustpan/Brush - General Equipment, Chain - Boardwalk
02.08.2022	Mary Moppins Ltd	Bacs1494	£ 1,627.92	Additional Cleaning at Park Toilets during Carnival, Monthly Cleaning of Toilets at Park and Meres Mouth for July 2022
02.08.2022	Paul Rackham	Bacs1495	£ 703.60	Grave Digging x3 - July 2022
02.08.2022	P.Cottrell	Bacs1496	£ 45.00	Window Cleaning July 2022 - DYCC
02.08.2022	PHS Group	Bacs1497	£ 201.92	Additional Emptying of Sanitary Bins at Park Toilets due to Carnival
02.08.2022	Practical Ecology Ltd	Bacs1498	£ 2,202.00	Dawn Bat Survey and Report - Cemetery
02.08.2022	Reflections of ABBA	Bacs1499	£ 50.00	Xmas Lights 2022 Performance - Deposit
02.08.2022	Screwfix Direct Ltd	Bacs1500	£ 82.66	Universal Stop Cock Key - Gen Equip, Watering Cans - Cemetery
02.08.2022	South Norfolk District Council	Bacs1501	£ 1,700.00	Repayment of Streetlight paid out in Error
02.08.2022	South Norfolk District Council	Bacs1502	£ 162.00	Council tax for Cemetery Bungalow
02.08.2022	Stratton Glass & Windows Ltd	Bacs1503	£ 167.02	Wired Glass - Meres Mouth Toilet Window
02.08.2022	TL Building Services	Bacs1504	£ 622.40	Grave Digging x2 July 2022
02.08.2022	Travis Perkins Trading Co Ltd	Bacs1505	£ 19.18	Garaffiti Remover - Town & Park
02.08.2022	Vmit Ltd	Bacs1506	£ 498.00	Additional IT Support hours during June 2022
04.08.2022	Barclays	B.NET	£ 40.00	2 months Barclays.Net charges

12.08.2022	Alliance Disposables Ltd	Bacs1507	£ 288.73	Sanitary Products - All Sites
12.08.2022	Cooleraid Ltd	Bacs1508	£ 37.20	4x Water Bottles - Council Office
12.08.2022	Diss Trophy Centre	Bacs1509	£ 23.00	Brass Plaque to replace stolen one, less overpayment
12.08.2022	Durrants	Bacs1510	£ 798.00	Building Consultancy for Council Office Refurbishment
12.08.2022	ETC East Anglia Ltd	Bacs1511	£ 174.00	Repairs to Council Office CCTV
12.08.2022	M&J Construction Group	Bacs1512	£ 2,880.00	Pitched Roof Refurbishment at Cemetery Chapel
12.08.2022	Vmit Ltd	Bacs1513	£ 357.39	Service of Intruder Alarm - Council Office
22.08.2022	Barclaycard	Aug-22	£ 907.55	Anti-Vandal Locks - Boardwalk, Printer/Scanner - Maintenance Office
25.08.2022	Employees	BACS	£ 16,307.46	Salaries Month 5
25.08.2022	Corona Energy Retail4 Ltd	DD358	£ 1,335.60	Electricity July 2022 - All Sites
26.08.2022	EE Ltd	DD359	£ 28.32	Mobile Phones 18/08-17/09 - Maintenance Manager & Town Clerk
30.08.2022	HM Revenue & Customs	BACS	£ 3,973.51	NI/PAYE Month 5
30.08.2022	Norfolk Pension Fund	BACS	£ 5,232.93	Pension Contributions Month 5
			£ 44,579.48	

BANK OUTGOINGS SEPTEMBER 2022				
<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
01.09.2022	Red5 Networks Ltd	DD360	£ 199.80	Phone/Broadband August 2022 - DYCC, Council Office & Sports Pavilion
06.09.2022	Addex Group (Beacon Group T/A)	Bacs1514	£ 3,351.49	Street Cleaning Machine Hire for 3 Months & Bin Bags
06.09.2022	Alliance Disposables Ltd	Bacs1515	£ 98.94	Sanitary Products - All Sites
06.09.2022	Allmake Motor Parts Ltd	Bacs1516	£ 7.14	New Rear number plate for Ford Ranger
06.09.2022	Baldwin Skip Hire Ltd	Bacs1517	£ 696.18	3x Skip Hire - Cemetery
06.09.2022	Broadland Toilet Hire	Bacs1518	£ 48.00	Clean & Service Portaloo - Cemetery
06.09.2022	CGM Group (East Anglia) Ltd	Bacs1519	£ 372.67	Ground Maintenance September 2022 - Park & Sportsground
06.09.2022	City Electrical Factors Ltd	Bacs1520	£ 5.94	Light Fitting & Tube - DYCC
06.09.2022	Cooleraid Ltd	Bacs1521	£ 165.62	Annual Cooler Rental at DYCC and 6x Water Bottles Aug 2022
06.09.2022	Diss Cornhall Trust	Bacs1522	£ 220.34	Council Chamber Hire February, March and June 2022
06.09.2022	Diss Van Centre	Bacs1523	£ 265.13	TowBar Repairs - Ford Ranger
06.09.2022	Durrants	Bacs1524	£ 741.00	Reconfiguration and Refurb of Council Office Consultancy
06.09.2022	Eastern Play Services Ltd	Bacs1525	£ 1,092.00	Reapirs to Aerial Cable and Park Gate Lock - Mere Park
06.09.2022	ESPO	Bacs1526	£ 98.95	Gas Supplied July 2022 - Council Office and DYCC
06.09.2022	Glasdon UK Ltd	Bacs1527	£ 139.74	Metal Wall Mounted Ashtray - Park
06.09.2022	Lighting & Illumination Tech. Experience Ltd	Bacs1528	£ 4,182.24	Heritage Triangle Christmas Lights 40% Deposit 2022
06.09.2022	LR Wyard-Scott Ltd	Bacs1529	£ 82.01	Van Diesel July 2022
06.09.2022	Mary Moppins Ltd	Bacs1530	£ 1,755.00	August Cleaning of Meres Mouth and Park Toilets
06.09.2022	Mike Amiss Signs	Bacs1531	£ 160.00	Update Honours Board at Cornhall & Memorial Boards at Cemetery
06.09.2022	P.Cottrell	Bacs1532	£ 70.00	Window Cleaning August 2022 - DYCC, Council office and Museum
06.09.2022	Paul Rackham	Bacs1533	£ 933.60	Grave Digging 3x August 2022
06.09.2022	PHS Group	Bacs1534	£ 6,736.63	Saintary Disposal and Duty of Care Certificates 2022/23 - DYCC, Sports Pavillion, Meres Mouth Toilets and Park Toilets
06.09.2022	Sonata Security Ltd	Bacs1535	£ 184.50	Call out and Replace Batteries in Fire Roller Curtain - Cornhall
06.09.2022	South Norfolk District Council	Bacs1536	£ 162.00	Council Tax Sept 2022 - Cemetery Bungalow
06.09.2022	Star Plumbing, Heating & Renewables Ltd	Bacs1537	£ 528.00	New Water Heater - Council Office
06.09.2022	Stephanie Ayden	Bacs1538	£ 495.00	DDNP Officer Time/Expenses - 04.06.2022 to 25.08.2022
06.09.2022	Travis Perkins Trading Co Ltd	Bacs1539	£ 144.10	Bitumen - DYCC / Power Grab & Bond - Skatepark / Cuprinol - Boardwalk
06.09.2022	Treadfirst	Bacs1540	£ 21.60	Lawnmower Tyre
06.09.2022	Vmit Ltd	Bacs1541	£ 1,951.16	Adobe Subscriptions 22/23, July & August Additional IT and IT Support & Software September 2022
06.09.2022	Westcotec Ltd	Bacs1542	£ 185.40	Speed Sign Battery and Charger

15.09.2022	Corona Energy Retail 4 Ltd	DD361	£ 39.33	Electricity August 2022 - Meres Mouth WC
21.09.2022	Barclaycard	Aug-22	£ 70.63	Stationery - Council office
21.09.2022	Information Commisioners	DD362	£ 55.00	Data Protection Registration 2022/2023
22.09.2022	Corona Energy Retail 4 Ltd	DD363	£ 1,345.73	Electricity August 2022 - All Sites
23.09.2022	Employees	BACS	£ 17,731.16	Salaries Month 6
26.09.2022	EE Ltd	DD364	£ 34.38	Mobiles Phones 18/09-17/10 - R.Ludkin & S.Richards
29.09.2022	HM Revenue & Customs	BACS	£ 1,622.75	NI/PAYE Month 6
29.09.2022	Public Works Loan Board	DD365	£ 18,324.82	Boardwalk & Heritage Triangle Loan Repayments
29.09.2022	Norfolk Pension Funds	BACS	£ 5,428.56	Pension Contributions Month 6
30.09.2022	Alliance Disposables Ltd	Bacs1543	£ 406.90	Sanitary Products - All Sites
30.09.2022	Anglian Tree Solutions Ltd	Bacs1544	£ 5,280.00	Tree Works - Sportsground & Park
30.09.2022	A.Osborne	Bacs1545	£ 240.00	Glarden & Flower Bed Maintenance - June, July and August 2022
30.09.2022	Baldwin Skip Hire Ltd	Bacs1546	£ 232.07	Skip Hire - Cemetery
30.09.2022	City Electrical Factors Ltd	Bacs1547	£ 81.54	Light Fitting & Tube - DYCC
30.09.2022	Cooleraid Ltd	Bacs1548	£ 119.90	Annual Cooler Rental Council Office
30.09.2022	CPRE Norfolk	Bacs1549	£ 36.00	Annual Subscription to CPRE 2022/2023
30.09.2022	Diss Cornhall Trust	Bacs1550	£ 429.00	Afternoon Tea for Canon Billets Retirement, Cornhall Hire for Queens Jubilee Event
30.09.2022	Diss Van Centre	Bacs1551	£ 518.40	DPF Cleaning & Resetting on Ford Ranger
30.09.2022	ESPO	Bacs1552	£ 92.77	Gas Supplied August 2022 - Council Office and DYCC
30.09.2022	Fatstickman Ltd	Bacs1553	£ 72.00	2x Parking Signs - DYCC
30.09.2022	Landscape Supply Company	Bacs1554	£ 69.03	2x Litter Pickers & 2x Bag Holders - Town & Park
30.09.2022	Larter & Ford	Bacs1555	£ 14.04	Batteries and Nuts/Bolts - Council Office
30.09.2022	LR Wyard-Scott Ltd	Bacs1556	£ 221.02	Van and Machine Fuel - August 2022
30.09.2022	M&J Group Construction & Roofing	Bacs1557	£ 3,600.00	Pitched Roof Refurbishment - Cemetery
30.09.2022	Mary Moppins Ltd	Bacs1558	£ 1,579.50	Open/Clean Meres Mouth and Park Toilets - September 2022
30.09.2022	Mrs K Law - MIND	Bacs1559	£ 60.00	Refund Car Boot Sale Stallage - cancelled due to Queens Mourning
30.09.2022	Norfolk County Council	Bacs1560	£ 40.55	Road Closure for Remebrance event
30.09.2022	PKF Littlejohn LLP	Bacs1561	£ 1,920.00	External Audit of Final Year End accounts 2021/2022
30.09.2022	Rural Services Partnership Ltd	Bacs1562	£ 48.00	Rural Market Town Group Membership to 31.03.2023
30.09.2022	Screwfix Direct Ltd	Bacs1563	£ 253.45	Dewalt Multi Tool, Dustpan & Brush/Rubble Sacks, Eye Wash Kit
30.09.2022	South Norfolk District Council	Bacs1564	£ 6,630.00	Non Domestic Rates 2nd Installment - All Properties
30.09.2022	Speedy Asset Services Ltd	Bacs1565	£ 260.69	Towable Bowser & Water Pump Hire 10th - 31st August 2022

30.09.2022	Stannah Lift Services Ltd	Bacs1566	£ 185.42	Stairlift Repairs & New Battery Carriage - Council Office
30.09.2022	Top Garden Services	Bacs1567	£ 2,352.00	Grass Cutting July, August and September 2022 - Cemetery
30.09.2022	Travis Perkins Trading Co Ltd	Bacs1568	£ 200.00	Radar Lockset - Meres Mouth Toilets, less Christmas Lights Sponsorship
30.09.2022	Waveney Glass Co Ltd	Bacs1569	£ 228.00	Call out to Cornhall to Re-adjust bottom Door Pin and tighten screws
30.09.2022	Westcotec Ltd	Bacs1570	£ 4,107.60	New Speed Sign with Slow Down, with Fittings
			£ 99,024.42	

BANK OUTGOINGS OCTOBER 2022				
<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
03.10.2022	Red5 Networks Ltd	DD366	£ 207.09	Phone/Broadband September 2022 - DYCC, Council Office & Sport Pavilion
03.10.2022	South Norfolk District Council	DD367	£ 1,929.20	Waste Collection October - December 2022
07.10.2022	Ricoh UK Ltd	DD368	£ 742.77	Photocopier Rent Sept - Nov 2022 - Council Office
14.10.2022	Alliance Disposables Ltd	Bacs1571	£ 438.38	Sanitary Products - DYCC, Town and Park
14.10.2022	Anglian Water Business Ltd (National)	Bacs1572	£ 2,615.05	Water Supplied July - Oct 2022 - DYCC, Sportspark and Park Toilets
14.10.2022	CGM Group (East Anglia) Ltd	Bacs1573	£ 372.67	Ground Maintenance October 2022 - Sportsground and Park
14.10.2022	Cooleraid Ltd	Bacs1574	£ 67.72	Sanitization of DYCC Unit and 5x Water Bottles
14.10.2022	Diss Cornhall Trust	Bacs1575	£ 80.00	Council Chamber Hire September 2022
14.10.2022	Diss Parochial Church - St Marys Church	Bacs1576	£ 200.00	Church Hire for Town Mayors Carol Concert 13th December 2022
14.10.2022	Durrants	Bacs1577	£ 228.00	Proposed Refurbishment of Council Offices
14.10.2022	ESPO	Bacs1578	£ 112.65	Gas Supplied September 2022 - DYCC and Council Office
14.10.2022	Glasdon UK Ltd	Bacs1579	£ 137.59	Dog Waste Bin for Harrier Way
14.10.2022	Jackamans Solicitors	Bacs1580	£ 240.00	Review of Grave Digging and Backfill Disclaimer
14.10.2022	Larter & Ford	Bacs1581	£ 31.97	Brooms & Trowels - General Use
14.10.2022	Linstead Farm & Garden Machinery	Bacs1582	£ 428.52	2x Strimmer Batteries and replacement Strimmer heads
14.10.2022	LR Wyard-Scott Ltd	Bacs1583	£ 203.50	Van Fuel September 2022
14.10.2022	P. Cottrell	Bacs1584	£ 85.00	Window and Bus Shelter Cleaning October 2022
14.10.2022	Protec Direct	Bacs1585	£ 108.36	Maintenance Staff Logo'd Uniform
14.10.2022	Screwfix Direct Ltd	Bacs1586	£ 220.92	Health & Safety Helmets, Goggles, Safety Specs and Gloves
14.10.2022	South Norfolk District Council	Bacs1587	£ 20.00	Small Lotteries License 2022/2023
14.10.2022	South Norfolk District Council	Bacs1588	£ 162.00	Domestic Rates 2022/2023 - Cemetery Bungalow
14.10.2022	Speedy Asset Services Ltd	Bacs1589	£ 343.20	Towable Bowser & Water Pump Hire 1st - 30th September 2022
14.10.2022	Top Garden Services	Bacs1590	£ 1,920.00	Grass Cutting October 2022 and Wild Flower Cut/Removal - Cemetery
14.10.2022	Vmit Ltd	Bacs1591	£ 536.19	October 2022 IT Software/Support & Additional Adobe License
14.10.2022	Waveney Glass Co Ltd	Bacs1592	£ 594.00	Service Glass Entrance Doors - Cornhall
14.10.2022	Waveney Pumps	Bacs1593	£ 1,772.82	Service Mere Pump including Pressure Washing
17.10.2022	Public Works Loan Board	DD369	£ 2,178.92	Loan Repayment for Madgetts Walk
17.10.2022	Corona Energy Retail 4 Ltd	DD370	£ 28.11	Electricity September 2022 - Meres Mouth Toilets
24.10.2022	Corona Energy Retail 4 Ltd	DD371	£ 1,427.17	Electricity September 2022 - All Other Sites
25.10.2022	Employees	BACS	£ 18,124.40	Salaries Month 7
26.10.2022	EE Ltd	DD372	£ 54.62	Mobile Phones October to November 2022 - SR, RL and AR

28.10.2022	HM Revenue & Customs	BACS	£ 4,187.23	NI/PAYE Month 7
28.10.2022	Norfolk Pension Fund	Bacs	£ 5,911.42	Pension Contributions Month 7
31.10.2022	Addex Group (Gatwick)	Bacs1594	£ 64.16	Tap Outlet & Sprayer Nozzle for Maxwind Streetcleaner
31.10.2022	Alliance Disposables Ltd	Bacs1595	£ 82.26	Hand Towels - Council Office & DYCC
31.10.2022	Anglian Water Business Ltd (National)	Bacs1596	£ 52.63	Water Supplied July - Oct 2022 - Cemetery
31.10.2022	British Gas Trading Ltd	Bacs1597	£ 69.43	Gas Supplied July - October 2022 - Cemetery Bungalow
31.10.2022	Claverhouse Ltd	Bacs1598	£ 6.00	Fountain Licence to June 2023
31.10.2022	Content Capture Services Ltd	Bacs1599	£ 1,794.00	Redaction of Documents for Subject Request
31.10.2022	Eyre Building Services Ltd	Bacs1600	£ 447.60	Removal of Upstairs Gas Heater at DYCC
31.10.2022	Hillside Office Supplies Ltd	Bacs1601	£ 35.23	Stationery - Council Office
31.10.2022	Lighting & Illumination Technology Experience	Bacs1602	£ 4,182.24	Xmas Lights in Hertieage Triangle - 2nd Installment 2022
31.10.2022	M&J Construction & Roofing	Bacs1603	£ 2,880.00	Pitched Roof Refurbishment at Cemetery Chapel
31.10.2022	Mary Moppins Ltd	Bacs1604	£ 1,674.00	Open and Cleaning of Park & Meres Mouth Toilets October 2022
31.10.2022	Norfolk Parish Training & Support	Bacs1605	£ 55.00	Councillor Induction Course - L.Sinfield
31.10.2022	Park Flowers by Emily Rose	Bacs1606	£ 25.00	Remembrance Day Wreath
31.10.2022	Pearce & Kemp Ltd	Bacs1607	£ 15,964.44	Lighting & CCTV Electrical Works - Park
31.10.2022	Protec Direct	Bacs1608	£ 238.84	Maintenance Staff Logo'd Uniform
31.10.2022	South Norfolk District Council	Bacs1609	£ 70.00	Market Place Alcohol Licence
31.10.2022	Speedy Asset Services Ltd	Bacs1610	£ 151.20	Towable Bowser & Water Pump Hire 1st - 11th October 2022
31.10.2022	Society of Local Council Clerks	Bacs1611	£ 270.00	Annual Full Membership 2022/2023 - Sonya French
31.10.2022	Town Mayors Charities	Bacs1612	£ 60.15	Eric Taylors Expenses Donated
31.10.2022	Vmit Ltd	Bacs1613	£ 1,546.80	4.25hrs Extra IT Support September 22 and HP Notebook Laptop
31.10.2022	Waveney Glass Co Ltd	Bacs1614	£ 96.00	2x Replacement Door Handles - Cornhall
31.10.2022	Workwear (East Anglia) Ltd	Bacs1615	£ 168.98	Safety Boots x2 - Maintenance
			£ 75,643.43	

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Diss Town Council

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Detailed Income & Expenditure by Budget Heading 01/09/2022

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Agency Services							
1000 Agency Services Income	2,880	3,044	164			94.6%	
Agency Services :- Income	2,880	3,044	164			94.6%	0
4000 NCC Grasscutting	56	100	44		44	56.2%	
Agency Services :- Indirect Expenditure	56	100	44	0	44	56.2%	0
Net Income over Expenditure	2,824	2,944	120				
120 Allotments							
1120 Allotment Rent	0	500	500			0.0%	
Allotments :- Income	0	500	500			0.0%	0
4020 Allotments - Insurance	26	27	1		1	96.0%	
Allotments :- Indirect Expenditure	26	27	1	0	1	96.0%	0
Net Income over Expenditure	(26)	473	499				
140 Amenities							
1140 Amenities Income	13,682	2,085	(11,597)			656.2%	11,567
Amenities :- Income	13,682	2,085	(11,597)			656.2%	11,567
4040 Gardens/Floral Scheme	280	1,800	1,520		1,520	15.6%	
4060 Town/Park - R&R	10,060	18,000	7,940	359	7,580	57.9%	15,299
4061 Play Equipment R&R	2,312	500	(1,812)		(1,812)	462.3%	
4062 Boardwalk Maintenance	2,933	3,000	67		67	97.8%	2,527
4065 Van Replacement	0	1,000	1,000		1,000	0.0%	
4070 Van x 2 Running Costs	1,001	3,500	2,499		2,499	28.6%	
4071 Van Insurance	1,033	1,108	75		75	93.3%	
4075 Tree Management	0	8,500	8,500	8,100	400	95.3%	
4085 Closed Churchyard - R&R	19	3,604	3,585		3,585	0.5%	
4090 Manorial Rights - R&R	0	10	10		10	0.0%	
4095 Mere - Water/drainage	0	2,695	2,695		2,695	0.0%	
4100 Mere - Fountain	0	8,250	8,250		8,250	0.0%	
4101 Mere - Fountain Electricity	1,228	3,800	2,572		2,572	32.3%	
4102 Mere Fountain/Kiosk -Insurance	147	158	11		11	93.2%	
4110 Park - Water Rates	0	100	100		100	0.0%	
4115 Park - Electricity	590	1,790	1,200		1,200	33.0%	
4120 Mere's Mouth - Rent	100	100	0		0	100.0%	
4125 Mere's Mouth - Business Rates	212	424	212		212	50.0%	
4135 Mere's Mouth (resurfacing)	0	1,000	1,000		1,000	0.0%	
4140 Park - Insurance	1,673	1,848	175		175	90.5%	
Amenities :- Indirect Expenditure	21,588	61,187	39,599	8,459	31,140	49.1%	17,825
Net Income over Expenditure	(7,907)	(59,102)	(51,195)				
7000 plus Transfer from EMR	17,825						

