



COMMITTEE MEMBERSHIP:

M. Gingell (Chair), K. Murphy (ex-officio), S. Browne (Vice-Chair),
S. Olander (ex-officio), R. Peaty, J. Robertson, E. Taylor, J. Wooddissee

FOR INFORMATION:

J. Welch, D. Collins, S. Kiddie, A. Kitchen, G. Waterman, L. Sinfield
Town Clerk

DISS TOWN COUNCIL

Council Offices, 11-12 Market Hill,
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**DEPUTY TOWN CLERK/CHIEF
OPERATIONS OFFICER (COO)**

Miss S French (CiLCA)

Our ref: EX 06.12.23

Date: 28/11/2023

NOTICE OF MEETING

Dear Members of the Public and Press,

You are cordially invited to attend a meeting of the **Executive Committee** to be held at the **Council Offices (Marriage Room)** on Wednesday 6th December **2023** at **7.15pm** to consider the business detailed below.

Chief Operations Officer / Deputy Town Clerk

AGENDA

- 1. Apologies.**
To receive and consider apologies for absence.
- 2. Nomination of Substitute Representatives**
To note nominated substitute representatives attending in place of those who have sent their apologies.
- 3. 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.
- 4. Minutes**
To confirm as a true record, the minutes of the Executive Committee meeting held on 20th September 2023. (Copy herewith)
- 5. 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 To consider a resolution under Standing Orders 3d to 3h to suspend the meeting to hear comments from members of the public on items to be discussed on the agenda (*the period of designated*

time for public participation is 20 minutes unless directed by the Chairman of the meeting and individual members of the public are entitled to speak for a maximum of five minutes each).

- 6. Items of URGENT business**
To discuss any item(s) of business which the Chair or (Deputy) 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*).
- 7. Finance**
To receive the 2nd quarterly financial report (reference 43/2223 herewith refers)
- 8. Budget**
To consider the Executive committee budget recommendations for 2024/25 budget for approval by Full Council on 20th December 2023 (report reference 44/2223 herewith refers).
- 9. Policies to be read in advance of the meeting, any comments to be sent to the COO or Chair of Executive)**
 - a) To approve a revised sickness and absence policy (copy details herewith).
 - b) To approve a revised Extreme Weather Policy (Copy details herewith).
 - c) To approve a recommendation by the Infrastructure committee to adopt the Biodiversity policy as amended (copy herewith).
 - d) That the Green Corridor Network Action Group considers the implementation of the biodiversity policy specifically items b-d, f-i & k.
- 10. HR Employment Services**
To receive a report on professional employment services. (Report reference 45/2324).
- 11. Progress report**
To note progress on decisions made at the last meeting of this committee.
- 12. Date of Next Meeting**
To note that the next meeting of the Executive Committee is scheduled to take place on Wednesday 6th March 2024 at 7.15pm.
- 13. Public Bodies (Admissions to Meetings)**
To consider a resolution under the Public Bodies (Admissions to Meetings) Act 1960 and Standing Orders 3d to exclude members of the public and press in order to discuss the following item which is properly considered to be of a confidential nature.
- 14. Staffing Update**
To receive a report on current staffing. (Report reference 46/2324 herewith).

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 on our website.

DISS TOWN COUNCIL

MINUTES

DRAFT

Minutes of the meeting of the Executive Committee held in the **Council Chamber** at **Diss Corn Hall** on **Wednesday 28th June 2023 at 7.15pm.**

Present: Councillors: M. Gingell (Chair)
S. Browne (Vice-Chair)
R. Peaty
J. Robertson
E. Taylor
K. Murphy (ex-officio)
S. Olander (ex-officio)

In attendance: S. French (Chief Operations Officer/Deputy Town Clerk)

EX0923/01 APOLOGIES

Apologies were received and accepted from Councillor J. Wooddissee & Councillor S Olander.

EX0923/02 NOMINATION OF SUBSTITUTE REPRESENTATIVES

There were none.

EX0923/03 DECLARATIONS OF INTEREST

There were none.

EX0923/04 MINUTES

Members noted a small error on the minutes will be rectified namely Councillor K. Murphy was still itemized as Vice-Chair and it should read that Councillor S. Browne is the vice-chair. Concillors concluded that once this error had been changed the minutes of the Executive Committee meeting held on 28th June 2023, were a true record and signed by the Chairman.

EX0623/05 PUBLIC PARTICIPATION

There were no members of the public present.

EX0923/06 ITEMS OF URGENT BUSINESS

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

Councillor Gingell on behalf of the RFO updated committee that invites to begin the Budget process were underway to Budget Action Group (BAG) Members.

EX0923/07 FINANCE

a) Asset Register Variances, Councillors discussed the document and agreed that there should be a review of the document instead of a new document. It was

RESOLVED: That the Executive Committee review the asset register and valuation policy document for approval by a future Executive Committee.

(Action: RFO/Town Clerk by Jul 24)

b) Additional councillors as banking signatories. This item was discussed at Full Council (FC) and no further action was needed on this item as two new signatories came forward at FC.

c) Councillors discussed the bad debt and agreed that they would like the company responsible to be blacklisted from holding any further stalls on any Town Council premises. It was

RESOLVED : that the Executive Committee recommend to Full Council in November that invoice 10036 totaling £38.10 is written off and the trader blacklisted.

(Action: Clerk/RFO immediately)

EX0923/08 **POLICIES TO BE READ IN ADVANCE OF THE MEETING, COMMENTS TO BE SENT TO COO OR CHAIR OF EXECUTIVE COMMITTEE**

a) Councillors discussed the policy and would like a table of contents at the beginning of the document to help navigate the reader more easily. They would also like a table of contents on all policies going forwards. Members discussed the policy and there were a few typo issues brought up that needed attention, these were 1.3 managed needs a comma, 4.2 bullet point list capitalised and 6.4 to be harassment instead of to harassment. It was

RESOLVED: To approve the new Dignity at Work, Bullying and Harassment Policy with the amendments.

b) Councillors discussed the guidance notes and noted a slight error at point 2.3b take out it after participate. It was

RESOLVED: To approve the new dignity at work guidance notes which will work alongside the Dignity at Work Policy.

EX0923/09 **PROGRESS REPORT**

Members noted progress on decisions made at last the meeting of this committee. The RFO requested the Chair to enquire whether any members of the Executive committee would wish to become a signatory, this was discussed and Councillor Peaty is happy to be a new signatory on the Barclays and Lloyds accounts.

EX0923/10 **DATE OF NEXT MEETING**

Members noted that the next meeting of the Executive Committee is scheduled to take place on Wednesday 6th December 2023.

EX0923/11 **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 item which is properly considered to be of a confidential nature.

EX0923/12 **STAFFING UPDATE**

Members received an update on staffing and were informed of future staffing issues.

Meeting closed at: 20:10

Chairman: Mark Gingell



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Report Number:
43 / 2324

Report to:	Executive Committee
Date of Meeting:	6 th December 2023
Authorship:	Responsible Finance Officer
Subject:	Accounts Quarter 2

Introduction

1. Budget spending to which I wish to draw member's attention as of 30/09/2023, the second quarter of the financial year ending 31/03/2024. Income and expenditure for the year is shown in Appendix 1.
2. Appendix A is the Income and Expenditure Report to the end of September 2023. The report shows the percentage of revenue budget spent which at the end of month 6 would ideally be 50%. This does include the amounts also spent from the EMR, but these will be explained below if this is the case.
3. Overspends or underspends of 15% will be reported as per Financial Regulations, clause 4.8. which states that material has a 15% variance from the budget. Therefore, in this report the exceptions that require explanations are those codes that are outside of 42.5% to 57.5% (or under £100). Any budget headings outside of tolerances that have not been explained below are expected due to the timing of payment e.g., annual payment of insurances or biannual payments of business rates.
4. The report aims to put the contributions and spending in the day-to-day revenue budgets and the transactions in the EMR into context and differentiate between the annual precept funds and the existing funds.
5. The final section of the report details the income and expenditure compared to the budget, and its effect on the balance sheet which is the statement of financial position.

Amenities

6. The Cost for NCC Grass cutting is currently at 78%, but this is seasonal work, and there should be minimal spending until the end of the year. Therefore, this spending should remain within the budget.
7. It seems that the amenities income of £3,519 is higher than the budgeted amount. This could indicate that the initial budget for amenities income was underestimated.
8. Garden and floral scheme expenditure remains overspent at 70.9%, potential costs for the rest of the year will have to be kept to a minimum to remain within the budget.
9. The Town and park repair and replacement budget is currently at 72% due to a high increase in costs of Dog Waste removal and general cleaning products. This will need to be monitored closely if this is to remain within budget for the end of the year.
10. Maintenance costs on the boardwalk are showing at 419.7%, but the actual percentage is 100% with the remaining of these expenses from the EMR, there should be no further spending on this before the year's end.

11. As yet the budget for Mere drainage has not been required, but as this is seasonal and weather-dependent, year-end costs are a more reasonable indicator of annual expenditure.
12. Works to service the fountain have taken place for £1,500, this expenditure will show in the accounts in October.
13. The only expense associated with the Churchyard is fuel for grass cutting, and it's mentioned that as the current season is coming to a close, there should be no further spending on this before the year's end.

Bank Interest

14. Income from interest is higher than budgeted due to the externally agreed increase in the interest rate. This financial year the nationwide business savings account has generated £3,031.32 of interest and the Barclays rate reward savings account has generated £2,109.59. The council has also received an annual payment of £246.21 for cash back from the Barclaycard.

Cemetery

15. Income from the Cemetery overall is 65.8% of the budget.
16. Cemetery grounds maintenance has spent £5,453 of the £8,000 budget. Costings within this code include garden waste skips for other green spaces such as the boardwalk gardens, rectory meadows, or the park. Also included are contracted gardening works at the cemetery which had a 13.5% price increase from the previous year, and additional work to the wildflower plots. It is forecast that this budget will be overspent by £1,000 by year-end based on previous spending from October 23 to March 24.
17. Works to repair the cemetery roof have been completed, with £11,456 from the remainder of the EMR, and the balance of £33,874 coming from the General Reserves, as this had not been budgeted for.

Corn Hall

18. £6,000 was allocated from the budgeted precept to the Corn Hall, with nothing going into the EMR in 2023-24. This has already been overspent to the value of £6,260.
19. Significant maintenance costs include repairs to the Cornhall Lift and Ventilation system. These costs represent 54% of the revenue budget. They are also now requesting further repairs to the heating system and the main entrance doors, at a very high price to DTC.
20. Cllr Peaty and the Clerk will be meeting with the acting CEO of the Corn Hall shortly to review the lease agreement and responsibilities for both parties.

Council Properties

21. The Council Office has currently overspent, but this has been due to window replacements due to vandalism which was an unforeseen expense. We are also looking to cut costs by removing the water dispenser and fitting a drinking water tap.
22. Fixed utility costs for the bungalow were not budgeted for so this expenditure has already gone over budget.
23. Staff uniforms are currently in the process of being purchased for the new and existing staff, it is expected to cost as much as the budget will allow.

Diss Youth & Community Centre (DYCC)

24. At the halfway point, income from the DYCC is 73% of the budget, with the price increase at the start of July 2023. This income has almost ceased for the last 2 months, with only Park Radio remaining in situ, and we have no confirmed date when this can be reopened, therefore this income could be under budget by the year's end.
25. The budget of £4,000 has been excessively exceeded, due to heater repairs, LED light replacements, and an extreme shortfall in budgeting.

26. There have also been additional costs for the roof inspections, and the budget currently sits at £8,674, which is currently 216% of the budget with 6 months spent remaining. This will need to come from General Reserves.

Administrative Overheads

27. The budget for IT Equipment, Software, and Support is currently at 82.7%. This is due to the change in billing from Microsoft Office 365 and Intune software. This was previously invoiced monthly, but this is now invoiced annually, therefore we have paid upfront for these to October 2024. With committed expenditure to the end of the financial year of £3,000, we will go over budget.

Grants

28. The grants have been paid to Diss Town Youth Football Club and MTM Youth Services, with no further funding to be spent.

Promotion

29. The Website/Intranet hosting is currently at 168% due to insufficient budgeting. The budget was only £150, with a cost committed to Wix.com for the DTC Website for 2023-2026 of £252.

General Expenditure

30. The payroll budget, comprising 57% of the overall budgeted expenditure, has seen 45% expended by month 6 of the financial year. Notably, this does not factor in the government-mandated pay increase, which has been incorporated into the November 2023 salary payments. Projections for the remainder of the year indicate a likelihood of surpassing the budgeted amount.
31. The Audit budget is at 95.2%, but all expenditure from this has been completed for 2023-2024.
32. The subscription budget currently stands at 66.1%. However, considering the renewals to be made before the year-end, it is anticipated that this figure will remain within the budgeted amount.
33. The Training budget has reached 77.8% of the allocated amount, primarily attributed to the complete payment for the Community Governance course for 2023-2024, which constitutes the major expense in this budget category.

Sports Ground

34. The track maintenance has yet to take place during 2023-2024, therefore the budget is currently 0%. Our maintenance team has cleaned the track, and we are currently awaiting a quote for the repairs that are required.
35. The spending at the Sports Pavilion has been agreed to come from the General reserves (FC0723/06 ref 19/2324), as the installation of a Fire Alarm System was required.

Christmas Lights

36. The Switch on event committee has secured income from stall holders and sponsors. The budget and financial situation are being monitored by the sub-committee and the DTC finance department.
37. The deposit for the Christmas lights displays has now been paid, with interim payments due shortly, and the balances due in January once the lights have been removed. Therefore the 17.3% against budget is to be expected at this time of year. The price of £21,000 has been agreed for both contractors for the next 3 years.

Market Place

38. Revenue and expenses in the marketplace are both within the anticipated ranges, standing at 55.9% for income and 53.7% for expenditures.

Summary at the end of Quarter 2

39. Income (other than precept) £ 109,278 (100% of budget). This does include incomes such as the carnival, neighborhood plan, and streetlighting income. These are not budgeted for so calculating without these anomalies reveals income of approximately 68% of the budget.
40. Revenue expenditure £456,305 (65% of budget).
41. Expenditure from the EMR has been £32,477 on projects such as the cemetery chapel roof completion, CCTV works, Replacement of the LED of Streetlighting Infrastructure, and Boardwalk Maintenance.

Recommendation

To note the contents of this report.

