

Town Clerk (CEO)
Mrs S. Villafuerte-Richards (CiLCA)

Our Ref: FC 14.01.26
Date: 08/01/2026

For Information:
Town Clerk

Diss Express

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

Telephone: 01379 643848
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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 14th January 2026 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 Dispensations¹

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 Full Council on Wednesday 17th December 2025 (copy herewith).

4. Public Participation

To consider a resolution under Standing Orders 3d to 3h to suspend the meeting to hear comments from members of the public on items to be discussed on the agenda (*The period of designated time for public participation is 20 minutes, unless directed by the Chair of the meeting, and individual members of the public are entitled to speak for a maximum of five minutes each*).

5. Items of Urgent Business

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

6. Finance

- To authorise the bank outgoings for December 2025 retrospectively (copy herewith).
- To note the Income & Expenditure reports for December 2025 (copy herewith).
- To note the Earmarked Reserves reports for December 2025 (copy herewith).
- To receive the 3rd quarterly financial report (reference 40/2526 herewith).

7. Budget 2026-27

To approve the budget and precept request for the 2026-27 financial year (report reference 41/2526 herewith refers).

8. Council Sites

- To receive a PowerPoint presentation regarding the Council's key sites (copy herewith).
- To further investigate the various options for developing a new building on the DYCC site as described on slides 7 & 15.

9. Shelfanger Road Development Street naming

To consider a request from Norfolk Homes for street names relating to the new Shelfanger Road housing development (copy herewith).

10. Clerk & Town Mayor Reports

To note the Clerk & Town Mayor's updates on activities since their last reports (copies herewith).

11. Progress Report

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

12. Date of Next Meeting

To note that the next meeting of Full Council is scheduled for Wednesday 18th February 2026 at **7:15pm**.

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>.

<https://disstowncouncil.sharepoint.com/sites/DTCDoc/Committees/Full Council/Agendas/Full Council Agenda 14.01.2026>
NoM.docx

Diss Town Council

Minutes

Draft

Minutes of the meeting of the **Town Council** held in the **Ceremony Room** at the **Diss Town Council Offices** on **Wednesday 17th December 2025** at **7.15pm**.

Present: Councillors: D. Craggs (Chair), A. Kitchen, K. Murphy, J. Robertson (ex-officio), R. Peaty, J. Welch

In attendance: Sarah Villafuerte-Richards (Town Clerk)
Susan Hurst (Responsible Finance Officer)
District Councillor Minshull
3 members of the public

FC1225/01 Apologies

Councillor's Name	Apologies Received	Absent Without Apology	Reason / Approval
S. Browne	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ill health
C. Dente	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Childcare
S. Kiddie	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ill health
L. Sinfield	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Holiday

FC1225/02 Declarations of Interest

Minute No.	Councillor's Name	Personal/Other Interest	Pecuniary Interest	Reason
FC1225/11	K. Murphy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Member of South Norfolk District Council

FC1225/03 Minutes

Members received the minutes of the Full Council meeting on Wednesday 19th November 2025. It was

Resolved: To approve the minutes of the meeting of the Full Council held on Wednesday 19th November 2025 as a true record and were signed by the Chair.

FC1225/04 Public Participation

Three members of the public were in attendance. District Cllr Minshull provided an update on last year's activities covering environmental initiatives including Nutrient Neutrality, WEEE recycling events, food waste collections from April, and expanded recycling van services. Leisure-wise, the Diss Swim Centre celebrates one year since reopening with rising membership and new instructors and the new leisure centre build is due to start late March and complete April 2027. The Park Hotel successfully reopened after community support and the Long Stratton bypass is now open.

The Local Government Reorganisation is ongoing with mayoral elections postponed to May 2026 and funding lower than expected. A further update is due in March 2026, and the current consultation closes on 11th January. The District Council continues to support local groups through their Community Action Fund and member grants. Three individuals were considered rough sleepers during the last survey and were housed immediately under their "No Second Night" policy. Additional support includes phones and pet-friendly accommodation. Clare House is helping 26 families avoiding B&B costs. Diss & Roydon both now have the Mindful Town/Village status & certificates will be issued soon, among more than 20 towns trained in Mental Health First Aid.

The school uniform swap shop based at Diss Swim Centre has been successful along with the Christmas toy appeal with over 1,500 gifts distributed.

County councillor Kiddie apologised for not being able to attend. Cllr Martin Wilby provided a written report covering Norfolk County Council's response on the impact of the government delays to Norfolk & Suffolk mayoral elections to its plans and investment; Norfolk Fire & Rescue Service's promotion of winter safety checks and free home visits for the elderly and vulnerable; continued funding to the Music Hub for their Ambassadors Programme; expansion of SEND opportunities and peer mentoring; and the launch of the Connect to Work programme supporting over 4,000 residents facing employment barriers, including those with disabilities and other challenges.

FC1225/05 Items of Urgent Business

There were no items of urgent business raised.

FC1225/06 Finance

- a) Members authorised the bank outgoings for November 2025 retrospectively.
- b) Members noted the Income & Expenditure report for November 2025. The month on the column title needs amending.

(Action: RFO; by 15.01.26)

- c) Members noted the Earmarked Reserves report for November 2025.

FC1225/07 Budget 2026-27

Members reviewed the Council's draft budget proposals (report 38/2526 referred) for the financial year 2026-27 for approval at the January meeting of Full Council. The current increase is 3.7%, which equates to £9 per year per band D householder. Pending the decision made later on the agenda, some Earmarked Reserves could be reduced by £6k to keep the increase in line with inflation. It was

Resolved:

- 1. To approve the Assets, Infrastructure and Events budget, along with the related Earmarked Reserves (EMR).
- 2. To approve the Executive budget, along with the related EMRs.
- 3. To approve the Assets budget, along with the related EMR's.
- 4. To approve the current budget with the increase of 3.70%, pending any further adjustments before the final budget-setting meeting in January 2026.

(Action: RFO; by 14.01.26)

FC1225/08 Internal Audit

Members received report reference 39/2526, the interim internal audit report and considered proposed actions relating to the auditor's recommendations. It was

Resolved:

- 1. To accept the Internal Audit Engagement of Victoria Waples, as per Appendix A.
- 2. To accept the contents of the interim internal audit report 2025-26 (Appendix B).
- 3. To approve the proposed actions as appropriate responses to the internal auditor report's recommendations.

(Action: RFO; as detailed in the report)

FC1225/09 Community Infrastructure Levy

Members considered the Council's Annual Community Infrastructure Levy Declaration for 2024-25. It was

Resolved: To approve the Council's Annual Community Infrastructure Levy Declaration for 2024-25.

(Action: RFO; immediately)

FC1225/10 Local Government Review Consultation

Members reviewed the Government's consultation on Local Government Reorganisation in Norfolk and Suffolk. Cllr Peaty summarised his responses and noted he was undecided on a preferred option. Comments covered the scale of proposals (some perceived as too large/too small), the 'One Unitary' cluster model around market towns (beneficial if adequately funded), the need for clearer objectives, optimum area size for efficiencies, funding, and likely influence. Cllr Peaty was not in favour of the three-unitary layout.