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Detailed Income & Expenditure by Budget Heading 01/09/2022

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
8001 less Transfer to EMR	11,567						
Movement to/(from) Gen Reserve	(1,648)						
<u>145 Mini Recycling Centre Adopter</u>							
1150 Mini Recycling Adopter Payment	450	450	0			100.0%	
Mini Recycling Centre Adopter :- Income	450	450	0			100.0%	0
Net Income	450	450	0				
<u>150 Bank Interest</u>							
1090 Interest Received	354	150	(204)			235.7%	
Bank Interest :- Income	354	150	(204)			235.7%	0
4202 Bank Charges	100	240	140		140	41.7%	
Bank Interest :- Indirect Expenditure	100	240	140	0	140	41.7%	0
Net Income over Expenditure	254	(90)	(344)				
<u>160 Capital Expenditure</u>							
4200 Capital Expenditure	2,179	41,007	38,828		38,828	5.3%	
Capital Expenditure :- Indirect Expenditure	2,179	41,007	38,828	0	38,828	5.3%	0
Net Expenditure	(2,179)	(41,007)	(38,828)				
<u>180 Cemetery</u>							
1180 Cemetery Interment/Chapel Fees	11,485	20,747	9,262			55.4%	
1185 Cemetery Memorial Fees	4,475	10,373	5,898			43.1%	
Cemetery :- Income	15,960	31,120	15,160			51.3%	0
4250 Cemetery - Grounds - R&R	3,821	7,000	3,179		3,179	54.6%	
4260 Cemetery - Chapels - R&R	46,479	6,500	(39,979)		(39,979)	715.1%	46,479
4270 General Equipment	128	4,500	4,372		4,372	2.9%	
4271 General Equipment Insurance	135	145	10		10	92.9%	
4272 Ride on Mower Insurance	393	421	28		28	93.3%	
4275 Cemetery - Water Rate	9	150	141		141	6.1%	
4280 Cemetery - Electricity	151	950	799		799	15.9%	
4285 Cemetery - Insurance	473	507	34		34	93.2%	
Cemetery :- Indirect Expenditure	51,589	20,173	(31,416)	0	(31,416)	255.7%	46,479
Net Income over Expenditure	(35,629)	10,947	46,576				
7000 plus Transfer from EMR	46,479						
Movement to/(from) Gen Reserve	10,850						

Detailed Income & Expenditure by Budget Heading 01/09/2022

Month No: 5

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	4,108	0	(4,108)			0.0%	
Cemetery Gravedigging :- Income	4,108	0	(4,108)				0
4300 Cemetery Gravedigging Exp.	4,270	0	(4,270)		(4,270)	0.0%	
Cemetery Gravedigging :- Indirect Expenditure	4,270	0	(4,270)	0	(4,270)		0
Net Income over Expenditure	(162)	0	162				
<u>200 Christmas Lights</u>							
4320 Christmas Lights	3,501	19,000	15,499		15,499	18.4%	
4322 Insurance re. Christmas Lights	76	81	5		5	93.4%	
Christmas Lights :- Indirect Expenditure	3,576	19,081	15,505	0	15,505	18.7%	0
Net Expenditure	(3,576)	(19,081)	(15,505)				
<u>220 Corn Hall</u>							
4350 Corn Hall - Maint./R&R	7,817	11,000	3,183		3,183	71.1%	4,357
4360 Corn Hall - Insurance	2,459	2,636	177		177	93.3%	
Corn Hall :- Indirect Expenditure	10,276	13,636	3,360	0	3,360	75.4%	4,357
Net Expenditure	(10,276)	(13,636)	(3,360)				
7000 plus Transfer from EMR	4,357						
Movement to/(from) Gen Reserve	(5,919)						
<u>240 Council Properties</u>							
1240 Office Rent/Service Charge	3,462	4,557	1,095			76.0%	
1250 Cemetery Bungalow Rent	762	4,572	3,810			16.7%	
Council Properties :- Income	4,224	9,129	4,905			46.3%	0
4400 Office R&R	1,339	4,500	3,161		3,161	29.8%	
4405 Office Building Maintenance	1,663	7,500	5,838		5,838	22.2%	1,663
4410 Office Stairlift	0	340	340		340	0.0%	
4415 Cemetery Bungalow	699	760	61		61	91.9%	
4420 Electricity Testing 5 Yrly	1,152	0	(1,152)		(1,152)	0.0%	1,152
4425 Health & Safety	286	2,500	2,214		2,214	11.4%	
4435 Pk Toilets Servicing	5,720	8,450	2,730	7,691	(4,961)	158.7%	
4445 Pk Toilets - Insurance	365	133	(232)		(232)	274.8%	
4450 Pk Toilet- Electricity	551	1,900	1,349		1,349	29.0%	
4460 Pk Toilets - Water Rates	512	2,070	1,558		1,558	24.7%	
4465 Mere's Mouth Toilets	8,619	8,450	(169)	7,671	(7,840)	192.8%	

Detailed Income & Expenditure by Budget Heading 01/09/2022

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4466 Mere's Mouth Electricity	9	2,000	1,991		1,991	0.4%	
4475 Staff Uniforms/Replacements	0	600	600		600	0.0%	
Council Properties :- Indirect Expenditure	20,915	39,203	18,288	15,362	2,926	92.5%	2,815
Net Income over Expenditure	(16,691)	(30,074)	(13,383)				
7000 plus Transfer from EMR	2,815						
Movement to/(from) Gen Reserve	(13,876)						
<u>260 Diss Youth & Community Centre</u>							
1160 Loan Park Radio	670	0	(670)			0.0%	
1260 DYCC Hire Fees	8,751	15,560	6,809			56.2%	
Diss Youth & Community Centre :- Income	9,421	15,560	6,140			60.5%	0
4500 DYCC - Electricity	1,683	7,872	6,189		6,189	21.4%	
4505 DYCC - Gas	264	1,500	1,236		1,236	17.6%	
4510 DYCC - Business Rates	2,596	5,200	2,604		2,604	49.9%	
4515 DYCC - Water Rates	342	710	368		368	48.2%	
4520 Licences - Music	0	247	247		247	0.0%	
4525 DYCC - Insurance	1,033	1,108	75		75	93.3%	
4530 Annual Service Costs	352	1,500	1,148		1,148	23.5%	
4540 DYCC - General R&R	6,972	9,000	2,028	156	1,872	79.2%	
Diss Youth & Community Centre :- Indirect Expenditure	13,243	27,137	13,894	156	13,738	49.4%	0
Net Income over Expenditure	(3,823)	(11,577)	(7,754)				
<u>280 Administrative Overheads</u>							
1285 Photocopying Income	2	0	(2)			0.0%	
Administrative Overheads :- Income	2	0	(2)				0
4610 Council Office Business Rates	2,426	4,860	2,434		2,434	49.9%	
4615 Council Office - Gas	390	2,000	1,610		1,610	19.5%	
4620 Council Office - Electricity	306	1,600	1,294		1,294	19.1%	
4625 Council Office - Telephone	726	2,000	1,274		1,274	36.3%	
4630 Council Office - Insurance	840	900	60		60	93.3%	
4657 IT Equipment, Software & Suppo	5,373	10,000	4,627		4,627	53.7%	
Administrative Overheads :- Indirect Expenditure	10,060	21,360	11,300	0	11,300	47.1%	0
Net Income over Expenditure	(10,059)	(21,360)	(11,301)				

Detailed Income & Expenditure by Budget Heading 01/09/2022

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>300 Grants</u>							
4720 General Grants	643	20,000	19,357		19,357	3.2%	
4765 Heritage Triangle Trust	69	0	(69)		(69)	0.0%	69
Grants :- Indirect Expenditure	<u>712</u>	<u>20,000</u>	<u>19,288</u>	<u>0</u>	<u>19,288</u>	<u>3.6%</u>	<u>69</u>
Net Expenditure	<u>(712)</u>	<u>(20,000)</u>	<u>(19,288)</u>				
7000 plus Transfer from EMR	69						
Movement to/(from) Gen Reserve	<u>(643)</u>						
<u>310 Highways</u>							
1303 DDNP Income	6,400	0	(6,400)			0.0%	
Highways :- Income	<u>6,400</u>	<u>0</u>	<u>(6,400)</u>				<u>0</u>
4780 Parish Partnership Bid	1,680	11,600	9,921		9,921	14.5%	
4785 Neighbourhood Plan	5,553	2,800	(2,753)		(2,753)	198.3%	11,953
Highways :- Indirect Expenditure	<u>7,232</u>	<u>14,400</u>	<u>7,168</u>	<u>0</u>	<u>7,168</u>	<u>50.2%</u>	<u>11,953</u>
Net Income over Expenditure	<u>(832)</u>	<u>(14,400)</u>	<u>(13,568)</u>				
7000 plus Transfer from EMR	5,553						
8001 less Transfer to EMR	6,400						
Movement to/(from) Gen Reserve	<u>(1,680)</u>						
<u>320 Market</u>							
1320 Market Stallage	9,267	22,022	12,755			42.1%	
Market :- Income	<u>9,267</u>	<u>22,022</u>	<u>12,755</u>			<u>42.1%</u>	<u>0</u>
4810 Market Place - Water Rates	53	63	10		10	84.4%	
4815 Market Place - Business Rates	1,397	2,800	1,403		1,403	49.9%	
4825 Museum Expenditure	333	0	(333)		(333)	0.0%	
4830 Market Expenditure	117	750	633		633	15.6%	
Market :- Indirect Expenditure	<u>1,901</u>	<u>3,613</u>	<u>1,712</u>	<u>0</u>	<u>1,712</u>	<u>52.6%</u>	<u>0</u>
Net Income over Expenditure	<u>7,366</u>	<u>18,409</u>	<u>11,043</u>				
<u>340 Promotion</u>							
4840 Promotion	0	1,000	1,000		1,000	0.0%	
4845 Website/Intranet Hosting/Maint	180	0	(180)		(180)	0.0%	
Promotion :- Indirect Expenditure	<u>180</u>	<u>1,000</u>	<u>820</u>	<u>0</u>	<u>820</u>	<u>18.0%</u>	<u>0</u>
Net Expenditure	<u>(180)</u>	<u>(1,000)</u>	<u>(820)</u>				

Detailed Income & Expenditure by Budget Heading 01/09/2022

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>360 Precept</u>							
1076 Precept	292,857	585,714	292,857			50.0%	27,403
Precept :- Income	<u>292,857</u>	<u>585,714</u>	<u>292,857</u>			<u>50.0%</u>	<u>27,403</u>
Net Income	<u>292,857</u>	<u>585,714</u>	<u>292,857</u>				
8001 less Transfer to EMR	27,403						
Movement to/(from) Gen Reserve	<u>265,454</u>						
<u>370 General Expenditure</u>							
4600 Town Mayor's Allowance	216	1,400	1,184		1,184	15.4%	
4605 Ccl Members' Allowance & Exp	0	2,116	2,116		2,116	0.0%	
4635 Subscriptions	1,399	2,200	801		801	63.6%	
4640 Audit	460	2,920	2,460		2,460	15.8%	
4645 Training	5,181	6,150	969		969	84.2%	
4646 Liability Insurance	4,320	4,632	312		312	93.3%	
4650 Conference Expenditure	0	300	300		300	0.0%	
4651 Meeting Room Hire	400	1,500	1,100		1,100	26.7%	
4655 Printing & Stationery	1,495	4,000	2,505		2,505	37.4%	
4660 Postage	41	100	59		59	41.5%	
4665 Wages - General Admin.	68,988	181,482	112,494		112,494	38.0%	
4666 Wages - General Maint.	56,752	153,905	97,153		97,153	36.9%	
4667 Staff Mileage	86	150	64		64	57.6%	
4675 Legal/Financial/Prof fees	0	5,000	5,000		5,000	0.0%	
4992 Annual Town Meeting	245	200	(45)		(45)	122.7%	
General Expenditure :- Indirect Expenditure	<u>139,583</u>	<u>366,055</u>	<u>226,472</u>	<u>0</u>	<u>226,472</u>	<u>38.1%</u>	<u>0</u>
Net Expenditure	<u>(139,583)</u>	<u>(366,055)</u>	<u>(226,472)</u>				
<u>375 Rechargeable</u>							
1280 Rechargeable Exp. Refunded	1,747	0	(1,747)			0.0%	
Rechargeable :- Income	<u>1,747</u>	<u>0</u>	<u>(1,747)</u>				<u>0</u>
4685 Rechargeable Expenditure	281	0	(281)	288	(569)	0.0%	
Rechargeable :- Indirect Expenditure	<u>281</u>	<u>0</u>	<u>(281)</u>	<u>288</u>	<u>(569)</u>		<u>0</u>
Net Income over Expenditure	<u>1,466</u>	<u>0</u>	<u>(1,466)</u>				
<u>380 S 137</u>							
4870 S 137 - Expenditure	200	100	(100)		(100)	200.0%	
S 137 :- Indirect Expenditure	<u>200</u>	<u>100</u>	<u>(100)</u>	<u>0</u>	<u>(100)</u>	<u>200.0%</u>	<u>0</u>
Net Expenditure	<u>(200)</u>	<u>(100)</u>	<u>100</u>				

Detailed Income & Expenditure by Budget Heading 01/09/2022

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
400 Sports Ground							
1400 Sports Ground Hire Fees	4,409	14,215	9,806			31.0%	
Sports Ground :- Income	4,409	14,215	9,806			31.0%	0
4910 Pavilion Maintenance	333	0	(333)		(333)	0.0%	
4915 General Sports Ground Maint.	2,519	3,000	481		481	84.0%	224
4920 Ground Maintenance	980	6,220	5,240	627	4,613	25.8%	
4930 Sports Grnd-Water Rate	167	553	386		386	30.2%	
4935 Sports Ground - Electricity	715	2,200	1,485		1,485	32.5%	
4940 Sports Ground - Phone	56	650	594		594	8.6%	
4945 Sports Ground - Insurance	1,269	1,360	91		91	93.3%	
4955 Skateboard Pk - Insurance/Insp	476	510	34		34	93.3%	
4965 Skateboard Pk-Maint. Materials	0	1,000	1,000		1,000	0.0%	
Sports Ground :- Indirect Expenditure	6,515	15,493	8,978	627	8,351	46.1%	224
Net Income over Expenditure	(2,106)	(1,278)	828				
7000 plus Transfer from EMR	224						
Movement to/(from) Gen Reserve	(1,883)						
420 Events							
4760 Remembrance Service Costs	0	800	800		800	0.0%	
4991 Other Events	12,608	5,177	(7,431)		(7,431)	243.5%	284
4995 Communication Strategy	0	200	200		200	0.0%	
Events :- Indirect Expenditure	12,608	6,177	(6,431)	0	(6,431)	204.1%	284
Net Expenditure	(12,608)	(6,177)	6,431				
7000 plus Transfer from EMR	284						
Movement to/(from) Gen Reserve	(12,324)						
425 Christmas Switch on Event							
1235 Christmas Switch On Income	1,000	1,400	400			71.4%	1,000
Christmas Switch on Event :- Income	1,000	1,400	400			71.4%	1,000
4990 Christmas Switch on Event	238	2,650	2,412		2,412	9.0%	238
Christmas Switch on Event :- Indirect Expenditure	238	2,650	2,412	0	2,412	9.0%	238
Net Income over Expenditure	762	(1,250)	(2,012)				
7000 plus Transfer from EMR	238						
8001 less Transfer to EMR	1,000						
Movement to/(from) Gen Reserve	0						

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	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>430 Carnival</u>							
1435 Carnival Income	12,366	0	(12,366)			0.0%	12,249
Carnival :- Income	<u>12,366</u>	<u>0</u>	<u>(12,366)</u>				<u>12,249</u>
4996 Carnival	18,306	1,250	(17,056)		(17,056)	1464.4%	18,281
Carnival :- Indirect Expenditure	<u>18,306</u>	<u>1,250</u>	<u>(17,056)</u>	<u>0</u>	<u>(17,056)</u>	<u>1464.4%</u>	<u>18,281</u>
Net Income over Expenditure	<u>(5,940)</u>	<u>(1,250)</u>	<u>4,690</u>				
7000 plus Transfer from EMR	18,235						
8001 less Transfer to EMR	12,295						
Movement to/(from) Gen Reserve	<u>0</u>						
<u>440 Town Mayor's Charity</u>							
1440 Town Mayor's Charity	641	0	(641)			0.0%	
Town Mayor's Charity :- Income	<u>641</u>	<u>0</u>	<u>(641)</u>				<u>0</u>
4795 Town Mayor's Charity Exp	1,591	0	(1,591)		(1,591)	0.0%	
Town Mayor's Charity :- Indirect Expenditure	<u>1,591</u>	<u>0</u>	<u>(1,591)</u>	<u>0</u>	<u>(1,591)</u>		<u>0</u>
Net Income over Expenditure	<u>(950)</u>	<u>0</u>	<u>950</u>				
<u>460 CIL</u>							
1460 CIL - CIL Income	1,237	0	(1,237)			0.0%	1,237
CIL :- Income	<u>1,237</u>	<u>0</u>	<u>(1,237)</u>				<u>1,237</u>
Net Income	<u>1,237</u>	<u>0</u>	<u>(1,237)</u>				
8001 less Transfer to EMR	1,237						
Movement to/(from) Gen Reserve	<u>0</u>						
<u>470 Streetlighting</u>							
1470 Streetlighting	3,300	0	(3,300)			0.0%	6,700
Streetlighting :- Income	<u>3,300</u>	<u>0</u>	<u>(3,300)</u>				<u>6,700</u>
4730 CCTV Costs	4,992	2,500	(2,492)		(2,492)	199.7%	4,437
4970 Streetlighting	(1,680)	9,000	10,680	10,111	569	93.7%	1,680
Streetlighting :- Indirect Expenditure	<u>3,312</u>	<u>11,500</u>	<u>8,188</u>	<u>10,111</u>	<u>(1,923)</u>	<u>116.7%</u>	<u>6,117</u>
Net Income over Expenditure	<u>(12)</u>	<u>(11,500)</u>	<u>(11,488)</u>				
7000 plus Transfer from EMR	6,137						
8001 less Transfer to EMR	6,680						
Movement to/(from) Gen Reserve	<u>(555)</u>						

Detailed Income & Expenditure by Budget Heading 01/09/2022

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	384,303	685,389	301,086			56.1%	
Expenditure	330,538	685,389	354,851	35,003	319,848	53.3%	
Net Income over Expenditure	53,765	0	(53,765)				
plus Transfer from EMR	102,214						
less Transfer to EMR	66,582						
Movement to/(from) Gen Reserve	89,398						

	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	2,880	3,044	164			94.6%	
Agency Services :- Income	<u>2,880</u>	<u>3,044</u>	<u>164</u>			<u>94.6%</u>	<u>0</u>
4000 NCC Grasscutting	66	100	34		34	65.7%	
Agency Services :- Indirect Expenditure	<u>66</u>	<u>100</u>	<u>34</u>	<u>0</u>	<u>34</u>	<u>65.7%</u>	<u>0</u>
Net Income over Expenditure	<u>2,815</u>	<u>2,944</u>	<u>129</u>				
<u>120 Allotments</u>							
1120 Allotment Rent	0	500	500			0.0%	
Allotments :- Income	<u>0</u>	<u>500</u>	<u>500</u>			<u>0.0%</u>	<u>0</u>
4020 Allotments - Insurance	26	27	1		1	96.0%	
Allotments :- Indirect Expenditure	<u>26</u>	<u>27</u>	<u>1</u>	<u>0</u>	<u>1</u>	<u>96.0%</u>	<u>0</u>
Net Income over Expenditure	<u>(26)</u>	<u>473</u>	<u>499</u>				
<u>140 Amenities</u>							
1140 Amenities Income	13,541	2,085	(11,456)			649.4%	11,567
Amenities :- Income	<u>13,541</u>	<u>2,085</u>	<u>(11,456)</u>			<u>649.4%</u>	<u>11,567</u>
4040 Gardens/Floral Scheme	520	1,800	1,280		1,280	28.9%	
4060 Town/Park - R&R	11,740	18,000	6,260	359	5,901	67.2%	15,299
4061 Play Equipment R&R	2,312	500	(1,812)		(1,812)	462.3%	
4062 Boardwalk Maintenance	2,933	3,000	67		67	97.8%	2,527
4065 Van Replacement	0	1,000	1,000		1,000	0.0%	
4070 Van x 2 Running Costs	1,539	3,500	1,961		1,961	44.0%	
4071 Van Insurance	1,033	1,108	75		75	93.3%	
4075 Tree Management	4,400	8,500	4,100	4,425	(325)	103.8%	
4085 Closed Churchyard - R&R	23	3,604	3,581		3,581	0.6%	
4090 Manorial Rights - R&R	3	10	7		7	34.5%	
4095 Mere - Water/drainage	0	2,695	2,695		2,695	0.0%	
4100 Mere - Fountain	0	8,250	8,250		8,250	0.0%	
4101 Mere - Fountain Electricity	1,672	3,800	2,128		2,128	44.0%	
4102 Mere Fountain/Kiosk -Insurance	147	158	11		11	93.2%	
4110 Park - Water Rates	0	100	100		100	0.0%	
4115 Park - Electricity	768	1,790	1,022		1,022	42.9%	
4120 Mere's Mouth - Rent	100	100	0		0	100.0%	
4125 Mere's Mouth - Business Rates	424	424	(0)		(0)	100.0%	
4135 Mere's Mouth (resurfacing)	0	1,000	1,000		1,000	0.0%	
4140 Park - Insurance	1,673	1,848	175		175	90.5%	
Amenities :- Indirect Expenditure	<u>29,288</u>	<u>61,187</u>	<u>31,899</u>	<u>4,784</u>	<u>27,115</u>	<u>55.7%</u>	<u>17,825</u>
Net Income over Expenditure	<u>(15,747)</u>	<u>(59,102)</u>	<u>(43,355)</u>				
7000 plus Transfer from EMR	17,825						