03/10/2023

Diss Town Council

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Detailed Income & Expenditure by Budget Heading 01/09/2023

Month No: 6

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	3,848	3,456	(392)			111.3%	
Agency Services :- Income	3,848	3,456	(392)			111.3%	0
4000 NCC Grasscutting	79	100	21		21	78.8%	
Agency Services :- Indirect Expenditure	79	100	21	0	21	78.8%	0
Net Income over Expenditure	3,769	3,356	(413)				
120 Allotments							
1120 Allotment Rent	0	500	500			0.0%	
Allotments :- Income	0	500	500			0.0%	0
4020 Allotments - Insurance	28	28	0		0	100.0%	
Allotments :- Indirect Expenditure	28	28	0	0	0	100.0%	0
Net Income over Expenditure	(28)	472	500				
140 Amenities							
1140 Amenities Income	2,855	2,085	(770)			136.9%	
1143 Flock Income	9,999	0	(9,999)			0.0%	9,999
Amenities :- Income	12,854	2,085	(10,769)			616.5%	9,999
4030 Park Enhancement Costs (470)	42	0	(42)		(42)	0.0%	42
4040 Gardens/Floral Scheme	922	1,300	378		378	70.9%	
4060 Town/Park - R&R	13,840	20,000	6,160	567	5,593	72.0%	60
4061 Play Equipment R&R	2,997	5,000	2,003		2,003	59.9%	
4062 Boardwalk Maintenance	4,197	1,000	(3,197)		(3,197)	419.7%	4,136
4065 Van Replacement	0	1,000	1,000		1,000	0.0%	
4070 Van x 2 Running Costs	1,790	3,500	1,710		1,710	51.1%	
4071 Van Insurance	1,695	1,220	(475)		(475)	138.9%	
4075 Tree Management	2,090	9,000	6,910		6,910	23.2%	1,400
4085 Closed Churchyard - R&R	27	30	3		3	91.6%	
4090 Manorial Rights - R&R	2	10	8		8	20.2%	
4095 Mere - Water/drainage	0	2,800	2,800		2,800	0.0%	
4100 Mere - Fountain	0	1,500	1,500		1,500	0.0%	
4101 Mere - Fountain Electricity	1,518	4,830	3,312		3,312	31.4%	
4102 Mere Fountain/Kiosk -Insurance	155	155	0		0	100.0%	
4110 Park - Water Rates	33	100	67		67	33.4%	
4115 Park - Electricity	858	1,841	983		983	46.6%	
4120 Mere's Mouth - Rent	100	100	0		0	100.0%	
4125 Mere's Mouth - Business Rates	424	424	(0)		(0)	100.0%	

Continued over page

Detailed Income & Expenditure by Budget Heading 01/09/2023

Month No: 6

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4140 Park - Insurance	1,764	1,757	(7)		(7)	100.4%	
Amenities :- Indirect Expenditure	<u>32,455</u>	<u>55,567</u>	<u>23,112</u>	<u>567</u>	<u>22,545</u>	<u>59.4%</u>	<u>5,637</u>
Net Income over Expenditure	<u>(19,601)</u>	<u>(53,482)</u>	<u>(33,881)</u>				
7000 plus Transfer from EMR	5,637						
8001 less Transfer to EMR	9,999						
Movement to/(from) Gen Reserve	<u>(23,962)</u>						
<u>145 Mini Recycling Centre Adopter</u>							
1150 Mini Recycling Adopter Payment	0	450	450			0.0%	
Mini Recycling Centre Adopter :- Income	<u>0</u>	<u>450</u>	<u>450</u>			<u>0.0%</u>	<u>0</u>
Net Income	<u>0</u>	<u>450</u>	<u>450</u>				
<u>150 Bank Interest</u>							
1090 Interest Received	4,891	500	(4,391)			978.2%	
Bank Interest :- Income	<u>4,891</u>	<u>500</u>	<u>(4,391)</u>			<u>978.2%</u>	<u>0</u>
4202 Bank Charges	150	240	90		90	62.3%	
Bank Interest :- Indirect Expenditure	<u>150</u>	<u>240</u>	<u>90</u>	<u>0</u>	<u>90</u>	<u>62.3%</u>	<u>0</u>
Net Income over Expenditure	<u>4,741</u>	<u>260</u>	<u>(4,481)</u>				
<u>160 Capital Expenditure</u>							
4200 Capital Expenditure	22,593	41,007	18,414		18,414	55.1%	
Capital Expenditure :- Indirect Expenditure	<u>22,593</u>	<u>41,007</u>	<u>18,414</u>	<u>0</u>	<u>18,414</u>	<u>55.1%</u>	<u>0</u>
Net Expenditure	<u>(22,593)</u>	<u>(41,007)</u>	<u>(18,414)</u>				
<u>180 Cemetery</u>							
1180 Cemetery Interment/Chapel Fees	16,441	25,000	8,559			65.8%	
1185 Cemetery Memorial Fees	5,459	10,500	5,041			52.0%	
Cemetery :- Income	<u>21,901</u>	<u>35,500</u>	<u>13,599</u>			<u>61.7%</u>	<u>0</u>
4250 Cemetery - Grounds - R&R	5,453	8,000	2,547		2,547	68.2%	
4260 Cemetery - Chapels - R&R	46,330	1,000	(45,330)		(45,330)	4633.0%	11,456
4270 General Equipment	1,051	3,000	1,949		1,949	35.0%	
4271 General Equipment Insurance	142	142	0		0	100.0%	
4272 Ride on Mower Insurance	412	412	0		0	100.0%	
4275 Cemetery - Water Rate	60	150	90		90	40.0%	
4280 Cemetery - Electricity	207	472	265		265	43.9%	

Detailed Income & Expenditure by Budget Heading 01/09/2023

Month No: 6

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4285 Cemetery - Insurance	496	496	0		0	100.0%	
Cemetery :- Indirect Expenditure	54,152	13,672	(40,480)	0	(40,480)	396.1%	11,456
Net Income over Expenditure	(32,251)	21,828	54,079				
7000 plus Transfer from EMR	11,456						
Movement to/(from) Gen Reserve	(20,794)						
<u>190 Cemetery Gravedigging</u>							
1190 Cemetery Gravedigging Fees	4,926	0	(4,926)			0.0%	
Cemetery Gravedigging :- Income	4,926	0	(4,926)				0
4300 Cemetery Gravedigging Exp.	4,698	0	(4,698)		(4,698)	0.0%	
Cemetery Gravedigging :- Indirect Expenditure	4,698	0	(4,698)	0	(4,698)		0
Net Income over Expenditure	228	0	(228)				
<u>200 Christmas Lights</u>							
4320 Christmas Lights	3,629	21,000	17,371		17,371	17.3%	
4322 Insurance re. Christmas Lights	79	79	0		0	100.0%	
Christmas Lights :- Indirect Expenditure	3,708	21,079	17,371	0	17,371	17.6%	0
Net Expenditure	(3,708)	(21,079)	(17,371)				
<u>220 Corn Hall</u>							
4350 Corn Hall - Maint./R&R	5,025	6,000	975		975	83.8%	
4360 Corn Hall - Insurance	2,588	2,582	(6)		(6)	100.2%	
Corn Hall :- Indirect Expenditure	7,613	8,582	969	0	969	88.7%	0
Net Expenditure	(7,613)	(8,582)	(969)				
<u>240 Council Properties</u>							
1240 Office Rent/Service Charge	3,268	5,500	2,232			59.4%	
Council Properties :- Income	3,268	5,500	2,232			59.4%	0
4400 Office R&R	2,535	2,500	(35)		(35)	101.4%	
4405 Office Building Maintenance	985	0	(985)		(985)	0.0%	505
4410 Office Stairlift	0	340	340		340	0.0%	
4415 Cemetery Bungalow	2,024	2,000	(24)		(24)	101.2%	
4420 Electricity Testing 5 Yrly	798	0	(798)		(798)	0.0%	798
4425 Health & Safety	181	2,500	2,319		2,319	7.3%	
4435 Pk Toilets Servicing	4,595	12,000	7,405		7,405	38.3%	

Detailed Income & Expenditure by Budget Heading 01/09/2023

Month No: 6

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4445 Pk Toilets - Insurance	384	384	0		0	100.0%	
4450 Pk Toilet- Electricity	684	1,720	1,036		1,036	39.7%	
4460 Pk Toilets - Water Rates	(286)	2,070	2,356		2,356	(13.8%)	
4465 Mere's Mouth Toilets	6,008	15,000	8,992		8,992	40.1%	
4466 Mere's Mouth Electricity	411	1,500	1,089		1,089	27.4%	
4475 Staff Uniforms/Replacements	0	250	250		250	0.0%	
Council Properties :- Indirect Expenditure	18,318	40,264	21,946	0	21,946	45.5%	1,303
Net Income over Expenditure	(15,050)	(34,764)	(19,714)				
7000 plus Transfer from EMR	1,303						
Movement to/(from) Gen Reserve	(13,747)						
<u>260 Diss Youth & Community Centre</u>							
1160 Loan Park Radio	900	0	(900)			0.0%	
1260 DYCC Hire Fees	14,664	20,000	5,336			73.3%	
Diss Youth & Community Centre :- Income	15,564	20,000	4,436			77.8%	0
4500 DYCC - Electricity	3,018	7,758	4,740		4,740	38.9%	
4505 DYCC - Gas	336	830	494		494	40.5%	
4510 DYCC - Business Rates	5,040	5,200	160		160	96.9%	
4515 DYCC - Water Rates	401	710	309		309	56.5%	
4520 Licences - Music	0	247	247		247	0.0%	
4525 DYCC - Insurance	1,095	1,085	(10)		(10)	100.9%	
4530 Annual Service Costs	135	1,500	1,365		1,365	9.0%	
4540 DYCC - General R&R	5,600	4,000	(1,600)	156	(1,756)	143.9%	
Diss Youth & Community Centre :- Indirect Expenditure	15,625	21,330	5,705	156	5,549	74.0%	0
Net Income over Expenditure	(61)	(1,330)	(1,269)				
<u>280 Administrative Overheads</u>							
1285 Photocopying Income	30	0	(30)			0.0%	
Administrative Overheads :- Income	30	0	(30)				0
4610 Council Office Business Rates	4,853	4,860	7		7	99.9%	
4615 Council Office - Gas	1,032	1,230	198		198	83.9%	
4620 Council Office - Electricity	419	956	537		537	43.8%	
4625 Council Office - Telephone	879	2,000	1,121		1,121	43.9%	
4630 Council Office - Insurance	882	882	0		0	100.0%	
4657 IT Equipment, Software & Suppo	11,584	14,000	2,416		2,416	82.7%	
Administrative Overheads :- Indirect Expenditure	19,649	23,928	4,279	0	4,279	82.1%	0
Net Income over Expenditure	(19,618)	(23,928)	(4,310)				

Detailed Income & Expenditure by Budget Heading 01/09/2023

Month No: 6

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	10,000	10,000	0		0	100.0%	
4765 Heritage Triangle Trust	475	0	(475)		(475)	0.0%	475
Grants :- Indirect Expenditure	10,475	10,000	(475)	0	(475)	104.8%	475
Net Expenditure	(10,475)	(10,000)	475				
7000 plus Transfer from EMR	475						
Movement to/(from) Gen Reserve	(10,000)						
<u>310 Highways</u>							
4785 Neighbourhood Plan	1,035	0	(1,035)		(1,035)	0.0%	1,035
Highways :- Indirect Expenditure	1,035	0	(1,035)	0	(1,035)		1,035
Net Expenditure	(1,035)	0	1,035				
7000 plus Transfer from EMR	1,035						
Movement to/(from) Gen Reserve	0						
<u>320 Market</u>							
1320 Market Stallage	11,172	20,000	8,828			55.9%	
Market :- Income	11,172	20,000	8,828			55.9%	0
4805 Mere's Mouth - Maintenance	470	0	(470)		(470)	0.0%	470
4810 Market Place - Water Rates	30	63	33		33	47.3%	
4815 Market Place - Business Rates	2,470	2,800	330		330	88.2%	
4830 Market Expenditure	196	365	169		169	53.7%	
Market :- Indirect Expenditure	3,166	3,228	62	0	62	98.1%	470
Net Income over Expenditure	8,006	16,772	8,766				
7000 plus Transfer from EMR	470						
Movement to/(from) Gen Reserve	8,476						
<u>340 Promotion</u>							
4840 Promotion	212	250	38		38	84.6%	
4845 Website/Intranet Hosting/Maint	252	150	(102)		(102)	168.0%	
Promotion :- Indirect Expenditure	464	400	(64)	0	(64)	115.9%	0
Net Expenditure	(464)	(400)	64				

Detailed Income & Expenditure by Budget Heading 01/09/2023

Month No: 6

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	591,978	591,978	0			100.0%	10,000
Precept :- Income	<u>591,978</u>	<u>591,978</u>	<u>0</u>			<u>100.0%</u>	<u>10,000</u>
Net Income	<u>591,978</u>	<u>591,978</u>	<u>0</u>				
8001 less Transfer to EMR	10,000						
Movement to/(from) Gen Reserve	<u>581,978</u>						
<u>370 General Expenditure</u>							
4600 Town Mayor's Allowance	343	1,500	1,157		1,157	22.8%	
4605 Ccl Members' Allowance & Exp	0	1,000	1,000		1,000	0.0%	
4635 Subscriptions	1,652	2,500	848		848	66.1%	
4640 Audit	2,076	2,180	104		104	95.2%	
4645 Training	3,502	4,500	998		998	77.8%	
4646 Liability Insurance	4,635	4,536	(99)		(99)	102.2%	
4655 Printing & Stationery	1,611	3,500	1,889		1,889	46.0%	
4660 Postage	25	100	75		75	24.9%	
4665 Wages - General Admin.	97,742	199,557	101,815		101,815	49.0%	
4666 Wages - General Maint.	94,190	197,102	102,912		102,912	47.8%	
4667 Staff Mileage	225	300	75		75	75.0%	
4675 Legal/Financial/Prof fees	436	2,000	1,564		1,564	21.8%	
4680 Vacancy Advert	0	2,000	2,000		2,000	0.0%	
4992 Annual Town Meeting	40	200	160		160	20.1%	
General Expenditure :- Indirect Expenditure	<u>206,476</u>	<u>420,975</u>	<u>214,499</u>	<u>0</u>	<u>214,499</u>	<u>49.0%</u>	<u>0</u>
Net Expenditure	<u>(206,476)</u>	<u>(420,975)</u>	<u>(214,499)</u>				
<u>375 Rechargeable</u>							
1280 Rechargeable Exp. Refunded	1,410	0	(1,410)			0.0%	
Rechargeable :- Income	<u>1,410</u>	<u>0</u>	<u>(1,410)</u>				<u>0</u>
4685 Rechargeable Expenditure	559	0	(559)		(559)	0.0%	
Rechargeable :- Indirect Expenditure	<u>559</u>	<u>0</u>	<u>(559)</u>	<u>0</u>	<u>(559)</u>		<u>0</u>
Net Income over Expenditure	<u>851</u>	<u>0</u>	<u>(851)</u>				
<u>400 Sports Ground</u>							
1400 Sports Ground Hire Fees	5,732	10,000	4,268			57.3%	
Sports Ground :- Income	<u>5,732</u>	<u>10,000</u>	<u>4,268</u>			<u>57.3%</u>	<u>0</u>
4900 Track Maintenance	0	4,000	4,000		4,000	0.0%	

