



Town Clerk
Mrs S. Villafuerte-Richards (CiLCA)

Our Ref: FC 20.05.2026
Date: 14/05/2026

For Information:
Diss Express

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

Telephone: 01379 643848
Email: towncouncil@diss.gov.uk

Notice of Meeting

Dear Members of the Public and Press

You are cordially invited to attend the **Annual Meeting of Full Council** to be held in the **Council Chamber** at **Diss Corn Hall** on **Wednesday 20th May 2026** at **7:15pm** to consider the business detailed below.

Town Clerk

Agenda

- 1. Election of Town Mayor for the Municipal Year 2026/27**
To elect a Town Mayor for 2026/27 and to receive a declaration of acceptance of office.
- 2. Apologies**
To receive and consider apologies for absence.
- 3. Election of Council Leader for the Municipal Year 2026/27**
To elect the Council Leader for 2026-27.
- 4. Declarations of Interest and Requests for Dispensations¹**
To note any declarations of members' pecuniary and/or non-pecuniary/other interests pertaining to items on the following agenda, to note any dispensations granted in respect of business to be discussed and to consider any requests for dispensations.
- 5. Minutes**
To confirm as a true record, the minutes of Full Council on Wednesday 22nd April 2026 (copy herewith).
- 6. Public Participation**
To consider a resolution under Standing Orders 3d to 3h to suspend the meeting to hear comments from members of the public on items to be discussed on the agenda (*The period of designated time for public participation is 20 minutes, unless directed by the Chair of the meeting, and individual members of the public are entitled to speak for a maximum of five minutes each*).
- 7. Items of Urgent Business**
To discuss any item(s) of business which the Town Mayor or Town Clerk has previously been informed at least 24 hours before the meeting and decides should be considered as a matter of urgency (*Councillors are reminded that no resolutions can be made under this agenda item*).
- 8. Finance**
 - a) To note bank outgoings for April 2026 (copy herewith).
 - b) To note the Income & Expenditure report for April 2026 (copy herewith).
 - c) To note the Earmarked Reserves report for April 2026 (copy herewith).
 - d) To note the six-month fixed-term investment of £500,000 has now matured, generating £9,297 in interest. This has therefore been reinvested for a further six-month term.
 - e) To request a minimum of 2 Councillors who have availability during the day to volunteer to become bank signatories on Unity Trust bank.

9. Annual Accounts 2025-26

To approve the annual accounts for the financial years to 31st March 2026 (report reference 11/2627 herewith).

10. Internal Auditors Report (Final 2025-26)

To receive the Council's Internal Audit report for the financial year to 31st March 2026 (report reference 12/2627 herewith).

11. Annual Audit 2025-26

- a) To approve the Annual Internal Audit Report of the Annual Governance & Accountability return (copy herewith)
- b) To approve Section 1 of the Annual Governance & Accountability Return (Annual Governance Statement) for the financial year ending 31st March 2026 (copy herewith)
- c) To approve Section 2 of the Annual Governance & Accountability Return (copy herewith)
- d) To approve the dates for the Notice of Public Rights and publication of unaudited Annual Governance & Accountability Return (copy herewith).

12. Co-Option

To consider an application for co-option to Diss Town Council (copy details herewith).

13. Meeting Administration

- a) To review and approve committee membership for 2026/27 (copy herewith).
- b) To review delegations to Officers (copy herewith).

14. Standing Orders

To review the Council's Standing Orders (copy herewith).

15. Representatives on Outside Bodies

To review the appointment of Diss Town Council representatives on Outside Bodies (copy herewith).

16. Bombard Copse

To consider draft proposals for Bombard Copse from the Diss Community Woodland Project and specifically dropped kerbs on Taylor Road and Denmark Lane to serve a more formal shared cycle way and footpath through the site (copy herewith).

17. Items for Noting

- a) The Clerk's updates on activities since the last report (report 13/2627 herewith).
- b) The Town Mayor's updates on activities since the last report (report 14/2627 herewith).
- c) The Facilities & Buildings Manager updates on activities since the last report (report 15/2627 herewith).
- d) The minutes of the last Events committee meeting held on 12th May 2026 (copy herewith).
- e) To note progress on decisions made at the last meeting of Council (copy herewith).

18. Date of Next Meeting

To note that the next meeting of Full Council is scheduled for Wednesday 24th June 2026 at 7.15pm.

Notes

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

The reports and enclosures referred to in this agenda are available (unless marked confidential) for public inspection at the Council Offices during normal opening hours or on our website at <https://www.diss.gov.uk/full-council>.

[https://disstowncouncil.sharepoint.com/sites/DTCDoc/Committees/Full Council/Agendas FC/Full Council Agenda 20.05.2026 NoM.docx](https://disstowncouncil.sharepoint.com/sites/DTCDoc/Committees/Full%20Council/Agendas%20FC/Full%20Council%20Agenda%2020.05.2026%20NoM.docx)

Minutes

Draft

Minutes of the meeting of the **Town Council** held in the **Council Chamber** at **Diss Corn Hall** on **Wednesday 22nd April 2026** at **7.15pm**.

Present: Councillors: D. Craggs (Chair), S. Kiddie, T. Knights, R. Peaty, T Shava, L Sinfield & J. Welch

In attendance: S. Villafuerte-Richards (Town Clerk)
S. Hurst (Responsible Finance Officer)
District Councillors Kiddie & Minshull
4 members of the public

FC0426/01 Apologies

Councillor's Name	Apologies Received	Absent Without Apology	Reason / Approval
C. Dente	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Work commitment
A. Kitchen	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Centennial presentations / Work commitment

FC0426/02 Declarations of Interest

There were none.