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
8001 less Transfer to EMR	11,567						
Movement to/(from) Gen Reserve	<u>(9,488)</u>						
<u>145 Mini Recycling Centre Adopter</u>							
1150 Mini Recycling Adopter Payment	450	450	0			100.0%	
Mini Recycling Centre Adopter :- Income	<u>450</u>	<u>450</u>	<u>0</u>			<u>100.0%</u>	<u>0</u>
Net Income	<u>450</u>	<u>450</u>	<u>0</u>				
<u>150 Bank Interest</u>							
1090 Interest Received	463	150	(313)			308.7%	
Bank Interest :- Income	<u>463</u>	<u>150</u>	<u>(313)</u>			<u>308.7%</u>	<u>0</u>
4202 Bank Charges	120	240	120		120	50.0%	
Bank Interest :- Indirect Expenditure	<u>120</u>	<u>240</u>	<u>120</u>	<u>0</u>	<u>120</u>	<u>50.0%</u>	<u>0</u>
Net Income over Expenditure	<u>343</u>	<u>(90)</u>	<u>(433)</u>				
<u>160 Capital Expenditure</u>							
4200 Capital Expenditure	20,504	41,007	20,503		20,503	50.0%	
Capital Expenditure :- Indirect Expenditure	<u>20,504</u>	<u>41,007</u>	<u>20,503</u>	<u>0</u>	<u>20,503</u>	<u>50.0%</u>	<u>0</u>
Net Expenditure	<u>(20,504)</u>	<u>(41,007)</u>	<u>(20,503)</u>				
<u>180 Cemetery</u>							
1180 Cemetery Interment/Chapel Fees	11,821	20,747	8,926			57.0%	
1185 Cemetery Memorial Fees	5,516	10,373	4,857			53.2%	
Cemetery :- Income	<u>17,337</u>	<u>31,120</u>	<u>13,783</u>			<u>55.7%</u>	<u>0</u>
4250 Cemetery - Grounds - R&R	6,476	7,000	524		524	92.5%	
4260 Cemetery - Chapels - R&R	49,479	6,500	(42,979)		(42,979)	761.2%	49,479
4270 General Equipment	353	4,500	4,147		4,147	7.8%	
4271 General Equipment Insurance	135	145	10		10	92.9%	
4272 Ride on Mower Insurance	393	421	28		28	93.3%	
4275 Cemetery - Water Rate	9	150	141		141	6.1%	
4280 Cemetery - Electricity	167	950	783		783	17.6%	
4285 Cemetery - Insurance	473	507	34		34	93.2%	
Cemetery :- Indirect Expenditure	<u>57,484</u>	<u>20,173</u>	<u>(37,311)</u>	<u>0</u>	<u>(37,311)</u>	<u>285.0%</u>	<u>49,479</u>
Net Income over Expenditure	<u>(40,148)</u>	<u>10,947</u>	<u>51,095</u>				
7000 plus Transfer from EMR	49,479						
Movement to/(from) Gen Reserve	<u>9,331</u>						

	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	4,108	0	(4,108)			0.0%	
Cemetery Gravedigging :- Income	4,108	0	(4,108)				0
4300 Cemetery Gravedigging Exp.	4,270	0	(4,270)		(4,270)	0.0%	
Cemetery Gravedigging :- Indirect Expenditure	4,270	0	(4,270)	0	(4,270)		0
Net Income over Expenditure	(162)	0	162				
<u>200 Christmas Lights</u>							
4320 Christmas Lights	3,501	19,000	15,499		15,499	18.4%	
4322 Insurance re. Christmas Lights	76	81	5		5	93.4%	
Christmas Lights :- Indirect Expenditure	3,576	19,081	15,505	0	15,505	18.7%	0
Net Expenditure	(3,576)	(19,081)	(15,505)				
<u>220 Corn Hall</u>							
4350 Corn Hall - Maint./R&R	8,007	11,000	2,993		2,993	72.8%	4,357
4360 Corn Hall - Insurance	2,459	2,636	177		177	93.3%	
Corn Hall :- Indirect Expenditure	10,466	13,636	3,170	0	3,170	76.8%	4,357
Net Expenditure	(10,466)	(13,636)	(3,170)				
7000 plus Transfer from EMR	4,357						
Movement to/(from) Gen Reserve	(6,109)						
<u>240 Council Properties</u>							
1240 Office Rent/Service Charge	3,462	4,557	1,095			76.0%	
1250 Cemetery Bungalow Rent	762	4,572	3,810			16.7%	
Council Properties :- Income	4,224	9,129	4,905			46.3%	0
4400 Office R&R	2,302	4,500	2,198		2,198	51.1%	
4405 Office Building Maintenance	1,663	7,500	5,838		5,838	22.2%	1,663
4410 Office Stairlift	155	340	185		185	45.4%	
4415 Cemetery Bungalow	603	760	157		157	79.4%	
4420 Electricity Testing 5 Yrly	1,152	0	(1,152)		(1,152)	0.0%	1,152
4425 Health & Safety	602	2,500	1,898		1,898	24.1%	
4435 Pk Toilets Servicing	7,218	8,450	1,232	6,919	(5,686)	167.3%	
4445 Pk Toilets - Insurance	365	133	(232)		(232)	274.8%	
4450 Pk Toilet- Electricity	610	1,900	1,290		1,290	32.1%	
4460 Pk Toilets - Water Rates	512	2,070	1,558		1,558	24.7%	
4465 Mere's Mouth Toilets	10,364	8,450	(1,914)	6,919	(8,833)	204.5%	

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4466 Mere's Mouth Electricity	46	2,000	1,954		1,954	2.3%	
4475 Staff Uniforms/Replacements	0	600	600		600	0.0%	
Council Properties :- Indirect Expenditure	25,591	39,203	13,612	13,838	(226)	100.6%	2,815
Net Income over Expenditure	(21,367)	(30,074)	(8,707)				
7000 plus Transfer from EMR	2,815						
Movement to/(from) Gen Reserve	(18,553)						
<u>260 Diss Youth & Community Centre</u>							
1160 Loan Park Radio	750	0	(750)			0.0%	
1260 DYCC Hire Fees	10,776	15,560	4,784			69.3%	
Diss Youth & Community Centre :- Income	11,526	15,560	4,034			74.1%	0
4500 DYCC - Electricity	2,014	7,872	5,858		5,858	25.6%	
4505 DYCC - Gas	302	1,500	1,198		1,198	20.1%	
4510 DYCC - Business Rates	5,190	5,200	10		10	99.8%	
4515 DYCC - Water Rates	342	710	368		368	48.2%	
4520 Licences - Music	0	247	247		247	0.0%	
4525 DYCC - Insurance	1,033	1,108	75		75	93.3%	
4530 Annual Service Costs	352	1,500	1,148		1,148	23.5%	
4540 DYCC - General R&R	7,257	9,000	1,743	156	1,586	82.4%	
Diss Youth & Community Centre :- Indirect Expenditure	16,491	27,137	10,646	156	10,490	61.3%	0
Net Income over Expenditure	(4,965)	(11,577)	(6,612)				
<u>280 Administrative Overheads</u>							
1285 Photocopying Income	2	0	(2)			0.0%	
Administrative Overheads :- Income	2	0	(2)				0
4610 Council Office Business Rates	4,853	4,860	7		7	99.9%	
4615 Council Office - Gas	440	2,000	1,560		1,560	22.0%	
4620 Council Office - Electricity	360	1,600	1,240		1,240	22.5%	
4625 Council Office - Telephone	993	2,000	1,007		1,007	49.6%	
4630 Council Office - Insurance	840	900	60		60	93.3%	
4657 IT Equipment, Software & Suppo	5,753	10,000	4,247		4,247	57.5%	
Administrative Overheads :- Indirect Expenditure	13,239	21,360	8,121	0	8,121	62.0%	0
Net Income over Expenditure	(13,237)	(21,360)	(8,123)				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>300 Grants</u>							
4720 General Grants	643	20,000	19,357		19,357	3.2%	
4765 Heritage Triangle Trust	69	0	(69)		(69)	0.0%	69
Grants :- Indirect Expenditure	712	20,000	19,288	0	19,288	3.6%	69
Net Expenditure	(712)	(20,000)	(19,288)				
7000 plus Transfer from EMR	69						
Movement to/(from) Gen Reserve	(643)						
<u>310 Highways</u>							
1303 DDNP Income	6,400	0	(6,400)			0.0%	
Highways :- Income	6,400	0	(6,400)				0
4780 Parish Partnership Bid	5,103	11,600	6,498		6,498	44.0%	
4785 Neighbourhood Plan	5,553	2,800	(2,753)		(2,753)	198.3%	11,953
Highways :- Indirect Expenditure	10,655	14,400	3,745	0	3,745	74.0%	11,953
Net Income over Expenditure	(4,255)	(14,400)	(10,145)				
7000 plus Transfer from EMR	5,553						
8001 less Transfer to EMR	6,400						
Movement to/(from) Gen Reserve	(5,102)						
<u>320 Market</u>							
1320 Market Stallage	10,473	22,022	11,549			47.6%	
Market :- Income	10,473	22,022	11,549			47.6%	0
4810 Market Place - Water Rates	53	63	10		10	84.4%	
4815 Market Place - Business Rates	2,794	2,800	6		6	99.8%	
4825 Museum Expenditure	333	0	(333)		(333)	0.0%	
4830 Market Expenditure	136	750	614		614	18.2%	
Market :- Indirect Expenditure	3,317	3,613	296	0	296	91.8%	0
Net Income over Expenditure	7,156	18,409	11,253				
<u>340 Promotion</u>							
4840 Promotion	0	1,000	1,000		1,000	0.0%	
4845 Website/Intranet Hosting/Maint	180	0	(180)		(180)	0.0%	
Promotion :- Indirect Expenditure	180	1,000	820	0	820	18.0%	0
Net Expenditure	(180)	(1,000)	(820)				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>360 Precept</u>							
1076 Precept	585,714	585,714	0			100.0%	54,806
Precept :- Income	<u>585,714</u>	<u>585,714</u>	<u>0</u>			<u>100.0%</u>	<u>54,806</u>
Net Income	<u>585,714</u>	<u>585,714</u>	<u>0</u>				
8001 less Transfer to EMR	54,806						
Movement to/(from) Gen Reserve	<u>530,908</u>						
<u>370 General Expenditure</u>							
4600 Town Mayor's Allowance	305	1,400	1,095		1,095	21.8%	
4605 Ccl Members' Allowance & Exp	0	2,116	2,116		2,116	0.0%	
4635 Subscriptions	1,470	2,200	730		730	66.8%	
4640 Audit	2,060	2,920	860		860	70.5%	
4645 Training	5,302	6,150	848		848	86.2%	
4646 Liability Insurance	4,320	4,632	312		312	93.3%	
4650 Conference Expenditure	0	300	300		300	0.0%	
4651 Meeting Room Hire	400	1,500	1,100		1,100	26.7%	
4655 Printing & Stationery	2,169	4,000	1,831		1,831	54.2%	
4660 Postage	65	100	35		35	65.2%	
4665 Wages - General Admin.	82,999	181,482	98,483		98,483	45.7%	
4666 Wages - General Maint.	69,857	153,905	84,048		84,048	45.4%	
4667 Staff Mileage	223	150	(73)		(73)	148.5%	
4675 Legal/Financial/Prof fees	0	5,000	5,000		5,000	0.0%	
4992 Annual Town Meeting	245	200	(45)		(45)	122.7%	
General Expenditure :- Indirect Expenditure	<u>169,416</u>	<u>366,055</u>	<u>196,639</u>	<u>0</u>	<u>196,639</u>	<u>46.3%</u>	<u>0</u>
Net Expenditure	<u>(169,416)</u>	<u>(366,055)</u>	<u>(196,639)</u>				
<u>375 Rechargeable</u>							
1280 Rechargeable Exp. Refunded	1,937	0	(1,937)			0.0%	
Rechargeable :- Income	<u>1,937</u>	<u>0</u>	<u>(1,937)</u>				<u>0</u>
4685 Rechargeable Expenditure	281	0	(281)	288	(569)	0.0%	
Rechargeable :- Indirect Expenditure	<u>281</u>	<u>0</u>	<u>(281)</u>	<u>288</u>	<u>(569)</u>		<u>0</u>
Net Income over Expenditure	<u>1,656</u>	<u>0</u>	<u>(1,656)</u>				
<u>380 S 137</u>							
4870 S 137 - Expenditure	200	100	(100)		(100)	200.0%	
S 137 :- Indirect Expenditure	<u>200</u>	<u>100</u>	<u>(100)</u>	<u>0</u>	<u>(100)</u>	<u>200.0%</u>	<u>0</u>
Net Expenditure	<u>(200)</u>	<u>(100)</u>	<u>100</u>				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>400 Sports Ground</u>							
1400 Sports Ground Hire Fees	5,523	14,215	8,692			38.9%	
Sports Ground :- Income	<u>5,523</u>	<u>14,215</u>	<u>8,692</u>			<u>38.9%</u>	<u>0</u>
4910 Pavilion Maintenance	333	0	(333)		(333)	0.0%	
4915 General Sports Ground Maint.	2,545	3,000	455		455	84.8%	224
4920 Ground Maintenance	1,182	6,220	5,038	627	4,412	29.1%	
4930 Sports Grnd-Water Rate	167	553	386		386	30.2%	
4935 Sports Ground - Electricity	759	2,200	1,441		1,441	34.5%	
4940 Sports Ground - Phone	67	650	583		583	10.3%	
4945 Sports Ground - Insurance	1,269	1,360	91		91	93.3%	
4955 Skateboard Pk - Insurance/Insp	476	510	34		34	93.3%	
4965 Skateboard Pk-Maint. Materials	0	1,000	1,000		1,000	0.0%	
Sports Ground :- Indirect Expenditure	<u>6,798</u>	<u>15,493</u>	<u>8,695</u>	<u>627</u>	<u>8,068</u>	<u>47.9%</u>	<u>224</u>
Net Income over Expenditure	<u>(1,275)</u>	<u>(1,278)</u>	<u>(3)</u>				
7000 plus Transfer from EMR	224						
Movement to/(from) Gen Reserve	<u>(1,051)</u>						
<u>420 Events</u>							
4760 Remembrance Service Costs	0	800	800		800	0.0%	
4991 Other Events	13,024	5,177	(7,847)		(7,847)	251.6%	659
4995 Communication Strategy	0	200	200		200	0.0%	
Events :- Indirect Expenditure	<u>13,024</u>	<u>6,177</u>	<u>(6,847)</u>	<u>0</u>	<u>(6,847)</u>	<u>210.8%</u>	<u>659</u>
Net Expenditure	<u>(13,024)</u>	<u>(6,177)</u>	<u>6,847</u>				
7000 plus Transfer from EMR	659						
Movement to/(from) Gen Reserve	<u>(12,365)</u>						
<u>425 Christmas Switch on Event</u>							
1235 Christmas Switch On Income	1,917	1,400	(517)			136.9%	1,000
Christmas Switch on Event :- Income	<u>1,917</u>	<u>1,400</u>	<u>(517)</u>			<u>136.9%</u>	<u>1,000</u>
4990 Christmas Switch on Event	(169)	2,650	2,819		2,819	(6.4%)	311
Christmas Switch on Event :- Indirect Expenditure	<u>(169)</u>	<u>2,650</u>	<u>2,819</u>	<u>0</u>	<u>2,819</u>	<u>(6.4%)</u>	<u>311</u>
Net Income over Expenditure	<u>2,085</u>	<u>(1,250)</u>	<u>(3,335)</u>				
7000 plus Transfer from EMR	71						
8001 less Transfer to EMR	1,240						
Movement to/(from) Gen Reserve	<u>917</u>						

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>430</u>	<u>Carnival</u>							
1435	Carnival Income	12,366	0	(12,366)			0.0%	12,249
	Carnival :- Income	<u>12,366</u>	<u>0</u>	<u>(12,366)</u>				<u>12,249</u>
4996	Carnival	18,306	1,250	(17,056)		(17,056)	1464.4%	18,281
	Carnival :- Indirect Expenditure	<u>18,306</u>	<u>1,250</u>	<u>(17,056)</u>	<u>0</u>	<u>(17,056)</u>	<u>1464.4%</u>	<u>18,281</u>
	Net Income over Expenditure	<u>(5,940)</u>	<u>(1,250)</u>	<u>4,690</u>				
7000	plus Transfer from EMR	18,235						
8001	less Transfer to EMR	12,295						
	Movement to/(from) Gen Reserve	<u>0</u>						
<u>440</u>	<u>Town Mayor's Charity</u>							
1440	Town Mayor's Charity	641	0	(641)			0.0%	
	Town Mayor's Charity :- Income	<u>641</u>	<u>0</u>	<u>(641)</u>				<u>0</u>
4795	Town Mayor's Charity Exp	1,591	0	(1,591)		(1,591)	0.0%	
	Town Mayor's Charity :- Indirect Expenditure	<u>1,591</u>	<u>0</u>	<u>(1,591)</u>	<u>0</u>	<u>(1,591)</u>		<u>0</u>
	Net Income over Expenditure	<u>(950)</u>	<u>0</u>	<u>950</u>				
<u>460</u>	<u>CIL</u>							
1460	CIL - CIL Income	1,237	0	(1,237)			0.0%	1,237
	CIL :- Income	<u>1,237</u>	<u>0</u>	<u>(1,237)</u>				<u>1,237</u>
	Net Income	<u>1,237</u>	<u>0</u>	<u>(1,237)</u>				
8001	less Transfer to EMR	1,237						
	Movement to/(from) Gen Reserve	<u>0</u>						
<u>470</u>	<u>Streetlighting</u>							
1470	Streetlighting	3,300	0	(3,300)			0.0%	6,700
	Streetlighting :- Income	<u>3,300</u>	<u>0</u>	<u>(3,300)</u>				<u>6,700</u>
4730	CCTV Costs	4,992	2,500	(2,492)		(2,492)	199.7%	4,437
4970	Streetlighting	(1,680)	9,000	10,680	10,111	569	93.7%	1,680
	Streetlighting :- Indirect Expenditure	<u>3,312</u>	<u>11,500</u>	<u>8,188</u>	<u>10,111</u>	<u>(1,923)</u>	<u>116.7%</u>	<u>6,117</u>
	Net Income over Expenditure	<u>(12)</u>	<u>(11,500)</u>	<u>(11,488)</u>				
7000	plus Transfer from EMR	6,137						
8001	less Transfer to EMR	6,680						
	Movement to/(from) Gen Reserve	<u>(555)</u>						

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	684,038	685,389	1,351			99.8%	
Expenditure	408,744	685,389	276,645	29,803	246,841	64.0%	
Net Income over Expenditure	<u>275,294</u>	<u>0</u>	<u>(275,294)</u>				
plus Transfer from EMR	105,423						
less Transfer to EMR	94,225						
Movement to/(from) Gen Reserve	<u>286,492</u>						

	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	2,880	3,044	164			94.6%	
Agency Services :- Income	2,880	3,044	164			94.6%	0
4000 NCC Grasscutting	66	100	34		34	65.7%	
Agency Services :- Indirect Expenditure	66	100	34	0	34	65.7%	0
Net Income over Expenditure	2,815	2,944	129				
<u>120 Allotments</u>							
1120 Allotment Rent	0	500	500			0.0%	
Allotments :- Income	0	500	500			0.0%	0
4020 Allotments - Insurance	26	27	1		1	96.0%	
Allotments :- Indirect Expenditure	26	27	1	0	1	96.0%	0
Net Income over Expenditure	(26)	473	499				
<u>140 Amenities</u>							
1140 Amenities Income	13,541	2,085	(11,456)			649.4%	11,567
Amenities :- Income	13,541	2,085	(11,456)			649.4%	11,567
4040 Gardens/Floral Scheme	520	1,800	1,280		1,280	28.9%	
4060 Town/Park - R&R	25,828	18,000	(7,828)	240	(8,068)	144.8%	28,797
4061 Play Equipment R&R	2,312	500	(1,812)		(1,812)	462.3%	
4062 Boardwalk Maintenance	2,933	3,000	67		67	97.8%	2,527
4065 Van Replacement	0	1,000	1,000		1,000	0.0%	
4070 Van x 2 Running Costs	1,898	3,500	1,602		1,602	54.2%	
4071 Van Insurance	1,033	1,108	75		75	93.3%	
4075 Tree Management	4,400	8,500	4,100	4,425	(325)	103.8%	
4085 Closed Churchyard - R&R	23	3,604	3,581		3,581	0.6%	
4090 Manorial Rights - R&R	3	10	7		7	34.5%	
4095 Mere - Water/drainage	0	2,695	2,695		2,695	0.0%	
4100 Mere - Fountain	1,482	8,250	6,768		6,768	18.0%	
4101 Mere - Fountain Electricity	2,181	3,800	1,619		1,619	57.4%	
4102 Mere Fountain/Kiosk -Insurance	147	158	11		11	93.2%	
4110 Park - Water Rates	0	100	100		100	0.0%	
4115 Park - Electricity	941	1,790	849		849	52.6%	
4120 Mere's Mouth - Rent	100	100	0		0	100.0%	
4125 Mere's Mouth - Business Rates	424	424	(0)		(0)	100.0%	
4135 Mere's Mouth (resurfacing)	0	1,000	1,000		1,000	0.0%	
4140 Park - Insurance	1,673	1,848	175		175	90.5%	
Amenities :- Indirect Expenditure	45,900	61,187	15,287	4,665	10,622	82.6%	31,324
Net Income over Expenditure	(32,359)	(59,102)	(26,743)				
7000 plus Transfer from EMR	31,324						