Detailed Income & Expenditure by Budget Heading 01/09/2023

Month No: 6

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4910 Pavilion Maintenance	4,957	0	(4,957)		(4,957)	0.0%	
4915 General Sports Ground Maint.	1,957	3,000	1,043	576	467	84.4%	
4920 Ground Maintenance	56	2,500	2,444		2,444	2.2%	
4930 Sports Grnd-Water Rate	257	553	296		296	46.5%	
4935 Sports Ground - Electricity	779	3,730	2,951		2,951	20.9%	
4940 Sports Ground - Phone	77	300	223		223	25.6%	
4945 Sports Ground - Insurance	1,334	1,332	(2)		(2)	100.2%	
4955 Skateboard Pk - Insurance/Insp	500	499	(1)		(1)	100.2%	
4965 Skateboard Pk-Maint. Materials	4,118	0	(4,118)		(4,118)	0.0%	2,059
Sports Ground :- Indirect Expenditure	14,035	15,914	1,879	576	1,303	91.8%	2,059
Net Income over Expenditure	(8,303)	(5,914)	2,389				
7000 plus Transfer from EMR	2,059						
Movement to/(from) Gen Reserve	(6,244)						
<u>420 Events</u>							
1330 Coronation Income	3,358	0	(3,358)			0.0%	
Events :- Income	3,358	0	(3,358)				0
4760 Remembrance Service Costs	41	800	759		759	5.1%	
4991 Coronation Expenditure	6,811	0	(6,811)		(6,811)	0.0%	
Events :- Indirect Expenditure	6,851	800	(6,051)	0	(6,051)	856.4%	0
Net Income over Expenditure	(3,493)	(800)	2,693				
<u>425 Christmas Switch on Event</u>							
1235 Christmas Switch On Income	3,490	1,400	(2,090)			249.3%	3,490
Christmas Switch on Event :- Income	3,490	1,400	(2,090)			249.3%	3,490
4990 Christmas Switch on Event	41	2,800	2,759		2,759	1.4%	90
Christmas Switch on Event :- Indirect Expenditure	41	2,800	2,759	0	2,759	1.4%	90
Net Income over Expenditure	3,449	(1,400)	(4,849)				
7000 plus Transfer from EMR	90						
8001 less Transfer to EMR	3,490						
Movement to/(from) Gen Reserve	50						
<u>430 Carnival</u>							
1435 Carnival Income	12,931	10,000	(2,931)			129.3%	14,619
Carnival :- Income	12,931	10,000	(2,931)			129.3%	14,619

Detailed Income & Expenditure by Budget Heading 01/09/2023

Month No: 6

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4996 Carnival	13,081	11,455	(1,626)		(1,626)	114.2%	13,884
Carnival :- Indirect Expenditure	13,081	11,455	(1,626)	0	(1,626)	114.2%	13,884
Net Income over Expenditure	(150)	(1,455)	(1,305)				
7000 plus Transfer from EMR	13,549						
8001 less Transfer to EMR	14,954						
Movement to/(from) Gen Reserve	(1,555)						
<u>440 Town Mayor's Charity</u>							
1440 Town Mayor's Charity	442	0	(442)			0.0%	
Town Mayor's Charity :- Income	442	0	(442)				0
4795 Town Mayor's Charity Exp	2,558	0	(2,558)		(2,558)	0.0%	
Town Mayor's Charity :- Indirect Expenditure	2,558	0	(2,558)	0	(2,558)		0
Net Income over Expenditure	(2,115)	0	2,115				
<u>460 CIL</u>							
1460 CIL - CIL Income	3,462	0	(3,462)			0.0%	3,462
CIL :- Income	3,462	0	(3,462)				3,462
5000 CIL - Expenditure	6,907	0	(6,907)		(6,907)	0.0%	8,966
CIL :- Indirect Expenditure	6,907	0	(6,907)	0	(6,907)		8,966
Net Income over Expenditure	(3,445)	0	3,445				
7000 plus Transfer from EMR	8,966						
8001 less Transfer to EMR	3,462						
Movement to/(from) Gen Reserve	2,059						
<u>470 Streetlighting</u>							
4730 CCTV Costs	5,691	2,425	(3,266)		(3,266)	234.7%	5,509
4970 Streetlighting	5,902	7,575	1,673		1,673	77.9%	5,902
Streetlighting :- Indirect Expenditure	11,592	10,000	(1,592)	0	(1,592)	115.9%	11,411
Net Expenditure	(11,592)	(10,000)	1,592				
7000 plus Transfer from EMR	11,411						
Movement to/(from) Gen Reserve	(182)						

Detailed Income & Expenditure by Budget Heading 01/09/2023

Month No: 6

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	701,256	701,369	113			100.0%	
Expenditure	456,305	701,369	245,065	1,299	243,765	65.2%	
Net Income over Expenditure	<u>244,952</u>	<u>0</u>	<u>(244,952)</u>				
plus Transfer from EMR	56,452						
less Transfer to EMR	41,905						
Movement to/(from) Gen Reserve	<u>259,499</u>						



DISS TOWN COUNCIL

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Report Number:
44/2324

Report to:	Executive Committee
Date of Meeting:	06/12/2023
Authorship:	Responsible Finance Officer (RFO)
Subject:	Diss Town Council Budget 2024-25

Introduction

1. Following the meeting held on October 17, 2023, with Cllr Gingell, Sonya French (C.O.O), and the RFO, the Budget Action Group (BAG) deliberated on the suggested income and expenditure about the 2024/2025 budget.
2. Increases in supplier costs and inflation across the board have the potential to impact the requirement from the precept significantly. To mitigate this, the budget sets out expenditure from the precept specifically and not the expectation of actual spending. Typically, when unanticipated discrepancies arise, it is customary to maintain a contingency in the general reserves, as stipulated in the financial reserves policy. Regrettably, our current General reserves do not possess adequate funds to facilitate this contingency.

Executive

3. The proposed expenditure and income budget for the Executive committee is shown in Appendix 1.
4. Executive expenditure can broadly be put into three categories. Mandatory expenditure such as repayments of public works loans or insurance. Agreed resolution expenditures such as wages or IT budgets where the expenditure is mandatory, but the amounts have been agreed by resolution. Lastly optional expenditure such as funding towards town events and grants.
5. The proposed executive budget for expenditure totals £526,549 of which £46,105 fits into the first category of mandatory expenditure.
6. Salaries and associated costs of 12 members of staff account for £396,887, approximately 61.5% of total expenditure. This has been reviewed by the staffing restructure review group in November 2023, and could face further reviews due to the high percentage of expense to precept.
7. Spinal Column Point (SCP) levels have now been confirmed along with proposed hours from the restructure review. The figures shown include all available information to date.
8. The facilities and buildings operative working weekends are offered a standard hourly rate, with a previous resolution to offer overtime in place. Therefore a £2,000 budget is included within the maintenance staffing budget for the enhanced rate for Sunday working.

9. All members qualify for the members' allowance, as it is accessible to elected members. Consequently, this has led to an augmentation in the budget.
10. The budget for IT, software, and equipment must be raised by £10,000, reaching a total of £24,000, owing to the escalation in software and support expenses. Additionally, three staff members' laptops need replacement during the 2024/25 financial year, and there is a need for the introduction of software for Cemetery management.
11. Insurance costs across all sites are assumed to rise by 10%. Unfortunately, the council is unable to get an accurate forecast of costs from the insurance company until January 2024 at the earliest, by which time the precept will already be determined. A complete breakdown and comparison of insurance costs by site is submitted retrospectively in the year-end accounts.
12. Provision for legal or professional services has been agreed to remain at £2,000.
13. The Town Clerk has confirmed that £21,000 for Christmas Lights is appropriate for 2024-2025, as a three-year contract has been agreed with both suppliers at this amount.
14. A minimal budget for Other Events has been given, to cover any costs relating to more than one event, such as the small lotteries license, which covers the sale of raffle tickets for both Christmas Lights and Carnival.
15. For the Carnival and Switch on events run by sub-committees, it is proposed to support these events as in previous years with a precept contribution of £1,250.
16. The general grants have budgeted £10,000, to remain the same from 2023-2024.
17. Executive income from the interest received on bank reserves has increased significantly, and this is reflected in the budgeted income expectation.

Earmarked Reserves (EMR)

18. It is within recommended good practice to provide for contingencies and consider the need for reserves. The current EMR position is shown in Appendix 2. The projects are listed by priority and the notes provide relevant information on the progress of each project.
19. The Streetcleaner project has been completed with the purchase of an additional van with cleaning equipment, leaving a balance of £10,543, which I recommend be transferred into the DYCC EMR.
20. The Facilities Committee previously approved the proceeds from the sale of the cemetery bungalow to be spent on the Council Office Refurbishment and the updating of the Mere Fountain.
21. The Infrastructure and Executive committees' have not requested any EMR funding from the precept.

Facilities and Infrastructure Budgets

22. The Facilities Committee approved a recommendation to allocate £209,731 from the precept to facilities costs, including £18,000 to the Tree Management (Project E) earmarked reserves (EMR). The facilities budget is shown in Appendix 3.
23. The infrastructure committee approved a recommendation to allocate £14,500 from the precept to infrastructure costs. The infrastructure budget is shown in Appendix 4.

24. All committees have reviewed the budgeted income and hire charges, and the summary is shown in Appendix 5.

Precept Conclusions

25. The collated draft budget by cost heading for 2024-2025 is shown in the summary in Appendix 6. This shows the total precept is proposed to be £645,390 which is £53,412 more than the current year's precept.

26. The level of income (£105,390) has reduced compared to the current year's levels due to the projected closure of the DYCC due to roofing works, and expenditure (£750,780) has significantly increased due to pricing increases and insufficient budgeting in the previous year.

27. The tax base of band D householders was £2,808 in 22-23 and £2,838 in 23-24. The figures for 23-24 have not yet been released but if the tax base were to stay as it is, the increase in precept would be 9.02%.

28. This budget aspires to focus the precept request on the council's core objectives and spending, drawing from existing and alternative sources of funds to achieve significant capital projects.

Recommendations:

1) To approve the budget allocation for the executive committee-related expenditure of £526,549 and income of £500 to Full Council on 20th December.

2) To approve the total precept request of £645,390 to Full Council on 20th December including £18,000 to Tree Management Earmarked Reserves.

3) To approve the transfer of £10,593 from the Street Cleaner EMR to the DYCC EMR.

EXPENDITURE - EXECUTIVE COMMITTEE

Description	Code	2022-2023		2023-2024		Budget 24-25	% Variance
		Budget 22-23	Actual 22-23	Budget 23-24	Total Projected		
Bank Charges	4202	240	240	240	310	350	31%
Capital Expenditure (Loan Charges)	4200	41,007	41,007	41,007	61,421	41,007	0%
Wages- General Admin	4665	181,482	186,769	199,557	215,434	213,849	7%
Maintenance Wages	4666	153,905	167,460	197,102	212,757	183,028	-8%
Town Mayor's Allowance	4600	1,400	955	1,500	1,493	1,500	0%
Members Allowances/Mileage	4605	2,116	746	1,000	746	2,136	53%
Subscriptions	4635	2,200	2,174	2,500	2,555	2,500	0%
Audit	4640	2,920	2,406	2,180	3,791	2,500	13%
Training	4645	6,150	6,287	4,500	4,549	4,500	0%
Liability Insurance	4646	4,632	4,320	4,536	4,635	5,098	11%
Conf/meeting exp	4650	300	30	0	0	0	0%
Meeting Room Hire	4651	1,500	960	0	0	0	0%
External Meeting Room Hire	4652	0	0	0	0	0	0%
Printing/Stationery	4655	4,000	3,404	3,500	3,587	4,000	13%
IT Equipment/ Software & Support	4657	10,000	19,170	14,000	17,360	24,000	42%
Postage	4660	100	99	100	68	100	0%
Staff Mileage	4667	150	463	300	438	500	40%
NI/PAYE/Pension	4670	0	0	0	0	0	0%
Legal/Financial/Prof fees	4675	5,000	1,959	2,000	1,436	2,000	0%
NEW (Recruitment & Retention)	4680	0	0	2,000	2,000	1,000	-100%
Rechargeable	4685	0	519	0	559	0	0%
HR Support	4690	0	0	0	0	2,800	100%
S 137 Exp	4870	100	262	0	0	0	0%
Rechargeable Wages	4686	0	0	0	0	0	0%
CIL Expenditure	5000	0	749	0	6,907	0	0%
TM Charity	4795	0	1,591	0	2,558	0	0%
Sec 106 Expenditure	5005	0	0	0	0	0	0%
Christmas Lights Display	4320	19,000	17,973	21,000	21,000	21,000	0%
Insurance re. Christmas Lights	4322	81	76	79	79	81	2%
Royal British Legion	4760	800	500	800	641	800	0%
Other Events	4991	5,177	13,044	0	6,811	200	100%
Communication Strategy	4995	200	0	0	0	0	0%
Promotion	4840	1,000	246	250	293	600	58%

Website	4845	0	180	150	302	300	50%
Tourism Project	4980	0	0	0	0	0	0%
Town Freedom	4985	0	0	0	0		0%
Christmas Switch On event	4990	2,650	3,992	2,800	2,800	1,250	-124%
Annual Town Meeting	4992	200	245	200	200	200	0%
Carnival	4996	1,250	18,406	11,455	13,081	1,250	-816%
Grants							0%
Diss Museum	4700	0	0	0	0	0	0%
CAB	4710	0	0	0	0	0	0%
Borderhoppa Com Bus	4715	0	0	0	0	0	0%
General Grants	4720	20,000	1,363	10,000	10,000	10,000	0%
Parish Clock	4725	0	0	0	0	0	0%
Corn Hall	4735	0	0	0	0	0	0%
Diss Youth Group	4755	0	0	0	0	0	0%
Heritage Triangle trust	4765	0	69	0	475	0	0%
Waveney food bank	4770	0	0	0	0	0	0%
Sub totals Executive Committee		467,560	497,664	522,756	598,286	526,549	

INCOME - EXECUTIVE COMMITTEE

Interest Received	1090	150	3,006	500	7,466	6,000	92%
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EMR Review for 2024-25 Budget

Project Ref	EMR	Balance as at 31st October 2023	Year End Transfer	2024-25 Precept contribution	Notes
J	Cemetery Chapels	£0.00			Completed Project
E	Tree Management	£8,600.00		£18,000.00	New 3 year Plan - needs 18k per year
F	St Marys wall replacement	£18,579.00			Budget for in 2024-2025
G	Mere Fountain	£22,815.00			Funds to be taken from Cemetery Bungalow sale
M	Council Office Refurbishment	£30,590.00			Funds to be taken from Cemetery Bungalow sale
N	5 Yr Electrical Testing	£3,300.00			2023-24 action, funds sufficient
V	Park Light Review	£0.00			Completed Project
X	Street Cleaner	£10,543.00	-£10,543.00		Completed - funds can be transferred to another EMR at year end
RF	CCTV	£1,675.00			Completed Project - keep balance of the EMR in case of any emergency repairs
I	Cem Roads, Cem Monuments	£4,500.00			Budget for in 2024-2025
T	SPG - Skateboard Park	£0.00			Budget for in 2024-2025, not due to be looked into until 2028