FC0426/03 Minutes

Members received the minutes of the Full Council meeting on Wednesday 18th March 2026.

Resolved: To approve the minutes of the meetings of the Full Council held on Wednesday 18th March 2026 as a true record and were signed by the Chair.

FC0426/04 Public Participation

Six members of the public were in attendance.

District Councillor Kiddie provided a verbal update on local government reorganisation (LGR) and circulated a map illustrating the proposed three-unitary model for Norfolk. He advised that East Norfolk is likely to be the poorest area nationally and reported that judicial reviews are considered highly likely. He also referred to emerging rumours regarding a possible Diss bypass and drew comparisons with the Long Stratton bypass, which at £47 million for a 2.9-mile single carriageway equates to approximately £16 million per mile.

District Councillor Minshull reported on the LGR process and election timetable. He advised that councils will have no powers to undertake capital projects from September 2026 and would effectively operate as caretaker councils until the new authorities take over. He explained that elections are expected to take place in May next year, followed by a shadow year, and that the new structure will not include a Mayor. He noted that although Government funding had been promised, mayoral elections were postponed and the associated funding was subsequently withdrawn.

He further reported that the Leisure & Community Centre application had been passed unanimously at the Development Management Committee and is expected to commence following the election period. He advised that Morrisons had declined to sell a parcel of their land for an enhanced bus station and that new designs would need to be produced before September. They will brief Diss Town Council in due course.

Updates were also provided on proposed park upgrades at Diss (Ensign Way) and Roydon (Appletree Lane), noting that the winning designs are available on the Council's website and are expected to be implemented by the summer. He also confirmed that the details around the new street-cleaning equipment are being finalised.

A member of the public raised matters relating to budget allocations for the Diss Youth & Community Centre, the former Citizens Advice Bureau building, Mere drainage, and the Pavilion. It was noted that funds have been set aside for these projects and it is hoped external funding will cover the majority of costs associated with any Pavilion development linked to the new leisure & community centre. An invitation to the DYCC working group will be extended in due course.

(Action: Clerk; as appropriate)

Martin Wilby (Norfolk County Councillor) submitted a written report for Members' information. He highlighted the establishment of a Norfolk County Council crisis fund to support residents affected by rising heating oil costs, confirmed upcoming household hazardous waste days at recycling centres, and provided an update on consumer safety work relating to lithium-ion batteries and chargers. He also provided an update on the County Council's spring and summer road surface dressing programme.

FC0426/05 Items of Urgent Business

There were none.

FC0426/06 Finance

- a) Members authorised bank outgoings for March 2026 retrospectively.
- b) Members noted the Income & Expenditure report for March 2026.
- c) Members noted the Earmarked Reserves report for March 2026.
- d) Members noted the internal control councillor bank reconciliations for January, February and March 2026.
- e) Members noted the Annual Community Infrastructure Levy (CIL) declaration for 2025/26 to be submitted to South Norfolk Council.
- f) Members noted that the Council has entered a three-year fixed-term contract with TUS Energy for water supplied by Waterplus, following a financial comparison review.

FC0426/07 Year End Proposed Transfers

Members considered the report on year-end proposed transfers from current year-end funds to Earmarked Reserves, including the transfer of Community Infrastructure Levy (CIL) funds to project-related Earmarked Reserves (report 06/2627).

Key elements highlighted included the proposed allocation of £70,000 towards the DYCC, funding to support replacement toddler play equipment at the Park, and provision for Mere drainage works. Members were advised that the proposals reflected planned future projects and priorities. It was confirmed that, following the proposed transfers, the level of General Reserves would remain sufficient and fully in line with the Council's reserves policy (5 months of precept). It was

Resolved: To approve the movement of funds from current year-end balances to Earmarked Reserves, as set out in the report.

(Action: RFO; Immediately)

FC0426/08 Quarterly Report

Members received and noted the fourth quarterly finance report (reference 07/2627). It was

Resolved: To agree the final balance of the General reserves for the year end transfers as £358,353.

FC0426/09 Virement

Members considered the report requesting approval for the movement by virement of budgeted funds from maintenance staffing to Council Office maintenance, to cover cleaning and garden works (report 08/2627). It was

Resolved: To approve the movement by virement of the budgeted amounts from maintenance staffing of £4,095 to Council Office maintenance for cleaning and £840 for Council Office Garden works.

(Action: RFO; Immediately)

FC0426/10 Shelfanger Road Street Naming

Members considered proposals relating to dedication signage for the Shelfanger Road development following consideration and deferral by the Assets & Infrastructure Committee (report 05/2627). Members discussed the background to the street naming and the potential implications of providing additional contextual signage. Having considered the information and costs outlined, it

was

Resolved: Not to proceed with additional dedication signage at this time.

(Action: CW; immediately)

FC0426/11

Street Lighting – Shelfanger Road Development

Members considered a street lighting plan for the new development between Shelfanger Road and Heywood Road. The Clerk provided an update confirming that the developer is not prepared to contribute to ongoing capital replacement or maintenance costs. Members discussed the Council's approach to street lighting, pressures arising from ongoing housing developments, and decisions where street lighting had been declined at Nelson Road and the Prince William estate. It was noted that South Norfolk District Council does not generally adopt street lighting and that responsibility is transferred. Members discussed the preferred approach across the District, including consideration of lighting mounted on buildings to illuminate pedestrian routes.