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
8001 less Transfer to EMR	11,567						
Movement to/(from) Gen Reserve	<u>(12,603)</u>						
<u>145 Mini Recycling Centre Adopter</u>							
1150 Mini Recycling Adopter Payment	450	450	0			100.0%	
Mini Recycling Centre Adopter :- Income	<u>450</u>	<u>450</u>	<u>0</u>			<u>100.0%</u>	<u>0</u>
Net Income	<u>450</u>	<u>450</u>	<u>0</u>				
<u>150 Bank Interest</u>							
1090 Interest Received	571	150	(421)			380.5%	
Bank Interest :- Income	<u>571</u>	<u>150</u>	<u>(421)</u>			<u>380.5%</u>	<u>0</u>
4202 Bank Charges	140	240	100		100	58.3%	
Bank Interest :- Indirect Expenditure	<u>140</u>	<u>240</u>	<u>100</u>	<u>0</u>	<u>100</u>	<u>58.3%</u>	<u>0</u>
Net Income over Expenditure	<u>431</u>	<u>(90)</u>	<u>(521)</u>				
<u>160 Capital Expenditure</u>							
4200 Capital Expenditure	22,683	41,007	18,324		18,324	55.3%	
Capital Expenditure :- Indirect Expenditure	<u>22,683</u>	<u>41,007</u>	<u>18,324</u>	<u>0</u>	<u>18,324</u>	<u>55.3%</u>	<u>0</u>
Net Expenditure	<u>(22,683)</u>	<u>(41,007)</u>	<u>(18,324)</u>				
<u>180 Cemetery</u>							
1180 Cemetery Interment/Chapel Fees	14,290	20,747	6,457			68.9%	
1185 Cemetery Memorial Fees	6,736	10,373	3,637			64.9%	
Cemetery :- Income	<u>21,026</u>	<u>31,120</u>	<u>10,094</u>			<u>67.6%</u>	<u>0</u>
4250 Cemetery - Grounds - R&R	8,076	7,000	(1,076)		(1,076)	115.4%	
4260 Cemetery - Chapels - R&R	51,879	6,500	(45,379)		(45,379)	798.1%	51,879
4270 General Equipment	821	4,500	3,679		3,679	18.2%	
4271 General Equipment Insurance	135	145	10		10	92.9%	
4272 Ride on Mower Insurance	393	421	28		28	93.3%	
4275 Cemetery - Water Rate	62	150	88		88	41.4%	
4280 Cemetery - Electricity	173	950	777		777	18.2%	
4285 Cemetery - Insurance	473	507	34		34	93.2%	
Cemetery :- Indirect Expenditure	<u>62,011</u>	<u>20,173</u>	<u>(41,838)</u>	<u>0</u>	<u>(41,838)</u>	<u>307.4%</u>	<u>51,879</u>
Net Income over Expenditure	<u>(40,986)</u>	<u>10,947</u>	<u>51,933</u>				
7000 plus Transfer from EMR	51,879						
Movement to/(from) Gen Reserve	<u>10,893</u>						

	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	5,124	0	(5,124)			0.0%	
Cemetery Gravedigging :- Income	5,124	0	(5,124)				0
4300 Cemetery Gravedigging Exp.	4,270	0	(4,270)		(4,270)	0.0%	
Cemetery Gravedigging :- Indirect Expenditure	4,270	0	(4,270)	0	(4,270)		0
Net Income over Expenditure	854	0	(854)				
<u>200 Christmas Lights</u>							
4320 Christmas Lights	6,986	19,000	12,014		12,014	36.8%	
4322 Insurance re. Christmas Lights	76	81	5		5	93.4%	
Christmas Lights :- Indirect Expenditure	7,062	19,081	12,019	0	12,019	37.0%	0
Net Expenditure	(7,062)	(19,081)	(12,019)				
<u>220 Corn Hall</u>							
4350 Corn Hall - Maint./R&R	8,582	11,000	2,418		2,418	78.0%	4,357
4360 Corn Hall - Insurance	2,459	2,636	177		177	93.3%	
Corn Hall :- Indirect Expenditure	11,041	13,636	2,595	0	2,595	81.0%	4,357
Net Expenditure	(11,041)	(13,636)	(2,595)				
7000 plus Transfer from EMR	4,357						
Movement to/(from) Gen Reserve	(6,684)						
<u>240 Council Properties</u>							
1240 Office Rent/Service Charge	5,096	4,557	(539)			111.8%	
1250 Cemetery Bungalow Rent	762	4,572	3,810			16.7%	
Council Properties :- Income	5,858	9,129	3,271			64.2%	0
4400 Office R&R	2,382	4,500	2,118		2,118	52.9%	
4405 Office Building Maintenance	1,853	7,500	5,648		5,648	24.7%	1,853
4410 Office Stairlift	155	340	185		185	45.4%	
4415 Cemetery Bungalow	832	760	(72)		(72)	109.4%	
4420 Electricity Testing 5 Yrly	1,152	0	(1,152)		(1,152)	0.0%	1,152
4425 Health & Safety	984	2,500	1,516		1,516	39.4%	
4435 Pk Toilets Servicing	7,923	8,450	527	6,221	(5,694)	167.4%	
4445 Pk Toilets - Insurance	365	133	(232)		(232)	274.8%	
4450 Pk Toilet- Electricity	656	1,900	1,244		1,244	34.5%	
4460 Pk Toilets - Water Rates	2,247	2,070	(177)		(177)	108.6%	
4465 Mere's Mouth Toilets	11,096	8,450	(2,646)	6,221	(8,868)	204.9%	

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4466 Mere's Mouth Electricity	46	2,000	1,954		1,954	2.3%	
4475 Staff Uniforms/Replacements	289	600	311		311	48.2%	
Council Properties :- Indirect Expenditure	29,980	39,203	9,223	12,443	(3,220)	108.2%	3,005
Net Income over Expenditure	(24,122)	(30,074)	(5,952)				
7000 plus Transfer from EMR	3,005						
Movement to/(from) Gen Reserve	(21,118)						
<u>260 Diss Youth & Community Centre</u>							
1160 Loan Park Radio	750	0	(750)			0.0%	
1260 DYCC Hire Fees	12,413	15,560	3,147			79.8%	
Diss Youth & Community Centre :- Income	13,163	15,560	2,397			84.6%	0
4500 DYCC - Electricity	2,339	7,872	5,533		5,533	29.7%	
4505 DYCC - Gas	342	1,500	1,158		1,158	22.8%	
4510 DYCC - Business Rates	5,190	5,200	10		10	99.8%	
4515 DYCC - Water Rates	1,143	710	(433)		(433)	161.0%	
4520 Licences - Music	0	247	247		247	0.0%	
4525 DYCC - Insurance	1,033	1,108	75		75	93.3%	
4530 Annual Service Costs	352	1,500	1,148		1,148	23.5%	
4540 DYCC - General R&R	8,155	9,000	845	156	688	92.4%	3,685
Diss Youth & Community Centre :- Indirect Expenditure	18,555	27,137	8,582	156	8,426	69.0%	3,685
Net Income over Expenditure	(5,392)	(11,577)	(6,185)				
7000 plus Transfer from EMR	3,685						
Movement to/(from) Gen Reserve	(1,707)						
<u>280 Administrative Overheads</u>							
1285 Photocopying Income	12	0	(12)			0.0%	
Administrative Overheads :- Income	12	0	(12)				0
4610 Council Office Business Rates	4,853	4,860	7		7	99.9%	
4615 Council Office - Gas	507	2,000	1,493		1,493	25.4%	
4620 Council Office - Electricity	424	1,600	1,176		1,176	26.5%	
4625 Council Office - Telephone	1,108	2,000	892		892	55.4%	
4630 Council Office - Insurance	840	900	60		60	93.3%	
4657 IT Equipment, Software & Suppo	7,489	10,000	2,511		2,511	74.9%	
Administrative Overheads :- Indirect Expenditure	15,222	21,360	6,138	0	6,138	71.3%	0
Net Income over Expenditure	(15,209)	(21,360)	(6,151)				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>300 Grants</u>							
4720 General Grants	643	20,000	19,357		19,357	3.2%	
4765 Heritage Triangle Trust	69	0	(69)		(69)	0.0%	69
Grants :- Indirect Expenditure	712	20,000	19,288	0	19,288	3.6%	69
Net Expenditure	(712)	(20,000)	(19,288)				
7000 plus Transfer from EMR	69						
Movement to/(from) Gen Reserve	(643)						
<u>310 Highways</u>							
1303 DDNP Income	6,400	0	(6,400)			0.0%	
Highways :- Income	6,400	0	(6,400)				0
4780 Parish Partnership Bid	5,103	11,600	6,498		6,498	44.0%	
4785 Neighbourhood Plan	5,553	2,800	(2,753)		(2,753)	198.3%	11,953
Highways :- Indirect Expenditure	10,655	14,400	3,745	0	3,745	74.0%	11,953
Net Income over Expenditure	(4,255)	(14,400)	(10,145)				
7000 plus Transfer from EMR	5,553						
8001 less Transfer to EMR	6,400						
Movement to/(from) Gen Reserve	(5,102)						
<u>320 Market</u>							
1320 Market Stallage	13,773	22,022	8,249			62.5%	
Market :- Income	13,773	22,022	8,249			62.5%	0
4810 Market Place - Water Rates	53	63	10		10	84.4%	
4815 Market Place - Business Rates	2,794	2,800	6		6	99.8%	
4825 Museum Expenditure	333	0	(333)		(333)	0.0%	
4830 Market Expenditure	156	750	594		594	20.8%	
Market :- Indirect Expenditure	3,337	3,613	276	0	276	92.4%	0
Net Income over Expenditure	10,436	18,409	7,973				
<u>340 Promotion</u>							
4840 Promotion	0	1,000	1,000		1,000	0.0%	
4845 Website/Intranet Hosting/Maint	180	0	(180)		(180)	0.0%	
Promotion :- Indirect Expenditure	180	1,000	820	0	820	18.0%	0
Net Expenditure	(180)	(1,000)	(820)				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>360 Precept</u>							
1076 Precept	585,714	585,714	0			100.0%	54,806
Precept :- Income	<u>585,714</u>	<u>585,714</u>	<u>0</u>			<u>100.0%</u>	<u>54,806</u>
Net Income	<u>585,714</u>	<u>585,714</u>	<u>0</u>				
8001 less Transfer to EMR	54,806						
Movement to/(from) Gen Reserve	<u>530,908</u>						
<u>370 General Expenditure</u>							
4600 Town Mayor's Allowance	565	1,400	835		835	40.4%	
4605 Ccl Members' Allowance & Exp	0	2,116	2,116		2,116	0.0%	
4635 Subscriptions	1,740	2,200	460		460	79.1%	
4640 Audit	2,060	2,920	860		860	70.5%	
4645 Training	5,699	6,150	451		451	92.7%	
4646 Liability Insurance	4,320	4,632	312		312	93.3%	
4650 Conference Expenditure	15	300	285		285	5.0%	
4651 Meeting Room Hire	480	1,500	1,020		1,020	32.0%	
4655 Printing & Stationery	2,287	4,000	1,713		1,713	57.2%	
4660 Postage	65	100	35		35	65.2%	
4665 Wages - General Admin.	97,888	181,482	83,594		83,594	53.9%	
4666 Wages - General Maint.	82,838	153,905	71,067		71,067	53.8%	
4667 Staff Mileage	234	150	(84)		(84)	156.0%	
4675 Legal/Financial/Prof fees	1,695	5,000	3,305		3,305	33.9%	
4992 Annual Town Meeting	245	200	(45)		(45)	122.7%	
General Expenditure :- Indirect Expenditure	<u>200,132</u>	<u>366,055</u>	<u>165,923</u>	<u>0</u>	<u>165,923</u>	<u>54.7%</u>	<u>0</u>
Net Expenditure	<u>(200,132)</u>	<u>(366,055)</u>	<u>(165,923)</u>				
<u>375 Rechargeable</u>							
1280 Rechargeable Exp. Refunded	2,018	0	(2,018)			0.0%	
Rechargeable :- Income	<u>2,018</u>	<u>0</u>	<u>(2,018)</u>				<u>0</u>
4685 Rechargeable Expenditure	291	0	(291)	288	(579)	0.0%	
Rechargeable :- Indirect Expenditure	<u>291</u>	<u>0</u>	<u>(291)</u>	<u>288</u>	<u>(579)</u>		<u>0</u>
Net Income over Expenditure	<u>1,726</u>	<u>0</u>	<u>(1,726)</u>				
<u>380 S 137</u>							
4870 S 137 - Expenditure	225	100	(125)		(125)	225.0%	
S 137 :- Indirect Expenditure	<u>225</u>	<u>100</u>	<u>(125)</u>	<u>0</u>	<u>(125)</u>	<u>225.0%</u>	<u>0</u>
Net Expenditure	<u>(225)</u>	<u>(100)</u>	<u>125</u>				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>400 Sports Ground</u>							
1400 Sports Ground Hire Fees	6,446	14,215	7,769			45.3%	
Sports Ground :- Income	6,446	14,215	7,769			45.3%	0
4910 Pavilion Maintenance	333	0	(333)		(333)	0.0%	
4915 General Sports Ground Maint.	2,592	3,000	408		408	86.4%	146
4920 Ground Maintenance	1,373	6,220	4,847	436	4,412	29.1%	
4930 Sports Grnd-Water Rate	246	553	307		307	44.5%	
4935 Sports Ground - Electricity	831	2,200	1,369		1,369	37.8%	
4940 Sports Ground - Phone	78	650	572		572	11.9%	
4945 Sports Ground - Insurance	1,269	1,360	91		91	93.3%	
4955 Skateboard Pk - Insurance/Insp	476	510	34		34	93.3%	
4965 Skateboard Pk-Maint. Materials	0	1,000	1,000		1,000	0.0%	
Sports Ground :- Indirect Expenditure	7,197	15,493	8,296	436	7,860	49.3%	146
Net Income over Expenditure	(752)	(1,278)	(526)				
7000 plus Transfer from EMR	146						
Movement to/(from) Gen Reserve	(606)						
<u>420 Events</u>							
4760 Remembrance Service Costs	0	800	800		800	0.0%	
4991 Other Events	13,044	5,177	(7,867)		(7,867)	252.0%	659
4995 Communication Strategy	0	200	200		200	0.0%	
Events :- Indirect Expenditure	13,044	6,177	(6,867)	0	(6,867)	211.2%	659
Net Expenditure	(13,044)	(6,177)	6,867				
7000 plus Transfer from EMR	659						
Movement to/(from) Gen Reserve	(12,385)						
<u>425 Christmas Switch on Event</u>							
1235 Christmas Switch On Income	2,860	1,400	(1,460)			204.3%	1,120
Christmas Switch on Event :- Income	2,860	1,400	(1,460)			204.3%	1,120
4990 Christmas Switch on Event	438	2,650	2,212		2,212	16.5%	511
Christmas Switch on Event :- Indirect Expenditure	438	2,650	2,212	0	2,212	16.5%	511
Net Income over Expenditure	2,422	(1,250)	(3,672)				
7000 plus Transfer from EMR	271						
8001 less Transfer to EMR	1,360						
Movement to/(from) Gen Reserve	1,333						

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>430</u>	<u>Carnival</u>							
1435	Carnival Income	12,366	0	(12,366)			0.0%	12,249
	Carnival :- Income	<u>12,366</u>	<u>0</u>	<u>(12,366)</u>				<u>12,249</u>
4996	Carnival	18,306	1,250	(17,056)		(17,056)	1464.4%	18,281
	Carnival :- Indirect Expenditure	<u>18,306</u>	<u>1,250</u>	<u>(17,056)</u>	<u>0</u>	<u>(17,056)</u>	<u>1464.4%</u>	<u>18,281</u>
	Net Income over Expenditure	<u>(5,940)</u>	<u>(1,250)</u>	<u>4,690</u>				
7000	plus Transfer from EMR	18,235						
8001	less Transfer to EMR	12,295						
	Movement to/(from) Gen Reserve	<u>0</u>						
<u>440</u>	<u>Town Mayor's Charity</u>							
1440	Town Mayor's Charity	948	0	(948)			0.0%	
	Town Mayor's Charity :- Income	<u>948</u>	<u>0</u>	<u>(948)</u>				<u>0</u>
4795	Town Mayor's Charity Exp	1,591	0	(1,591)		(1,591)	0.0%	
	Town Mayor's Charity :- Indirect Expenditure	<u>1,591</u>	<u>0</u>	<u>(1,591)</u>	<u>0</u>	<u>(1,591)</u>		<u>0</u>
	Net Income over Expenditure	<u>(643)</u>	<u>0</u>	<u>643</u>				
<u>460</u>	<u>CIL</u>							
1460	CIL - CIL Income	20,362	0	(20,362)			0.0%	20,362
	CIL :- Income	<u>20,362</u>	<u>0</u>	<u>(20,362)</u>				<u>20,362</u>
	Net Income	<u>20,362</u>	<u>0</u>	<u>(20,362)</u>				
8001	less Transfer to EMR	20,362						
	Movement to/(from) Gen Reserve	<u>0</u>						
<u>470</u>	<u>Streetlighting</u>							
1470	Streetlighting	3,300	0	(3,300)			0.0%	6,700
	Streetlighting :- Income	<u>3,300</u>	<u>0</u>	<u>(3,300)</u>				<u>6,700</u>
4730	CCTV Costs	4,992	2,500	(2,492)		(2,492)	199.7%	4,437
4970	Streetlighting	(1,680)	9,000	10,680	10,111	569	93.7%	1,680
	Streetlighting :- Indirect Expenditure	<u>3,312</u>	<u>11,500</u>	<u>8,188</u>	<u>10,111</u>	<u>(1,923)</u>	<u>116.7%</u>	<u>6,117</u>
	Net Income over Expenditure	<u>(12)</u>	<u>(11,500)</u>	<u>(11,488)</u>				
7000	plus Transfer from EMR	6,137						
8001	less Transfer to EMR	6,680						
	Movement to/(from) Gen Reserve	<u>(555)</u>						

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	716,813	685,389	(31,424)			104.6%	
Expenditure	476,376	685,389	209,013	28,098	180,915	73.6%	
Net Income over Expenditure	<u>240,437</u>	<u>0</u>	<u>(240,437)</u>				
plus Transfer from EMR	125,318						
less Transfer to EMR	113,470						
Movement to/(from) Gen Reserve	<u>252,285</u>						

SUMMARY REPORT OF EARMARKED RESERVES 2022-23

Project Ref	NC		Committee	Site	EMR	Balance as at 1st April 2022	Less: Actual Year to date Expense	Balance	Add: Year to date receipts	Balance as at 31st August 2022
RF	330	1	Executive	By-election	By-election costs	£ 5,000		£ 5,000		£ 5,000
RF	335	2	Executive	Communications	Communication Strategy	£ 693		£ 693		£ 693
RF	342	3	Executive	Events	Christmas Lights switch on	£ 3,562	£ 238	£ 3,325	£ 1,625	£ 4,950
RF	344	4	Executive	Events	Carnival	£ 8,671	£ 17,025	£ 8,354	£ 11,710	£ 3,356
I	370	5	Facilities	Cemetery	Cem Roads, Cem Monuments	£ 4,500		£ 4,500		£ 4,500
J	372	6	Facilities	Cemetery	Cemetery Chapels	£ 54,300	£ 46,479	£ 7,822	£ 24,521	£ 32,343
L	375	7	Facilities	Corn Hall	Corn Hall	£ 26,500	£ 4,357	£ 22,143	£ 2,500	£ 24,643
M	384	8	Facilities	Council Offices	Building maintenance	£ 30,000	£ 1,663	£ 28,338	£ 2,750	£ 31,088
D	390	9	Facilities	DYCC	Van Replacement	£ 6,000		£ 6,000	£ 500	£ 6,500
K	392	10	Facilities	DYCC	Maintenance workshop	£ 1,500		£ 1,500	£ 750	£ 2,250
O	398	11	Facilities	DYCC	DYCC	£ 3,002		£ 3,002	£ 2,500	£ 5,502
P	400	12	Facilities	Market	Maintenance Market	£ 21,000		£ 21,000	£ 250	£ 21,250
C	412	13	Facilities	Mere	Boardwalk	£ 5,000	£ 2,527	£ 2,473	£ 1,000	£ 3,473
H	414	14	Facilities	Mere	Maintenance Mere's Mouth (Resurfacing)	£ 1,000		£ 1,000	£ 500	£ 1,500
G	416	15	Facilities	Mere	Mere Fountain	£ 16,065		£ 16,065	£ 3,375	£ 19,440
A	422	16	Facilities	Park	Park General - Beacon Project	£ 1,000	£ 12,698	£ 11,698	£ 16,700	£ 5,002
B	424	17	Facilities	Park	Play Equipment	£ -		£ -	£ 250	£ 250
Y	426	18	Facilities	Park	Park Toilets	£ 13,000		£ 13,000	£ 1,500	£ 14,500
Q	430	19	Facilities	SPG	Athletics maintenance	£ 11,000		£ 11,000		£ 11,000
R	432	20	Facilities	SPG	SPG Floodlights	£ -		£ -		£ -
S	434	21	Facilities	SPG	SPG Pav maintenance	£ -		£ -		£ -
T	436	22	Facilities	SPG	SPG - Skateboard Park	£ 1,059		£ 1,059	£ 500	£ 1,559
F	440	23	Facilities	St Marys Churchyard	Closed churchyard repairs	£ 15,000		£ 15,000	£ 1,790	£ 16,790
E	450	24	Facilities	Facilities	Tree Management	£ 500		£ 500	£ 250	£ 750
N	469	25	Facilities		5 Yr Electrical Testing	£ 5,250	£ 1,152	£ 4,098		£ 4,098
U	470	26	Facilities		Park Bollards	£ 15,000		£ 15,000		£ 15,000
RF	455	27	HTP	HTP	HTP	£ 9,177	£ 69	£ 9,109		£ 9,109
RF	460	28	Infrastructure	Infrastructure	Bus Shelters maintenance	£ 15,826	£ 30	£ 15,796		£ 15,796
RF	462	29	Infrastructure	Infrastructure	Streetlights	£ 99,812	£ 1,700	£ 98,112	£ 8,280	£ 106,392
RF	464	30	Infrastructure	Infrastructure	Community Infrastructure Levy (CIL)	£ 48,795		£ 48,795	£ 1,237	£ 50,031
RF	466	31	Infrastructure	Infrastructure	CCTV	£ 5,163	£ 5,116	£ 47	£ 11,259	£ 11,306
RF	468	32	Infrastructure	Infrastructure	D&D Neighbourhood Plan	£ 2,185	£ 5,553	£ 3,367	£ 7,800	£ 4,433
V	471	33	Infrastructure	Infrastructure	Park Light Review	£ 10,000		£ 10,000	£ 5,398	£ 15,398
W	472	34	Infrastructure	Infrastructure	Mere Street Pedestrianisation	£ 10,000		£ 10,000		£ 10,000
X	473	35	Infrastructure	Infrastructure	Street Cleaner	£ 35,000	£ 2,750	£ 32,250		£ 32,250
RF	445	36	Infrastructure	Infrastructure	Parish Partnership Works	£ -		£ -	£ 2,500	£ 2,500
					TOTAL	£ 484,560	£ 101,354	£ 383,206	£ 109,445	£ 492,651