RF	Parish Partnership Works	£5,000.00			Completed - keep balance of EMR in case of any further works
A	Park General - Beacon Project	£6,842.00			Includes grant specific funding
L	Corn Hall	£25,975.00			Await assessment of works
O	DYCC	£4,317.00	£10,543.00		Await assessment of works - CIL funding
Y	Park Toilets	£16,000.00			Await assessment of works
Q	Athletics maintenance	£11,000.00			Budget for in 2024-2025
R	SPG Floodlights	£0			Budget for in 2024-2025
S	SPG Pav maintenance	£0			Budget for in 2024-2025
U	Park Enhancement	£12,140.00			Budget for in 2024-2025
P	Market Electrical Points	£21,500.00			Budget for in 2024-2025
D	Van Replacement	£8,000.00			Budget for in 2024-2025
H	Maintenance Mere's Mouth (Resurfacing)	£1,530.00			Requires approx £20K in 2030
C	Boardwalk	£338.00			Requires approx £50K in 2032
K	Ride-On Lawnmower Renewal	£3,000.00			Budget for in 2024-2025
	Park Play Equipment	£500.00			Completed Project
RF	Christmas Lights switch on	£7,439.00		£1,250.00	Ringfenced for sub committee
RF	Carnival	£5,286.00		£1,250.00	Ringfenced for sub committee
RF	HTP	£8,634.00			Ringfenced for grant specific spending
W	Resident Parking Scheme	£10,000.00			Ringfenced for infrastructure spending
RF	Bus Shelters maintenance	£15,661.00			Ringfenced for grant specific spending
RF	Streetlights	£4,416.00			Most lights now replaced, balance for remaining few lights
RF	Community Infrastructure Levy (CIL)	£111,638.00			Ringfenced for infrastructure spending
RF	D&D Neighbourhood Plan	£4,177.00			Ringfenced for DDNP
RF	By-election costs	£5,000.00			Funds are sufficient
RF	Flock	£9,999.00			Ringfenced for Flock only
	TOTAL	£398,994.00	£0.00	£20,500.00	

EXPENDITURE FACILITIES COMMITTEE		2022-23		2023-24		2024-2025		
<u>Description</u>	<u>Code</u>	<u>22-23 Budget updated</u>	<u>22-23 Actual updated</u>	<u>23-24 Budget</u>	<u>Total Projected</u>	<u>Precept Revenue</u>	<u>Precept Revenue & EMR</u>	<u>Project Ref</u>
<i>Amenities</i>								
Agency NCC Grass cutting	4000	100	83	100	139	100	100	
Allotment insurance	4020	27	26	28	28	30	30	
Park Enhancement Costs	4030	0	0	0	42	-	-	
Garden & Floral Scheme	4040	1,800	1,831	1,300	1,300	2,000	2,000	
Town/Pk	4060	18,000	49,068	20,000	22,063	22,000	22,000	
Play Equipment R&R	4061	500	3,118	5,000	5,000	5,000	5,000	B
Board Walk Main	4062	3,000	2,964	1,000	5,197	1,000	1,000	C
Van Replacement	4065	1,000	0	1,000	0	-	-	D
Van Running Cost	4070	3,500	20,325	3,500	6,290	7,000	7,000	
Van Insurance	4071	1,108	1,033	1,220	1,695	1,865	1,865	
Tree management	4075	8,500	4,400	9,000	9,000	1,000	18,000	E
FG Maint	4080	0	0	0	0			

EXPENDITURE FACILITIES COMMITTEE		2022-23		2023-24		2024-2025		
<u>Description</u>	<u>Code</u>	<u>22-23 Budget updated</u>	<u>22-23 Actual updated</u>	<u>23-24 Budget</u>	<u>Total Projected</u>	<u>Precept Revenue</u>	<u>Precept Revenue & EMR</u>	<u>Project Ref</u>
Closed Churchyard R&R	4085	3,604	27	30	27	100	100	F
Manorial Rights R&R	4090	10	10	10	2	10	10	
Mere Water Drainage	4095	2,695	0	2,800	2,800	2,000	2,000	
Mere Fountain	4100	8,250	1,492	1,500	1,500	2,000	2,000	G
Mere Fountain Electricity	4101	3,800	3,146	4,830	5,083	7,131	7,131	
Mere Fountain/Kiosk Insurance	4102	158	147	155	155	170	170	
PK - Water	4110	100	59	100	100	100	100	
PK - Electricity	4115	1,790	1,137	1,841	1,810	1,903	1,903	
Mere's Mouth Rent	4120	100	100	100	100	100	100	
Mere's Mouth Business Rate	4125	424	424	424	636	424	424	
Mere's Mouth Water	4130	0	0	0	0	500	500	
Mere's Mouth (Resurfacing)	4135	1,000	0	0	0	-	-	H
Park Insurance	4140	1,848	1,673	1,757	1,764	1,940	1,940	
AMENITIES TOTAL EXPENDITURE		61,314	91,063	55,695	64,731	56,373	73,373	

EXPENDITURE FACILITIES COMMITTEE		2022-23		2023-24		2024-2025		
<u>Description</u>	<u>Code</u>	<u>22-23 Budget updated</u>	<u>22-23 Actual updated</u>	<u>23-24 Budget</u>	<u>Total Projected</u>	<u>Precept Revenue</u>	<u>Precept Revenue & EMR</u>	<u>Project Ref</u>
Cemetery Grounds R&R	4250	7,000	9,249	8,000	8,487	9,300	9,300	I
Cemetery Roads R&R	4255	0	0	0	0	-	-	
Cemetery Chapels R&R	4260	6,500	68,838	1,000	46,330	1,000	1,000	J
Cemetery Monuments Testing	4265	0	0	0	0	-	-	I
Cemetery Water	4275	150	79	150	150	150	150	
Cemetery Electricity	4280	950	475	472	783	1,151	1,151	
Cemetery Insurance	4285	507	473	496	496	545	545	
Cemetery Grave digging Exp	4300	0	9,683	0	4,698	-	-	
CEMETERY TOTAL EXPENDITURE		15,107	88,797	10,118	60,944	12,146	12,146	
General Maintenance Equipment	4270	4,500	3,353	3,000	4,051	6,000	6,000	K
General Insurance Equipment	4271	145	135	142	142	156	156	
Ride on mower Insurance	4272	421	393	412	412	424	424	
General Equipment Total		5,066	3,881	3,554	4,605	6,580	6,580	
CH Maint	4350	11,000	10,440	6,000	6,333	6,000	6,000	L
CH Insurance	4360	2,636	2,459	2,582	2,588	2,846	2,846	

EXPENDITURE FACILITIES COMMITTEE		2022-23		2023-24		2024-2025		
<u>Description</u>	<u>Code</u>	<u>22-23 Budget updated</u>	<u>22-23 Actual updated</u>	<u>23-24 Budget</u>	<u>Total Projected</u>	<u>Precept Revenue</u>	<u>Precept Revenue & EMR</u>	<u>Project Ref</u>
CORN HALL TOTAL EXPENDITURE		13,636	12,899	8,582	8,921	8,846	8,846	
<u>Council Offices</u>								
Office Business Rate	4610	4,860	4,853	4,860	7,279	4,860	4,860	
Office Gas	4615	2,000	1,344	1,230	1,954	1,800	1,800	
Office Electricity	4620	1,600	801	956	1,234	1,630	1,630	
Office Telephone	4625	2,000	1,887	2,000	2,167	2,000	2,000	
Office Insurance	4630	900	840	882	882	970	970	
Office R&R	4400	4,500	3,617	2,500	2,822	2,500	2,500	
Office Building	4405	7,500	4,405	0	985	1,000	1,000	M
Office Stairlift	4410	340	516	340	380	400	400	
OFFICE BUILDING TOTAL EXPENDITURE		23,700	18,263	12,768	17,703	15,160	15,160	
<u>Cemetery Bungalow</u>								
Cemetery Bungalow	4415	760	2,286	2,000	2,850	3,000	3,000	
<u>Other Council Property Costs</u>								
Electricity Testing 5 yrly	4420	0	1,370	0	798	-	-	N
Health & safety	4425	2,500	3,064	2,500	2,598	2,500	2,500	
Pk Toilet Servicing Duty of Care	4435	8,450	11,832	12,000	11,942	12,000	12,000	A
PK Toilet Insurance	4445	133	365	384	384	422	422	

EXPENDITURE FACILITIES COMMITTEE		2022-23		2023-24		2024-2025		
<u>Description</u>	<u>Code</u>	<u>22-23 Budget updated</u>	<u>22-23 Actual updated</u>	<u>23-24 Budget</u>	<u>Total Projected</u>	<u>Precept Revenue</u>	<u>Precept Revenue & EMR</u>	<u>Project Ref</u>
PK Toilet Elect	4450	1,900	1,203	1,720	1,576	1,783	1,783	
PK Toilet Water Rates	4460	2,070	2,589	2,070	2,070	2,000	2,000	
Mere's Mouth Toilets	4465	8,450	15,411	15,000	15,705	15,000	15,000	
Mere's Mouth toilet Electricity	4466	2,000	402	1,500	773	722	722	
Staff Uniforms/Replacements	4475	600	378	250	250	250	250	
OTHER PROPERTY TOTAL		26,103	36,614	35,424	36,096	34,677	34,677	
<u>DYCC</u>								
DYCC Electricity	4500	7,872	6,174	7,758	10,070	14,103	14,103	
DYCC Gas	4505	1,500	783	830	830	830	830	
DYCC Business Rate	4510	5,200	5,190	5,200	7,560	5,200	5,200	
DYCC Water Rate	4515	710	681	710	802	800	800	
DYCC Licences Music	4520	247	463	247	247	250	250	
DYCC Insurance	4525	1,108	1,033	1,085	1,095	1,204	1,204	
DYCC Annual Service Costs	4530	1,500	1,044	1,500	775	1,000	1,000	
DYCC General R&R	4540	9,000	10,137	4,000	8,600	9,000	9,000	0
Friends of Parish Fields	4541	0	0	0	0	-	-	
DYCC TOTAL EXPENDITURE		27,137	25,505	21,330	29,979	32,387	32,387	
<u>Market Place</u>								
Mere's Mouth - Maintenance	4805	0	0	0	470	-	-	
Market place - Water rate	4810	63	56	63	30	50	50	
Market Business Rate	4815	2,800	2,794	2,800	3,705	2,800	2,800	
Museum Expenditure	4825	0	333	0	0	-	-	

EXPENDITURE FACILITIES COMMITTEE		2022-23		2023-24		2024-2025		
<u>Description</u>	<u>Code</u>	<u>22-23 Budget updated</u>	<u>22-23 Actual updated</u>	<u>23-24 Budget</u>	<u>Total Projected</u>	<u>Precept Revenue</u>	<u>Precept Revenue & EMR</u>	<u>Project Ref</u>
Market Expenditure	4830	750	309	365	460	528	528	P
TOTAL MARKET EXPENDITURE		3,613	3,492	3,228	4,665	3,378	3,378	
<i>Sports Ground</i>								
SPG Track Maintenance	4900	0	0	4,000	4,000	4,000	4,000	Q
SPG Flood Lights	4905	0	0	0	1,685	-	-	R
SPG Pavillion Maintenance	4910	0	333	0	4,957	2,500	2,500	
SPG General Maint	4915	3,000	3,229	3,000	1,729	-	-	S
SPG Grounds Maint	4920	6,220	1,591	2,500	1,946	5,000	5,000	
SPG Water	4930	553	353	553	553	600	600	
SPG Electricity	4935	2,200	2,303	3,730	3,163	4,767	4,767	
SPG Phone	4940	650	121	300	300	300	300	
SPG Insurance Premium	4945	1,360	1,269	1,332	1,334	1,467	1,467	
SKb Insurance	4955	510	476	499	500	550	550	
SKb Maintenance	4965	1,000	1,000	0	4,118	1,000	1,000	T
TOTAL SPORTS GROUND EXPENDITURE		15,493	10,675	15,914	24,285	20,184	20,184	
HTP	4745	0	0	0	0	-	-	
Total Facilities Committee		191,929	293,475	168,613	254,779	192,731	209,731	

Infrastructure							
Code		23-24	Apr - Sept 23-24	Oct - Mar 23-24	Total Projected	EMR Spend	Budget 24- 25
4730	CCTV	2,425	5,691	2,065	7,756	5,331	4000.00
4780	Parish Partnership Bid	0	0	0	0	0	0.00
4470	Residents Parking Scheme	0	0	0	0	0	0.00
4785	Neighbourhood Plan	0	1,035	0	1,035		1000.00
4970	Street lighting	7,575	5,902	7,500	13,402	5,827	9500.00
		10,000	12,628	9,565	22,193	11,158	14,500

Infrastructure Earmarked Reserves at 31/10/2023

Bus Shelters Maintenance	£	15,661.00
Streetlights	£	4,416.00
Community Infrastructure Levy (CIL)	£	62,904.00
CCTV	£	1,675.00
D&D Neighbourhood Plan	£	4,177.00
Residents Parking Scheme	£	10,000.00
Streetcleaner	£	10,543.00
Parish Partnership Works	£	5,000.00

DTC Income - detailed

		2022-2023					
Description	Code	22-23 Budget	22-23 Actual	23-24 Budget	Actual to date	Total Projected	24-25 Budget
Executive							
Precept	1076	585,714	585,714	591,978	591,978	591,978	645,390
SNC Grant	1080	0	0	0	0	0	0
Interest Received	1090	150	3,006	500	4,891	7,466	6,500
Christmas Lights	1230	0	0	0	0	0	0
Christmas Switch On Income	1235	1,400	2,960	1,400	3,490	4,690	1,400
Rechargable Exp. Refunded	1280	0	3,066	0	1,410	1,410	0
Rechargable Wages. Refunded	1281	0	0	0	0	0	0
Coronation Income	1330	0	0	0	3,358	3,358	0
Grants Received	1300	0	0	0	0	0	0
Carnival Income	1435	0	12,366	10,000	12,931	12,931	10,000
Town Mayor's Charity	1440	0	2,379	0	442	942	0
Sec 106	1465	0	0	0	0	0	0
CIL - CIL Income	1460	0	20,362	0	3,462	3,462	0
sub-total		587,264	629,853	603,878	618,500	622,775	663,290
Facilities							
Agency	1000	3,044	2,880	3,456	3,848	3,848	4,040
Allotment Rent	1120	500	500	500	0	500	500
Amenities Income	1140	2,085	13,883	2,085	2,855	5,809	2,000
Flock Income	1143	0	0	0	9,999	9,999	0
Duck Pellet	1145	0	0	0	0	0	0
Mini Recycling Adopter Paymen	1150	450	450	450	0	450	450
Loan Park Radio	1160	0	1,380	0	900	980	0
Cemetery Interment/chapel fees	1180	20,747	26,049	25,000	16,441	30,068	25,000
Cemetery Memorial fees	1185	10,373	9,033	10,500	5,459	10,371	10,000
Cemetery Gravedigging Fees	1190	0	9,523	0	4,926	4,926	0
Office Rent/Service Charge	1240	4,557	6,736	5,500	3,268	5,468	5,500
Council Property Income	1245	0	0	0	0	0	0
Cemetery Bungalow Rent	1250	4,572	762	0	0	0	0
DYCC Hire fees	1260	15,560	23,202	20,000	14,664	29,082	10,000
Friends of Parish Fields	1261	0	0	0	0	0	0
Photocopying Income	1285	0	17	0	30	30	0
HTP Grants Received	1305	0	0	0	0	0	0
Market Stallage	1320	22,022	20,782	20,000	11,172	24,309	20,000
Farmers Market Stallage	1325	0	0	0	0	0	0
SPG Hire fees	1400	14,215	12,942	10,000	5,732	11,823	10,000
sub-total		98,125	128,139	97,491	79,294	137,663	87,490
Infrastructure							
DDNP Income	1303	0	8,600	0	0	0	0
Streetlighting	1470	0	3,300	0	0	0	0
Parish Partnership Bid	1070	0	3,237	0	0	0	0
sub-total		0	15,137	0	0	0	0
Total		685,389	773,129	701,369	697,794	760,438	750,780