A member of the public spoke in support of street lighting, raising concerns regarding areas of complete darkness along Shelfanger Road during winter months, traffic speeds, and pedestrian safety. Reference was made to the absence of lighting beyond the Roman Catholic Church, the 30mph limit, and the fact that Norfolk County Council would not be providing street lighting.

Members were advised that Roydon Parish Council will consider installing two lights in their 25% of the development including a re-positioned light nearer the entrance and lighting on Millway Green adjacent to Shelfanger Road. Issues relating to insurance, potential damage, and speed control measures were also discussed.

Following discussion, members agreed that a reduced number of streetlights would provide an appropriate balance between safety and policy considerations, with a focus on lighting routes used by pedestrians. It was

Resolved: To approve the installation of six streetlights for the Shelfanger Road development, with final positions to be agreed by the Clerk and councillors Craggs & Peaty and the streetlighting contractors, prioritising locations nearest footpaths with an update to the streetlighting policy accordingly.

(Action; Clerk & cllrs Craggs and Peaty; by 31.05.26)

FC0426/12

Boardwalk and Gardens

Members considered a proposed volunteer rota to enable longer weekend access to the boardwalk and gardens, following clarification of weekend closure times since the last Assets & Infrastructure Committee meeting. Councillors Craggs, Knights, Sinfield, and Welch confirmed their willingness to participate in the rota, and the signage will be updated accordingly. It was

Resolved: to lock the Council Offices gates at 5.30pm on weekends on a rotational basis.

(Action: CW to create rota / cllrs Craggs, Knights, Sinfield & Welch on initial rota / KJ to update signage; by 05.05.26)

FC0426/13

Member Allowance Policy

Members considered an updated Member Allowance Policy, incorporating an appeals process. It was

Resolved: To approve the updated Member Allowance Policy.

(Action; CW to remove amends & upload to website; immediately)

FC0426/14

Items for Noting

Members noted:

a) The Town Clerk and Town Mayor's updates on activities since their last reports (report 09/2627).

Updates included the successful reopening of the Skate Park, positive feedback on the materials used, user involvement in Carnival and the idea from the young people about arranging graffiti art at the Skate Park. The Mayor also attended an event in Attleborough, participated in local litter-picking with home-schooled children alongside George, and other civic engagements.

b) The Facilities & Buildings Manager's update on maintenance works undertaken since the last meeting (report 10/2627). The Clerk advised on a possible solar light solution to avoid the issues with

Flock lighting. Members also requested other options be considered including toilet block lighting or decorative lighting on the sculpture.

(Action: FBM; by 31.05.26)

c) The Corn Hall Political Hire Policy. It was noted that those politically campaigning on Council-owned land are asked to move.

d) The minutes of the Diss & District Neighbourhood Plan Monitoring & Review Group meeting held on 25th March 2026, noting that review-related funding cannot currently be made available or ring-fenced.

e) The minutes of the Events Committee meeting held on 14th April 2026, including an update that the cake stall will now take place on 22nd May rather than at the car boot sale.

f) That the Annual Town Meeting will take place on Wednesday 29th April 2026, and that all councillors are expected to attend.

g) The progress report on decisions made at the previous meeting of Council.

FC0426/15

Date of Next Meeting

Members noted that the next meeting of the Full Council is scheduled to take place on Wednesday 20th May 2026 at 7.15pm.

Meeting closed: 20.33.

Councillor D. Craggs
Chair / Town Mayor

BANK OUTGOINGS APRIL 2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Bacs Ref</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
01.04.2026	Geosphere Ltd (Parish Online)	Bacs2943	£ 324.00	Annual Membership 2026/20267
01.04.2026	Norfolk Parish Training & Support	Bacs2944	£ 420.00	Data Protection Training - Whole Council
01.04.2026	South Norfolk Council	Bacs2945	£ 5,564.05	Non-Domestic Rates 1st Installment - Council Office, DYCC, Market & Meres Mouth
01.04.2026	Steve Jackman	Bacs2946	£ 220.00	Annual Technical Support for Wix Website 2026/27
01.04.2026	Zurich Municipal	Bacs2947	£ 17,580.50	Mere Mouth & Park Toilets Servicing March 2026
01.04.2026	Red5 Networks Ltd	DD833	£ 150.25	Phone/Broadband for CCTV April 2026 - DYCC, Skatepark and Council office
15.04.2026	Alliance Disposables Ltd	Bacs2948	£ 288.29	Sanitary Products - All Sites
15.04.2026	Anglian Tree Solutions Ltd	Bacs2949	£ 300.00	Branch & Felled Tree Removal at St Marys Church
15.04.2026	Evolution Skate Parks Ltd	Bacs2950	£ 49,567.68	Skatepark Refurbishment with Skatelite Pro Composite Surfacing
15.04.2026	Fenland Adventure Ltd	Bacs2951	£ 1,051.20	Mobile Climbing Wall - Carnival 2026
15.04.2026	Foolhardy Folk	Bacs2952	£ 220.00	Circus Skills Entertainment - Carnival 2026 - Deposit
15.04.2026	Howard Nurseries Ltd	Bacs2953	£ 124.80	Plants - Bank by Mere between Pavilion and Duck Feeder
15.04.2026	Institute of Cemetery & Crematorium	Bacs2954	£ 110.00	Annual Corporate Membership 2026/27
15.04.2026	Lighting & Illumination Technology	Bacs2955	£ 4,481.38	Christmas Lights 2026 for Heritage Triangle - Deposit
15.04.2026	LR Wyard-Scott Ltd	Bacs2956	£ 149.64	Van Fuel March 2026
15.04.2026	Paul Rackham	Bacs2957	£ 624.00	Grave Digging x2 - March 2026
15.04.2026	Rialtas Business Solutions Ltd	Bacs2958	£ 2,680.80	Rialtas Financial Software 2026/27
15.04.2026	RPM Displays	Bacs2959	£ 400.00	RPM Bike Show - Carnival 2026
15.04.2026	Screwfix Ltd	Bacs2960	£ 138.42	Barrier Tape - Town & Park, Safety Goggles & Gloves, Bucket & Brushes - Skatepark, Key Safe - Council Office
15.04.2026	Simonds Garage Services	Bacs2961	£ 154.21	Oil Change - Ford Ranger CY15 KUO
15.04.2026	Vmit Ltd	Bacs2962	£ 1,065.60	IT Software & Support April 2026
15.04.2026	Worknest Ltd	Bacs2963	£ 3,443.63	Annual HR Services & Employment Insurance 2026/27
17.04.2026	BNP Paribas Leasing Solutions	DD834	£ 483.37	Photocopier Rent April - June 2026
17.04.2026	British Gas Trading Ltd	DD835-836	£ 163.80	Electricity March 2026 - Park WC & Marketplace
20.04.2026	Anglian Water Business Ltd (National)	DD837	£ 107.10	Water Jan - April 2026 - Park Toilets
20.04.2026	Barclaycard	Mar-26	£ 323.72	
21.04.2026	British Gas Trading Ltd	DD838-845	£ 1,313.15	Electricity March 2026 - Cemetery, Council Office, Fountain, Sportsground, Park, DYCC and Meres Mouth WC
22.04.2026	Anglian Water Business Ltd (National)	DD845/847	£ 210.17	Water Jan - April 2026 - DYCC and Cemetery
22.04.2026	EE Ltd	DD846	£ 68.44	Mobile Phones x3 - 18th April to 17th May 2026
24.04.2026	Employees	BACS	£ 19,310.07	Salaries Month 1