	% of EMR	Balance year end 2021/22	YTD Balance
Facilities	45%	£230,676.40	£221,438
HTP	2%	£9,177.45	£9,109
Infrastructure	50%	£226,780.85	£248,107
Executive	3%	£17,925.71	£13,998
TOTAL		£484,560.41	£492,651

Balance as at 31/08/2022	General Reserves	£ 382,275
	EMR	£ 492,651
	Total Funds	£ 874,926

	Streetlighting Funds Breakdown	
	Capital Reserves (ring fenced)	£ 101,392
	EMR General	£ 5,000
		£ 106,392

SUMMARY REPORT OF EARMARKED RESERVES 2022-23

Project Ref	NC		Committee	Site	EMR	Balance as at 1st April 2022	Less: Actual Year to date Expense	Balance	Add: Year to date receipts	Balance as at 30th September 2022
RF	330	1	Executive	By-election	By-election costs	£ 5,000		£ 5,000		£ 5,000
RF	335	2	Executive	Communications	Communication Strategy	£ 693		£ 693		£ 693
RF	342	3	Executive	Events	Christmas Lights switch on	£ 3,562	£ 238	£ 3,325	£ 2,657	£ 5,981
RF	344	4	Executive	Events	Carnival	£ 8,671	£ 17,025	£ 8,354	£ 12,335	£ 3,981
I	370	5	Facilities	Cemetery	Cem Roads, Cem Monuments	£ 4,500		£ 4,500		£ 4,500
J	372	6	Facilities	Cemetery	Cemetery Chapels	£ 54,300	£ 49,479	£ 4,822	£ 25,271	£ 30,093
L	375	7	Facilities	Corn Hall	Corn Hall	£ 26,500	£ 4,357	£ 22,143	£ 5,000	£ 27,143
M	384	8	Facilities	Council Offices	Building maintenance	£ 30,000	£ 1,663	£ 28,338	£ 5,500	£ 33,838
D	390	9	Facilities	DYCC	Van Replacement	£ 6,000		£ 6,000	£ 1,000	£ 7,000
K	392	10	Facilities	DYCC	Maintenance workshop	£ 1,500		£ 1,500	£ 1,500	£ 3,000
O	398	11	Facilities	DYCC	DYCC	£ 3,002		£ 3,002	£ 5,000	£ 8,002
P	400	12	Facilities	Market	Maintenance Market	£ 21,000		£ 21,000	£ 500	£ 21,500
C	412	13	Facilities	Mere	Boardwalk	£ 5,000	£ 2,527	£ 2,473	£ 2,000	£ 4,473
H	414	14	Facilities	Mere	Maintenance Mere's Mouth (Resurfacing)	£ 1,000		£ 1,000	£ 1,000	£ 2,000
G	416	15	Facilities	Mere	Mere Fountain	£ 16,065		£ 16,065	£ 6,750	£ 22,815
A	422	16	Facilities	Park	Park General - Beacon Project	£ 1,000	£ 13,073	£ 12,073	£ 19,289	£ 7,216
B	424	17	Facilities	Park	Play Equipment	£ -		£ -	£ 500	£ 500
Y	426	18	Facilities	Park	Park Toilets	£ 13,000		£ 13,000	£ 3,000	£ 16,000
Q	430	19	Facilities	SPG	Athletics maintenance	£ 11,000		£ 11,000		£ 11,000
R	432	20	Facilities	SPG	SPG Floodlights	£ -		£ -		£ -
S	434	21	Facilities	SPG	SPG Pav maintenance	£ -		£ -		£ -
T	436	22	Facilities	SPG	SPG - Skateboard Park	£ 1,059		£ 1,059	£ 1,000	£ 2,059
F	440	23	Facilities	St Marys Churchyard	Closed churchyard repairs	£ 15,000		£ 15,000	£ 3,579	£ 18,579
E	450	24	Facilities	Facilities	Tree Management	£ 500		£ 500	£ 500	£ 1,000
N	469	25	Facilities		5 Yr Electrical Testing	£ 5,250	£ 1,152	£ 4,098		£ 4,098
U	470	26	Facilities		Park Bollards	£ 15,000		£ 15,000		£ 15,000
RF	455	27	HTP	HTP	HTP	£ 9,177	£ 69	£ 9,109		£ 9,109
RF	460	28	Infrastructure	Infrastructure	Bus Shelters maintenance	£ 15,826	£ 30	£ 15,796		£ 15,796
RF	462	29	Infrastructure	Infrastructure	Streetlights	£ 99,812	£ 1,700	£ 98,112	£ 8,280	£ 106,392
RF	464	30	Infrastructure	Infrastructure	Community Infrastructure Levy (CIL)	£ 48,795		£ 48,795	£ 1,237	£ 50,031
RF	466	31	Infrastructure	Infrastructure	CCTV	£ 5,163	£ 5,116	£ 47	£ 11,759	£ 11,806
RF	468	32	Infrastructure	Infrastructure	D&D Neighbourhood Plan	£ 2,185	£ 5,553	£ 3,367	£ 9,200	£ 5,833
V	471	33	Infrastructure	Infrastructure	Park Light Review	£ 10,000		£ 10,000	£ 5,398	£ 15,398
W	472	34	Infrastructure	Infrastructure	Mere Street Pedestrianisation	£ 10,000		£ 10,000		£ 10,000
X	473	35	Infrastructure	Infrastructure	Street Cleaner	£ 35,000	£ 2,750	£ 32,250		£ 32,250
RF	445	36	Infrastructure	Infrastructure	Parish Partnership Works	£ -		£ -	£ 5,000	£ 5,000
					TOTAL	£ 484,560	£ 104,729	£ 379,831	£ 137,255	£ 517,086

	% of EMR	Balance year end 2021/22	YTD Balance
Facilities	46%	£230,676.40	£239,816
HTP	2%	£9,177.45	£9,109
Infrastructure	49%	£226,780.85	£252,507
Executive	3%	£17,925.71	£15,655
TOTAL		£484,560.41	£517,086

Balance as at 30/09/2022	General Reserves	£ 579,369
	EMR	£ 517,086
	Total Funds	£ 1,096,455

	Streetlighting Funds Breakdown	
	Capital Reserves (ring fenced)	£ 101,392
	EMR General	£ 5,000
		£ 106,392

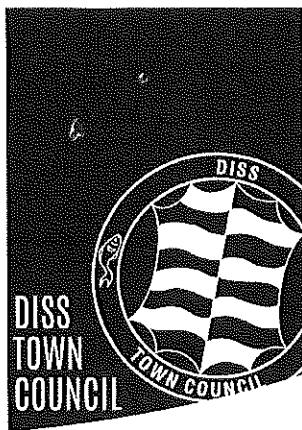
SUMMARY REPORT OF EARMARKED RESERVES 2022-23

Project Ref	NC		Committee	Site	EMR	Balance as at 1st April 2022	Less: Actual Year to date Expense	Balance	Add: Year to date receipts	Balance as at 31st October 2022
RF	330	1	Executive	By-election	By-election costs	£ 5,000		£ 5,000		£ 5,000
RF	335	2	Executive	Communications	Communication Strategy	£ 693		£ 693		£ 693
RF	342	3	Executive	Events	Christmas Lights switch on	£ 3,562	£ 438	£ 3,125	£ 2,777	£ 5,901
RF	344	4	Executive	Events	Carnival	£ 8,671	£ 17,025	£ 8,354	£ 12,335	£ 3,981
I	370	5	Facilities	Cemetery	Cem Roads, Cem Monuments	£ 4,500		£ 4,500		£ 4,500
J	372	6	Facilities	Cemetery	Cemetery Chapels	£ 54,300	£ 51,879	£ 2,422	£ 25,271	£ 27,693
L	375	7	Facilities	Corn Hall	Corn Hall	£ 26,500	£ 4,357	£ 22,143	£ 5,000	£ 27,143
M	384	8	Facilities	Council Offices	Building maintenance	£ 30,000	£ 1,853	£ 28,148	£ 5,500	£ 33,648
D	390	9	Facilities	DYCC	Van Replacement	£ 6,000		£ 6,000	£ 1,000	£ 7,000
K	392	10	Facilities	DYCC	Maintenance workshop	£ 1,500		£ 1,500	£ 1,500	£ 3,000
O	398	11	Facilities	DYCC	DYCC	£ 3,002	£ 3,685	£ 683	£ 5,000	£ 4,317
P	400	12	Facilities	Market	Maintenance Market	£ 21,000		£ 21,000	£ 500	£ 21,500
C	412	13	Facilities	Mere	Boardwalk	£ 5,000	£ 2,527	£ 2,473	£ 2,000	£ 4,473
H	414	14	Facilities	Mere	Maintenance Mere's Mouth (Resurfacing)	£ 1,000		£ 1,000	£ 1,000	£ 2,000
G	416	15	Facilities	Mere	Mere Fountain	£ 16,065		£ 16,065	£ 6,750	£ 22,815
A	422	16	Facilities	Park	Park General - Beacon Project	£ 1,000	£ 13,073	£ 12,073	£ 19,289	£ 7,216
B	424	17	Facilities	Park	Play Equipment	£ -		£ -	£ 500	£ 500
Y	426	18	Facilities	Park	Park Toilets	£ 13,000		£ 13,000	£ 3,000	£ 16,000
Q	430	19	Facilities	SPG	Athletics maintenance	£ 11,000		£ 11,000		£ 11,000
R	432	20	Facilities	SPG	SPG Floodlights	£ -		£ -		£ -
S	434	21	Facilities	SPG	SPG Pav maintenance	£ -		£ -		£ -
T	436	22	Facilities	SPG	SPG - Skateboard Park	£ 1,059		£ 1,059	£ 1,000	£ 2,059
F	440	23	Facilities	St Marys Churchyard	Closed churchyard repairs	£ 15,000		£ 15,000	£ 3,579	£ 18,579
E	450	24	Facilities	Facilities	Tree Management	£ 500		£ 500	£ 500	£ 1,000
N	469	25	Facilities		5 Yr Electrical Testing	£ 5,250	£ 1,152	£ 4,098		£ 4,098
U	470	26	Facilities		Park Bollards	£ 15,000		£ 15,000		£ 15,000
RF	455	27	HTP	HTP	HTP	£ 9,177	£ 69	£ 9,109		£ 9,109
RF	460	28	Infrastructure	Infrastructure	Bus Shelters maintenance	£ 15,826	£ 45	£ 15,781		£ 15,781
RF	462	29	Infrastructure	Infrastructure	Streetlights	£ 99,812	£ 1,700	£ 98,112	£ 8,280	£ 106,392
RF	464	30	Infrastructure	Infrastructure	Community Infrastructure Levy (CIL)	£ 48,795		£ 48,795	£ 20,362	£ 69,157
RF	466	31	Infrastructure	Infrastructure	CCTV	£ 5,163	£ 5,038	£ 125	£ 11,759	£ 11,884
RF	468	32	Infrastructure	Infrastructure	D&D Neighbourhood Plan	£ 2,185	£ 5,553	£ 3,367	£ 9,200	£ 5,833
V	471	33	Infrastructure	Infrastructure	Park Light Review	£ 10,000	£ 13,304	£ 3,304	£ 5,398	£ 2,095
W	472	34	Infrastructure	Infrastructure	Mere Street Pedestrianisation	£ 10,000		£ 10,000		£ 10,000
X	473	35	Infrastructure	Infrastructure	Street Cleaner	£ 35,000	£ 2,929	£ 32,071		£ 32,071
RF	445	36	Infrastructure	Infrastructure	Parish Partnership Works	£ -		£ -	£ 5,000	£ 5,000
					TOTAL	£ 484,560	£ 124,624	£ 359,936	£ 156,500	£ 516,436

	% of EMR	Balance year end 2021/22	YTD Balance
Facilities	45%	£230,676.40	£233,541
HTP	2%	£9,177.45	£9,109
Infrastructure	50%	£226,780.85	£258,212
Executive	3%	£17,925.71	£15,575
TOTAL		£484,560.41	£516,436

Balance as at 31/10/2022	General Reserves	£ 545,162
	EMR	£ 516,436
	Total Funds	£ 1,061,598

	Streetlighting Funds Breakdown	
	Capital Reserves (ring fenced)	£ 101,392
	EMR General	£ 5,000
		£ 106,392



TOWN CLERK
Miss S Richards,

DISS TOWN COUNCIL
Council Offices, 11-12 Market Hill,
Diss, Norfolk, IP22 4JZ.
Telephone/Fax: (01379) 643848

Email: towncouncil@diss.gov.uk

Web: www.diss.gov.uk

Facebook: @DissTC

Twitter: @DissTownCouncil

BANK RECONCILIATIONS COUNCILLOR CHECK

July 2022

Bank Accounts:

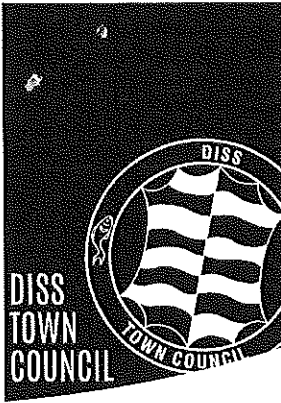
- Cashbook 1 - Current Account - 00361127 ✓
- Cashbook 2 - Wages & Petty Cash - 00361135 ✓
- Cashbook 3 - Active Saver – 10271985 ✓
- Cashbook 4 - Town Mayors Charity – 00997250 ✓
- Cashbook 5 - Rate Reward – 03508641 ✓
- Cashbook 6 - Barclaycard – 547676 07843 38272 ✓
- Cashbook 7 - Nationwide Account - 90187011 ✓

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

Signed

Date

4th Oct. 2022



TOWN CLERK
Miss S Richards,

DISS TOWN COUNCIL
Council Offices, 11-12 Market Hill,
Diss, Norfolk, IP22 4JZ.
Telephone/Fax: (01379) 643848

Email: towncouncil@diss.gov.uk
Web: www.diss.gov.uk
Facebook: @DissTC
Twitter: @DissTownCouncil

BANK RECONCILIATIONS COUNCILLOR CHECK

August 2022

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 ✓

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

Signed

Date

4th Oct 2022



DISS TOWN COUNCIL

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

Telephone & Fax: (01379) 643848

Email: towncouncil@diss.gov.uk

Website: www.diss.gov.uk

Report Number:
29/ 2122

Report to:	Full Council
Date of Meeting:	9 th November 2022
Authorship:	RFO
Subject:	Internal Audit Report 2022-23 (Interim)

Introduction

1. The Council has received the interim internal audit from Victoria Waples, which evaluates the effectiveness of its risk management, control and governance processes and considers internal auditing guidance for smaller authorities.
2. The Council should review and consider the report before agreeing to implement the recommendations and incorporating new guidance and changes into the Council's own activities.
3. The interim internal report was conducted in person, on 11th October, by the auditor Mrs Victoria Waples. This is the first audit by the new auditor and the appropriate letters of engagement were completed.
4. The full interim internal audit report and recommendations response sheet is shown in Appendix A.

Report Recommendations

5. Recommendation 1 – **Whilst council follows its own financial regulations in the use of orders for work, goods and services, council might wish to be mindful of financial regulation 10.5** “The responsible finance officer (RFO), Clerk or Deputy Clerk shall verify the lawful nature of any proposed purchase before the issue of any order and in the case of new or infrequent purchases or payments, **the RFO Clerk or Deputy Clerk shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.**
6. Recommendation 2 - **Whilst a full list of the grants approved for the years 2020 and 2021 was seen on the council's website, council might wish to ensure that it uploads data for 2022 following the publication guidelines outlined in the transparency code.**
7. Recommendation 3 - **Council is advised to review financial regulation 6.18 to ensure that the limitations of the use of the credit card accurately reflects the system currently in place in terms of use (Staff Members – Clerk, RFO, Deputy Clerk and Facilities and maintenance manager) and limits imposed for each individual staff member council might wish to also review risk No.25 within its governance and management risk register.**
8. Recommendation 4 - **Council should note regulation 20 (in part) which states that the annual audit letter received from the auditor must be considered by the authority and published (including publication on the authority's website) and to permit copies to be purchased.**
9. Recommendation 5 - **Council should ensure the public notice remains able to be viewed on its website for the current year until the year-end internal audit is carried out after the 31st of March 2023 two enable the control tests to be ascertained and for the internal**

auditor to be able to answer in the affirmative to Assertion M of the annual internal audit report.

10. Recommendation 6 – **Council might wish to review the publication provisions contained with the accounts and audit regulations 2015.**
11. Recommendation 7 – **The town council should consider reviewing the frequency of information that is to be uploaded to its website which should include but is not limited to: Invitations to tender exceeding £5000 (publish quarterly), Contracts awarded exceeding £5000 for (publish quarterly); Details of all grants given (publish annually); Details of all land and building assets (publish annually).**

Proposed Actions

1. Recommendation 1 – The RFO, Clerk or Deputy Clerk will ensure that where orders are approved in meetings, the statutory authority (the legislation) is quoted in the minutes. This action will be put into practice and detailed in both financial regulations and procedures during the internal control review before year end.
2. Recommendation 2 – Update the council website to show grants allocated for each year, this action can be implemented immediately, and the procedure updated in the internal control review.
3. Recommendation 3 – To review the financial regulation 6.18 and No.25 of the governance and management risk register to clearly set out the system currently in use and risk management of such system as part of the internal controls review.
4. Recommendation 4 – For the council to consider and note the annual audit letter received from the auditor, shown in Appendix B. This currently published on the council website (External Auditor Certificate 2021-22) as is the Notice of conclusion of audit which permits copies to be purchased. This action can be implemented immediately, and future annual consideration will be added to the key documents schedule.
5. Recommendation 5 – The notice of exercise of public rights can be kept up on website or can be noted in the minutes that it was on display during the appropriate period until at least the following June, post the final audit.
6. Recommendation 6 – Publication on the council website of the previous 5 years accounts would display best practice. By remodelling the finance section of the website this could be built upon year on year and use minimal resources to compile.
7. Recommendation 7 – The frequency of compiling and uploading mandatory information such as the tenders to the council website should be completed as a task every quarter, this if done as part of the quarterly financial reporting process would minimize the risk of omission.

Recommendations

1. To note the contents of the internal interim audit report 2022/23 (Appendix A)
2. To approve proposed actions as appropriate responses to the internal audit report's recommendations
3. To consider and note the annual audit letter (Appendix B)

Report to Diss Town Council

Internal Audit of the Accounts for the Period Ending 31st August 2022

Smaller authorities are required by the Accounts and Audit Regulations 2015 to ‘undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance’.

The primary objective of Internal Audit will be to independently review, appraise and provide assurance upon the control environment, making sure that controls are mitigating the Council from increased risk exposure, and to achieve this, the internal auditor will adopt a predominantly systems-based approach to audit.

The Accounts for the period year ending 31st August 2022 can be summarized as follows:

Income to date:	£384,303
Expenditure to date:	£330,538
Precept figure to date:	£292,857

The following Internal Audit work was carried out on the adequacy of systems of internal control in accordance with the scope previously approved by the Council with particular emphasis upon the following:

- Review and assess the soundness, adequacy, effectiveness and reliability of financial and performance management systems
- Review and assess the efficiency and effectiveness of internal control arrangements and working practices and make recommendations to improve these where appropriate
- Review and assess the adequacy of procedures to ensure the Council's assets and interests are adequately protected and risks are identified and effectively managed
- Check for compliance with legislation and the Council's integrity and ethical standards, policies and procedures
- Review and test the books, accounts, transactions and vouchers on a sample basis in order to arrive at an opinion on the systems in place.