Members noted that the District Council consulted first and used feedback to form a preferred two-unitary option, while other options were selected prior to consultation. Discussion also covered

the expected election timetable, a delay to Mayoral elections to 2028, and the anticipated Council Tax changes in South Norfolk to support financially challenged councils. It was

Resolved: That Cllr's Craggs & Peaty will meet in New Year to review Cllr Peaty's draft responses & invite other members to send in comments before submitting a Council response prior to 11th January 2026.

(Action: DC/RP; by 11.01.25)

FC1225/11 Clerk & Town Mayor Reports

Members noted that the Clerk & Town Mayor's updates on activities since their last reports will be available at the January meeting.

FC1225/12 Progress Report

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

FC1225/13 Date of Next Meeting

Members noted that the next meeting of the Full Council is scheduled to take place on Wednesday 14th January 2026 at 7.15pm.

FC1225/14 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.

FC1225/15 Citizens Advice Porta Cabin

Members considered a proposal to bring the former Citizens Advice porta cabin into community use. Members noted that it is a sizeable, serviceable space. There is interest in a space for a men's/community shed which could serve as a pilot to evaluate the demand for hire of a potential community facility. Initial research indicated sufficient interest to cover estimated running costs of approximately £6,000 per annum. It was

Resolved:

1. To request that the Citizens Advice holds off on the demolition of their porta cabin.
2. To liaise with South Norfolk District Council regarding the transfer of the lease from Citizens Advice to Diss Town Council.
3. To progress discussions regarding the Men's Shed with the interested parties.
4. To negotiate a financial contribution from Citizens Advice towards reuse and/or any future demolition.
5. With the support of Citizens Advice, to engage local community groups to assess demand and an appropriate fee structure.
6. To budget £6k to cover running costs for the cabin.

(Action: Clerk/RFO/DC/RP/JR; immediately)

Meeting closed: 20.22.

Councillor D. Craggs
Chair / Town Mayor

BANK OUTGOINGS DECEMBER 2025				
<u>Date Paid</u>	<u>Payee Name</u>	<u>Bacs Ref</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
02.12.2025	Red5 Networks Ltd	DD787	£ 120.19	Phone/Broadband Nov 2025 - Council Office & Skatepark CCTV
16.12.2025	British Gas Trading Ltd	DD788-792	£ 442.19	Electricity Nov 25 - Park & Meres Mouth WC, Sportsground and Market
19.12.2025	AGR Interiors Ltd	Bacs2844	£ 325.00	Repairs to Paving near Disabled Parking outside Museum
19.12.2025	Alliance Disposables Ltd	Bacs2845	£ 196.83	Sanitary Products - All Sites
19.12.2025	Anglian Tree Solutions Ltd	Bacs2846	£ 432.00	Tree Works for Fallen Branches on Park and Skatepark, Bark - Lowes
19.12.2025	Broadland District Council	Bacs2847	£ 120.00	Van Hire for Christmas Lights Switch On 2025
19.12.2025	Diss Garden Centre	Bacs2848	£ 16.00	Bark - Lowes
19.12.2025	Diss Van Centre	Bacs2849	£ 646.62	Ford Ranger CY15 KUO - Service, MOT, Brake Check & Replace Rear Caliper
19.12.2025	ESPO	Bacs2850	£ 246.49	Gas Supplied November 2025 - Council Office and DYCC
19.12.2025	Haydon Groundworks	Bacs2851	£ 600.00	Water Supply Ground Excavation - Sportsground
19.12.2025	House of Flags	Bacs2852	£ 1,635.60	Service 2x Flagpoles & 2 DTC Council Flags
19.12.2025	LR Wyard-Scott Ltd	Bacs2853	£ 212.50	Diesel for Vans - December 2025
19.12.2025	P.Cottrell	Bacs2854	£ 59.00	Window and Bus Shelter Cleaning December 2025
19.12.2025	PPL PRS Ltd	Bacs2855	£ 1,961.83	Performing Rights Licence for 2025/26 - Park & Market Place
19.12.2025	Screwfix Direct Ltd	Bacs2856	£ 38.93	Metal Drill Bits & Screws - Repairs to Fingerpost Signs
19.12.2025	Star Plumbing, Jheating & Renewables Ltd	Bacs2857	£ 197.99	Replace Faulty Sensor Tap - Meres Mouth Gents Toilets
19.12.2025	Travis Perkins Trading Co Ltd	Bacs2858	£ 78.00	Concrete - Repairs to Sportsground Car Park
19.12.2025	Vmit Ltd	Bacs2859	£ 1,041.00	IT Support & Software December 2025
19.12.2025	Anglian Water Business Ltd (National)	DD793	£ 19.22	Water Supplied Sept - Dec 2025 - Park
22.12.2025	Employees	BACS	£ 19,462.19	Salaries Month 9
22.12.2025	British Gas Trading Ltd	DD794-796	£ 1,175.37	Electricity Nov 25 - DYCC, Mere Fountain and Council Office
27.12.2025	EE Ltd	DD797	£ 52.90	3x Mobile Phones 18 Dec to 17 Jan 2026
31.12.2025	HM Revenue & Customs	BACS	£ 6,129.33	NI/PAYE Month 9
31.12.2025	Norfolk Pension Fund	BACS	£ 6,826.80	Pension Contributions Month 9
31.12.2025	Unity Trust Plc	Charges	£ 18.90	Bank Charges November 2025
			£ 42,054.88	

	Budget 25-26	Actual YTD 25-26	Percentage Spend
Agency Services			
Total Income	£3,848	£3,983	104%
Overhead Expenditure	-£100	-£23	23%
Income Less Expenditure	£3,748	£3,960	106%
Allotments			
Total Income	£525	£0	0%
Overhead Expenditure	-£1,030	-£30	3%
Income Less Expenditure	-£505	-£30	6%
Amenities			
Total Income	£2,000	£5,645	282%
Overhead Expenditure	-£76,137	-£44,672	59%
Income Less Expenditure	-£74,137	-£39,027	53%
Mini Recycling Centre Adopter			
Total Income	£450	£225	50%
Bank Interest rec'd/Bank Charges			
Total Income	£14,000	£118,319	845%
Bank Charges	-£400	-£341	85%
Income Less Expenditure	£13,600	£117,978	867%
Capital Expenditure - Loans	-£27,589	-£20,504	74%
Cemetery			
Total Income	£33,000	£37,897	115%
Overhead Expenditure	-£13,320	-£17,326	130%
Income Less Expenditure	£19,680	£20,571	105%
General Equipment			
Overhead Expenditure	-£4,596	-£1,183	26%
Christmas Lights			
Total Income	£0	0	0%
Overhead Expenditure	-£19,083	-£13,462	71%
Income Less Expenditure	-£19,083	-£13,462	71%
Corn Hall			
Overhead Expenditure	-£8,846	-£5,377	61%
Council Offices			
Total Income	£6,536	£5,428	83%
Overhead Expenditure	-£19,080	-£13,793	72%
Income Less Expenditure	-£12,544	-£8,365	67%
Other Council Properties			
Health & Safety	-£2,500	-£713	29%
PK Toilets	-£18,205	-£11,348	62%
Mere's Mouth Toilet	-£18,500	-£10,811	58%
Staff Uniforms/Replacements	-£500	£0	0%
Total Expense	-£39,705	-£22,872	58%
Diss Youth & Community Centre			
Total Income	£0	£1,539	0%
Overhead Expenditure	-£19,880	-£11,828	59%
Income Less Expenditure	-£19,880	-£10,289	52%
Grants			
Grants Expenditure	-£10,000	£0	0%
Highways - Parish Partnership Bid			
Income	£0	0	0%
Parish Partnership Bid	£0	0	0%
DDNP Contribution	-£1,000	-£26	3%
Income Less Expenditure	-£1,000	-£26	3%