30.04.2026	HM Revenue & Customs	BACS	£	6,043.13	NI/PAYE Month 1
30.04.2026	Norfolk Pension Fund	BACS	£	6,054.72	Pension Contributions Month 1
30.04.2026	C&H Cleaning Services Ltd	Bacs2964	£	1,559.26	Cleaning Council Offices, Meres Mouth and Park Toilets - April 2026,
30.04.2026	Diss Cornhall Trust	Bacs2965	£	445.00	Cornhall Hire with Technicians and Staff for Annual Town Meeting
30.04.2026	ESPO	Bacs2966	£	268.10	Gas Supplied March 2026 - Council Office and DYCC
30.04.2026	Fatstickman Ltd	Bacs2967	£	252.00	Carnival Sponsorship Banners x3
30.04.2026	Millennium Pest Control Ltd	Bacs2968	£	211.86	Pest Control at Meres Mouth & Madgetts Walk April - June 2026
30.04.2026	P Cottrell	Bacs2969	£	59.00	Bus Shelter & Window Cleaning April 2026 - Council Office & Museum
30.04.2026	Travis Perkins Trading Co Ltd	Bacs2970	£	108.29	Metal Cutting Discs and Hammerite Paint - Mere Park Picnic Benches
30.04.2026	Trustees Diss Museum	Bacs2971	£	148.55	Reimburse Electricity Jan - March 2026
30.04.2026	Voland Roofing	Bacs2972	£	474.00	Cornhall Roof Inspection
30.04.2026	Westcotec Ltd	Bacs2973	£	1,215.00	Inspection & Repairs to Speed Signs
30.04.2026	Unity Trust Bank Plc	CHARGES	£	24.50	Monthly Changes for March 2026
			£	127,901.68	

Income Expenditure April 2026

	Budget 26-27	Actual YTD 26-27	Percentage Spend
Agency Services			
Total Income	£0	0	0%
Overhead Expenditure	-£100	£0	0%
Income Less Expenditure	-£100	£0	0%
Allotments			
Total Income	£1,017	£0	0%
Overhead Expenditure	-£1,030	-£30	3%
Income Less Expenditure	-£13	-£30	231%
Amenities			
Total Income	£3,000	£1,870	62%
Overhead Expenditure	-£84,297	-£6,865	8%
Income Less Expenditure	-£81,297	-£4,995	6%
Mini Recycling Centre Adopter			
Total Income	£0	0	0%
Bank Interest rec'd/Bank Charges			
Total Income	£18,000	£837	5%
Bank Charges	-£550	-£30	5%
Income Less Expenditure	£17,450	£807	5%
Capital Expenditure - Loans			
	-£14,170	£0	0%
Cemetery			
Total Income	£37,800	£0	0%
Overhead Expenditure	-£13,727	-£1,135	8%
Income Less Expenditure	£24,073	-£1,135	-5%
General Equipment			
Overhead Expenditure	-£4,618	-£1,682	36%
Christmas Lights			
Total Income	£0	0	0%
Overhead Expenditure	-£19,083	-£3,817	20%
Income Less Expenditure	-£19,083	-£3,817	20%
Corn Hall			
Overhead Expenditure	-£8,655	-£2,641	31%
Council Offices			
Total Income	£7,034	£0	0%
Overhead Expenditure	-£24,417	-£3,971	16%
Income Less Expenditure	-£17,383	-£3,971	23%
Other Council Properties			
Health & Safety	-£1,500	-£210	14%
PK Toilets	-£15,209	-£1,185	8%
Mere's Mouth Toilet	-£15,500	-£641	4%
Staff Uniforms/Replacements	-£500	£0	0%
Total Expense	-£32,709	-£2,036	6%
Diss Youth & Community Centre			
Total Income	£0	0	0%
Overhead Expenditure	-£24,166	-£4,251	18%
Income Less Expenditure	-£24,166	-£4,251	18%
Grants			
Grants Expenditure	-£10,000	£0	0%
Highways - Parish Partnership Bid			
Income	£0	0	0%
Parish Partnership Bid	£0	0	0%
DDNP Contribution	£0	-£4	0%
Income Less Expenditure	£0	-£4	0%