Comments and any recommendations arising from the review are made below:

Subject & tests carried out	Comments/Recommendations
<p>1. Proper book-keeping. Examination of</p> <ul style="list-style-type: none"> • Cashbook • Reconciliations of cashbook 	<p>The council uses the RBS Rialtas Omega accounting package which produces reports on an Income and Expenditure basis. Council follows Proper Practices in ensuring that its accounting procedure gives a more accurate presentation of an authority's true financial position by focusing on the balance of economic benefits that it has under its control, rather than just its bank balance. The cashbook is reconciled on a monthly basis, regularly verified against bank statements and contains entries from day to day of all sums of money received and expended by the council along with matters to which the income and expenditure relates.</p> <p><i>Comment: in accordance with Proper Practices, the Responsible Financial Officer has ensured that effective procedures are in place to accurately and promptly record all financial transactions and maintain up to date accounting records throughout the year, together with all necessary supporting information.</i></p> <p>Spot checks were made and were found to be correct. Journal entries between cost codes for the period under review were seen and verified. The Responsible Financial Officer has ensured that the cash book is the focus for day-to-day accounting and is aware that the balancing off and reconciliation to the bank statement remains the most important control over the accounting system.</p> <p><i>Comment: Council follows Proper Practices in ensuring that its accounting procedure gives a more accurate presentation of an authority's true financial position by focusing on the balance of economic benefits that it has under its control, rather than just its bank balance. For further transparency and scrutiny, the Responsible Financial Officer, in accordance with best practice, has referenced all payments and receipts with a description as to the expenditure and income being incurred to ensure the integrity of data being input and processed.</i></p>
<p>2. Payment controls. Examination of:</p> <ul style="list-style-type: none"> • Understanding of the process involved for reclaiming VAT • Expenditure controls • Internet Banking controls 	<p>VAT is identified in the cash book and reclaimed on an annual basis. The VAT Assessment File for the periods 1st April to 30th August 2022 were seen as produced by the accounting package operated by the Responsible Financial Officer. Settlement of the account submitted for the final quarter of the year ending 31st March 2022 in the sum of £43,516.33 was evidenced from the Council's bank statements. It is noted that the claim for the first quarter of 2022-2023 is due to be submitted in October 2022.</p>

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<ul style="list-style-type: none"> • Procurement controls • Tenders submitted • General power of competence • S137 of the 1972 Act 	<p><i>Comment: VAT has been appropriately identified in relation and correctly coded according to the Council's business and non-business activities within the financial records of the software used by council.</i></p> <p>In accordance with its own Financial Regulation 5.2, all expenditure is presented to Council on a monthly basis for review and authorisation for payment is made by resolution. Council has ensured that, for the settlement of its invoices by the BACS system, and in accordance with Financial Regulation 6.10, there is a two-tier authorisation system which ensures that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories. A review of the procedures followed for receipt of invoices, agreement of invoice detail and confirmation of goods or services delivery along with approval for payments was undertaken on 20 individual payments in the period ending 31st August 2022. In the actions undertaken in committing the Council's resources, Council is operating within Financial Regulations 5.2; 6.9 through to 6.10.</p> <p>Council continues to show good practice by ensuring that, on receipt of invoices, verification that the relevant goods or services have been received is obtained and invoices checked to ensure that the arithmetic is correct, agreed discounts have been deducted and everything is acceptable regarding reclaiming the VAT.</p> <p><i>Comment: this system continues to protect the Responsible Financial Officer as well as fulfilling an internal control objective to ensure the safeguarding of public money thereby allowing Council to ensure that it has maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.</i></p> <p>A further spot check of items paid via Direct Debit system from the Council's Accounts were cross checked against cashbook, bank statements and invoices. All were found to have an underlying audit trail with appropriate documentation in place.</p> <p><i>Comment: in accordance with Financial Regulation 6.8, payments for utility supplies which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation may be made by variable Direct Debit provided that the instructions are signed by two Officers and any payment made are reported to Council.</i></p>
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	<p>The Council's Purchase Order file for items ordered in accordance with Council's own Financial Regulations was reviewed during the internal audit visit. A random sample of orders placed during the period under review shows that Council has operated within its own Financial Regulations within the limits set for the purchase of goods and services above which three estimates or quotes should be invited from persons or firms competent to do the work.</p> <p><i>Comment: Council follows good practice by ensuring that an official order is issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Council further demonstrates good practise by understanding that official orders both commit a supplier to a price and help prevent unauthorised credit being granted in the authority's name. In accordance with proper practises, on receipt of invoices, verification that the relevant goods or services have been received is obtained and invoices are checked to ensure that the arithmetic is correct, agreed discounts have been deducted and everything is acceptable regarding reclaiming the VAT. The Purchase Order file is numerically held and controlled by the Responsible Financial Officer/Clerk. All orders are authorised in accordance with Financial Regulation 10.1.</i></p> <p>Recommendation: whilst Council follows its own Financial Regulations in the use of orders for work, goods and services, Council might wish to be mindful of Financial Regulation 10.5 "The Responsible Financial Officer (RFO), Clerk or Deputy Clerk shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO, Clerk or Deputy Clerk shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used".</p> <p>During the period under review there were no new tenders submitted. It is noted that the website does not show any procurement contracts that are currently in operation by the Council.</p> <p><i>Comment: Council might wish to review this provision of the Transparency Code 2015 noting that certain information is to be published quarterly - details of any contract, commissioned activity, purchase order, framework agreement and any other legally enforceable agreement with a value that exceeds £5,000.</i></p>
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	<p>Council does not fulfil the criteria to be eligible to use the General Power of Competence (at least two-thirds elected members and a qualified Clerk (CiLCA or higher)) and relies upon statutory legislation as well as the regulatory limits and guidelines of s137 of the Local Government Act of 1972.</p> <p>The Schedule of Grants made during the year under review was reviewed and verified. Full Council to date has approved small grants to the sum of £643 within the budget allocation of £20,000 - Community General Grants Scheme.</p> <p><i>Comment: Council has a comprehensive Grant Policy outlining grant aid that will be awarded to applicants from voluntary and not-for-profit organisations that work for the benefit of Diss residents supporting the town's distinction and heritage, partnership and synergy, and community and people.</i></p> <p>Recommendation: whilst a full list of the grants approved for the years 2020 and 2021 was seen on the Council's website, Council might wish to ensure that it uploads data for 2022 following the publication guidelines outlined in the Transparency Code – see below Section 12.</p> <p>Payments within the s137 Expenditure budget amount to £200 to date and were within regulatory limits and guidelines.</p> <p><i>Comment: Council is aware that the use of s137 of the LGA 1972 (as amended by the Local Government and Housing Act 1989 s36) is a capped expenditure which gives the Council the power to incur expenditure which in their opinion is in the interests of and will bring direct benefit to their area or any part of it or all or some of its inhabitants. The benefit obtained must be commensurate with the expenditure incurred and the annual expenditure must not exceed the total electorate multiplied by the annual statutory limit per elector.</i></p> <p>The council has two Public Works Board Loan (Heritage Triangle Project and Boardwalk and Gardens). The balance outstanding as at 31st March 2022 was £157,541. Payments to be made in accordance with the instalment repayment schedule and residual capital balance will be verified at the internal audit on year-end procedures.</p>
<p>3. Budgetary controls.</p> <p>Examination of:</p> <ul style="list-style-type: none"> • Verification of process of setting of budget 	<p>The Minutes of 12th January 2022 show that Council agreed to adopt a budget which would require a precept request of £585,714 equating to £208.59 for a Band D property.</p>

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<ul style="list-style-type: none"> • Monitoring of budget • Reporting of expenditure and variances • Monitoring reserves 	<p>The meeting further determined that the minimum level of general reserves appropriate for the year 2020/2023 should be set at 6 months of expenditure.</p> <p>Evidence was seen of budget report to actual with committed expenditure and funds available for the period April - June. Expenditure breakdown by heading was provided with detailed income and expenditure by account for currently funded projects. The income report shows income against specific budget headings. This is then further analysed to show percentage of income against budget.</p> <p>A review of the budget information submitted including detailed income and expenditure position was undertaken during the internal audit review. The report submitted by the Responsible Financial Officer provided clarity on the day-to-day functioning of the revenue budgets along with transactions to/from Earmarked Reserves allowing for an understanding of the use of the annual precept funds and existing funds in the context of the Council's overall budget assessment process.</p> <p><i>Comment: Council shows good practice by following the recommended key stages as to the budgetary process to be followed for the year:</i></p> <ul style="list-style-type: none"> • <i>decide the form and level of detail of the budget;</i> • <i>review the current year budget and spending;</i> • <i>determine the cost of spending plans;</i> • <i>assess levels of income;</i> • <i>bring together spending and income plans;</i> • <i>provide for contingencies and consider the need for reserves;</i> • <i>approve the budget;</i> • <i>confirm the precept or rates and special levies; and</i> • <i>review progress against the budget regularly throughout the year.</i> <p>Council operates within the parameters of its own Financial Regulation 4.2 by ensuring that virements between budgets are considered by the Council as and when they arise, "No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement')." The Clerk is authorised to incur expenditure in cases of extreme risk to the delivery of Council services, whether or not there is any budgetary provision for the</p>
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	<p>expenditure, in accordance with the limits imposed under Financial Regulation 4.5(£5,000).</p> <p>The Council, at year-end (31st March 2022) had overall reserves totalling £821,000 with the General Residual Fund of £337,000 and agreed Earmarked Reserves of £484,000. The Accounts Report for Quarter 1 submitted to Council at its meeting of 7th September 2022 relating to the months April through to June 2022 provides clarity on expenditure from Earmarked Reserves.</p> <p><i>Comment: Council is aware of the guidance as issued by Proper Practices which states that it is regarded as acceptable for a council's general (non-earmarked revenue) reserves to be equal to 3 to 12 months of Net Revenue Expenditure and should ensure that the level of general reserves adopted is in accordance with its General Reserve Policy. There is no upper limit for Earmarked Reserves, but they should be held for genuine and intended purposes and their level subject to regular review and justification (at least annually). Council has further noted guidance as issued under the Practitioners Guide which states that an authority needs to have regards to the need to put in place a General Reserve Policy with explanations as to the high level of general reserves being held and to have evidenced that it has reviewed the level and purpose of all Earmarked Reserves. Council's Policy on Financial Reserves was reviewed and adopted at the meeting of 16th March 2022.</i></p>
<p>4. Income controls. Examination of:</p> <ul style="list-style-type: none"> • Precept • Other income: <ul style="list-style-type: none"> ➤ CIL ➤ Burial and associated fees ➤ Allotment fees ➤ Hall hire fees ➤ Market fees ➤ Bank Interest • Aged Debtor Listings 	<p>Council received precept in the sum of £292,857 from South Norfolk District Council for the period under review on 3rd May 2022 as reported within the Income and Expenditure Reports for the months of April and May (submitted to the meeting of 15th June 2022). Evidence was provided showing a full audit trail from Precept being discussed and approved to being served on the Charging Authority to remittance advice showing the Precept to be paid and receipt of same in the Council's Bank Account.</p> <p>For the period under review Council received CIL Receipts in the sum of £1,236.82. CIL receipts are reported to full Council as part of its overall Income and Expenditure Reports. A copy of the annual report for the year ending 31st March 2022 showing retained balance of £44,693.54 was seen upon the Council's website. It was unclear from the Earmarked Reserves seen for the period end as to whether a specific reserve had been set up for retained CIL balances or whether they were added to existing earmarked reserves.</p>

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	<p><i>Comment: to ensure that Council is in conformity with its reporting duties (121B 2e i&ii The Community Infrastructure Levy (Amendment) (England) (No 2) Regulations 2019), Council is advised to allocate retained balances of CIL funds against an Earmarked Reserve specifically allocated and that the relevant timeframes for such expenditure be annotated. It is certain that Council is aware that if it does not spend its CIL within 5 years of receipt the Infrastructure team at the District Council may send the Council a repayment notice, and the District may then spend the CIL income on their behalf and in consultation with the Council. Exceptions are likely to be considered if the Council can show they have allocated their CIL income to a particular project for which they are accumulating funds before spending.</i></p> <p>During the period under review, Council received income from a number of identified sources all of which was banked intact with the transactions identified within the accounting system operated by the Responsible Financial Officer. In accordance with Financial Regulation 9.3, Council continues to review all fees and charges annually, with increases where deemed appropriate, following a report as submitted by the Responsible Financial Officer. A sample review of the control rents for the market, allotments, hall hire and sports ground hire fees along with associated documentation was undertaken during the internal audit visit and all expected income was found to be based on the correct price, properly recorded and promptly banked with VAT (where appropriate) accounted for.</p> <p>In accordance with guidance within the Practitioners' Guide, a sample review of transactions from the formal Burial Register entries was undertaken with the review demonstrating that the register was well maintained, up-to-date and that fees have been charged at the correct approved rate and have been recovered within a reasonable time. The treatment of the provision of these facilities for VAT purposes is in accordance with VAT Notice 701/32.</p> <p><i>Comment: In accordance with the Local Authorities' Cemeteries Order 1977 (SI 1977/204, art 15(3), Council has maintained a table of the nature and amount of fee or charge payable in relation to Cemetery Interment and Memorial Fees.</i></p> <p>Further spot checks during the internal audit visit on further items paid under BACS / Direct Credit into the Council's Accounts were cross checked against cashbook, bank statements and invoices raised by the Council. A review of the Omega transaction reports was undertaken to ensure income was coded to the appropriate nominal income</p>
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	<p>code and all were found to be in order with appropriate control procedures and documentation to provide a clear underlying audit trail through to invoicing and recovery of all such income. Overall income is recorded in accordance with Financial Regulations and reported to Full Council within the monthly Income and Expenditure reports. The outstanding sales ledger invoices for the period ending 31st August 2022 was seen and verified. The Responsible Financial Officer has advised that there are no irrecoverable accounts for consideration as bad debts and appropriate follow up action is in place for all debtor listings.</p> <p><i>Comment: Council is aware that Proper Guidance states that uncollectible amounts, including bad debts, should only be written off with the approval of members, or under delegated authority by the Responsible Financial Officer and that such approval should be shown in the accounting records.</i></p> <p>The Internal Auditor can confirm that appropriate action has been undertaken to address the matters raised during the Internal Audit Report for the year ending 31st March 2022 (R2) in relation to the Sales Ledger.</p>
5. Petty cash/expenses procedure.	<p>The Council does not operate a petty cash system.</p>
<p>6. Payroll controls. Examination of:</p> <ul style="list-style-type: none"> • Management of payroll • PAYE/NIC system in place • Compliance with HMRC procedures 	<p>The council's payroll service is conducted using the Sage payroll software and has been operated properly and overseen by the council as an employer.</p> <p><i>Comment: There are robust payroll arrangements in place which ensures the accuracy and legitimacy of payments of salaries and wages, and associated liabilities and as such the Council has complied with its duties under employment legislation and has met its pension obligations.</i></p> <p>At the period end Council had 13 employees on its payroll, all which are members of the Local Government Pensions Scheme as operated by Norfolk County Council. The meeting of full Council of 13th July 2022, approved the recommendation from the Executive Committee to adopt a new staffing structure, associated job descriptions and model with a review after six months post implementation. The new staffing structure came into effect September 2022 with fifteen members of staff.</p> <p><i>Comment: Council should be aware that every three years an employer it must put certain staff back into a pension scheme. This is known as 're-enrolment'. This is an employer's</i></p>

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	<p><i>legal duty and Council's must let the Pension Regulator know when they have completed the task by completing and submitting a re-declaration of compliance.</i></p> <p>In accordance with Proper Practices, PAYE taxes and employee and employer National Insurance contributions (NIC) are calculated and recorded for every employee. Salaries are paid in accordance with contracted hours worked, appropriate pay scales for staff and as per the relevant staff point on the national NJC scales.</p> <p><i>Comment: in accordance with Proper Practices, Council has ensured that the remuneration payable to all employees has been approved in advance by the Council.</i></p> <p>Cross-checks were therefore completed on items each of salary, PAYE and pension contributions and reviewed against the relevant pay scales, appropriate tax and NI contributions deduction tables and pension deductions for staff. The verification of net pay to employees was undertaken in relation to the monthly payroll for April, May and September and all were found to be in order.</p> <p>The Internal Auditor can also confirm that PAYE taxes, employee and employer National Insurance contributions (NIC) and pension contributions are calculated and recorded for every employee. Deductions are paid to HM Revenue and Customs and Norfolk Pension Fund on or before the dates prescribed.</p> <p>In accordance with Council's Financial Regulation 7.4 payments to employees and appropriate creditor of the statutory and discretionary deductions are recorded in a separate confidential record (cash book) which is only open to inspection or review under circumstances outlined under section 7.4 a-d.</p>
<p>7. Bank reconciliation.</p> <p>Examination of:</p> <ul style="list-style-type: none"> • Reconciliations • Cashbook • Bank Statements • Credit Card Transactions • Monitoring of investments 	<p>Bank reconciliations are completed on a regular basis and reconcile with the cash sheets. Overall there is regular reporting of bank balances within the detailed financial reports submitted to Council. The importance of bank reconciliations is part of the mechanism by which proper management and monitoring of cash flow enables the Council to confirm the accuracy of its financial transactions at a given point in time. A review of sample of transactions from the cashbooks from the months of April, May, June and July across the six accounts held by the Council was undertaken to verify the detail held within the cashbooks to that shown on the bank statement. There were no matters arising from the review which suggested that there were errors in the entries and there was no identification of signs of fraud or duplicate entries (for which explanations or corrections were not forthcoming).</p>

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	<p>Bank balances as at 30th August 2022 agree with the period-end bank statements and demonstrate that Council has ensured that its accounts remain in balance.</p> <p><i>Comment: Council is aware that, in accordance with Proper Practices, the bank reconciliation is a key tool for management as it assists with the regular monitoring of cash flows which aids decision-making, particularly when there are competing priorities. In accordance with Proper Practices, Council has implemented a system whereby the monthly reconciled bank accounts are presented to the Council appointed Internal Controller ensuring that there is access to not only the reconciliation of the cash book to bank statements but also the underlying background evidence upon which the reconciliation is based. The full reconciliations for the months of April through to August were made available to the Internal Auditor for full scrutiny. Approval of the bank reconciliation by the authority or an authority nominee is not only good practice but is also a safeguard for the Responsible Financial Officer and will fulfil one of the authority's internal control objectives.</i></p> <p>Spot checks were carried out on the Credit Card Statements (Barclaycard) for the period under review and statements were interrogated to ensure a clear audit trail from point of purchase to allocation on the statement. The account is subject to automatic payment in full at each designated date for the month-end.</p> <p><i>Comment: with reference to council's own FR 6.18, council has ensured that it adheres to the specific control procedure for the use of any payments by a credit card with the limits authorised by the Chairman of the Executive Committee.</i></p> <p>Currently Financial Regulation restricts the use of the Credit Card on the account to the Clerk/Deputy Clerk and the Responsible Financial Officer with a single maximum value of £5600 and a monthly spending limit of £1,000 unless authorised by Council or Executive Committee prior to any order being placed.</p> <p>Recommendation: Council is advised to review Financial Regulation 6.18 to ensure that the limitations of the use of the credit card accurately reflects the system currently in place in terms of use (Staff Members – Clerk, Responsible Financial Officer, Deputy Clerk and Facilities and Maintenance Manager) and limits imposed for each individual staff member. Council might wish to also review Risk No. 25 within its Governance and Management Risk Register.</p>
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	<p>In accordance with Council's own Financial Regulation 5.5b (reviewed March 2022), the Clerk and Responsible Financial Officer are given delegated authorisation for fund transfers between the Council's savings and current accounts to cover expenditure due with a limit as to the reserve level that may be maintained.</p> <p><i>Comment: Officers are aware that fund transfers within the councils banking arrangements as per Financial Regulation 5.5b are acceptable, provided that a list of such payments shall be submitted to the next appropriate meeting of the council and any such payment is in accordance with the limits set.</i></p> <p>At its meeting of 16th March 2022, Council, mindful that under statute it is required to maintain adequate financial reserves to meet its needs, adopted an investment policy and financial reserves policy.</p> <p><i>Comment: it is noted that the task to diversify accounts was also discussed as still being of importance and that the Responsible Financial Officer is in the process of looking at securing alternative banks for the placement of surplus funds. Members were made aware that funds were not covered by the FCA as income exceeds the limits imposed for a public body.</i></p>
<p>8. Internal Audit: Examination of:</p> <ul style="list-style-type: none"> • Reporting of Previous Internal Audit Reports • Review of internal audit • Appointment of internal auditor 	<p>The narrative Internal Audit Report to accompany the Annual Internal Audit Report (from the Annual Governance and Accountability Return) for the period ending 31st March 2022 was considered at a meeting of full Council on 13th July 2022. Members resolved to approve the proposals as submitted by the Responsible Financial Officer relating to the Internal Auditor's recommendations with agreement that the Responsible Financial Officer would further investigate diversification of Council funds.</p> <p>There were two recommendations which required the completion of an audit plan: Recommendation 1 - Ideally, the member reviewing bank reconciliations should also be provided with the underlying month-end bank statements and cashbooks evidencing their review of the documents accordingly. Actions arising from any anomalous entries being queried should also be formally recorded. Recommendation 2 - Appropriate action should be taken to review the Sales Ledger – "Unpaid Debtor Accounts by date" following up to ensure recovery of the few long-standing debts and clear the few receipts not matched to invoices.</p> <p><i>Comment: Council is aware that in accordance with Proper Practices, it should minute the annual review of internal audit and any actions planned from the outcomes of the</i></p>

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	<p><i>tests undertaken along with the narrative reports from the Internal Auditors. The annual internal audit report will inform the Council's response to Assertions 2 and 6 in the annual governance statement.</i></p> <p>In accordance with the Accounts and Audit Regulations 2015, the Council formally reviewed the scope and effectiveness of its internal audit arrangements at its meeting of 16th March 2022, following receipt of the proposed audit plan and considered that such arrangements were appropriate for the council and that the audit plan properly took account of all of the risks facing the Council.</p> <p><i>Comment: Council has noted the provision of Regulation 5 of the Accounts and Audit Regulations 2105 (internal audit) which states that the authority is required to maintain an adequate and effective system of internal audit, taking into account public sector internal auditing standards or guidance.</i></p> <p>Following the review of the audit plan, and having regard to the statutory requirements for internal audit in terms of size, scope and current financial arrangements, Mrs Waples was appointed to act as the Council's independent internal auditor, for the period October 2022 until March 2023 at the meeting of full Council of 16th March 2022.</p> <p><i>Comment: Council has sought to ensure that it follows the two key principles in appointing an internal audit provider – independence and competence.</i></p>
<p>9. External Audit Examination of:</p> <ul style="list-style-type: none"> • Reporting of External Audit Report • Publication of final certificate 	<p>The External Audit Report and Certificate for the year ending 31st March 2022 having been received by the Council in September 2022 has yet to be submitted to and noted by Full Council with formal adoption to follow.</p> <p>Recommendation: Council should note Regulation 20 (in part) which states that the annual audit letter received from the auditor must be considered by the authority and published (including publication on the authority's website) and to permit copies to be purchased.</p> <p>The Internal Auditor is able to verify that the external auditor report and certificate along with the conclusion of the external audit have been published on the Council's website. Details as to how copies may be purchased have also been included.</p>