Income Expenditure August 2025

	Budget 25-26	Actual YTD 25-26	Percentage Spend
Market			
Total Income	£21,000	£15,264	73%
Overhead Expenditure	-£3,180	-£2,823	89%
Income Less Expenditure	£17,820	£12,441	70%
Promotion			
Overhead Expenditure	-£1,300	-£851	65%
Precept			
Total Income	£717,191	£717,191	100%
General Expenditure (inc IT)			
Total Income	£0	£500	0%
Overhead Expenditure	-£53,725	-£47,562	89%
Income Less Expenditure			
Sports Ground			
Total Income	£10,500	£5,646	54%
Overhead Expenditure	-£21,522	-£7,748	36%
Income Less Expenditure	-£11,022	-£2,102	19%
Events			
Event Income	£0	£1,046	0%
Overhead Expenditure	-£1,300	-£1,645	127%
Income Less Expenditure	-£1,300	-£599	46%
Christmas Switch-On Event			
Total Income	£4,000	£296	
Overhead Expenditure	-£5,250	-£1,776	
Income Less Expenditure	-£1,250	-£1,480	
Carnival			
Total Income	£10,000	£11,434	114%
Overhead Expenditure	-£12,750	-£14,067	110%
Income Less Expenditure	-£2,750	-£2,633	96%
Wages			
Recharge	£0	£2,925	0%
Recharge	£0	-£6,570	0%
Wages Admin	-£219,705	-£140,901	64%
Wages Maint	-£205,552	-£145,653	71%
Income Less Expenditure	-£425,257	-£283,629	67%
Town Mayors Charity			
Total Income	£0	£1,643	0%
Overhead Expenditure	£0	-£1,172	0%
Income Less Expenditure	£0	£471	0%
CIL			
Total Income	£0	£2,820	0%
Overhead Expenditure	£0	-£2,917	0%
Sec 106 Income	£0	0	0%
Sec 106 Expenditure	£0	0	0%
Streetlighting			
Total Income	£0	0	0%
Overhead Expenditure	-£16,000	-£2,426	15%
Income Less Expenditure	-£16,000	-£2,426	15%
Total Income	£823,050	£931,801	113%
Total Expenditure	-£781,050	-£562,513	72%

SUMMARY REPORT OF EARMARKED RESERVES 2025-2026

NC	Committee	Site	EMR	Balance as at 1st April 2025	Less: Actual Year to date Expense	Balance	Add: Year to date receipts	Balance as at 31st December 2025
320	AIE	Cemetery	Cemetery Bungalow Sale	£ 268,841.60		£ 268,841.60		£ 268,841.60
330	Exec	By-election	By-election costs	£ 5,000.00		£ 5,000.00		£ 5,000.00
335	AIE	Mere	Flock Project	£ 9,999.00	£ 156.93	£ 9,842.07		£ 9,842.07
342	AIE	Events	Christmas Lights switch on	£ 4,262.42		£ 4,262.42		£ 4,262.42
344	AIE	Events	Carnival	£ 5,441.93		£ 5,441.93		£ 5,441.93
370	AIE	Cemetery	Cemetery Grounds (Inc Monuments)	£ 8,699.30	£ 5,735.00	£ 2,964.30	£ 2,987.50	£ 5,951.80
375	AIE	Corn Hall	Corn Hall	£ 24,455.21		£ 24,455.21		£ 24,455.21
384	AIE	Council Offices	Council Office Building Maint	£ 30,589.58	£ 3,575.00	£ 27,014.58		£ 27,014.58
390	AIE	DYCC	Van Replacement	£ 8,000.00		£ 8,000.00	£ 2,000.00	£ 10,000.00
392	AIE	DYCC	Replacement Ride-On Lawnmower	£ 6,345.00		£ 6,345.00		£ 6,345.00
398	AIE	DYCC	DYCC	£ 14,860.24		£ 14,860.24		£ 14,860.24
400	AIE	Market	Maintenance Market	£ 21,500.00		£ 21,500.00		£ 21,500.00
410	AIE	Mere	Anglian Gardens	£ 5,396.00	£ 4,893.00	£ 503.00		£ 503.00
412	AIE	Mere	Boardwalk	£ -		£ -	£ 5,000.00	£ 5,000.00
414	AIE	Mere	Maintenance Mere's Mouth	£ 1,530.00	£ 1,365.00	£ 165.00		£ 165.00
416	AIE	Mere	Mere Fountain	£ 22,815.00		£ 22,815.00	£ 5,000.00	£ 27,815.00
420	AIE	Rectory Meadow	Rectory Meadow Fencing	£ 7,000.00	£ 5,083.44	£ 1,916.56		£ 1,916.56
422	AIE	Park	Park General - Beacon Project	£ 1,229.46		£ 1,229.46		£ 1,229.46
424	AIE	Park	Play Equipment	£ 3,557.57	£ 6,198.36	£ -2,640.79	£ 5,000.00	£ 2,359.21
426	AIE	Park	Park Toilets	£ 16,000.00		£ 16,000.00		£ 16,000.00
430	AIE	SPG	Athletics maintenance	£ 11,000.00	£ 11,000.00	£ -		£ -
432	AIE	SPG	SPG Floodlights	£ -	£ 5,000.00	£ -5,000.00	£ 5,000.00	£ -
434	AIE	SPG	SPG Pav maintenance	£ 1,919.58		£ 1,919.58		£ 1,919.58
436	AIE	SPG	SPG - Skateboard Park	£ 8,012.80	£ 1,325.00	£ 6,687.80	£ 27,797.23	£ 34,485.03
440	AIE	St Marys	Closed churchyard repairs	£ 18,579.00	£ 12,145.00	£ 6,434.00		£ 6,434.00
445	AIE	Town	Parish Partnership Works	£ 5,000.00		£ 5,000.00		£ 5,000.00
455	AIE	HTP	HTP	£ 8,633.59		£ 8,633.59		£ 8,633.59
460	AIE	Town	Bus Shelters maintenance	£ 15,571.04		£ 15,571.04		£ 15,571.04
462	AIE	Town	Streetlights	£ 8,116.06	£ 3,700.00	£ 4,416.06	£ 15,000.00	£ 19,416.06
464	AIE	Town	Community Infrastructure Levy (CIL)	£ 81,327.35	£ 2,479.13	£ 78,848.22	£ 2,819.86	£ 81,668.08
466	AIE	Town	CCTV	£ 1,674.99		£ 1,674.99		£ 1,674.99
468	AIE	Town	D&D Neighbourhood Plan	£ 5,393.08	£ 29.60	£ 5,363.48		£ 5,363.48
469	AIE	Maintenance	5 Yr Electrical Testing	£ 3,300.00		£ 3,300.00		£ 3,300.00
470	AIE	Park	Park Enhancement Project	£ 12,139.67	£ 12,139.67	£ -		£ -
472	AIE	Town	Parking Scheme	£ 10,000.00		£ 10,000.00	£ 5,000.00	£ 15,000.00
			TOTAL	£ 656,189.47	£ 74,825.13	£ 581,364.34	£ 75,604.59	£ 656,968.93