Income Expenditure April 2026

	Budget 26-27	Actual YTD 26-27	Percentage Spend
Market			
Total Income	£21,000	£4,201	20%
Overhead Expenditure	-£3,170	-£1,080	34%
Income Less Expenditure	£17,830	£3,121	18%
Promotion			
Overhead Expenditure	-£600	-£163	27%
Precept			
Total Income	£752,684	£376,342	50%
General Expenditure (inc IT)			
Total Income	£0	£0	0%
Overhead Expenditure	-£62,315	-£17,846	29%
Sports Ground			
Total Income	£9,000	£150	2%
Overhead Expenditure	-£21,192	-£2,535	12%
Income Less Expenditure	-£12,192	-£2,385	20%
Events			
Event Income	£0	£0	0%
Overhead Expenditure	-£1,300	-£445	34%
Income Less Expenditure	-£1,300	-£445	34%
Christmas Switch-On Event			
Total Income	£4,000	£0	0%
Overhead Expenditure	-£5,250	£0	0%
Income Less Expenditure	-£1,250	£0	0%
Carnival			
Total Income	£10,000	£6,124	61%
Overhead Expenditure	-£12,750	-£2,997	24%
Income Less Expenditure	-£2,750	£3,127	-114%
Wages			
Recharge	£0	£4,649	0%
Recharge	£0	-£4,661	0%
Wages Admin	-£216,812	-£16,852	8%
Wages Maint	-£202,624	-£14,504	7%
Income Less Expenditure	-£419,436	-£26,707	6%
Town Mayors Charity			
Total Income	£0	0	0%
Overhead Expenditure	£0	£0	0%
Income Less Expenditure	£0	£0	0%
CIL			
Total Income	£0	£1,656	0%
Overhead Expenditure	£0	£0	0%
Sec 106 Income			
Sec 106 Income	£0	0	0%
Sec 106 Expenditure			
Sec 106 Expenditure	£0	0	0%
Streetlighting			
Total Income	£0	0	0%
Overhead Expenditure	-£18,000	-£31	0%
Income Less Expenditure	-£18,000	-£31	0%
Earmarked Reserves Budgeted			
Income Less Expenditure	-£82,000	£0	0%
Total Income	£863,535	£395,829	46%
Total Expenditure	-£863,535	-£124,221	14%

SUMMARY REPORT OF EARMARKED RESERVES 2025-2026

NC	Committee	Site	EMR	Balance as at 1st April 2025	Less:Actual Year to date Expense	Balance	Add: Year to date receipts	Balance as at 30th April 2026
320	AIE	Cemetery	Cemetery Bungalow Sale	£ 268,841.60		£ 268,841.60		£ 268,841.60
330	Exec	By-election	By-election costs	£ 5,000.00		£ 5,000.00		£ 5,000.00
335	AIE	Mere	Flock Project	£ 8,296.07		£ 8,296.07		£ 8,296.07
340	Exec	Council Offices	IT Hardware	£ 3,141.36		£ 3,141.36		£ 3,141.36
342	AIE	Events	Christmas Lights switch on	£ 2,456.21		£ 2,456.21		£ 2,456.21
344	AIE	Events	Carnival	£ 7,058.23		£ 7,058.23		£ 7,058.23
350	AIE	Events	Additional Events	£ 529.58		£ 529.58		£ 529.58
370	AIE	Cemetery	Cemetery Grounds (Inc Monuments)	£ 5,951.80		£ 5,951.80	£ 5,000.00	£ 10,951.80
375	AIE	Corn Hall	Corn Hall	£ 24,455.21		£ 24,455.21		£ 24,455.21
384	AIE	Council Offices	Council Office Building Maint	£ 24,889.58		£ 24,889.58		£ 24,889.58
390	AIE	DYCC	Van Replacement	£ 10,000.00		£ 10,000.00	£ 5,000.00	£ 15,000.00
392	AIE	DYCC	Replacement Ride-On Lawnmower	£ 6,345.00		£ 6,345.00		£ 6,345.00
396	AIE	DYCC	CAB Community Space	£ 10,000.00		£ 10,000.00		£ 10,000.00
398	AIE	DYCC	DYCC	£ 84,860.24		£ 84,860.24	£ 14,000.00	£ 98,860.24
400	AIE	Market	Maintenance Market	£ 21,500.00		£ 21,500.00		£ 21,500.00
410	AIE	Mere	Anglian Gardens	£ 503.00		£ 503.00	£ 1,000.00	£ 1,503.00
412	AIE	Mere	Boardwalk	£ 5,000.00		£ 5,000.00	£ 5,000.00	£ 10,000.00
414	AIE	Mere	Maintenance Mere's Mouth	£ 20,165.00		£ 20,165.00	£ 1,000.00	£ 21,165.00
416	AIE	Mere	Mere Fountain	£ 31,815.00		£ 31,815.00		£ 31,815.00
420	AIE	Rectory Meadow	Rectory Meadow Fencing	£ 1,808.86		£ 1,808.86		£ 1,808.86
422	AIE	Park	Park General - Beacon Project	£ 16,168.03		£ 16,168.03	£ 10,000.00	£ 26,168.03
424	AIE	Park	Play Equipment	£ 34,316.82		£ 34,316.82		£ 34,316.82
426	AIE	Park	Park Toilets	£ 15,028.30		£ 15,028.30		£ 15,028.30
430	AIE	SPG	SPG Improvement Project	£ -		£ -	£ 20,000.00	£ 20,000.00
434	AIE	SPG	SPG Pav maintenance	£ 6,695.57		£ 6,695.57		£ 6,695.57
436	AIE	SPG	SPG - Skateboard Park	£ 53,029.03	£ 41,306.40	£ 11,722.63	£ 5,000.00	£ 16,722.63
440	AIE	St Marys	Closed churchyard repairs	£ 6,434.00		£ 6,434.00		£ 6,434.00
445	AIE	Town	Parish Partnership Works	£ 5,000.00		£ 5,000.00		£ 5,000.00
450	AIE	Facilities	Tree Management	£ 8,600.00		£ 8,600.00		£ 8,600.00
455	AIE	HTP	HTP	£ 4,867.59		£ 4,867.59		£ 4,867.59
460	AIE	Town	Bus Shelters maintenance	£ 15,571.04		£ 15,571.04		£ 15,571.04
462	AIE	Town	Streetlights	£ 24,858.33		£ 24,858.33	£ 15,000.00	£ 39,858.33
464	AIE	Town	Community Infrastructure Levy (CIL)	£ 78,085.52		£ 78,085.52		£ 78,085.52
466	AIE	Town	CCTV	£ 3,025.75		£ 3,025.75	£ 1,655.92	£ 4,681.67
468	AIE	Town	D&D Neighbourhood Plan	£ 6,918.68	£ 4.00	£ 6,914.68		£ 6,914.68
469	AIE	Maintenance	5 Yr Electrical Testing	£ 3,300.00		£ 3,300.00	£ 1,000.00	£ 4,300.00
472	AIE	Town	Parking Scheme	£ 15,000.00		£ 15,000.00		£ 15,000.00
			TOTAL	£ 839,515.40	£ 41,310.40	£ 798,205.00	£ 83,655.92	£ 881,860.92