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	<p><i>Comment: in order to comply with the Regulation 16 of the Accounts and Audit Regulations 2015, Council has demonstrated that it is aware that, as soon as it is reasonably practical after the conclusion of the audit, it should publish a statement saying that the audit has been concluded, giving the details of the public's rights of inspection under section 25 of the 2014 Act (Local Audit and Accountability Act 2014) and saying where and when those rights may be exercised.</i></p>
<p>10. Period for the Exercise of Public Rights. Examination of:</p> <ul style="list-style-type: none"> • Dates set • Minuting of dates set 	<p>To verify that the Public Notice identifies the statutory 30 working day period when the Council's records are available for public inspection, the Internal Auditor would usually seek to ensure that the relevant form is able to be viewed on the publicly accessible website.</p> <p>Recommendation: Council should ensure the Public Notice remains able to be viewed on its website for the current year until the year-end internal audit is carried out after 31st March 2023 to enable the control tests to be ascertained and for the Internal Auditor to be able to answer in the affirmative to Assertion M of the Annual Internal Audit Report.</p> <p>Council has however noted guidance within the Practitioners' Guide which recommends that Council approves the relevant dates at the same time as it approves the Annual Governance and Accountability Return (minute reference FCO622/08).</p> <p><i>Comment: for clarity, Council might wish to record the dates set within the body of the minutes.</i></p>
<p>11. Publication requirements of the Accounts and Audit Regulations 2015. Examination of:</p> <ul style="list-style-type: none"> • Publication requirements 	<p>For the year ending 31st March 2022, Council has complied with the publication requirements of the Accounts and Audit Regulations 2015 (SI2015/234) by publishing on a publicly accessible website the following (noting the publication deadline was 30 September):</p> <p>Section 1 – Annual Governance Statement of the AGAR Section 2 – Annual Accounting Statements of the AGAR Section 3 – External Audit Report and Certificate Notice of the period for the exercise of public rights</p> <p>Council has also noted best practice which states that the Annual Internal Audit Report (page 3 of the AGAR) should also be published. This is to avoid any potential confusion by local electors and interested parties.</p> <p><i>Comment: Regulation 13 provides specific details as to the publication of the statement of accounts and annual governance statement for Parish and Town Councils. It should be</i></p>

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	<p><i>noted that where publication has been on a publicly accessible website, the Council must ensure that those documents remain available for public access for a period of not less than five years beginning with the date on which those documents were first published in accordance with its status as a Category 2 authority.</i></p> <p>Recommendation: Council might wish to review the publication provisions contained with the Accounts and Audit Regulations 2015.</p>
<p>12. Transparency Code. Examination of:</p> <ul style="list-style-type: none"> • Transparency code requirements 	<p>The Council is working towards ensuring compliancy with the minimum datasets that should be published as per the requirements as set out in the Local Government Transparency Code (2015), which provides that a larger parish/town council with a gross annual income and expenditure (whichever is the high) exceeding £200,000, must publish a number of documents relating to the current year. For Diss Town Council, the transparency code requirements include the publication of quarterly reporting of spending transactions valued over £500; quarterly reporting of invitation to tender for contracts over £5,000; quarterly publication of details of every transaction on a government procurement card; the annual reporting of organisational charts; annual reporting of details of remuneration and job title of certain senior employees whose salary is at least £50,000; annual reporting of all grants made to voluntary, community and social enterprise organisations and the annual reporting of the location of public land and assets.</p> <p>Recommendation: the Town Council should consider reviewing the frequency of information that is to be uploaded to its website which should include but is not limited to: Invitations to Tender exceeding £5,000 (publish quarterly), Contracts awarded exceeding £5,000 for (publish quarterly); Details of all grants given (publish annually); Details of all land and building assets (publish annually).</p> <p><i>Comment: Appendix A of the Local Government Transparency Code 2015 (published February 2015) provides further details of all information to be published along with relevant timescales. From a review of the Council's website during the Internal Audit Review, some of the information for the years 2021 and 2022 had not yet been uploaded (Finances: Contracts & Community Grant Scheme). Such a review will assist with ensuring that current year documentation is uploaded thereby providing for the Council's compliance with the principle of the right to access to all relevant documentation within the public domain.</i></p>
<p>13. Responsibilities as a Trustee Examination of:</p>	<p>The Council acts as a sole trustee for the Diss Surveyor's Allotment Charity (Charity Number 293613). The Council holds separate meetings to discuss matters covering the</p>

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<ul style="list-style-type: none"> • Council's role and responsibilities under Charity's Acts • Submission of returns to Charity Commission 	<p>allocation and release of funds with accounts covering the Trust's transactions and assets being held and filed in accordance with the trust's documents. The accounts for the year ending 31st March 2022 were approved by the Trustees of the Charity at a meeting on 15th June 2022. The Charity Commission's Register of Charities confirm that the annual update for 31 March 2022 was received by the Commission on 3rd August 2022 and that reporting requirements are currently up to date.</p>
<p>14. Summary</p>	<p>The Internal Auditor offers her appreciation for the assistance given by the Responsible Financial Officer and her staff in completing this audit.</p> <p>It is confirmed that overall Council has demonstrated effective governance arrangements and can show evidence of strong governance and good financial practice. The internal audit review, undertaken on the documentation provided during the visit to the Council's Offices, has provided evidence of the overall adequacy of the financial arrangements in place within the council. The examination of the interim accounts and supporting documentation has further confirmed that the Responsible Financial Officer has satisfactory undertaken the administration of the Council's financial affairs and produced satisfactory financial management information to enable the Council to make well-informed decisions. Recommendations made are to enhance the systems in place as opposed to detract from the positive assurance that can be given as to the manner in which the Council's finances are managed.</p> <p><i>For further information and for the year effective 1st April 2022 please refer to Governance and Accountability for Smaller Authorities in England - A Practitioners' Guide to Proper Practices to be applied in the preparation of statutory annual accounts and governance statements - March 2022.</i></p>

Date of Internal Audit Visit: 11.10.2022

Date of Year-end Internal Audit Report: 18.10.2022

Victoria S Waples BA(Hons), CiLCA, PSLCC
Stoneleigh Lodge
37 Queenscliffe Road
Ipswich
IP2 9AS

Section 3 – External Auditor Report and Certificate 2021/22

In respect of

Diss Town Council – NO0127

1 Respective responsibilities of the body and the auditor

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with Proper Practices which:

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor report 2021/22

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None.

3 External auditor certificate 2021/22

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature



Date

20/09/2022

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)



Diss Town Council

STANDING ORDERS

Based on Model Standing Orders 2018 from the Norfolk Association of Local Councils (NALC).

Standing Orders are the written rules of a local Council, which are essential to regulate the proceedings of a meeting. A Council may also use Standing Orders to confirm or refer to various internal organisational and administrative arrangements. They are not the same as the policies of a Council, but they may refer to them.

Local councils operate within a wide statutory framework. NALC model Standing Orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model Standing Orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model Standing Orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's Standing Orders.

The model Standing Orders do not include model financial regulations, which are Standing Orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the Standing Orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer.

Model Standing Orders that are in bold type contain statutory requirements and should be adopted without amendment. Model Standing Orders not in bold are designed to help councils operate effectively but do not contain statutory requirements, so they may be adopted as drafted or amended to suit a council's needs. For convenience, the word "councillor" is used in model Standing Orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights.

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1. Rules of debate at meetings

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the Chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the Chairman of the meeting, is expressed in writing to the Chairman.
- h A councillor may move an amendment to his/her own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the Chairman.
- j Subject to Standing Order 1(k) below, only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chairman of the meeting.
- k One or more amendments may be discussed together if the Chairman of the meeting considers this expedient, but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

- o Unless permitted by the Chairman of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. in exercise of a right of reply.
- p During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the Standing Order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the Chairman of the meeting and his/her decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend Standing Order(s) excepting those which reflect mandatory statutory requirements.
- s Before an original or substantive motion is put to the vote, the Chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his/her right of reply.
- t Excluding motions moved under order 1(r) above, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed minutes without the consent of the Chairman of the meeting.

2. Disorderly conduct at meetings

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this Standing Order is ignored, the Chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If a person disregards the request of the Chairman of the meeting to moderate or improve his/her conduct, any councillor or the Chairman of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under Standing Order 2(b) above is ignored, the Chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include suspending, adjourning or closing the meeting.

3. Meetings generally

Full Council meetings **(FC)**
Committee meetings **(CO)**
Sub-committee meetings **(SUB-CO)**

a	Councillors are expected to read agenda packs in advance of the meetings and bring to the attention of the Clerks any queries relating to agenda items prior to the start of the meeting.
b	Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost. (FC)
c	The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning. (FC / CO)
d	Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion. (FC / CO)
e	Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
f	The period of time designated for public participation at a meeting in accordance with Standing Order 3(e) above shall not exceed fifteen twenty minutes unless directed by the Chairman of the meeting.

g	Subject to Standing Order 3(f) above, a member of the public shall not speak for more than three five minutes.
h	A councillor who is not a member of a committee can speak on agenda items of another committee and should be invited to the table, but would not be able to vote, unless co-opted. The time given to speak will be at the discretion of the Chairman.
i	In accordance with Standing Order 3(e) above, a question shall not require a response at the meeting nor start a debate on the question. The Chairman of the meeting may direct that a written or oral response be given.
j	A person shall raise their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort) at meetings of Full Council. The Chairman of the meeting may at any time permit a person to be seated when speaking. At committee meetings a person shall raise their hand when requesting to speak.
k	A person who speaks at a meeting shall direct their comments to the Chairman of the meeting.
l	Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
m	Subject to Standing Order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present. (FC / CO)
n	A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission. (FC / CO)
o	The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present. (FC / CO)
p	Subject to Standing Orders which indicate otherwise, anything authorised or required to be done by, to or before the Town Mayor may in their absence be done by, to or before the Council Leader. (FC)
q	The Town Mayor, if present, shall preside at a meeting. If the Town Mayor is absent from a meeting, the Council Leader, if present, shall preside. If both the Town Mayor and the Council Leader are absent from a meeting, a

	councillor as chosen by the councillors present at the meeting shall preside at the meeting. (FC)
r	Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors or councillors with voting rights present and voting. (ALL)
s	The Chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his/her casting vote whether or not s/he gave an original vote. (ALL) <i>See Standing Orders 5(i) and (j) below for the different rules that apply in the election of the Town Mayor at the Annual Meeting of the Council.</i>
t	Unless Standing Orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his/her vote for or against that question. (FC) Such a request shall be made before moving on to the next item of business on the agenda.
u	The minutes of a meeting shall include an accurate record of the following: <ul style="list-style-type: none"> i. the time and place of the meeting; ii. the names of councillors present and absent; iii. interests that have been declared by councillors and non-councillors with voting rights; iv. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered; v. if there was a public participation session; and vi. the resolutions made.
v	A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting, is subject to statutory limitations or restrictions under the code on his/her right to participate and vote on that matter. (ALL)
w	No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present (five) and in no case shall the quorum of a meeting be less than five. The quorum for committees and sub-committees is three. (FC)
x	If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting. (ALL)
y	A meeting shall not exceed a period of two hours.

4. Committees and sub-committees

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council will, at the Annual Meeting of the Council, appoint such standing committees and sub-committees as are deemed necessary to effectively discharge the Council's business, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number of ordinary meetings of a standing committee up until the date of the next Annual Meeting of Full Council;
 - iii. shall permit committees to determine the time of their meetings;
 - iv. shall, subject to Standing Orders 4(b) and (c) above, appoint and determine the terms of office of members of such committees;
 - v. may, subject to Standing Orders 4(b) and (c) above, appoint and determine the terms of office of the substitute members to committees whose role is to replace the ordinary members at a meeting of committees if the ordinary members of committees confirm to the Proper Officer at least 24 hours before the meeting that they are unable to attend;
 - vi. shall permit committees to appoint their own Chairman at their first meetings
 - vii. shall determine the place, notice requirements and quorum for a meeting of committees and sub-committees which shall be no less than three;
 - viii. shall determine if the public may participate at a meeting of committees;
 - ix. shall determine if the public and press are permitted to attend the meetings of sub-committees and also the advance public notice requirements, if any, required for the meetings of sub-committees;
 - x. shall determine if the public may participate at a meeting of sub-committees that they are permitted to attend; and
 - xi. may dissolve a committee.
- e The Council, may, at any other time, appoint committees, sub-committees, working parties or forums as are deemed necessary.
- f Committees, may, also at any other time, appoint working parties or forums as are deemed necessary providing they fall under their committee's terms of reference.
- g Where the Mayor and Council Leader are ex-officio members of committees or sub-

committees, they shall have full voting rights.

5. Ordinary Council meetings

- a In an election year, the Annual Meeting of the Council shall be held on or within 14 days following the day on which the new councillors elected take office.**
- b In a year which is not an election year, the Annual Meeting of Council shall be held on such day in May as the Council may direct.**
- c The Annual Meeting of the Council shall take place at 7.15pm.**
- d In addition to the Annual Meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e The first business conducted at the Annual Meeting of the Council shall be the election of the Town Mayor (Chairman) and Council Leader.**
- f The Town Mayor, unless he has resigned or becomes disqualified, shall continue in office and preside at the Annual Meeting until his/her successor is elected at the next Annual Meeting of the Council.**
- g The Council Leader, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Town Mayor at the next Annual Meeting of the Council.**
- h In an election year, if the current Town Mayor has not been re-elected as a member of the Council, s/he shall preside at the meeting until a successor Town Mayor has been elected. The current Town Mayor shall not have an original vote in respect of the election of the new Town Mayor but must give a casting vote in the case of an equality of votes.**
- i In an election year, if the current Town Mayor has been re-elected as a member of the Council, s/he shall preside at the meeting until a new Town Mayor has been elected. s/he may exercise an original vote in respect of the election of the new Town Mayor and must give a casting vote in the case of an equality of votes.**
- j Following the election of the Town Mayor and Council Leader at the Annual Meeting of the Council, the business of the annual meeting shall include:**
 - i. In an election year, delivery by the Town Mayor and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Town Mayor of their acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. To receive and accept apologies. Members are required to give a reason for**

absence and if so, requested by a councillor, the Clerk must provide the reason given. It will be minuted if Council refuses to accept the reason for absence. If a councillor is unlikely to attend meetings for an extended period of time s/he may ask for dispensation for up to six months. If a councillor is unable to attend meetings or carry out any duties for a period of more than six months and has not sought dispensation, then they will be automatically disqualified;

- iii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
- iv. In the ordinary year of election to fill any vacancies left unfilled at the election by reason of insufficient nominations;
- v. In an election year, to decide when declarations of acceptance of office and written undertakings to observe the Code of Conduct adopted by the Council shall be received (if not received);
- vi. To receive a report of accounts authorised for payment and other relevant financial reports;
- vii. In an election year, to make arrangements to exercise the General Power of Competence (if the criteria is met);
- viii. Review of delegation arrangements and the Terms of Reference for committees;
- ix. Appointment of members to committees;
- x. Appointment of any new committees in accordance with Standing Order 4 above;
- xi. Determining the time and place of ordinary meetings of the Full Council and its committees and sub-committees up to and including the next Annual Meeting of Council;
- xii. Approve a schedule for review by Council or specified committee of:
 - All Council policies
 - Standing Orders
 - Financial Regulations
 - Internal audit procedures and financial risk management
 - Rents and hire charges
 - Facilities rules and regulations
 - Representation on or work with external bodies and arrangements for reporting back.

6. Extraordinary meetings of the Council and committees and sub-committees

- a **The Town Mayor may convene an extraordinary meeting of the Council at any time.**
- b **If the Town Mayor does not or refuses to call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting must be signed by the two councillors.**
- c The Chairman of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
- d If the Chairman of a committee or a sub-committee does not or refuses to call an

extraordinary meeting within seven days of having been requested by to do so by two members of the committee or the sub-committee, any two members of the committee or the sub-committee may convene an extraordinary meeting of a committee or a sub-committee.

7. Previous resolutions

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least four councillors to be given to the Proper Officer in accordance with Standing Order 9 below, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to Standing Order 7(a) above has been disposed of, no similar motion may be moved within a further six months.

8. Voting on appointments

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the Chairman of the meeting.
- b Voting on appointments will be by show of hands but may be by recorded ballot at the discretion of the Chairman.

9. Motions for a meeting that require written notice to be given to the Proper Officer

- a A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least seven clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with Standing Order 9(b) above, correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with Standing Order 9(b) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least five clear days before the meeting.

- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the Chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f Subject to Standing Order 9(e) above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded electronically and numbered in the order that they are received.
- h Motions rejected shall be recorded electronically with an explanation by the Proper Officer for their rejection.

10. Motions at a meeting that do not require written notice

- a The following motions may be moved at a meeting without written notice to the Proper Officer;
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee or sub-committee and their members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
 - xii. to not hear further from a councillor or a member of the public;
 - xiii. to exclude a councillor or member of the public for disorderly conduct;
 - xiv. to temporarily suspend the meeting;
 - xv. to suspend a Standing Order (unless it reflects mandatory statutory requirements);
 - xvi. to adjourn the meeting; or
 - xvii. to close a meeting.

11. Management of Information

See also Standing Order 20.

- a The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. Draft minutes

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.**
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with Standing Order 10(a)(i) above.**
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the Chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.**
- d If the Chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:
"The Chairman of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his/her view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."**
- e Upon a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.**

13. Code of Conduct and dispensations

See also Standing Order 3(u).

- a All councillors and non-councillors with voting rights shall observe the Code of Conduct adopted by the Council.
- b Unless s/he has been granted a dispensation (which allows a councillor to take part in discussion and vote on a matter that they would otherwise be prevented due to their declared interest), a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which s/he has a disclosable pecuniary interest or another interest if so required by the Council's code of conduct. S/he may return to the meeting after it has considered the matter in which s/he had the interest.
- c **Dispensation requests shall be in writing and submitted to the Proper Officer** as far in advance of a meeting as possible, but at least 24 hours before a meeting.
- d A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.
- e A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- f Subject to Standing Orders 13(d) and (e) above, dispensations requests shall be considered by the Proper Officer before the meeting for which the dispensation is required.
- g **A dispensation may be granted in accordance with Standing Order 13(e) above if having regard to all relevant circumstances, any of the following apply:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area or**
 - iii. **it is otherwise appropriate to grant a dispensation.**
- h All dispensation requests shall be considered in accordance with the Council's adopted Dispensation Procedure.

14. Code of conduct complaints

- a Upon notification by the District Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to Standing Order 11 above, report this to the Council.
- b Where the notification in Standing Order 14(a) above relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Town Mayor of this fact, and the Town Mayor shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with Standing Order 14(d) below.
- c The Council may:
 - i. provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the District Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

15. Proper Officer

- a The Proper Officer shall be either (i) the Clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
 - i. **at least three clear days before a meeting of the Council, a committee or a sub-committee serve on councillors, by email, a signed summons confirming the date, time, place and the agenda (provided the councillor has consented to service by email);**
 - ii. **give public notice of the time, place and agenda at least three clear days before a meeting of the Council or a meeting of a committee or a sub-committee (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them);**

See Standing Order 3(b) above for the meaning of clear days for a meeting of a Full Council and Standing Order 3(c) above for a meeting of a committee.

- iii. subject to Standing Order 9 above, include on the agenda all motions received unless a councillor has given written notice at least five days before the meeting confirming his/her withdrawal of it;
- iv. **convene a meeting of Full Council for the election of a new Town Mayor, occasioned by a casual vacancy in his/her office;**
- v. **facilitate inspection of the minute records by local government electors;**
- vi. **receive and retain copies of byelaws made by other local authorities;**
- vii. retain acceptance of office forms from councillors;
- viii. **retain a copy of every councillor's register of interests and make them available on the Council's website;**
- ix. assist with responding to requests made under the freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- x. liaise, as appropriate with the Council's Data Protection Officer;
- xi. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xii. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xiii. arrange for legal deeds to be executed; *See also Standing Order 23 below.*
- xiv. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's financial regulations;
- xv. record electronically every planning application notified to the Council and the Council's response to the local planning authority
- xvi. determine, in consultation with the relevant Chairman, whether a planning application received by the Council is required to be considered by committee and, if necessary, to call a meeting of the relevant committee
- xvii. manage access to information about the Council via the publication scheme; and
- xviii. retain custody of the seal of the Council which shall not be used without a resolution to that effect. *See also Standing Order 22 below.*

16. Responsible Financial Officer

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. Accounts and accounting statements

- a "Proper practices" in Standing Orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's Financial Regulations.

- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council's income and expenditure for each quarter;
 - ii. the Council's aggregate income and expenditure for the year to date;
 - iii. the balances held at the end of the quarter being reported
 - iv. a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council's income and expenditure for the last quarter and the year to date for information; and
 - ii. to the Full Council the accounting statements for the year in the form of Section 2 of the Annual Governance & Accountability Return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the Council income and expenditure for the year to 31 March. A completed draft Annual Governance and Accountability Return shall be presented to each councillor with the Full Council agenda for the scheduled meeting held in June. The Annual Governance and Accountability Return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to Council for consideration and formal approval before 30 June.

18. Financial controls and procurement

- a The Council shall consider and approve Financial Regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b Financial Regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in Standing Order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the

Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).