31.12.2025	Current Year End balance (Precept)	£ 369,785.00
	General Reserves	£ 292,167.00
	EMR	£ 656,968.93
	Total Funds	£ 1,318,920.93

	Streetlighting Funds Breakdown	
	Capital Reserves (ring fenced)	£ 4,096.11
	EMR General	£ 319.95
		£ 4,416.06



DISS TOWN COUNCIL

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Website: www.diss.gov.uk

Report Number:
40 / 2526

Report to:	Full Council
Date of Meeting:	Wednesday 14 th January 2025
Authorship:	Responsible Finance Officer
Subject:	3 rd Quarterly Report 2025/2026

1. Introduction

- 1.1 As per Financial Regulations, clause 4.8, it is the duty of the Responsible Financial Officer (RFO) to report on variances in income and expenditure exceeding 15% of the budget. Therefore, interest to the council is those codes with variances beyond the tolerances of 63.75% and 86.25% at the end of Quarter 3.
- 1.2 The detailed income and expenditure report is provided in Item 6b.
- 1.3 The annual budget comprises a precept of £717,191 and an additional income of £105,859 for the year ending 31st March 2025, resulting in a total expenditure budget of £823,050.

2. Expenditure

- 2.1 The expected expenditure within this threshold for the third quarter should be £617,287.50.
- 2.2 As of 31st December 2025, marking the end of the third financial quarter of the 2025/26 budget year, Diss Town Council's (DTC) spending is £562,513.
- 2.3 Variances during this quarterly reporting period are expected due to the routine patterns of expenditure spread over the financial year, resulting in some budget headings being outside the specified tolerances. However, it is important to note that these variances are neither unexpected nor cause for concern.

3. Income

- 3.1 The budgeted income for the current financial year is £105,762. By the end of the third financial quarter, we should have received £64,170 in income from the properties we own.
- 3.2 The current income to the end of the Third quarter is £214,610, almost double the expected income for the full year. This includes the maturity of the final long-term invested fund of £100,000, which is reflected as an income in the current reserves, and the fixed assets have decreased by £100,000.

4. Summary at End of Quarter 3

- 4.1 The budget is overperforming for this time of the year. There are no concerns that the council should be aware of at this time.



DISS TOWN COUNCIL

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Report Number:
41 / 2526

Report to:	Full Council
Date of Meeting:	14 th January 2026
Authorship:	Responsible Finance Officer
Subject:	Precept Request

Introduction

1. At the Full Council meeting held on 17th December 2025, members approved the recommendation in report 38/2526 including the precept request for the financial year 2025/26 (see Appendix 1).
2. The precept request must be submitted to South Norfolk Council by 16th January 2026.

Budget Conclusions

3. The proposed budget ensures adequate funding for Diss Town Council's services and assets. It aims to tackle increasing supplier and staffing costs and will utilise other sources of income where appropriate.
4. It was confirmed that £82,000 from the precept will be allocated to the Earmarked Reserves (EMR) for the agreed projects (see Appendix 2).
5. No further revisions are proposed for the budget.
6. It is therefore recommended that Full Council approve the precept request of £752,684, or £256.19 reflecting a 3.70% increase for each Band D householder for the financial year 2026/27.

Recommendation

To approve the precept demand to South Norfolk Council of £752,684 or £256.19 for each Band D householder for the financial year 2026/27.



DISS TOWN COUNCIL

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Report Number:
38 / 2526

Report to:	Full Council
Date of Meeting:	Wednesday 17 th December 2025
Authorship:	Responsible Finance Officer (RFO)
Subject:	Annual Budget 2026/27

1. Introduction

- 1.1 On 4 December 2025, the members of the Budget Action Group - councillors Peaty, Craggs, the Clerk, and the RFO - met to review updates to the draft budget previously presented to Full Council on 15 October 2025 and taking into account the decisions made at the meeting held on 19 November 2025.
- 1.2 The proposed budget for each committee is shown in Appendices 1 and 2, with the proposed income shown in Appendix 3.
- 1.3 Appendix 4 is the proposed Earmarked Reserves (EMR) to which some funds have been added this financial year, due to the feasibility study which has taken place, and the imminent requirement for funds to maintain various sites.

2. Assets, Infrastructure & Events

- 2.1 The Town and Park budget has been increased by £4,000 for the 2026/27 financial year to accommodate general cost increases and the planned purchase of bunting for the summer season.
- 2.2 The budget for Garden and Floral Scheme has been reduced from £2,000 to £1,500 due to the reduction in planters scheduled, and this will reduce the overall planting costs.
- 2.3 The Tree Management budget has been raised from £18,000 to £20,000 as we are currently finishing the 3rd year of a tree management plan, with all works complete. We will be going out to tender for a new 3-year management contract, but also need additional funds for emergency works in the interim.
- 2.4 The Mere Water Drainage budget has increased from £2,000 to £3,000 in response to the expected winter high-water levels, which may necessitate the additional hire of a pump. A more permanent solution is being explored as part of the John Grose site development.
- 2.5 The budgets for servicing the Park Toilets and Mere's Mouth Toilets will reduce when the new, more local cleaning contractor is appointed. Additionally, the agreed winter arrangement to open only the disabled toilet at the Park has lowered cleaning costs, further contributing to the reduction.

- 2.6 The DYCC running costs have been further reduced as the main building is now completely vacant. Park Radio will continue operating their broadcasting aerial from the site for the foreseeable future. Additionally, the maintenance team will still use the DYCC garages as a workshop, so costs for electricity, water, gas, rates, and annual servicing will continue to be incurred.
- 2.7 The works to remove the sportsground floodlights are being scheduled. The current year's budget will be transferred into an EMR to cover the costs if the work is not completed by year end. No additional budget will then be required.
- 2.8 The budget for streetlighting has been increased from £12,000 to £14,000 due to an expected 10% increase in the maintenance and electricity contract.