30.04.2026	Current Year End balance (Precept)	£ 271,608.00
	General Reserves	£ 316,007.00
	EMR	£ 881,860.92
	Total Funds	£ 1,469,475.92

Streetlighting Funds Breakdown		
	Capital Reserves (ring fenced)	£ 4,096.11
	EMR General	£ 35,762.22
		£ 39,858.33



DISS TOWN COUNCIL

Council Offices, 11-12 Market Hill,
Diss, Norfolk, IP22 4JZ.
Telephone & Fax: (01379) 643848
Email: towncouncil@diss.gov.uk
Website: www.diss.gov.uk

Report Number:
11/2627

Report to:	Full Council
Date of Meeting:	20 th May 2026
Authorship:	Responsible Finance Officer
Subject:	End of Year Accounts

Introduction

1. Further to the fourth quarterly report (ref 07/2627) submitted to Full Council on 22nd April 2026, the key variances within our income and expenditures over the financial year April 2025 – March 2026 are provided below.
2. The income over the financial year went down from £271,779 in 2024/25 to £241,829 in 2025/26 and the expenditure also decreased from £340,352 to £299,958. The main reasons are detailed below.

Income

3. Interest from reserves held at Barclays Bank, Nationwide Building Society, and Lloyds Bank Plc was £22,439, which was a decrease of £1,777. This was due to interest rate decreases.
4. The Community Infrastructure Levy payments due to the Council increased by £1,315, from £1,505 in 2024-2025 to £2,820 in 2025-2026.
5. In 2025-26, we received the second income of £100,000 from a matured fixed-term account with Lloyds Bank, which is recorded as an income in the accounts. It was recorded as an expenditure in 2023-24 as per PKF Littlejohn and included as a fixed asset in our asset register. It has now been transferred to a 95-day notice account and is reclassified as a working asset.
6. The DYCC income decreased by £12,077 from 2024-2025, as we received one-off grant funding during last year for the Feasibility Study and Community Consultation, and also only received 6 months hire fees from Park Radio Ltd as they have now moved into the Corn Hall.
7. We received an income of £14,600 in 2024-25 from South Norfolk Council for 3 more streetlights, but no income was received in 2025-26.
8. The income from the Sports Ground decreased by £5,435, due to the closure of Diss Athletics Club Juniors using the site.
9. Events income also decreased by £4,064 due to there being minimal income from Christmas Lights Switch-On event, as 2024-25 event was cancelled and all stallage fees and sponsorship was carried over.

Expenditure

10. Capital expenditure decreased by £13,418 due to lower loan repayment costs. Only one of the two scheduled instalments was paid on two of the loans, which have now been fully repaid, leaving just one loan outstanding.
11. Expenditure on the DYCC decreased by £12,364 due mainly to the costs involved with the feasibility study and community consultation in 2024/25.
12. The Grant allowance for 2025-26 only gave £3,500 to one applicant, whereas in 2025-26 the entire £10,000 was distributed to five applicants.
13. IT expenditure decreased by £5,900 due to the purchase of 4 laptops for members of staff during 2024-25, and no hardware requiring replacement during this year.
14. Events expenditure also decreased, mainly due to the Christmas Lights Switch-On event. We only needed to pay for one new act and engage a staging and sound company, as all other suppliers agreed to carry forward their 2024–25 fees. The previous staging company retained the full £2,000 fee despite not providing the service, resulting in financial loss to the events budget.