Annual Budget 2024/25

	Last Year		Current Year				Next Year Budget 24-25
	Budget 22-23	Actual 22-23	Budget 23-24	Actual YTD 23-24	Projected 23-24	Forecast 23-24	
Agency Services							
Total Income	£3,044	£2,880	£3,456	£3,848	£0	£3,848	£4,040
Overhead Expenditure	-£100	-£83	-£100	-£79	-£60	-£139	-£100
Income Less Expenditure	£2,944	£2,797	£3,356	£3,769	-£60	£3,709	£3,940
Allotments							
Total Income	£500	£500	£500	£0	£500	£500	£500
Overhead Expenditure	-£27	-£26	-£28	-£28	£0	-£28	-£30
Income Less Expenditure	£473	£474	£472	-£28	£500	£472	£470
Amenities							
Total Income	£2,085	£13,883	£2,085	£12,854	£2,954	£15,808	£2,000
Overhead Expenditure	-£61,187	-£90,954	-£55,567	-£32,454	-£32,110	-£64,564	-£73,243
Income Less Expenditure	-£59,102	-£77,071	-£53,482	-£19,600	-£29,156	-£48,756	-£71,243
Mini Recycling Centre Adopter							
Total Income	£450	£450	£450	£0	£450	£450	£450
Overhead Expenditure		£0					
Income Less Expenditure	£450	£450	£450	£0	£450	£450	£450
Bank Interest rec'd/Bank Charges							
Total Income	£150	£3,006	£500	£4,891	£2,575	£7,466	£6,500
Bank Charges	-£240	-£240	-£240	-£150	-£160	-£310	-£350
Income Less Expenditure	-£90	£2,766	£260	£4,741	£2,415	£7,156	£6,150
Capital Expenditure - Loans	-£41,007	-£41,007	-£41,007	-£22,593	-£18,414	-£41,007	-£41,007
Cemetery							
Total Income	£31,120	£44,605	£35,500	£26,826	£18,539	£45,365	£35,000
Overhead Expenditure	-£15,107	-£88,797	-£10,118	-£57,244	-£3,700	-£60,944	-£12,146
Income Less Expenditure	£16,013	-£44,192	£25,382	-£30,418	£14,839	-£15,579	£22,854
Cemetery Bungalow							
Total Income	£4,572	£762	£0	£0	£0	£0	£0
Overhead Expenditure	-£760	-£2,286	-£2,000	-£2,024	-£826	-£2,850	-£3,000
Income Less Expenditure	£3,812	-£1,524	-£2,000	-£2,024	-£826	-£2,850	-£3,000
General Equipment							
Overhead Expenditure	-£5,066	-£3,881	-£3,554	-£1,605	-£3,000	-£4,605	-£6,580
Christmas Lights							
Total Income	£0	£0	£0	£0	£0	£0	£0
Overhead Expenditure	-£19,081	-£18,049	-£21,079	-£3,708	-£17,371	-£21,079	-£21,081
Income Less Expenditure	-£19,081	-£18,049	-£21,079	-£3,708	-£17,371	-£21,079	-£21,081
Corn Hall							
Overhead Expenditure	-£13,636	-£12,899	-£8,582	-£7,613	-£1,308	-£8,921	-£8,846
Council Offices							
Total Income	£4,557	£6,753	£5,500	£3,298	£2,200	£5,498	£5,500
Overhead Expenditure	-£23,700	-£18,263	-£12,768	-£11,585	-£6,118	-£17,703	-£15,160
Income Less Expenditure	-£19,143	-£11,510	-£7,268	-£8,287	-£3,918	-£12,205	-£9,660
Other Council Properties							
Health & Safety	-£2,500	-£4,434	-£2,500	-£979	-£2,417	-£3,396	-£2,500
PK Toilet Servicing	-£8,450	-£11,832	-£12,000	-£4,595	-£7,347	-£11,942	-£12,000
Pk Toilet Insurance	-£133	-£365	-£384	-£384	£0	-£384	-£422
PK Toilet Electricity	-£1,900	-£1,203	-£1,720	-£684	-£892	-£1,576	-£1,783
PK Toilet B Rates	£0	£0	£0	£0	£0	£0	£0
Pk Toilet Water Rates	-£2,070	-£2,589	-£2,070	£1,051	-£3,121	-£2,070	-£2,000
Mere's Mouth Toilet	-£10,450	-£15,813	-£16,500	-£6,419	-£10,059	-£16,478	-£15,722
Staff Uniforms/Replacements	-£600	-£378	-£250	£0	-£250	-£250	-£250
Total Expense	-£26,103	-£36,614	-£35,424	-£12,010	-£24,086	-£36,096	-£34,677
Diss Youth & Community Centre							
Total Income	£15,560	£24,582	£20,000	£15,564	£14,498	£30,062	£10,000
Overhead Expenditure	-£27,137	-£25,505	-£21,330	-£15,625	-£14,354	-£29,979	-£32,387
Income Less Expenditure	-£11,577	-£923	-£1,330	-£61	£144	£83	-£22,387
Grants							
Grants Income	£0	£0	£0	£0	£0	£0	£0
Grants Expenditure	-£20,000	-£1,432	-£10,000	-£10,475	£0	-£10,475	-£10,000
Highways - Parish Partnership Bid							
Income	£0	£11,837	£0	£0	£0	£0	£0
Parish Partnership Bid	-£11,600	-£5,103	£0	£0	£0	£0	£0
DDNP Contribution	-£2,800	-£8,373	£0	-£1,035	£0	-£1,035	-£1,000

Annual Budget 2024/25

	Last Year		Current Year				Next Year
	Budget 22-23	Actual 22-23	Budget 23-24	Actual YTD 23-24	Projected 23-24	Forecast 23-24	Budget 24-25
Income Less Expenditure	-£14,400	-£1,639	£0	£1,035	£0	-£1,035	-£1,000
Market							
Total Income	£22,022	£20,782	£20,000	£11,172	£13,137	£24,309	£20,000
Overhead Expenditure	-£3,613	-£3,492	-£3,228	-£3,166	-£1,499	-£4,665	-£3,378
Income Less Expenditure	£18,409	£17,290	£16,772	£8,006	£11,638	£19,644	£16,622
Promotion							
Overhead Expenditure	-£1,000	-£426	-£400	-£464	-£131	-£595	-£900
SNC Grant							
Total Income (SNC Grant)	£0	£0	£0	£0	£0	£0	£0
Total Income (SNC Grant)	£0	£0	£0	£0	£0	£0	£0
General Expenditure	-£40,568	-£43,754	-£38,116	-£26,648	-£16,569	-£43,217	-£52,634
Sports Ground							
Total Income	£14,215	£12,942	£10,000	£5,732	£6,091	£11,823	£10,000
Overhead Expenditure	-£15,493	-£10,675	-£15,914	-£14,154	-£10,131	-£24,285	-£20,184
Income Less Expenditure	-£1,278	£2,267	-£5,914	-£8,422	-£4,040	-£12,462	-£10,184
Events							
Event Income	£0	£0	£0	£3,358	£0	£3,358	£0
Overhead Expenditure	-£6,177	-£13,544	-£800	-£6,852	-£600	-£7,452	-£1,000
Income Less Expenditure	-£6,177	-£13,544	-£800	-£3,494	-£600	-£4,094	-£1,000
Christmas Switch-On Event							
Total Income	£1,400	£2,960	£1,400	£3,490	£1,200	£4,690	£1,400
Overhead Expenditure	-£2,650	-£3,992	-£2,800	-£41	-£2,759	-£2,800	-£1,250
Income Less Expenditure	-£1,250	-£1,032	-£1,400	£3,449	-£1,559	£1,890	£150
Carnival							
Total Income	£0	£12,366	£10,000	£12,931	£0	£12,931	£10,000
Overhead Expenditure	-£1,250	-£18,406	-£11,455	-£13,081	£0	-£13,081	-£1,250
Income Less Expenditure	-£1,250	-£6,040	-£1,455	-£150	£0	-£150	£8,750
Wages							
Recharged	£0	£3,066	£0	£1,410	£0	£1,410	£0
Wages Admin	-£181,482	-£186,769	-£199,557	-£97,742	-£117,692	-£215,434	-£213,849
Wages Maint	-£153,905	-£167,460	-£197,102	-£94,190	-£118,567	-£212,757	-£183,028
Income Less Expenditure	-£335,387	-£351,163	-£396,659	-£190,522	-£236,259	-£426,781	-£396,877
Annual Town Meeting	-£200	-£245	-£200	-£40	-£160	-£200	-£200
Town Mayors Charity							
Total Income	£0	£2,379	£0	£442	£500	£942	£0
Overhead Expenditure	£0	-£1,591	£0	-£2,558	-£746	-£3,304	£0
Income Less Expenditure	£0	£788	£0	-£2,116	-£246	-£2,362	£0
CIL Income	£0	£20,362	£0	£3,462	£0	£3,462	£0
CIL Expenditure	£0	-£749	£0	-£6,907	£0	-£6,907	£0
Sec 106 Income	£0	£0	£0	0	£0	£0	£0
Sec 106 Expenditure	£0	£0	£0	0	£0	£0	£0
Streetlighting Income	£0	£15,137	£0	0	£0	£0	£0
Streetlighting Expenditure	-£11,500	-£111,727	-£10,000	-£11,593	-£9,565	-£21,158	-£13,500
	-£11,500	-£96,590	-£10,000	-£11,593	-£9,565	-£21,158	-£13,500
HTP Grants Income	£0	£0	£0	0	£0	£0	£0
HTP Expenditure	£0	£0	£0	£0	£0	£0	£0
Income Less Expenditure	£0	£0	£0	£0	£0	£0	£0
Total Income	£99,675	£187,415	£109,391	£109,278	£62,644	£171,922	£105,390
Total Expenditure	-£685,389	-£916,342	-£701,369	-£455,664	-£399,926	-£854,555	-£750,780
Precept	-£585,714		-£591,978				-£645,390
Tax Base	2,808		2,838				2,838
Band D Householder	£208.59		£208.59				£ 227.41
Estimated Increase in Band D Equivalent							9.02%

Last Reviewed: Sep 2021
Next Review Date: Sep 2025

Clerk and CEO are inter-changeable titles, as are Deputy Clerk and COO.

Sickness and Absence Policy

1. Introduction

- 1.1. Council employees are expected to maintain acceptable levels of attendance and performance. While it is recognised that employees have genuine reasons to be absent from work, the Council has a responsibility for 'duty of care' for all its employees & expects all employees to adopt a responsible attitude towards their own health and well-being.
- 1.2. The aim of this policy is to provide clear guidelines regarding sickness absence from work and to keep unnecessary absence to a minimum. It also aims to ensure that all employees are treated fairly and consistently.

2. Principles

Should any employee be unable to attend work due to illness, injury, personal or domestic reasons, they must comply with the following sickness absence reporting procedure:

2.1. *During Absence*

- a) On the first morning of sickness absence, all employees must contact their Line Manager, by telephone, within the first hour of the working day and on each subsequent day after that unless otherwise agreed. If the Line Manager is unavailable, the employee must contact the office.
- b) The employee should give details of the nature of the illness and, if the illness is of a minor nature, they should indicate when they believe they will be fit to return to work.
- c) The employee must inform the Council as soon as possible of any change in the date of their anticipated return to work.
- d) Contacting the Council by text message or e-mail is not acceptable, other than in exceptional circumstances.
- e) Whilst off sick the employee should do nothing which is likely to make their illness worse and to do all they can to aid recovery.
- f) If the employee has been diagnosed with an infectious or contagious disease, they must inform their Line Manager as soon as possible after diagnosis.
- g) Any employee absent through sickness is prohibited from undertaking any form of paid alternative employment, self-employment or voluntary work. Any breach of this rule will be regarded as gross misconduct, which may result in the employee's dismissal.

2.2. **Returning to Work**

- a) When resuming work, employees must report to their Line Manager.
- b) If the sickness is for a duration of seven days or less, they must complete a Self-Certification Form on their first day back. Self-Certification Forms are available from the office.

- c) If the sickness is for a duration of more than seven days a Medical Certificate (Fit Note) must be produced. A Return to Work interview must also be conducted by the Line Manager either after seven days absence or if a pattern is detected for shorter periods of absence.

2.3 Fitness to Work

- a) Where a doctor's certificate indicates that an employee may be fit for work and the doctor has suggested ways of helping them get back to work, such as a phased return to work, altered hours, amended duties or workplace adaptations, their Line Manager will discuss the advice on the doctor's certificate with the employee.
- b) The Line Manager will consider any functional comments made by the doctor and any other action that could help the employee return to work despite their illness.
- c) The various options will be discussed with the employee and if a return to work is possible, the Line Manager will agree a return-to-work date with the employee, any temporary adaptations or adjustments that are to be made, for how long and will set a date for review. If the Council is not able to make any adaptations or adjustments to help their return to work, the Line Manager will explain the reasons for this and will set a date for review. The doctor's certificate may then be used by the employee as if the doctor had advised "not fit for work".
- d) If the employee disagrees with the Council's proposals to support their return to work, they will be asked to confirm why they believe they cannot return to work despite their doctor's suggestions.
- e) The Council reserves the right to obtain further medical evidence, as necessary.

3. Return to Work Interviews

- 3.1 For all periods of sickness absence of seven days or longer, the employee will be required to attend a "return-to-work" interview on their first day back (or as soon as possible thereafter) to discuss the reasons for the absence and whether it was work-related.
- 3.2 The employee will be asked to explain the reasons for their absence and whether they consulted a doctor or attended hospital and will be required to produce a Medical Certificate (Fit Note) for the period of their absence.
- 3.3 During the interview, the employee will be advised of their absence record, and be asked to identify any contributory factors to their overall absence. The Council will also explore whether there is any support they can offer to assist in improving the employee's attendance.