3. Executive

- 3.1 The loan repayment budget has been reduced following the full settlement of one of the three loans. The remaining loans are scheduled to be fully repaid during the 2026/27 financial year.
- 3.2 The training budget has been raised from £2,000 to £4,800 to cover the online training portal with Worknest for all staff, and Data Protection training for all staff and councillors as an urgent requirement.
- 3.3 A budget has been established for Property Valuations, which are required every three years at a cost of £4,500. To meet this obligation, £1,500 will be allocated annually, with any year-end balance transferred to an EMR to ensure funds are available when the next valuation is due.
- 3.4 The Human Resources Support budget has been increased from £2,800 to £3,800 to account for the annual price rises in 2025/26 and 2026/27, which were not included in last year's budget.

4. Income

- 4.1 The Income from South Norfolk for Agency Grass Cutting and the Servicing of the Mini Adopter Centres have both been removed. The Recycling centres on Rose Lane and Wilby Avenue have been removed, and the grass cutting contract has been handed back to the District Council as agreed by Full Council on 19 November 2025.
- 4.2 The income from the Sportsground has also reduced due to the closure of Diss and District Athletics Club and the athletics track is not in use.
- 4.3 The price increases agreed at Full Council on 19 November 2025 will see an overall increase of £7,446, which will cover the losses outlined above.

5. Earmarked Reserves

- 5.1 We currently have one van that requires urgent replacement, with funding being pursued through the District Council, as the new vehicle will also provide street-cleaning functionality. In addition, £5,000 has been allocated to strengthen the EMR, in anticipation of another vehicle needing replacement within the next two years.
- 5.2 An allocation of £5,000 has been added to the Cemetery Grounds EMR to cover works scheduled to begin in 2026/27. These works include extending the footpath within the Garden of Rest and carrying out safety testing of memorials across the entire site. The costs are being budgeted within the EMR rather than general reserves, as the expenditure may extend beyond the financial year end.

- 5.3 Funds have been earmarked for the following projects, with allocations intended to build up reserves in preparation for future works. The projects include five-year electrical testing, resurfacing at Meres Mouth, refurbishment of the Anglian Garden, and Boardwalk renovations.
- 5.4 Funds have been allocated to the DYCC, the Sports Park Improvements Project, and the Park Pavilion, as these initiatives are scheduled to progress in the immediate future.
- 5.5 £15,000 has been allocated to streetlighting, with similar annual contributions required going forward. This provision reflects the 25-year lifespan of the assets and the significant costs associated with their full replacement.

6. Budget Conclusions

- 6.1 The Executive budget, along with related EMR's has decreased from £537,054 to £531,889, which is a decrease of 0.96%.
- 6.2 The Assets, Infrastructure and Events budget, along with related EMR's has increased from £285,696 to £331,646, this is an increase of 16.08%.
- 6.3 The Income budget, less the amount of the precept is also set to increase from £105,859 to £110,851, which is an increase of 4.71%.
- 6.4 The overall budget (Appendix 5) gives a projected increase of precept of 3.70%, in line with inflation. This is an increased cost to band D households from £247.05 to £256.19 per year.

Recommendations

- 1. To approve the Assets, Infrastructure and Events budget.
- 2. To approve the Executive budget, along with the related Earmarked Reserves (EMR).
- 3. To approve the Assets budget, along with the related EMR's.
- 4. To approve the current budget with the increase of 3.70%, pending any further adjustments before the final budget-setting meeting in January 2026.

Earmarked Reserves

Project Description		current	26/27 Budget
320	Cemetery Bungalow Sale	£ 268,841.60	£ -
330	By Election	£ 5,000.00	£ -
370	Cemetery Grounds	£ 5,951.80	£ 5,000.00
375	Cornhall capital refurb	£ 24,455.21	£ -
384	Council Office refurbishment	£ 27,014.58	£ -
390	Van Replacement	£ 10,000.00	£ 5,000.00
392	Ride on mower renewal	£ 6,345.00	£ -
398	DYCC Refurbishment	£ 14,860.24	£ 14,000.00
400	Market Maintenance	£ 21,500.00	£ -
410	Anglian Gardens	£ 503.00	£ 1,000.00
412	Boardwalk Renovation	£ 5,000.00	£ 5,000.00
414	Meres Mouth Resurfacing	£ 165.00	£ 1,000.00
416	Mere Fountain Renewal	£ 27,815.00	£ -
420	Rectory Meadow Fencing	£ 1,916.56	£ -
422	Park - Beacon & Pavilion	£ 1,229.46	£ 10,000.00
424	New Play Equipment	£ 2,359.21	£ -
426	Park Toilets Improvements	£ 16,000.00	£ -
430	SPG Improvements Project	£ -	£ 20,000.00
434	SPG Pavilion/Nursery	£ 1,919.58	£ -
436	Skateboard Park renewals	£ 34,485.03	£ 5,000.00
440	St Marys Churchyard Repairs	£ 6,434.00	£ -
445	Parish Partnership Bid	£ 5,000.00	£ -
450	Tree Management	£ -	Bal at Y/End
464	CIL	£ 81,668.08	£ -
466	CCTV	£ 1,674.99	£ -
469	5 yr Electrical Testing	£ 3,300.00	£ 1,000.00
472	Residents Parking Scheme	£ 15,000.00	£ -
		£ 588,438.34	

RINGFENCED - (not saving up for)

335	Flock	£ 9,842.07	£ -
342	Christmas Lights Event	£ 4,262.42	Bal at Y/End
344	Carnival	£ 5,441.93	Bal at Y/End
455	HTP Mgt	£ 8,633.59	£ -
460	Bus Shelter Maintenance	£ 15,571.04	£ -
462	Street Lighting Capital	£ 19,416.06	£ 15,000.00
468	DDNP	£ 5,363.48	Bal at Y/End
		£ 68,530.59	

Council Sites Project Update

Meeting of Council
January 2026



Contents

- Current Situation
- Strategic Context
- Demand for community facility
- Options
- Available funds
- Example Floor Plans
- Costs
- Example Case Studies
- Next Steps



Current Situation

- DYCC closed October 2023 due to RAAC roof construction
- FMG Consulting Ltd undertook feasibility study in September 2024 & presented findings to Full Council in March 2025
- Park Radio Ltd has vacated the building and it is currently used by the Facilities & Buildings team, Diss Litterpicking Group & Community Larder with no income received
- No longer an athletics club at Sports Ground site
- NCC Registration services will continue to require office space - weddings are moving to the Corn Hall from April 2026
- Menscraft also hire Council Offices once per week.



Strategic Context

- Population & housing growth - increasing demand for facilities e.g. Shelfanger Road development
- John Grose site build starting April 2026, completion April 2027, includes 100m² standard height community facility
- The South Norfolk Built Facilities Assessment confirms need for community halls particularly where resident populations are growing
- There are pockets of deprivation within the Diss and Roydon ward
- Local Government Review – impact on service delivery & space requirement



Demand for community facility

[Taken from FMG report]

- Existing provision provides a wide range of facilities with different-sized spaces
- Limited large activity spaces with high ceilings
- Majority of residents (90%) agree that providing new youth & community facilities in Diss is a good and worthwhile idea
- 91% agreed that refurbished or new facilities should be flexible and enable use by a wide range of community groups
- Approximately 70% of residents were willing to pay extra Council Tax to contribute towards the potential borrowing costs.