- d Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - iv. tenders shall be opened by the Proper Officer in the presence of at least two councillors after the deadline for submission of tenders has passed;
 - v. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
- g **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

19. Handling staff matters

- a A matter personal to a member of staff that is being considered by a meeting of the Executive committee is subject to Standing Order 11 above.
- b Absences from work will be handled in accordance with the Council's adopted Staff Sickness and Absence Policy.
- c Staff appraisals will be conducted in accordance with the Council's adopted Appraisal Policy.
- d Grievance matters will be conducted in accordance with the Council's adopted Grievance Policy.
- e Disciplinary matters will be conducted in accordance with the Council's adopted Disciplinary & Dismissal Policy.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with Standing Order 11(a), persons with line management responsibilities shall have access to staff records referred to in Standing Order 19(f).

20. Responsibilities to provide information

See also Standing Order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b **The Council shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

21. Responsibilities under data protection legislation (Below is not an exclusive list).

See also Standing Order 11.

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**

- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

22. Relations with the press/media

Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's adopted Communications Strategy.

23. Execution and sealing of legal deeds

See also Standing Orders 15(b)(xiii) and (xviii) above.

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution **of Full Council**.
- b **Subject to Standing Order 23(a) above, the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.**

24. Communicating with District and County Councillors

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward Councillor(s) of the District and County Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council shall be sent to the ward Councillor(s) representing the area of the Council.

25. Restrictions on councillor activities

Unless authorised by a resolution, no individual councillor shall in the name or on behalf of the Council, a committee or a sub-committee:

- i. inspect any land and/or premises which the Council has a right or duty to inspect; or
- ii. issue orders, instructions or directions.

26. Standing Orders generally

- a All or part of a Standing Order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
 - b These Standing Orders to be reviewed by Full Council on an annual basis or at a specific trigger, such as a legislative change or a change in Council structure, with recommendations from officers to vary or revoke one or more of the Council's Standing Orders to reflect specific Council requirements, best practice guidance or new legislative requirements.
 - c A motion to add to or vary or revoke one or more of the Council's Standing Orders, except one that incorporates mandatory statutory requirements, shall be proposed by a special motion, the written notice by at least four councillors to be given to the Proper Officer in accordance with Standing Order 9 above.
 - d The Proper Officer shall provide a copy of the Council's Standing Orders to a councillor as soon as possible after he has delivered his/her acceptance of office form.
 - e The decision of the Chairman of a meeting as to the application of Standing Orders at the meeting shall be final.
-

These Standing Orders were formally ADOPTED by Diss Town Council at its meeting held on 11th November 2020.



S Richards
TOWN CLERK

Councillor E Taylor
TOWN MAYOR

Definition of Civility and Respect

Civility means politeness and courtesy in behaviour, speech, and in the written word.

Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW), believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.

By our council signing up to the civility and respect pledge we are demonstrating that our council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.

Signing up is a simple process, which requires councils to register and agree to the following statements:

Statement	Tick to agree
Our council has agreed that it will treat all councillors, clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.	
Our council has put in place a training programme for councillors and staff	
Our council has signed up to Code of Conduct for councillors	
Our council has good governance arrangements in place including, staff contracts, and a dignity at work policy.	
Our council will commit to seeking professional help in the early stages should civility and respect issues arise.	
Our council will commit to calling out bullying and harassment when it happens.	
Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme	
Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.	

Find out more here - [SLCC | Civility & Respect Project](#)



Civility & Respect

IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

WE INVITE COUNCILS TO SIGN UP TO THE CIVILITY AND RESPECT PLEDGE



Unfortunately, as we know only too well in our sector there is, and has, been a problem with lack of civility and respect in some councils, leading to bullying and harassment. Although this is in the minority it is nonetheless significant and can have a serious detrimental impact on the well-being of those involved, the functionality and finances of the council, as well as the local community.

There is no place for bullying, harassment, and intimidation within our sector and signing up to the Civility and Respect Pledge is one of the ways a council can demonstrate that it is committed to standing up to poor behaviour across our sector, and to demonstrate positive changes which support civil and respectful conduct.

By signing the pledge, your council is agreeing that it will treat councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers with civility and respect in their roles. We invite all councils to include an agenda item to review the statements and sign up to the Civility and Respect Pledge.

Visit our dedicated webpages for more information -

www.slcc.co.uk/news-publications/civility-respect-project & www.nalc.gov.uk/our-work/civility-and-respect-project

CIVILITY AND RESPECT TRAINING

Our project team has worked with key partners across the sector to create a brand-new series of virtual workshops designed to address many of the civility and respect issues our sector is facing. We are delighted to share the first range of this training with you. The cost for attendance is supplemented by the project until Dec 2022, and the prices advertised are 50% of the usual delegate fees.

Breakthrough Communication are experts in the field of training for local councils. They have created a **suite of bespoke workshops and resource packs** for local council clerks, officers, and councillors as part of the Civility and Respect Project.

Each package comprises useful guides and custom-designed toolkits as well as access to on-demand and live virtual training events.



There are separate packages for officers and councillors, to book your place visit www.breakthroughcomms.co.uk/civility-respect/

****[Resilience and Emotional Intelligence - What it means in practice for clerks and council officers](#)****

Delegate fee: £30

Develop a better understanding of where our behaviour comes from, what resilience means for us in the context of our different local council roles, and explore role-focused scenarios. Take away strategies to manage and deal with different situations effectively, including a useful resource pack for building your own resilience and emotional intelligence.

****[Leadership in Challenging Situations - Dealing with challenging situations & working with others effectively](#)**** *Delegate fee: £30*

Explore how to deal with a range of role-focused challenging situations and how we can work with others more effectively. Consider different leadership styles and approaches in the context of your role, which styles we personally 'default' to and how to lead effectively for different situations. We'll also consider how to build, support, and get the most from an effective and motivated team.

****Respectful Social Media — How to deal with attacks and negative engagement****

Delegate fee: £30

Explore different methods and strategies for dealing with negative attacks on social media and methods to keep control of social media output. We will consider how we come across on social media as councils and individuals, what our personal 'digital tone of voice' sounds like, explore our use of language and its role in positive two-way communication, as well as discussing the type of content we can post on social media, depending on our role. For councillors, there are suggested dos and don'ts and how to be effective on social media, whilst considering issues around the Code of Conduct. For officers will explore how the council can demystify the role of the council and showcase its people in order to help pre-emptively deal with negative engagement and attacks.

Personal development themed comedian, intuitive catalyst, speaker, author and communications specialist, Becky Walsh has been turning the dry world of self-development on its head with a down-to-earth, uniquely funny style for over two decades. She has created these civility and respect themed webinars to support some of the key issues faced by our sector.



There are separate packages for officers and councillors, to find out more and book your place visit

www.slcc.co.uk/news-publications/civility-respect-project & www.nalc.gov.uk/our-work/civility-and-respect-project

****Civility and respect — Uncovering the issues for the public sector****

Delegate fee: £15

Condescending comments, demeaning emails, disrupting meetings, reprimanding publicly, talking behind someone's back, the silent treatment, not giving credit where credit is due, rolling eyes, and being yelled at, is a regular occurrence for many councils. Explore the issues we face in our council role, the impact and how to handle these types of situations.

****What makes people become challenging?****

Delegate fee: £15

Dive into human psychology, neuroscience, and power dynamics. What triggers people to behave from the worst of themselves? How as leaders can we create environments with fewer trigger situations and more safety? We will discuss real-life situations and how to turn them around when they start to get out of hand. Explore real situation scenarios and what to do in each of them.

****Personal resilience and self-protection****

Delegate fee: £15

Having a good understanding of yourself means you'll know what to do when someone tries to push your buttons. In this webinar, we discuss emotional resilience and emotional intelligence and how this applies to specific council situations. Each of the webinars will give real situation scenarios and what to do in each of them.

****Understanding psychopathic and narcissistic behaviour****

Delegate fee: £15

Both psychopathic and narcissistic people generally lack empathy and tend to have unrealistically high opinions of themselves. They often exploit and manipulate others and can be hard to spot as they can also be superficially charming. They are also attracted to roles of power and are often found in leadership positions and in political roles. Real situation scenarios and what to do in each of them will help you spot them and how to monitor your own behaviour to lessen their impact on you and your organisation.

Hoey Ainscough Associates Ltd are national experts in effective local governance with a particular emphasis on supporting the local standards framework for members introduced by the Localism Act 2011. They worked with the Local Government Association to produce the latest Code of Conduct and so are uniquely placed to deliver this workshop.

Hoey Ainscough Associates Ltd
Supporting Local Governance

There are separate packages for officers and councillors, to find out more and book your place visit

www.slcc.co.uk/news-publications/civility-respect-project & www.nalc.gov.uk/our-work/civility-and-respect-project

****The (New) Code of Conduct****

Delegate fee: £15

This session is aimed at members and officers of local councils who have adopted the new Local Government Association (LGA) Code of Conduct for members (as endorsed by NALC and SLCC) or who are considering adopting it. It will look at key aspects of the code, how to effectively implement the code at a local level, the practical implications of working with it and look at the guidance which sits alongside it. This is an interactive session and you are invited to ask questions about any aspect of the code.

Please visit our dedicated civility and respect pages for details on booking and for lots more information and support

[SLCC | Civility and Respect Project](#) and [NALC | Civility and Respect Project](#)





DISS TOWN COUNCIL

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

Telephone & Fax: (01379) 643848

Email: towncouncil@diss.gov.uk

Website: www.diss.gov.uk

Report Number:
30 / 2223

Report to:	Full Council
Date of Meeting:	9 th November 2022
Authorship:	Town Clerk
Subject:	Schedule of Full Council meetings.

Introduction

1. At the last Executive committee meeting, under Member's Forum, members discussed FC meetings and noted that there were only nine meetings per year now as opposed to eleven in previous years (see Appendix). They felt that they would like this changed for the years 2023/24 and it was requested that this was added to a future agenda for discussion.
2. The following extract is taken from report reference 51/2021 when members approved the reduction of Full Council meetings from 11 to 9 for the Mayoral year 2021-2022. The current year followed the same format.

Rationale for reducing Full Council meetings

[Taken from report 51/2021]

c. It is proposed to retain the same number of committee meetings throughout the year and drop two Full Council meetings in October and February. These dates have been suggested as the only months when there are not time specific items requiring consideration and to ensure there are meetings scheduled in the months preceding and following these months, at which the items previously considered on the agendas can be added.

d. The agendas for these meetings in 2021-22 included items that could have been considered by the relevant committee (Park & Cemetery) or are normally scheduled to take place at specific meetings (grant scheme application).

f. A considerable amount of time goes into preparing for meetings and it is felt that this could be put to better use in carrying out the actions from meetings / other projects. It is also helpful to have several spare Wednesday evening slots to schedule additional meetings where necessary.

3. The next extract is taken from report reference 12/1920, which set out the previous rationale for reducing Council meetings from 11 to 8 per year.

Benefits of Proposal (N.B. based on whole Schedule of Meetings, not just Full Council)

11. It is proposed that Full Council meets less frequently to consider those few decisions that must, legally be made by Full Council, any controversial issues that committees feel ought to be considered by Council and strategic issues that have already been scrutinised at committee level.
12. Full Council meetings have historically taken place monthly to approve payments and get cheques signed. DTC has been able to dispense with this requirement because decisions to spend money are made in Council or committee e.g. when a contract is let & specific Council authorisation for the payments is not necessary.
13. Fewer Full Council meetings should avoid the need to cancel committee meetings (due to insufficient business) given the tendency to add the committee required decisions to the Full Council agenda to expedite a decision.
14. This proposal provides opportunities to slot in additional working group meetings as required on the 'free' Wednesdays.

Calling additional meetings

4. Reputationally, it is considered better to call additional meetings where necessary rather than cancel scheduled meetings due to insufficient business.
5. The only additional Full Council meeting that has been called in the last two years is the last extraordinary meeting of Council in October, which was called due to urgent decisions required on matters on IT Infrastructure (which had previously been to FC and prevented additional Council expenditure), the Cemetery Bungalow (also previously presented to FC with further information to expedite the sale) and the Deed of Easement for 14 Market Hill (which the owner was chasing and made sense as a meeting was being called for the other items).

Recommendation

To continue to schedule 9 Full Council meetings per Mayoral year.

Schedule of Council/Committee Meetings 2022/23

	April 2022	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan 2023	Feb	Mar	Apr	May
Executive Committee			29 th			24 st – 28 th			7 th			1 st		
Facilities Committee		11 th		20 th				23 rd			15 th			3 rd
Infrastructure Committee			8 th	27 th			26 th –	16 th		25 th			5 th	
Full Council	13 th	18 th	15 th	13 th		7 th	19 th (extra)	9 th	21 st	11 th		15 th	12 th	17 th
Annual Town Meeting (electors)	27 th												26 th	
Informal meetings of councillors			4 st –	6 th			12 th –				22 nd			

Notes

1. The **Annual Town Meeting** (for electors) for 2022/23 is scheduled for **6pm** on **Wednesday 26th April 2023** at the **Diss Youth & Community Centre**.
2. All other meetings will be held at 7.15pm with most taking place in the Council Chamber at the Corn Hall.
3. The Schedule excludes Planning meetings, which usually precede scheduled committee dates above and start between 6pm and 6.30pm should applications require committee consideration.
4. The annual meeting of the Diss Surveyors Allotment Charity (DSAC), of which all councillors are trustees, will precede the June meeting of Council at a time to be advised.
5. Meetings will be advertised 5 clear days in advance with the agenda on the Council's notice board and website.
6. Members will be invited to all meetings via Outlook calendar once the schedule is approved and the agenda packs will be attached to the calendar invite.
7. Town Clerk to liaise with Council Officers and Chairs of committee and consider school holidays when drafting the meeting schedule.

Progress Report

Item 12b

Committee	Minute Reference	Subject	Action	Assigned to	Timescale	Comments or further action
Full Council	FC1121/07	Emergency Plan	2. To confirm a date with the District's Emergency Planning Officer for a trial implementation of the Emergency Plan.	Clerk / SNC Emergency planning Officer	immediately	Scheduled for 8/11/22.
Full Council	FC120122/15	Experience Art Trail	To support the 'Toy Studio / Flock' design for the new outdoor artwork commissioned by Norfolk County Council at the Mere's Mouth location.	Clerk	by 31.03.22	19.10.22 - There was discussion regarding the agreed location of the sculpture given its scale and the existing unspoilt view of the Mere and the requirement to light up the installation given the current energy crisis. Members were advised that this project started several years ago with the principal objective of driving footfall to the town centre in winter months with Diss being included as one of just four towns in Norfolk on the 250-mile walking trail. It was also noted that all maintenance and insurance cover is being provided by the project with no financial contribution from the Town Council.
Full Council	FC0322/09	PARK	To continue to support the principle of securing Diss Park from potential encampments with a target date of implementation of the mounds option by mid- May.	AG / Clerk	01.10.22	Cllrs Collins & Taylor, the Clerk met with NCC Highways Officers and SNC Tree Officer. The mound option has been ruled out due to the impact on tree roots. A combination of additional seating, planters / hedging and bollards is being considered. NCC has confirmed that the kerb could be dropped opposite the bus station (widest gap between trees) to allow for larger vehicle, maintenance and emergency access. Now the two major events have taken place, suggested new target date for review so it's installed prior to the next summer event season. Suggested for inclusion for withdrawal on a future Full Council meeting.
Full Council	FC0422/09	COUNCILLOR INDUCTION	To approve the councillor induction park and checklist	Clerk	by 31.08.22	New councillors part way through induction. Dates for meeting staff awaited. Documentation will be made available to all members via new Ipads.
Full Council	FC0522/13	PARK LIGHTING	1. To approve the remaining Park lighting upgrades including the additional mounting posts and power supplies for the CCTV at an additional cost of £5,398.36 allocated to General Reserves. 2. To approve the CCTV works at the Park for a total of £3,950 allocated to Earmarked Reserves – Infrastructure CCTV.	MM / Clerk / RFO	Immediately	Worksto Park lighting now completed. Awaiting date for CCTV works to follow.
Full Council	FC0522/14	CEMETERY BUNGALOW	That members agree to the gates at both ends of the Cemetery being left unlocked for pedestrian access only on a short to medium term basis until a decision regarding the cemetery bungalow is considered.	Clerk	Immediately	This will need to become a permanent arrangement given sale of bungalow.
Full Council	FC0522/20	CEMETERY CHAPEL	1. To give delegated authority to the Town Clerk and Deputy Town Clerk to negotiate the scaffolding quotation to a maximum of 25% of the £600 weekly charge. 2. Following agreement of 1 above to pay the part-invoice totalling £34,138.66 for works undertaken on the Cemetery Chapel roof to date allocated to Earmarked Reserves Cemetery Chapel.	Clerk	Immediately	Contractor has been appointed to obtain license from Natural England following recommendation from surveys. Work to start early November and be completed and handed over February 2023.
Full Council	FC0622/10	FIREWORK DISPLAY	To undertake a feasibility study of a fireworks event and other events for 2023	Town Clerk and Chair of Facilities	30.11.22 31.03.23	Rectory Meadow firework display is scheduled to take place on 5.11.22. Site plan, insurance documentation and risk assessment has been reviewed and appropriate measures are in place to mitigate risk. Future event for consideration by a future Facilities committee.
Full Council	FC0622/15	COMPLAINT	To approve recommendations 2 & 3 in the confidential report 09/2223	Cllr Gingell	Immediately	Completed and agreed by Facilities committee on 28.09.22.
Full Council	FC0722/04	PUBLIC PARTICIPATION	The Town & Parish Council Forum, which meets once per month via Zoom for up to 2 hours was publicised as an opportunity for the District Council to brief Officers and Councillors from Town & Parishes regarding forthcoming opportunities and services and for the two authorities to engage on relevant issues. The Town Clerk attended earlier today and suggested she'd forward the slides to all members in case any were interested in attending a future session.	Clerk	Once slides are received	Details of Forum distributed. Town Clerk attended October event and slides have been circulated to all members.
Full Council	FC0722/07	ANNUAL ACCOUNTS 2021/22	To further investigate diversification of Council funds.	RFO	30.12.22	Scheduled for December meeting.

Progress Report

Committee	Minute Reference	Subject	Action	Assigned to	Timescale	Comments or further action
Full Council	FC0722/13	STAFFING RESTRUCTURE	That Full Council approve the recommendation from the Executive Committee to adopt the new staffing structure, the associated job descriptions and model B with a review after six months post implementation (March 2023).	Clerks / RFO Clerks/ Jwo / MG	by 31.08.22 by 31.03.23	Report for consideration on Nov agenda
Full Council	FC0922/04	PUBLIC PARTICIPATION	The Diss beacon cycle trail signs have been installed but need reviewing to check they are correct.	Clerk to follow up with CV & PC	by 03.11.22	No reply from CV. Will liaise with PC.
Full Council	FC0922/04	PUBLIC PARTICIPATION	There was a request for the drains in Mere Street to be flushed due to unpleasant smells and for one of the new Enforcement Officers to be stationed at the new hub in Diss dedicated to the Waveney Valley area.	KK	by 03.11.22	
Full Council	FC0922/04	PUBLIC PARTICIPATION	It was noted that there is very little advance warning signage regarding the Vines Road scheme outside of Diss and councillor Kiddie agreed to follow this up.	KK	immediately	Additional signage installed. Scheme due for completion 11.11.22.
Full Council	FC0922/09	Mayor's Cadets	To approve the appointment of Mayor's Cadets	Clerk	by 30.09.22	Meeting being scheduled with Commanding Officer to discuss more details.
Full Council	FC0922/10	Items for noting	a) There was discussion regarding the future use of the Kingshead Yard which is in private ownership following Wetherspoon's decision to halt on its development, the possible prescriptive right of way through the Yard to the rear access to properties on Mere St and thereby the opportunity for traders to negotiate same legal right and the rear access for Chapel St traders. It was noted that at the last Infrastructure committee meeting, it was agreed that a meeting would be held with stakeholders and an illustration of the scheme has been requested from the County Council to facilitate such.	Clerk	immediately	NCC has decided to withdraw project primarily due to lack of stakeholder support. Meeting date awaited for further information on decision.
Full Council	FC0922/10	Items for noting	b) Members noted that the pre-planning application consultation regarding the Norwich Western Link project is underway. It was noted that this will complete the outer ring road around Norwich and stop the significant amount of rat running around the airport to the dual carriageway. It was agreed that councillor Olander would submit a response on behalf of the Town Council on the scheme.	SO	by 05.10.22	Completed and submitted
Full Council	FC0922/10	PROGRESS REPORT	c) Members noted the progress on decisions made at the last meeting of Council. It was reported that the item cllr Gingell is dealing with will be considered by the next Executive committee meeting (minute ref FC 0622 /15).	MG	by 28.09.22	Completed
Full Council	FC0922/11	Member Forum	The environmental health concerns regarding pigeons in Mere St was raised. It was noted that hawk decoys have been successful in scaring the pigeons at the rear of a building in St Nicholas St. Sonar devices are being trialled in Mere St. This would be an item for consideration by the next Infrastructure committee.	Clerk	by 20.10.22	Added to Infrastructure agenda for consideration 16/11/22.
Full Council	FC1022/09	IT Infrastructure	1. To move onto the IT support retainer package offered by VMIT at a cost of £866.46 per month (10,397.52 per year) to include access to IT support, all updates, software installation and setup of new hardware, to budget for this 2023-23 and to review costs of this versus existing contract after 12 months. 2. To install the mobile device management system onto the 15 new iPad Minis to minimise any security risks at a cost of £1,080.00.	DepTC	30.11.2022	Done In progress
Full Council	FC1022/10	Cemetery Bungalow	1. To appoint Abbotts to market the Bungalow with an initial purchase price of offers over 325k subject to negotiation on an overage. 2.To give delegated authority to the CEO/Clerk alongside the Chair of Executive and Facilities committees to agree upon a purchase price.	DepTC/Clerk/MG/JR	28.02.23	Agency agreement & Property Factfind & Vendor Verification form has been signed & completed & forwarded to estate agent 03.11.22