- 3.4 The Line Manager will explore with the employee whether there is any apparent pattern of absence and discuss whether the absences are in any way related to their work.
- 3.5 The Line Manager may also set reasonable targets and time limits for improvement in attendance and the employee may be warned that a failure to improve may result in disciplinary action.
- 3.6 The aims of a return to work interview are to:
- a) Identify and resolve the cause of the absence.
 - b) Make sure employees are fit to return to their normal duties.
 - c) Offer employees assistance if required.
 - d) Give employees an opportunity to discuss any particular problems.
- 3.7 The interview with the employee's Line Manager must be carried out as soon as practical, following their return to work. It must be private and on a one to one basis. The outcome will be recorded on the Return to Work form. This will document the precise reasons for the absence and any relevant comments made by either party. If a course of action is required, this will be recommended. The completed form will be placed in the employee's personnel file.
- 3.8 If appropriate, the employee may be asked to consult a doctor to establish whether medical treatment is necessary and the underlying reason for the absence.

4. Medical Examination

The Council reserves the right to require an employee at any time to submit to a medical examination by a medical practitioner nominated by the Council, subject to the provisions of the Access to Medical Reports Act 1988 where applicable. Any costs associated with the examination will be met by the Council.

5. Sick Pay

5.1 After successfully completing a 6-month probation period and provided that employees comply with this policy, employees will be entitled to the Council's Sick Pay Scheme and this will be detailed in his / her Contract of Employment.

5.1 Diss Town Council calculates sickness on a rolling basis. This means that sickness absence in the previous 12 months will be considered when determining whether an Employee has any sick pay entitlement. Therefore, on day one of each new period of sickness absence, the number of days calculated and deducted from their current company sick pay entitlement. Their company sick pay entitlement in place at day one of the current period of sickness absence will remain unchanged until they return to work. Only when an Employee has completed 12 months without sickness absence will their entitlement reach the maximum available again.

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Employees on a short fixed-term contract may be entitled to Statutory Sick Pay, subject to meeting the eligibility requirements.

- 5.2 The limit of entitlement to SSP is 28 weeks.
- 5.3 If an employee is off for two periods which are separated by 8 weeks (56 days) or less for the same ailment, then the employee does not need to be absent for 4 consecutive days in the second period of absence in order to receive SSP.
- 5.4 Payments made to employees by the Council under its sick pay provisions will go towards discharging the Council's liability to make payment to employees under the Statutory Sick Pay scheme.
- 5.5 Any payment of sick pay is conditional upon:
- a) The production of a Self-Certification Form signed by the employee giving the reasons for any absences of up to a calendar week.
 - b) The production of a Medical Certificate (Fit Note) covering any absences of more than a calendar week or an absence of any length before or after a public holiday.
- 5.6 Any payment of sick pay may be withheld if the employee: -
- a) has knowingly provided false information;
 - b) has failed to follow the set procedure;
 - c) is subject to a disciplinary warning;
 - d) is suspected of abusing the system;
 - e) is ill due to drug, alcohol or substance abuse or a self-inflicted injury; or
 - f) is injured as a result of their involvement in dangerous sports
- 5.7 Employees failing to comply with their obligations under this scheme will invoke disciplinary action, which may lead to their dismissal.
- 5.8 It is The Council's policy that any employee in receipt of sick pay (including Statutory Sick Pay) is prohibited from undertaking any form of paid alternative employment, self-employment or voluntary work. Any breach of this rule will be regarded as gross misconduct, which may result in the employee's dismissal.
- 5.9 If the incapacity is, or may have been, caused by negligence of a third party on account of which damages are or may be recoverable, the employee must immediately notify the Council of that fact and of any claim, compromise, settlement or judgment made or awarded in connection with it. They must also provide the Council with all details it may reasonably require. If required by the Council, the employee shall refund to the Council such of the damages recovered as related to loss of earnings, less any costs borne by the employee in recovering those damages.
- 5.10 The Council reserves the right to require any prospective or current employee to undergo a medical examination at the expense of the Council, at any time before or during employment, and allow the findings to be made known to the Council

in confidence, if there are reasonable grounds as to their capability to carry out duties required and/or on return from any absence due to sickness.

6. Persistent Short-Term Absence Procedure

- 6.1 Should an employee's level of absence give cause for concern, it is responsible and appropriate for the Council to investigate the reasons for the absence.
- 6.2 Persistent short-term absence is defined as one of the following: -
- a) 2 separate spells of absence or a total of 7 days in a rolling 3-month period, or
 - b) 5 separate spells of absence in a rolling 12-month period, or
 - c) More than 10 day's absence in a rolling 12-month period, or
 - d) Unacceptable patterns of absence, for example regular absence on a Monday or a Friday or absence which appears to form a pattern against the procedure e.g., repeatedly completing a review period only to lapse again a few months later.
- 6.3 If one of these occurs, the Council will adopt the following procedure:
- a) The Line Manager will conduct a Return to Work Interview on the employee's return to work, (see clause 3) to investigate the situation and give employees an opportunity to explain the reasons for the absence.
 - b) If the Line Manager still has cause for concern following the Return to Work Interview, the Disciplinary & Dismissal Procedure may be invoked.

7. Long-Term Sickness Absence Procedure

- 7.1 The Council will do what it can to provide support and assistance where long-term absence arises through sickness, or the inability to attend regularly and consistently because of ill health.
- 7.2 Contact will be maintained with the employee or their family throughout the absence. The Council maintains the right to discuss with the employee the reasons for their absence and what adjustments may be necessary to facilitate a return to work. This will take place no earlier than the fourth week of absence and the employee will be notified of a time and date for the contact. The employee may be asked to give consent for a GP report to be obtained (under the Access to Medical Reports Act 1988).
- 7.3 Upon receipt of the GP report, a further meeting/home visit will be arranged to discuss the content and future options.
- 7.4 The Council may request further information from the employee's GP or Consultant or seek a second medical opinion where appropriate.
- 7.5 A Return to Work interview will be conducted upon their return to make sure that the employee is fully recovered and to help them return to their normal duties.
- 7.6 In a case of permanent or long-term sickness or disability, where appropriate, the Council will do all it can to identify alternative employment or adjustments to terms and conditions, which may facilitate a return to work.
- 7.7 Where there is little or no prospect of recovery, or where the period before return is unreasonable in terms of the needs of the Council, the Council may decide to terminate employment on the grounds of incapacity. Before such a decision is

taken, however, all the possibilities will be discussed with the employee, taking into account any reasonable adjustments and all the relevant circumstances. Each case will be considered on its own merits.

7.8 If the decision is made that there is no option but to dismiss an employee following a period of long-term sickness absence, the required contractual entitlement to notice and pay during the notice period will apply, even though the employee will be unable to work the notice period.

7.9 Early retirement on medical grounds may be considered.

8. Sickness at Work

The Council reserves the right to send an employee home if, for any reason, they appear to be un-fit for work or appear to present a risk to themselves, the workplace, other staff members or third parties. These are precautionary measures designed to prevent the spread of disease in the workplace and/or further harm to the employee or others.

9. Safety at Work

9.1 Should an employee have any worries or concerns about tasks which are likely to affect their health, it is important that they bring them to the attention of their Line Manager or in their absence the Town Clerk at an early stage. The Council is always prepared to discuss any problems or difficulties staff may be experiencing and will endeavour to assist wherever possible.

10. Medical Appointments

10.1 Appointments with doctors, dentists and other medical practitioners should, wherever possible, be made outside of normal hours of work or with the minimum of disruption to the working day (i.e. at the beginning or end of the working day).

10.2 When this is not possible, time off work to attend medical appointments must be authorised by the Line Manager in advance. The employee may be asked to provide proof of appointment. Time off for this purpose should be made up, as agreed with the Line Manager.

10.3 There is no contractual or statutory right for employees to be paid for absences relating to attendance at medical appointments, unless these are ante-natal appointments, and any payment of salary is made at the absolute discretion of the Council, bearing in mind the Equal Opportunities Policy.

10.4 Where a medical appointment is expected to take half a day or more, the employee should complete the Employee Self-Certification form and submit to their Line Manager. In this instance the time off will be recorded as sickness absence. Alternatively, staff can opt to use their annual leave for this absence.

11. Elective Surgery

11.1 Elective surgery is surgery that is not considered to be medically necessary, for example because it is concerned with the enhancement of appearance through surgical and medical techniques.

- 11.2 If an employee wishes to take time off for elective surgery, they may use their existing paid annual leave entitlement, provided they comply with the provisions relating to annual leave set out in employees Contract of Employment and the leave has been approved by the Line Manager.

12. Gender Reassignment

- 12.1 Gender reassignment is a process which is undertaken under medical supervision for the purpose of reassigning a person's sex by changing physiological or other characteristics of sex, and it includes any part of such a process.
- 12.2 Medical appointments and absence in connection with the gender reassignment process will be treated no less favourably than any other medical appointments or absence. The employee should try to arrange medical appointments and surgery at times that will cause the minimum amount of inconvenience to the Council.

13. Fertility Treatment

Medical appointments in connection with the early stages of the fertility treatment process will be treated no less favourably than any other medical appointments. The employee should try to arrange fertility treatment at a time that will cause the minimum amount of inconvenience to the Council. If time off is required, it is permitted to use existing paid annual leave entitlement, provided the employee complies with the provisions relating to annual leave set out in employees Contract of Employment and in the leave has been approved by the Line Manager. If the employee, as a result of fertility treatment, becomes pregnant, the normal statutory pregnancy and maternity entitlements will apply.

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Extreme Weather Policy

1. Introduction

1.1 Under the Health & Safety at Work Act 2005, The Council has a responsibility to ensure safe access for workers and visitors to premises owned by the Town Council. In the event of extreme weather conditions, risk assessments must be in place to determine the areas of priority for the Council's maintenance team in providing this safe access.

1.2 Extreme weather is defined as weather conditions which:

- a) have unusual consequences which affect working conditions
- b) prevent staff getting to work
- c) cause significant problems for staff getting to and from work

This can include heat, snow, ice, fog, floods or high winds which render travel extremely hazardous. Extremely hazardous is defined as conditions in which the Police and/or appropriate motoring organisations advise the public not to make unnecessary journeys or not to travel at all unless necessary.

1.3 This Policy is to ensure the proper management of staff and resources in the event of extreme weather conditions.

2. Implementation

2.1 To ensure that the council is able to respond to changes in adverse weather, The Town Clerk must ensure that they regularly check their emails for updates from the Emergency Planning Officer to ensure the flow of communication to their staff.

2.2 There are three types of warning

- a) **YELLOW** – These are issued when it is likely that the weather will cause some low level impacts, including disruption to travel in a few places.
- b) **AMBER** – Meaning there is an increased likelihood of impact from severe weather, with possibility of travel details and or road and rail closures, power cuts and potential risk to life and property.
- c) **RED** – Dangerous weather is expected. It is very likely that there will be a risk to life, with substantial disruption to travel, possibly widespread damage to property and infrastructure.

2.3 In order to implement aspects of this policy, it is intended to work in partnership with other authorities including Norfolk County Council and South Norfolk Council to ensure priority areas within the town are maintained.

3. Extreme Winter Weather

In instances of extreme winter weather, the maintenance manager must ensure:

- a) sufficient stocks of sand are available and easily accessible at Council owned Site, if sites owned by South Norfolk ensure that they are aware if their sand needs replenishing.
- b) policies for other authorities are known where the Council team may provide some clearance on their behalf for example town centre pavements (Norfolk County Council), bus station and selected car parks, specifically by the Health Centre (South Norfolk Council).

4. Severe Storms

4.1 Carry out a regular assessment of the trees throughout the weather event on Council owned land including the Park, The Lowes, Rectory Meadow, the Cemetery, DYCC and any other trees which the Maintenance Manager considers to be of significance. The maintenance Manager should contact the Council's nominated tree surgeon if any trees are damaged or blown down.

4.2 Should a severe storm occur while the Christmas Lights are insitu, after the storm has passed the lights must be inspected for any damage or health and safety issues, and any issues reported to the Council's lighting contractor.

5. Prolonged & Extreme Heatwave

The significant risks identified from prolonged & extreme heatwave are heat stroke (see clause 7.1 below); burns from contact with extremely hot items such as play equipment; and maintaining floral bedding schemes. Monitoring, assessment and appropriate measures based on the assessment should be carried out throughout the conditions.

6. Flooding

In the event of significant flooding affecting the town, then the Emergency Plan will be implemented. In this instance, the Town Clerk will co-ordinate with the District Council Emergency Officer a suitable response to the incident.

7. Action Plan

7.1 All members of Council staff working in an outdoor environment should make themselves aware of the weather forecast for the days which they are scheduled to work in order to ensure they are properly attired and prepared for the conditions of the day. Extreme weather forecasts may entail a change in attendance times to deal with emergency situations.

7.2 The Chain of Command within the team of Council staff is set out below. Should guidance be required on implementing the policy, whoever is on duty should contact the first person within the chain and if unavailable, to work their way down the list. All members of the maintenance team should carry copies of this policy in their vehicles for reference should it need to be implemented.

Chain of Command

1.	Town Clerk	Miss Sarah Richards	07375 559571
2.	Deputy Town Clerk	Miss Sonya French	07841 038295

In the event of extreme weather conditions, the following procedure should be adhered to:

- a) Assess the conditions – depending on the day of the week and the number of staff available, it may be more appropriate to do nothing. Use Chain of Command above for guidance if necessary.
- b) Decide on staffing requirements based on the conditions/day of the week etc and if necessary, use the Chain of Command above to arrange for additional staff or to seek guidance.
- c) Prioritise areas for clearance (of snow or other debris – following a storm for example) based on the table attached to this policy.
- d) Reassess conditions throughout the day and carry out further work as required (such as additional salting if conditions change).
- e) Only clear those areas for which there is sufficient salt supply to distribute over them, which should be done immediately after clearing and repeated throughout the day if conditions require it.

8. Travelling to work in extreme weather conditions

8.1 In the event of extreme weather conditions, e.g., heavy snow or flooding, employees are expected to make every reasonable attempt to arrive at work at the employee's scheduled start time, unless this would present any risk to the employee.

8.2 If the employee decides that weather conditions are sufficiently severe to prevent them from travelling to and arriving safely at work, the employee may choose to either take the day as annual leave or as authorised unpaid leave.

8.3 In either case, the employee must telephone their Line Manager before their scheduled start time and inform them of the option the employee wishes to take.

8.4 If the employee decides to travel to work and then subsequently find that the weather conditions prevent the employee from completing their journey, the employee must telephone their line manager as soon as possible and inform them of the exact circumstances. In this case, the Line Manager in conjunction with the Chief Operations Officer/Clerk, at their discretion having considered the circumstances, will decide whether the employee will receive full pay.

8.4 In any event, if the employee's absence from work, or lateness in arriving at work, is considered reasonable due to extreme weather conditions, the employee's absence or lateness will not be subject to the Council's disciplinary procedure, provided the employee has notified the manager as set out above.

~~8. 9.~~ Actions

9.

9.1 The Town Clerk or Buildings & Facilities Manager Maintenance Manager will identify and undertake the ~~—————~~ following actions, including out of office hours:

- Will assess the risk regarding severe weather and the impact this will have by obtaining information from the Emergency Officer at South Norfolk Council.