Demand for community facility

- Local church plans also include hireable community facility opposite DYCC site
- Interest in facility to support Community / Men's Shed
- Positive response to utilisation of Citizen's Advice porta cabin from local groups



Options

- Option 1 = refurbish existing DYCC (50+ year old structure) = £750k+
- Option 2 = new build on DYCC site with 50+ year life span
 - 2A = office only 150m² for 10-12 employees incl. current tenants = circa £650k
 - 2B = as above plus community hall 10 x 18m & basic ancillaries = circa £905k (slide 9)
 - 2C = as above plus larger community space, stage = circa £1.2m (slide 10)
 - 2D = as above plus high ceiling, permanent stage, sprung floor = circa £1.5m (slide 11)



Available funds

- £86,758 Community Infrastructure Levy (Earmarked Reserves)
- £268,841 Cemetery Bungalow (EMR)
- £34,860 DYCC (EMR)
- £300,000 Council Offices (moderate estimate)

- **£685,459 Total**

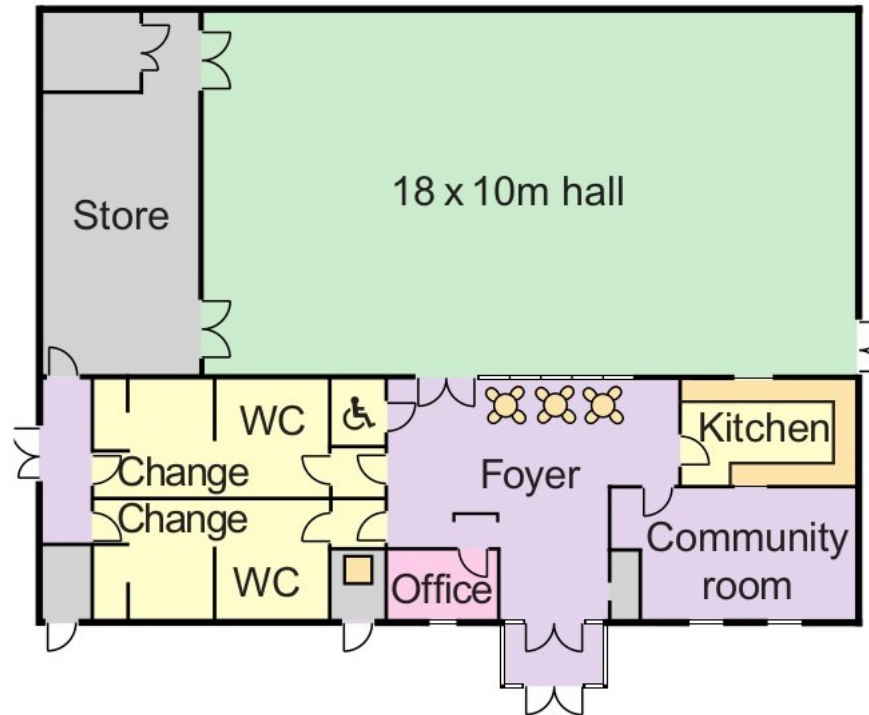
Potential external funding

- £275k Future CIL (2-3 years)
- £500k Public Works Loan (£40k / £13 per Band D precept increase over 10 years)
- £20,001 to £20,000,000 - Reaching Communities England (National Lottery)
- Up to £500k - Sport England



Example Floor Plans

Option 2B

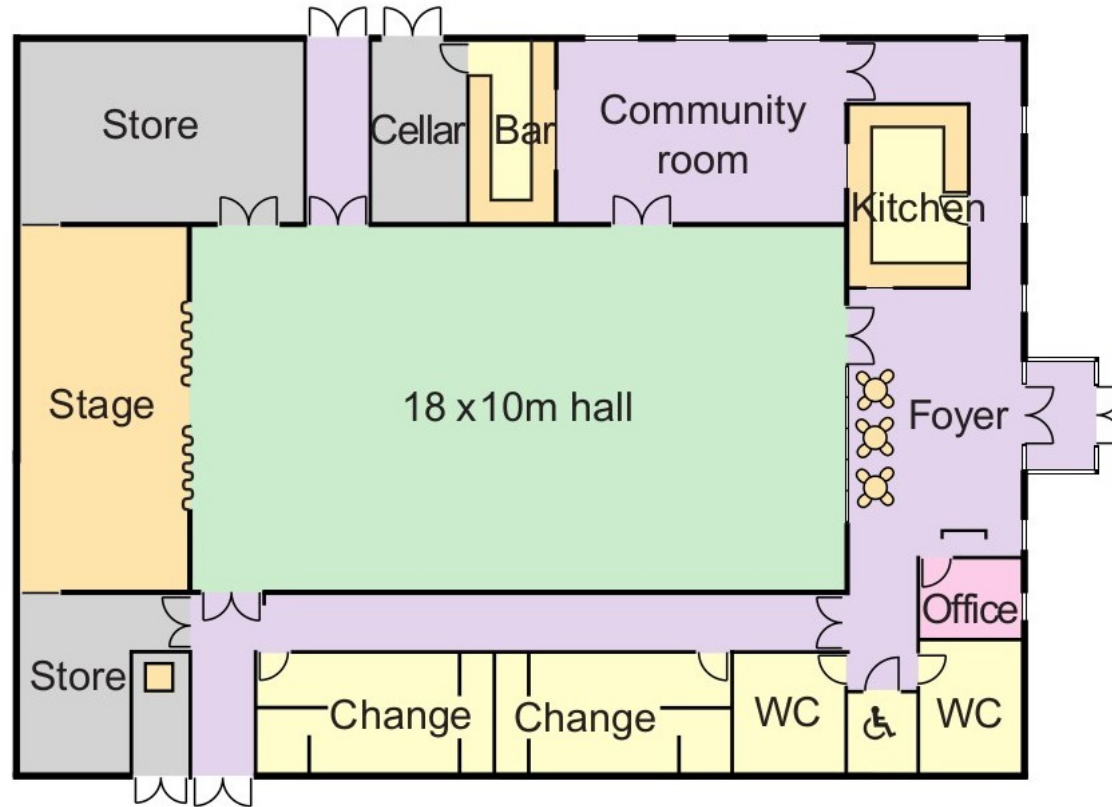


One-court badminton size hall with compact ancillaries including combined WCs and changing.



Example Floor Plans

Option 2C

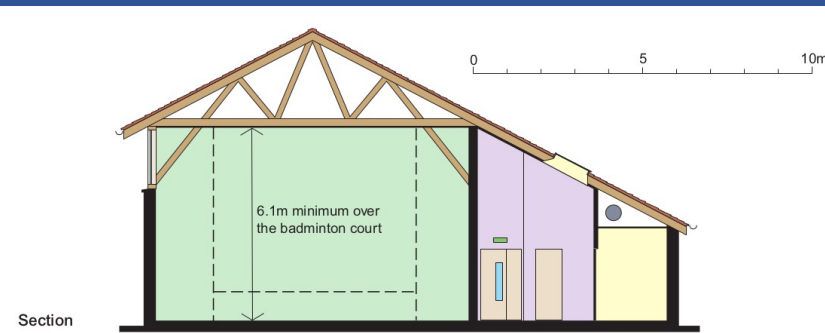


Symmetrical support accommodation around a hall with a separate stage.