Financial Summary

15. The overall income over expenditure for 2025-24 was £248,732, compared to £193,053 the previous year.
16. The Earmarked Reserves (EMR) had significant income of £64,968 for the year, which included £18,544 from a grant for the Skate Park, and £42,000 from precept. Expenditure was £56,379 including major repairs to St Mary's Church wall, fencing at Rectory Meadow and some works to the play equipment on the Park. Council agreed for £174,736 to be transferred at year end from the remaining current year fund to the EMR ref. FC0426/07.
17. At the end of FY 2025-26, General Reserves stood at £358,353, with £839,515 in EMR. The precept for 2026-27 is £752,684, and the projected income from sales is £110,851, making a projected budget expenditure of £863,535.
18. The current level of General Reserves is £358,353, which equates to 5 months of expenditure. This is in line with DTC's reserve policy, which mandates maintaining 3-6 months of the precept in General Reserves.

2025-26 Annual Accounting Statements and Documents

19. The annual accounting statements and documents are shown in the Appendix in compliance with the Local Audit and Accountability Act 2014.

Recommendation:

To approve the annual accounts for the financial year to 31st March 2026.



DISS TOWN COUNCIL

Annual Accounts

2025-2026

Mrs Susan Hurst
Responsible Finance Officer

Supporting Statement of Responsibilities

Statement of Responsibilities - 31st March 2026

Diss Town Council is required to make arrangements for the proper administration of its financial affairs and ensure that it appoints a Responsible Finance Officer with direct accountability for its overall administrative functions in accordance with the Local Government Act 1972 (S151). In addition to this, Members and Officers of the Council are under a duty to:

- Ensure that value for money is obtained for all business transactions.
- Ensure that public money is under appropriate safeguarding measures.
- Ensure that an appropriate system of internal control is in force and monitored for effectiveness.
- In preparing these accounts in conjunction with the Annual Governance and Accountability Return, the Council confirms that:
 - It has adhered to the Accounts & Audit Regulations.
 - Put in place effective arrangements for financial management.
 - Maintained an adequate system of internal control.
 - Taken all reasonable steps to ensure that there were no matters of actual or potential non-compliance with laws, regulations, or proper practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.
 - Provided proper opportunity in the year for the exercise of elector's rights.
 - Carried out an assessment of risks faced by the authority.
 - Took all appropriate steps to action any matters raised on audit reports.
 - Considered whether any litigation, liabilities or commitments, events or transactions occurring either during or after the year-end have a financial impact on the authority and where appropriate, included them in the accounting statements.



Sarah Villafuerte-Richards

Town Clerk

Contents

1. Year End Financial Summary
2. Balance Sheet
3. Cash & Reserves Reconciliation
4. Reserves Reconciliation
5. Total Income & Expenditure Report
6. Total Income & Expenditure Charts

Year End Financial Summary

At the start of the 2025-2026 financial year, Diss Town Council held a total bank balance of £949,136. This amount was allocated between Earmarked Reserves and the Council's General Reserves.

Diss Town Council received £717,191 in precept funding for its 2025-2026 budget, supplemented by £241,829 from other income sources. This resulted in a total income of £959,020 and available funds amounting to £1,908,156.

As of 31st March 2026, the Council's Fixed Assets were valued at £8,342,574. This reflects an overall decrease, primarily due to the maturity of a £100,000 fixed-term bank account, with the funds being transferred back into current reserves. The accounts include this £100,000 as part of the reported income.

During the 2025–2026 financial year, total expenditure was £710,288, leading to a budget underspend of £112,762. This was partly due to a number of cost reductions achieved over the year, including the completion of final payments on two of the three outstanding loans.

Although an overall positive balance was achieved, there were several areas of overspend and underspend throughout the year. These variances have been considered and adjustments have been made to future budgets to help mitigate the risk of recurrence.

During the 2025–2026 year, a decision was made to switch bank accounts from Barclays Bank Plc to Unity Trust Plc. This change was driven primarily by Unity Trust's stronger alignment with council needs, its simpler process for updating mandates, and its more favourable interest rates.

The year-end balance to be carried forward into 2025–2026 stands at £1,197,868 in cash and short-term investments, of which £839,515 is allocated to Earmarked Reserves for specific future projects.

The 2025-2026 balance sheet reflects a significant increase resulting from the maturity of a £100,000 fixed-term investment with Lloyds Bank Plc, which has since been re-invested into a 95-Day Notice account. While fixed-term investments are recorded within the Fixed Asset Register, the new accessible status of the funds means they are now reported on the balance sheet.

Balance Sheet

31st March 2025

31st March 2026

Current Assets			
4,792	Trade Debtors	6,654	
12,652	VAT Control Account	9,845	
1,384	Prepayments	5,774	
36,047	Current Bank Account	0	
10,000	Wages Account	0	
80,353	Active Saver Account	0	
1,172	Town Mayor's Charity Account	0	
502,209	Investment Account	0	
193,640	Nationwide Savings	198,847	
14,278	Lloyds Current Account	20,414	
100,637	Lloyds Savings Account	205,627	
0	Unity Trust Current Account	30,445	
0	Unity Trust Instant Access	226,876	
0	Unity Trust 6mth Fixed	500,000	
957,165			1,204,482
957,165	Total Assets		1,204,482
Current Liabilities			
502	Trade Creditors	1,361	
0	Credit Card Creditor	324	
7,528	Receipts in Advance	4,929	
8,029			6,614
949,136	Total Assets Less Current Liabilities		1,197,868
Represented By			
292,947	General Reserves		533,089
656,189	Earmarked Reserves		664,779
949,136			1,197,868

The Cash and Reserves Reconciliation confirms that our bank accounts, as recorded in the accounting system, have been successfully reconciled with all year-end bank statements, and that all funds have been accurately processed and accounted for.