- High winds – check for high winds above a scale 9 are defined as high winds.
- Flooding – flood warnings will be monitored.
- Snow and ice – weather warnings will be monitored during storms.
- The Town Clerk will update Councillors and staff of the current situation regarding any severe weather.
- If staff cannot travel to work, then Councillors will make themselves available to assist with continuity of services.
- The Council will endeavour to keep the website continually updated.

9.2 The Maintenance Team will be alerted to undertake the following activities depending on the weather conditions and the associated risks:

a. High Winds – The periods of high wind, the following sites will be visually inspected for damage

- Council Offices Car Park
- Sports Ground
- Diss Park
- The Entry
- Rectory Meadow
- The Walkway trees next to the Mere
- Diss Cemetery
- Corn Hall (Completed by Corn Hall Trust)
- St Marys Churchyard
- Madgetts Walk

b. Flooding – during and following periods of flooding, the areas around the Mere will be checked and cleared as necessary. ~~At times of high water at the Mere a pump should be installed to remove excess water.~~

c. Heavy snow and ice – gritting will take place by South Norfolk Council. Council Maintenance Team to check council owned areas and lay grit if required. The stock of grit held by the Council should be checked regularly during the winter months.

d. Heat Waves – work patterns and tasks may be altered to avoid outside work during heat waves. This is for staff safety, as well as to avoid damage to plants through watering in daytime. The Council will comply with any water restrictions. Ensure staff drink plenty of water, wear hat, appropriate clothing, sunblock and where possible work during cooler hours of the day.

~~Monitor. Notices advising of potential for burns; in extreme cases, rope off equipment~~

e. In extreme weather conditions where transport is difficult or dangerous it may not be possible to treat/inspect Council owned land as staff may have difficulty in reaching locations.

f. Staff will endeavour to pass on reports about severe weather problems outside of the scope of this policy to the appropriate body, e.g., Town Clerk, Chief Operations Officer or Buildings & Facilities Manager.~~-or Maintenance Manager.~~

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Priority Areas for flooding conditions

<i>Area</i>	<i>Action</i>	<i>Priority</i>	<i>Saturday</i>	<i>Sunday/BH</i>
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DISS TOWN COUNCIL BIODIVERSITY POLICY

Background

1. Under the Natural Environment and Rural Communities Act 2006 there is a duty on public authorities in England, including Parish Councils to have regard to conserving biodiversity as part of their policy or decision making.
2. This was further strengthened by the Environment Act 2021 so public authorities must now consider what they can do to conserve and enhance biodiversity in England.
3. This means a public authority must;
 - a) Consider what they can do to conserve and enhance biodiversity.
 - b) Agree policies and specific objectives based on their consideration.
 - c) Act to deliver policies and achieve objectives.
4. Biodiversity refers to the variety of life on earth. Biodiversity is everywhere: in gardens, fields, hedgerows, mountains, rivers and the sea.

The Local Area

5. Diss is a market town located on the Norfolk side of the Norfolk/Suffolk border, situated on the northern bank of the River Waveney, around a large body of water called The Mere (the second deepest natural lake in England) and then further north leading to open farmland. The village of Roydon is to the West and Scole is to the East.

Diss Town Council responsibilities

6. The Town Council owns and helps to manage several buildings and pieces of land. Assets with potential for enhanced biodiversity include:
 - a) Diss Park
 - b) Banks of the Mere (partially but not the entire bank)
 - c) The DTC Offices Garden and Boardwalk
 - d) Diss Cemetery
 - e) Diss Youth and Community Centre (DYCC)
 - f) Diss Cricket Ground (Rectory Meadow)
 - g) Diss Allotments (Roydon)
 - h) Sports Ground (Roydon)
7. The Council also reflects the policies to enhance and protect green spaces in the Diss and District Neighbourhood Plan (DDNP) adopted in September 2023 when considering planning applications.
8. The Council has appointed an action group of councillors to work with relevant stakeholders to enhance the green corridors (the spaces and routes between habitats and green areas) in and around Diss.

What the Town Council will do

- a) Consider the impact on biodiversity in the decisions made through the Council, especially when commenting on planning applications.
- b) It will reduce the use of pesticides and herbicides used on Town Council owned land where possible
- c) It will review how it manages the land at the Cemetery, Cricket Ground, Boardwalk and Garden. This may include, but is not limited to:
 - i) Leaving standing and fallen dead wood as a habitat for invertebrates
 - ii) Leaving leaf litter and dead vegetation wherever possible as a habitat for invertebrates
 - iii) Removing invasive and non-invasive species that are detrimental to native flora or fauna as required.
- d) The Council will consider reducing the number of cuts in the Cemetery and allowing the grasses to grow and be scythed/mown/strimmed in September.
- e) The DDNP adopted in September 2023 will be regularly reviewed until 2038 and the working group will ensure that biodiversity is discussed and added to the plan as necessary.
- f) The Town Council plans to plant and maintain wildflower areas at three different sites across the town. The Council will ensure that these new areas are implemented and managed properly to maximise biodiversity.
- g) The Council is looking to improve the water quality of The Mere, which will involve the introduction of native friendly plant species to help clean the water and improve its habitat potential.
- h) Hedge cutting takes place at different times of year, and is very much a balancing act as Council hedges run alongside narrow, well used footpaths so require cutting. All hedges are cut outside of the bird nesting season.
- i) The Council will look to purchase and install bird, bat and bee boxes in Council owned trees and on buildings where appropriate.
- j) The Council is host of and supports the Diss Litterpicking Group. This group helps keep local habitats healthy by removing litter and other harmful waste from these areas.
- k) The Council has improved existing green corridors between Diss and Roydon and is looking to improve further areas across the town.
- l) The Council has also committed to reducing its carbon footprint through its strategic plan and will consider appropriate measures to achieve this.
- m) The Council will consider replacing trees that have to be removed for safety or financial reasons and planting new trees on its sites in suitable locations and where funding allows.
- n) The Council will look to promote biodiversity via its website.

- o) The Council will implement this policy through a planned approach in partnership with stakeholders in the Green Corridor Network Action Group and publicise appropriately.



DISS TOWN COUNCIL

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Report Number:
45 / 2324

Report to:	Executive Committee
Date of Meeting:	6 th December 2023
Authorship:	Town Clerk
Subject:	Employment Law / HR Support

Introduction

1. Diss Town Council used to budget around £2k per year for employment law and HR support.
2. This was removed from the budget for unknown reasons, but this report provides the rationale for re-introducing this allocation from 2024-25 onwards.
3. DTC is legally required to abide by employment legislation. Neither the Clerks nor members are legal experts, and free or low-cost advice is inadequate.

Why Should You Seek Employment Law Advice?

4. Seeking employment law advice is crucial for organisations due to the complex nature of employment legislation and to protect the rights and interests of both employer and employee. Professional advice provides clarity, reduces risks, and helps make informed decisions.
5. There are many reasons for doing so including:
 - a) Employees and employers are aware of their rights and obligations (covering recruitment, contracts, wages, working hours, leave entitlements, discrimination, and termination) under the law preventing disputes and ensuring legal compliance
 - b) Protection against discrimination based on characteristics such as age, gender, race, disability, religion, and sexual orientation and unfair treatment
 - c) Guidance on the content and enforcement of employment contracts, including terms and conditions of employment, notice periods, and policies.
 - d) Resolving disputes between employees and employers and Employment Tribunal Claims
 - e) Keeping up with frequently changing legislation essential when making decisions related to hiring, firing, disciplinary actions, redundancies, or implementing new policies or procedures
 - f) Minimising legal risks and liabilities including financial penalties, reputational damage, or even legal action.

Benefits of HR Support

6. The benefits of HR support include:
 - a) Ensuring compliance with employment legislation and HR best practice
 - b) Raising HR standards and promoting good practice approaches across your organisation
 - c) Minimising the risk of Employment Tribunal claims
 - d) Creating happy, engaged, and productive teams
 - e) Overcoming people problems quickly, with minimal disruption
 - f) Freeing up valuable management time
 - g) Accomplishing organisational goals

Quotes received

7. Two quotes have been received to provide an employment law and HR support service and includes a review of health & safety documentation. A third quote would have been acquired from Peninsula but Croner is part of the same organisation.
8. Appendix A is from Croner. They are offering their services for £7,538.40 over three years.
9. Appendix B is from Worknest who are offering their services for £8,100 over three years including legal expenses insurance.

Benefits of Worknest

10. It is recommended that members engage Worknest for the following reasons:
 - a) They provide their services to over 250 Town and Parish Councils across England and Wales and have an experienced team specialising in this tier of local government, all of whom are familiar with the sector and its requirements.
 - b) Worknest partners with the National Association of Local Councils (NALC) and County Associations (in our case the Norfolk ALC) through which Councils can access advice however this does not cover the wider spectrum of employment law, HR and health and safety.
 - c) They can provide the full service to the Council for any period up to 1st April 2024 and only start paying from next financial year. This will allow the Council to immediately start receiving advice on employment issues.
 - d) Worknest is providing a one-hour free consultation regarding restructure review / budgetary proposals on 28th November.
 - e) They have offered their 5-year term price with a 3-year break clause.
 - f) Worknest retain 95% of their clients.
 - g) They allocate a lead contact who will be available 80% of the time plus three support advisers from this team.
 - h) Worknest complete all letters and documentation on a bespoke basis rather than pointing towards templates minimising the impact on DTC staff resources.
 - i) Their insurance policy is independent and impartial, and they can therefore be less risk averse compared to competitors who wholly own their insurance company.
 - j) Unlike others Worknest has no notice periods or automatic rollover clauses in their terms and conditions. They simply have a start and end date and are very confident

that they will do a good job and their clients will stay with them without the necessity for this.

- k) Worknest include access to health & safety training webinars in their package for the first year, which should reduce expenditure on the staff training budget and may reduce the Council's insurance premium. More information can be found at e-Learning - [learningnest](#).
- l) Although Croner is slightly cheaper, Worknest appear to provide a more cost-effective service, have considerable experience of working in the Town & Parish Council sector and provide an impartial insurance policy.

Recommendation

To appoint Worknest to provide an employment law and HR support service from 7th December allocated to an HR support budget code from 1st April 2024 for 36 months at a total cost of £8,100.



Croner

HR • Tax • H&S • Reward



Supporting Small Businesses for Over 75 Years

PREPARED FOR:

DISS TOWN COUNCIL

PREPARED BY:

Jacob Kingston

Business Development Manager

Welcome to Croner

The modern workforce throws up big HR challenges. Not to mention health & safety demands. Free up your time and focus on what you do best...

In the ever-changing world of employment law, keeping on top of it all can feel like an endless battle. That is not what you started your business for.

Luckily, that is exactly why Croner started theirs.

You don't have to worry about being an expert in employment law, or a fully qualified health & safety practitioner. We are on the other end of the phone 24/7, 365 days a year, ready with expert advice from qualified professionals and on-site based support when required.

Whether you are facing an imminent challenge, or just want to remain compliant, Croner is your go-to for support.

And the best part? You can start receiving this advice today. Get access to our helplines the moment you sign up with Croner, and start focusing on what you do best, immediately.

Before reviewing our proposal summary, please see a copy of our detailed information relating to the products and services that we provide including the optional insurance provided by a third party insurer Irwell Insurance Company Limited.

Please see a copy of our insurance service documents which tells you more about us, our service, the product we offer, additional information about the insurer, how we earn commission and how to make a complaint, [click here](#).

Attached is a copy of the insurance product information document which provides you with the significant features and benefits of the policy and the exclusions for you to make an informed decision. [click here](#)

Proposal Summary

We are delighted to submit our proposal based upon our recent meeting.

The purpose of this proposal is to deliver detailed information relating to the proposed Croner products and services, and the wider solution benefits. It should also give you continued confidence that Croner has understood your key organisational drivers/requirements and has demonstrated a solution which can deliver on the overall business needs.

Croner is committed to delivering a valuable solution to meet all of the current requirements detailed in this document, however Croner is also aware that as companies grow and change, so do their requirements. This is why we have a comprehensive review and account management process designed to make sure we continue to meet your changing needs.

Employment Service

HR & Employment Law

Your local HR Consultant or office based HR Consultant will complete a full employment law review to update your employment documentation. This will ensure compliance with current legislation and best practice, as well as provide flexibility and protection from staffing challenges.

The review includes the statement of main terms of employment, as well as a comprehensive employee handbook including all relevant policies, procedures, rules, standards and expectations. The associated documentation related to employment law is also included, documents such as restrictive covenants and training agreements.

This includes:

- Your principal statement of main terms of employment for each employee within your business.
- An employee handbook, covering common HR challenges such as absence, performance and holiday entitlement conditions.
- An introduction of your employment management systems via e-learning once produced, including an HR audit of your current employment files and practices.
- Annual consultancy review by a HR Consultant to discuss, review and make any changes required to your documents.
- Unlimited changes and updates to your documentation via office based HR Consultants, Monday to Friday.
- Access to employment stationery and your bespoke employment documents for day-to-day needs online. These will be updated according to changes to employment law or your business needs.
- Fortnightly employment law e-learning sessions for you and key management. Our e-learning is continually kept up-to-date with changes in legislation, case law and best practice.

- Regular updates on changes in employment law.

24-hour Advisory Service

The Croner Advisory Service consists of practising solicitors and experienced HR professionals. Our specialist teams provide specific support for complex case or sector specific issues.

This includes:

- Our HR professionals hold up to CIPD Level 7 qualification and have many years' experience. We also have a team of solicitors to support you with more high-risk issues.
- Our intelligent call routing recognizes your telephone number and automatically directs your call to the consultant you last spoke with.
- Our operational service level agreement has a 1-hour call back system should you wish to take advice from the same consultant. If not, you can take advice immediately from another consultant. Additionally, any emails sent will be responded to within 3 hours.
- You will receive support from the same advisor throughout a case which is particularly beneficial during a complex issue.
- You will also receive pro-active calls from your advice team during a 'live' case. This ensures that issues are dealt with efficiently, and allows you to concentrate on running your business.
- Advisors are based in the office and work around the clock with access to your account history, calls and previous advice.
- Bespoke documents will be drafted by your consultant to ensure legal compliance, plus you'll be provided with an audit trail through procedures followed.
- Our Team of Solicitors can provide assistance on commercial legal matters and on areas such as Company Law, Tort Law, Commercial Contracts, Insolvency, Intellectual Property, Partnerships, Property, LLP's and Sole Traders as well as advice on Data Protection matters.
- Advisory App: At the touch of a button you have 24/7 access to view all of your Employment Advisory interactions; manage open and resolved cases and call your Advisory team directly from the app.

The Advisory App

We understand that managing a business may mean that you aren't always at your desk to view emails or make calls. The Advisory app allows you to view any advice that you have received any time, day or night, through your phone or tablet.

This includes:

- Call our 24-hour Advisory line at the touch of a button.
- See recent history of queries and interactions with our team.
- Check the status of ongoing queries and look back at those we have resolved for you.
- Arrange a call back, video or email advice directly from the app.

BrightHR

BrightHR

BrightHR. An award-winning, secure cloud-based absence management system that allows you to manage all staff data, leave and absence, whilst powerful reporting gives you intelligent insights into absence patterns and the impact on your bottom line.