Example Floor Plans

Option 2D



Plan and section of an economically designed hall layout. The double set of corridor doors would allow the changing rooms to be used for stage productions.



Costs

- Facilities cost guidance from Sport England Q3 2025, gives cost of a basic hall of 382m² as £905,000, equivalent to £2,400 per m²
- Council Offices cost £17k annually in overheads (2023/24)
- DYCC costs £25k (2023/24)
- Total expenditure = £42k
- Rationalisation two to one building = approx. £20k cost savings



TG Escapes – Modular Eco Buildings

Single Story Case Study – Woking, £1.4 million, completion date: 2024



TG Escapes – Modular Eco Buildings

Two Story Case Study – Cheltenham, £1.2 million, completion date: 2021



Next Steps

- Define the brief / statement of requirements for a new build on the DYCC site
- Arrange a consultation meeting with TG Escapes to provide an architectural design & a more accurate cost analysis
- Explore funding options - Sport England, National Lottery, Better Youth Spaces
- Discuss development with Planning Authority
- Identify / consult potential users of the facility
- Develop a model of potential income from users
- Explore potential for an expansion of health and care services via Norfolk & Waveney Integrated Care Board
- Further consultation with residents.



South Norfolk District Council

CORE NAMING CRITERIA

When evaluating proposed names for new streets, the Council applies the following criteria:

1. Reflect Local Context

- Names should, where possible, **reflect the history, landscape or geography of the site or wider area**. This ensures that names have a meaningful connection to place and contribute to a sense of local identity. southnorfolkandbroadland.gov.uk

2. Avoidance of Duplicate or Confusing Names

- Proposed names **must not duplicate** existing street names within the relevant locality or be **phonetically similar** to them (e.g., *Churchill Road* and *Birchill Road*). Avoiding duplication or near-duplication reduces risk of confusion for postal operations, emergency services and the public. southnorfolkandbroadland.gov.uk

3. Offensive or Unsuitable Names

- Street names **must not be offensive** in any way, and names that could be construed as advertising or promotional are discouraged or prohibited to preserve neutrality and propriety. southnorfolkandbroadland.gov.uk

4. Persons or Firms

- Names **after living persons** are not permitted except in very rare, special circumstances. Names of commercial developers or firms are similarly avoided. This maintains impartiality and avoids future sensitivity or commercial endorsement issues. southnorfolkandbroadland.gov.uk

5. Simplicity of Use

- Names should be reasonably easy to **spell and pronounce**. This supports clear communication, particularly in emergencies and when spoken (for example, to emergency call handlers and drivers). southnorfolkandbroadland.gov.uk

6. Avoidance of Certain Conventions

- **Suffix conventions** and specific word usage are controlled (e.g., terms like *North/South* appended to names to differentiate segments of a street are generally discouraged unless the road is long and bisected by major junctions). southnorfolkandbroadland.gov.uk

Shelfanger Road Name Suggestions

Alger Street / Alger Close

Justification: John Goldworth Alger (1836–1907), born in Diss, was a journalist and author specialising in the French Revolution — a uniquely intellectual local connection.

Woodward Road / Woodward Grove

Justification: Thomas Jenkinson Woodward (1745–1820), a botanist who died in Diss, was noted for his contributions to plant science. This name highlights natural history and scholarly heritage.

Friendly Invasion Road / Friendly Invasion Close

Justification: Commemorates the local nickname ‘Friendly Invasion’ given to the large number of American airmen stationed around Diss and south Norfolk during World War II — a unique community connection remembered in local heritage projects.

Memphis Belle Road / Memphis Belle Close

Justification: As above — referencing the famous aircraft and its crew, part of the Friendly Invasion story.

Well Place

Justification: The archaeological wells discovered on the site provide a strong historical link to the area’s past.

Whymark Way / Whymark Walk

Justification: Trevor Whymark began his football career playing for non-league Diss Town before being signed by Ipswich Town manager Bobby Robson in 1969. He worked in a Diss builders’ merchant as a youth and later returned as player-manager, cementing his strong connection to the town.

Wallace Walk / Wallace Way

Justification: Doreen Wallace (1897–1989), novelist and agricultural writer, taught in Diss and returned later in life, contributing to the area’s literary heritage.

Cole Crescent / Cole Close / Cole Court

Justification: Elsie Vera Cole (1885–1967), painter and engraver, lived and died in Diss, representing the town's artistic history.

Amyot Avenue

Justification: Catherine Engelhart Amyot (1845–1926), a Danish painter, had children born in Diss, linking her family to the town's cultural past.

Ann Ward Way

Justification: Ann Ward was the great-granddaughter of Thomas Lombe Taylor, who built Corn Hall, a significant local landmark. She died in 2018, marking a modern historical connection.

Wilson Way / Walk

Justification: Lady Wilson of Rievaulx born in Diss. Poet and friend of John Betjeman, better known as wife of Harold Wilson. Subject in Betjeman's poem "A Mind's Journey to Diss".

Betjeman Grove/Gardens

Justification: John Betjeman. Poet laureate and in addition to connection to Mary Wilson, made TV programme "Something about Diss" in 1964 which helped save Diss from the fate that befell Thetford. (good for a leafy, residential feel, as Betjeman often wrote about suburbs and gardens).

Friendly Invasion Theme

Additional information

Robert Rosenthal who flew 52 missions with 100th Bomb Group from Thorp Abbots and later became an assistant prosecutor at the Nuremberg trials.

James Stewart, Hollywood actor and pilot based at Tibenham.

Fortress after Flying Fortresses based at Thorp Abbots and Eye.

Liberator after Consolidated Liberators based at Tibenham and Old Buckenham.

The real friendly invasion in Diss was the 923rd. Engineer (Aviation) Regiment based on Eye airfield which they built, along with about 60 other airfields in East Anglia. 3,200 black segregated enlisted men who regularly came into Diss to worship at the Baptist and Methodist churches and drink in the local pubs.

Shelfanger Road Name Suggestions

(From Roydon Parish Council. Already Submitted.)

Westbrook Way

Justification: The estate overlooks Westbrook Green, historically a large area of common land, reflecting the site's geographical heritage.

Westby Road

Justification: On old maps such as Bryant's (1826), Westbrook is referred to as Westby, possibly a local name or pronunciation, preserving historical cartography.

Penning's Close

Justification: Penning's Green was part of Westbrook Green until its enclosure in 1816, as recorded in Waveney Valley studies, highlighting agricultural history.

Luddite Lane / Thresher Way

Justification: In 1822, farm labourers protested the invention of the threshing machine by dragging one from Winfarthing to Shelfanger and then to Westbrook Green, a notable local event in rural history.

Observer Close

Justification: At the eastern tip of the estate lies a former Royal Observer Corps Post, active from 1960 to 1991, commemorating Cold War-era civil defence.