Here are just some of the ways it can help you:

- More tailored advice when you contact the employment advice service, with instant insight into absence and lateness patterns.
- One safe and secure place to store employee information, providing evidence and support for any tribunal or legal issue.
- Secure, fast and simple access to your bespoke Croner documentation with the functionality to communicate documents company wide.
- Remain compliant with a full, auditable trail of employee records including DBS, visa and passport information.
- Working time patterns and holiday & absence information are validated by Employment Law experts meaning you conform to legislation.
- Monitor your business activity on the go with the IOS and Android apps.

To learn more about how BrightHR can help you to record, monitor and manage all of your people data, [click here](#)

Blip is a simple clocking in system for small businesses. Using QR Codes and Smartphones you can track the hours your employees work, monitor lateness and overtime whilst ensuring you are satisfying your NLW requirements.

Save time by getting all of your data entered for you, and master BrightHR by taking part in our in-depth training day. Supply us with your data and we'll set up your employees, their permissions and teams, and their working time patterns for you.

Employee Assistance Programme

Our Employee Assistance Programme (EAP) is focused on helping you to support your employees should they encounter any personal problems that may impact their productivity and efficiency in the workplace, enabling you to get the most from your team of employees.

By offering an EAP wellbeing package to your employees, they will have direct access to the following:

- Confidential telephone helpline available 24/7, 365 days a year, offering practical information and emotional support
- Supporting mental health and other issues such as alcohol/drugs, debt, personal legal issues, family issues, housing, childcare, tax, bereavement, relationships, domestic abuse/violence and eldercare etc.
- Up to 6 sessions of telephone, online (video or online CBT) and face to face inc applied techniques and/or online CBT via our counsellors
- Support available for the employee, partner or spouse and dependents (between the ages of 16-24 in full time education within HMRC guidelines)
- Active Care - Day 1 intervention by a clinician for stress and reducing absence via clinician intervention
- Online Health Portal www.healthassuredeap.com providing access to extensive wellbeing resources including four-week programs, videos and webinars.

Employment Services Insurance

We act for thousands of clients in employment tribunals. Our business ethos is centred around the prevention of tribunal litigation and the reduction of time spent by you and your management on HR and employment law matters. But to give you complete peace of mind, insurance will be provided covering the defence of any future employment tribunal.

This includes:

- Cover for awards and economic settlement for unfair dismissal and indirect discrimination, provided you take and follow advice, and all policy conditions are met.
- The right to decide to settle the case if economically viable to do so, a choice most rival companies wouldn't allow.
- Grievance hearings
- A dedicated specialist appeals team; providing a full service from start to finish, up to and including the European courts where appropriate. The service is unique to Croner.
- If advice has been followed, we will not automatically settle a case simply because it is more commercial to do so, we will also not decline cover purely in the event that prospects of success seem poor.

- Effectively, an entire legal department on a retainer, this consists of a mixture of bar qualified, solicitor-trained employment law specialists & advocates.
- £200,000 per insured claim.
- £2,000,000 for all claims and prosecutions brought against you in any one-policy year.

SafeCheck

The SafeCheck review provides an independent evaluation of health & safety compliance, including a tour of the premises and a review of any existing health & safety documentation. We will give pragmatic advice during the tour, followed by a professional report outlining actions for improvements.

Service Fee

Our consultancy service as described in this proposal will be tailored to your specific needs. The proposed service fee is:

Service Term	Monthly Fee
24 Months Employment Service / BrightHR / ES Insurance / SafeCheck / Employee Assistance Programme / Emp A5 Handbook	£ 225.33
36 Months Employment Service / BrightHR / ES Insurance / SafeCheck / Employee Assistance Programme / Emp A5 Handbook	£ 209.40
60 Months Employment Service / BrightHR / ES Insurance / SafeCheck / Employee Assistance Programme / Emp A5 Handbook	£ 182.45

Our fee, including the optional insurance, is based on your current size and will be fixed for the duration of the initial agreement term with no provision for Croner to increase the fee due to inflation, tribunal claims, service usage or organic growth in your employee numbers etc.

*Fees quoted are valid for 30 days from the date of issue and are subject to VAT & IPT

"Excellent service from all aspects of the Croner service. Consultants are on hand to answer or help with any concerns or questions you may have. They talk you through the process step by step and help with wording of letters etc."

- Lynn Hurst | Director | Reach for the Stars Nursery Ltd

Your Proposal

Now that you have seen what Croner can do, we would be delighted to become your trusted advisor. This proposal is a basic outline of the services we discussed at our recent meeting and along with the details of the service fees.

If you have any questions, please do not hesitate to contact me.

Jacob Kingston

Business Development Manager

Tel: +44 7977807011

Email: jacob.kingston@croner.co.uk

What our clients say...



Feedback is a vital element to learning and development, but sometimes it's just nice to hear the experience our clients are having when it comes to the Croner service.

croner.co.uk

Croner House, Wheatfield Way, Hinckley
Leicestershire, LE10 1YG



Service proposal

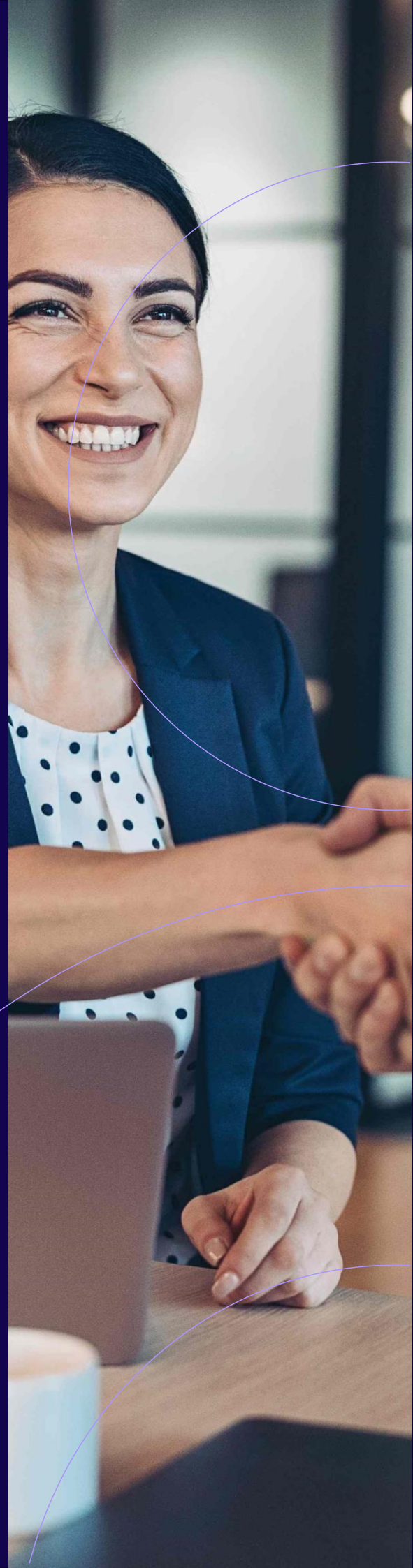
Employment Law/HR
Support

Prepared for: **Sarah Villafurte-
Richards**

On behalf of: Diss Town
Council

Date: 17th Nov 2023

Peter Murphy - Regional Business Director
07974 214337
petermurphy@worknest.com



Brilliant Employment Law & HR Support

Dedicated Town and Parish Council named experts offering high-quality, professional advice.

We will match you with one of our named, legally qualified Employment Law Advisers who work with other Town & Parish Councils to help with all your Employment Law and related HR challenges. You will also have two back up Advisers from our Council team. We will become an extension of your own team.

We are available 24/7 and advice is unlimited. We will help with all aspects of Employment Law and related HR compliance including (but not limited to):

- Dismissals
- Restructuring and redundancies
- Disciplinary and grievance issues
- Strategic challenges
- Discrimination issues
- Sickness, absenteeism, maternity and paternity and time off work
- Lateness, laziness, capability and performance issues
- Hiring new employees
- Business purchase / sale and TUPE transfers
- Terms and conditions of employment

Practical hands-on help

We will draft your Employment Law and HR letters, documents and settlement agreements. We do not just point you towards templates.

Robust Contracts of Employment with a practical and relevant Employee Handbook.

We will make sure your essential documents are legally compliant, up-to-date and provide you with the certainty and flexibility you need to run your Council. We will conduct a review of your Contracts of Employment, HR Policies and existing Employee Handbook (if any). If you don't have the required documents, we will draft new ones for you. We will keep your Contracts of Employment, HR Policies and Employee Handbook up to date following any legal or internal changes.

Knowledge of the Green Book and Council Procedures

We have a specialist team of Advisers who work with other Councils and have vast experience of the sector and understand local government.

Access to our online client file and Knowledge Hub.

You and your team (if authorised by you) will have access to:

- Your own online client file – including your emails, notes and recordings of telephone calls with us, your Contracts of Employment, policies and procedures and Staff Handbook;
- A comprehensive Employment Law and HR resource and precedent bank; and
- A bank of Employment Law and HR-related webinars, presented by expert advisers.

Regular news and topic specific webinars / webcasts

We will help to upskill you and your managers and improve your internal capacity to manage effectively.

PeopleNest

You and your staff will be able to manage holiday planning and sickness needs, personnel and training records, timekeeping and rotas and whole lot more using our brilliant HR Platform 'PeopleNest'. You can learn more here [peoplenest](#)

Optional Insurance against the risk of employment disputes

Our FCA-regulated legal expenses insurance (LEI) provides peace of mind and financial security. In the event of an insured employment claim, we will defend the claim and the insurance will pay Employment Tribunal compensation awarded against you or settlement monies. You will be covered for up to £1,000,000 in any one year and £150,000 per claim. LEI is provided subject to the insurer's standard terms of insurance cover. Please see our Fee Summary and Terms.

Legal advice you can trust



The Legal 500 is independent and impartial. For 33 years, The Legal 500 has been analysing the capabilities of law firms across the world, with a comprehensive research programme revised and updated every year to bring the most up-to-date vision of the global legal market.

The Legal 500 assesses the strengths of law firms in over 150 jurisdictions, based on a series of criteria, but simply put, it highlights the legal teams who are providing the most cutting edge and innovative advice.

With over 17,000 clients nationwide across all sectors, WorkNest has one of the largest and most experienced Employment Law departments in the UK.

We are delighted to have been assessed and accredited by The Legal 500. This isn't an accreditation you can buy; it is only given on merit and is based on the consistent effort of our team to support our clients and is a reflection of the quality and quantity of the work that we do.

"Highly specialised employer-focused firm Ellis Whittam is particularly active in complex litigation, trade union issues and TUPE... [and] advises an assortment of large, medium and small businesses, predominantly those in the retail, manufacturing, hospitality, professional services and education sectors."

The Legal 500

Certified Quality you can rely on

Legal Advisers

Our clients receive support from their own small team of dedicated employment law and HR experts. 85% of our team is legally qualified as a solicitor or barrister and others are on the road to qualification. Typically less than a third of advisers at competitor firms are legally qualified and we pride ourselves on the quality of our advice. Clients tell us that they really don't like having to speak to different advisers so we ensure that we dedicate a team of named experts to each client organisation. As our advisers are so well qualified, they are able to help with matters from the most basic to the most complex, including TUPE, redundancies, restructuring and tribunals.

Strictly private and confidential

Brilliant Online Training

Innovative e-Learning

Created to help you protect and improve the welfare and safety of your people.

Risk management and compliance

By requiring your staff to complete this training, you will help to protect their health, safety and wellbeing and help protect your organisation from prosecution.

An extensive library

With more than 100 RoSPA and CPD courses available, the course library is continually updated to meet your business needs.

Complete control

Each member of staff will receive their own log-in details to complete the required modules. You can set your organisation's own pass mark for each of the courses and, at a glance, you can see which members of staff have completed the training and who has failed and needs to re-sit.

Certificates to confirm completion for your records

When employees have passed a module, they will receive a certificate for their files and your records. This is an excellent, cost-effective way of you demonstrating to your staff that you take their development and wellbeing seriously.

Saves time and money

You can save up to 80% in costs and down time, when compared to traditional classroom training methods.

Health & Safety, compliance and Employment Law/HR skills

Courses include (you can learn more here [learningnest](#)) :

- Workplace Safety
- Driving Safely
- Fire Safety
- Equality & Diversity
- First Aid
- Computer Safety
- Health & Wellbeing
- GDPR
- Slips, Trips & Falls

Fee Summary

60-month support agreement (with 36 month break clause)

Fixed Fee Employment Law/HR Support exclusive of VAT	£2,450.00 per annum
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36-month support agreement

Fixed Fee Employment Law/HR Support exclusive of VAT	£2,750.00 per annum
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Optional Other

Legal Expenses Insurance-employment claims (inclusive of IPT)	£16.25 per person per annum
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Legal Expenses Insurance (if taken out) Administration Fee	£55.00 per annum
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Online Health & Safety Training

FREE for the first 12 months. If you love it and want to keep it after the free period, then it will be charged from year two. If you don't want to retain the service at the end of the free period, simply email us at elarning@worknest.com no later than 1 month before the first anniversary of your service agreement and we will cancel it with no fuss and no charge.

FREE full suite of courses for the first 12 months then £595.00 per annum to purchase the full suite of courses

or

Select any 15 courses with unlimited use free of charge in subsequent years

Terms

Our honest approach to doing business.

Please find a copy of our full Service Agreement Terms [here](#). The document explains WorkNest's terms of business, the terms that apply in relation to legal expenses insurance and key features and suitability of insurance cover offered.

It is an important document and should be read and understood by you because it will form part of the agreement between us. WorkNest is authorised and regulated by the Financial Conduct Authority, registration number 310779.

worknest

mmm

0345 226 8393
enquiries@worknest.com

worknest.com

Woodhouse
Church Lane
Aldford
Chester
CH3 6JD

Progress Report

Committee	Minute Reference	Subject	Action	Assigned to	Timescale	Comments or further action
Executive	EX1221/09	Strategic Plan	Town Clerk/Councillors Browne and Murphy to work on action to reduce carbon footprint by 25%, reporting actions back to Executive Committee in March 2022.	Town Clerk, Cllrs Browne and Murphy	No Timescale at this time	This is to be discussed with the current strategy action plan group.
Executive	EX0923/07	Asset Register Variances	That the Executive Committee review the asset register and valuation policy	RFO/Clerk	By Jul 2024	
Executive	EX0318/10	STAFFING Update	<ul style="list-style-type: none"> a) Leavers – receiving reports of exit interviews from both staff and councillors; b) New starters – to receive results of probationary assessments c) Time Off In Lieu - status against policy d) Appraisal schedule / Salary scale increases approved e) Report on implementation of HR policies to deal with issues including disciplinary, grievance, sickness and absence f) Recorded accidents at work g) Sickness / Occupational health issues h) Status of volunteers/self-employed contractors 	Deputy Town Clerk	Every meeting	<ul style="list-style-type: none"> a) Nothing to report. b) Nothing to report. c) All in order. d) Nothing to report. e) Nothing to report. f) Nothing to report. g) Executive Chair and Leader aware of all staff absences. h) No volunteers at this present time.