Town Mayor's Report – January 2026

Since the last Full Council meeting, I have been pleased to represent the town at seasonal and civic events:

- **Corn Hall AGM**
I attended the Corn Hall's Annual General Meeting, where I listened to updates on the charity's activities and performance, and discussed how the organisation continues to support arts and culture within Diss.
- **Diss Christmas Lights Switch-On**
I attended the Christmas lights switch-on event, which was extremely well attended and created a lively and enjoyable atmosphere in the town. It was encouraging to see so many residents come together to mark the start of the festive season.
- **Mayor's Christmas Carol Service**
I hosted the Mayor's Christmas Carol Service, which was a sell-out event. I am pleased to report that the service raised over £1,000 for my chosen charity, reflecting the generosity and community spirit of those who attended & the support of local business sponsor, Minors & Brady.
- **Guide Dogs Christmas Carol Service**
The Guide Dogs carol service was a lovely event and provided valuable insight into the work the charity undertakes, and the significant difference guide dogs make to people's lives.
- **Lunchtime Christmas Carols**
I attended the lunchtime Christmas carols, a light-hearted and enjoyable event that added to the festive atmosphere in the town.
- **Corn Hall Pantomime**
I attended the pantomime at the Corn Hall, where I had the opportunity to meet the cast and enjoy a thoroughly entertaining performance. It was clear how much effort had gone into producing such a popular local event.

N.B. These updates are on matters not already included on the progress report.

Staffing

1. All staff carried out Emergency First Aid at Work training and office staff attended a 'Navigating Neurodiversity' course in December intended to support our customers better and to improve staff working relationships through a mutual understanding of where staff strengths lie.

Events

2. The Christmas Lights Switch-on event on Saturday 29th November was very successful with a good crowd and positive feedback. With thanks to the sub-committee for all their efforts and the public for supporting the event.
3. The first meeting of the reconfigured events committee will take place on Tuesday 20th January 2026 where the focus will be on Carnival preparations. The date and theme will be announced in January following the next meeting.
4. A reminder that the update on counter terrorism in the UK & Martyn's Law takes place at the Corn Hall on 22nd January and the open invite to meet with the Rotary Club at the Park Hotel on 23rd January.

Stakeholder engagement

5. The Visit Diss website is scheduled to go live and be promoted via the dedicated Facebook page w/c 19th January.
6. The planning application for the John Grose site development was submitted just before Christmas. SNDC drainage plan includes a new pipe from the Mere across the JG site into attenuation basins. Project Manager to review route beyond A1066 / petrol forecourt to river Waveney.
7. Next quarterly meeting of DDNP Monitoring & Review Group scheduled for 15th January with external adviser regarding her views on when a review of the DDNP should be undertaken. Our Office Administrator will be attending and minuting these meetings.
8. The Town Mayor & I met with a candidate interested in our councillor vacancy before Christmas but unfortunately, he didn't meet the eligibility criteria. However, he is linked to the Citizens Advice and is a solicitor by trade so will be providing a legal services quote for consideration & would like to support DTC going forwards so it was a useful meeting. We have two other interested candidates who will be considered for co-option in February. We have partnered with Michelle Denny recruitment services to publicise this opportunity as she is well connected and offered her services free of charge.

Progress Report

Committee	Minute Ref	Subject	Action	Assigned to	Timescale	Comments or further action
FULL COUNCIL	FC0325/14	Rectory Meadow	2. That Diss Town Council assumes responsibility for the green infrastructure on the path side of the fence at Rectory Meadow. 3. That the lease between Diss Town Council and Diss Cricket Club is reviewed to reflect any changes. 4. To approve the proposed planting scheme for installation in Autumn 2025.	Clerk / FBM	31.10.25	Completed
	FC0325/17	Gas Contract Renewal	3. To review the gas contract in September 2026 aiming for an 18-month contract, so they and at the same time as the electricity.	RFO	30.08.26	
	FC0625/13	Corn Hall	to approve funding of £505 towards the cost of remedial investigative work to the specialist lighting in the main hall at the Corn Hall.	Finance Officer	Immediately	Cost of replacing drivers to specialist lighting circa £8k with 5 year warranty. No update.
	FC0925/08	Emergency Plan	To approve the updated Town Emergency Plan including the procedure for operating as a Council during a pandemic or similar and publish.	Clerk / Admin Officer	Immediately	Completed
	FC0925/09	Council Sites / Premises	to arrange an informal workshop of members before the end of November to review the feasibility study, finance options and estimates for traditional & modular buildings.	Clerk	30.11.25	On Jan agenda
	FC1025/05	Urgent Business/Street Cleaner	Members were keen to understand the cost implications for a street cleaner to be supplied by the District Council to help support town cleanliness.	Clerk / Grants & Projects Officer	19.11.25	Update awaited from SNDC regarding funding for street cleaner hopefully before Christmas but purchase will be in the new financial year.
	FC1125/04	Homeless/ Rough sleeping	It was noted that someone appeared to be sleeping rough near the Desira garage / river.	Graham Minshull	Immediately	
	FC1125/05	Councillor Vacancies	Members were encouraged to speak to people about the councillor vacancy opportunity	All	Immediately	
	FC1125/09	Skate Park	1. To appoint contractor providing quote C to undertake the repairs required to the Skate Park at a total cost of £38,664. 2. To submit a National Lottery Community Grant application to support the cost of repairs in liaison with the user group. 3. That the RFO processes a virement of up to £27,797 from the relevant Earmarked Reserves as stated at clause 10 above to Skate Park EMR subject to grant application. 4. That the total cost of the repairs (£38,664) is allocated to Earmarked Reserves Skate Park with the remainder to General Reserves subject to the grant application. 5. To allocate a Skate Park maintenance budget of a minimum of £1k to fund future repairs / maintenance from 2027-28 onwards.	FBM/RFO	Immediately	In progress Submitted Completed Completed Completed
	FC1225/06	b) Members noted the Income & Expenditure report for November 2025.	The month on the column title needs amending.	RFO	15.01.26	Completed
	FC1225/07	Budget Review 2026/27	1. To approve the Assets, Infrastructure and Events budget. 2. To approve the Executive budget, along with the related Earmarked Reserves (EMR). 3. To approve the Assets budget, along with the related EMR's. 4. To approve the current budget with the increase of 3.70%, pending any further adjustments before the final budget-setting meeting in January 2026.	RFO	14.01.26	On agenda
	FC1225/08	Internal Audit	1. To accept the Internal Audit Engagement of Victoria Waples, as per Appendix A. 2. To accept the contents of the interim internal audit report 2025-26 (Appendix B). 3. To approve the proposed actions as appropriate responses to the internal auditor report's recommendations.	RFO	As detailed in report no. 39/2526	In progress
	FC1225/09	Community Infrastructure Levy	To approve the Council's Annual Community Infrastructure Levy Declaration for 2024-25.	RFO	Immediately	Completed
	FC1225/10	Local Government Review Consultation	Cllr's Craggs & Peaty to meet in New Year and review Cllr Peaty's draft responses & invite other members to send in comments before submitting a Council response prior to 11th January 2026.	DC/RP	11.01.26	Completed