Cash & Reserves Reconciliation

Confirmed Bank & Investment Balances

Bank Statement Balances

31/03/2026	Barclaycard	0.00
31/03/2026	Nationwide Savings	198,847.04
31/03/2026	Lloyds Current Account	20,413.53
31/03/2026	Lloyds Savings Account	205,627.16
31/03/2026	Unity Trust Current Account	30,445.43
31/03/2026	Unity Trust Instant Access	226,875.98
31/03/2026	Unity Trust 6mnth Fixed	500,000.00

1,182,209.14

Receipts not on Bank Statement

0.00

Closing Balance

1,182,209.14

All Cash & Bank Accounts

1	Current Bank Account	0.00
2	Wages Account	0.00
3	Active Saver Account	0.00
4	Town Mayor's Charity Account	0.00
5	Investment Account	0.00
6	Credit Card Account	0.00
7	Nationwide Savings	198,847.04
8	Lloyds Current Account	20,413.53
9	Lloyds Savings Account	205,627.16
10	Lloyds High Interest Acct	0.00
11	Unity Trust Current Account	30,445.43
12	Unity Trust Instant Access	226,875.98
13	Unity Trust 6mnth Fixed	500,000.00
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	<u>1,182,209.14</u>

The reserves reconciliation confirms that the reserves reported on the balance sheet align with the balances across all bank accounts at year-end, taking into account outstanding debtors and creditors, receipts in advance, prepayments, and VAT awaiting repayment

Reserves Reconciliation

<u>Code</u>	<u>Description</u>	<u>Last Year £</u>	<u>This Year £</u>
	Total Reserves	949,136.17	1,197,867.94
100	Trade Debtors	4,792.21	6,653.74
105	VAT Control Account	12,651.82	9,845.07
110	Prepayments	1,384.00	5,774.35
	Less Total Debtors	18,828.03	22,273.16
500	Trade Creditors	501.51	1,361.48
505	Credit Card Creditor	0.00	323.72
560	Receipts in Advance	7,527.60	4,929.16
	Plus Total Creditors	8,029.11	6,614.36
	Equals Total Cash and Bank Accounts	938,337.25	1,182,209.14
200	Current Bank Account	36,047.48	0.00
210	Wages Account	10,000.00	0.00
220	Active Saver Account	80,353.32	0.00
230	Town Mayor's Charity Account	1,171.63	0.00
240	Investment Account	502,209.21	0.00
260	Nationwide Savings	193,640.32	198,847.04
270	Lloyds Current Account	14,278.21	20,413.53
280	Lloyds Savings Account	100,637.08	205,627.16
290	Unity Trust Current Account	0.00	30,445.43
295	Unity Trust Instant Access	0.00	226,875.98
296	Unity Trust 6mnth Fixed	0.00	500,000.00
	Total Cash and Bank Accounts	938,337.25	1,182,209.14

Income for the 2025-2026 period has increased compared to the previous year, as we had a higher turnover at the Cemetery. Expenditure saw a decrease, as two of the three loans made their final installment payments, so was less than in 2024-2025.

Total Income & Expenditure Report

31st March 2025		31st March 2026
	Operating Income	
3,848	Agency Services	3,983
1,525	Allotments	525
6,208	Amenities	5,850
450	Mini Recycling Centre Adopter	225
124,216	Bank Interest	122,439
31,196	Cemetery	37,998
8,020	Cemetery Gravedigging	8,163
250	Christmas Lights	0
6,653	Council Properties	7,732
13,616	Diss Youth & Community Centre	1,539
80	Administrative Overheads	0
705	Highways	705
21,570	Market	20,311
668,148	Precept	717,191
1,100	General Expenditure	933
2,835	Rechargable	4,780
14,843	Sports Ground	9,408
1,521	Events	1,046
4,360	Christmas Switch on Event	296
11,506	Carnival	11,434
1,172	Town Mayor's Charity	1,643
1,505	CIL	2,820
14,600	Streetlighting	0
939,927	Total Income	959,020
	Running Costs	
80	Agency Services	23
3,629	Allotments	30
86,377	Amenities	53,683
386	Bank Interest	453
41,007	Capital Expenditure	27,589
11,786	Cemetery	12,829
8,020	Cemetery Gravedigging	8,163
19,920	Christmas Lights	18,500
7,269	Corn Hall	7,878

32,568	Council Properties	35,348
25,326	Diss Youth & Community Centre	12,962
35,660	Administrative Overheads	29,760
10,035	Grants	3,500
489	Highways	176
3,089	Market	2,945
1,455	Promotion	851
395,455	General Expenditure	410,487
2,835	Rechargable	7,479
19	S 137	19
11,766	Sports Ground	12,103
7,641	Events	1,645
5,195	Christmas Switch on Event	3,352
14,100	Carnival	12,567
1,172	Town Mayor's Charity	1,172
11,814	CIL	6,062
9,779	Streetlighting	9,207
0	Reserves	31,507
746,874	Total Expenditure	710,288

**31st March
2025**

93,059
939,927
<hr/>
1,032,986
746,874
<hr/>
286,112
(6,835)
<hr/>
292,947
<hr/>

**31st March
2026**

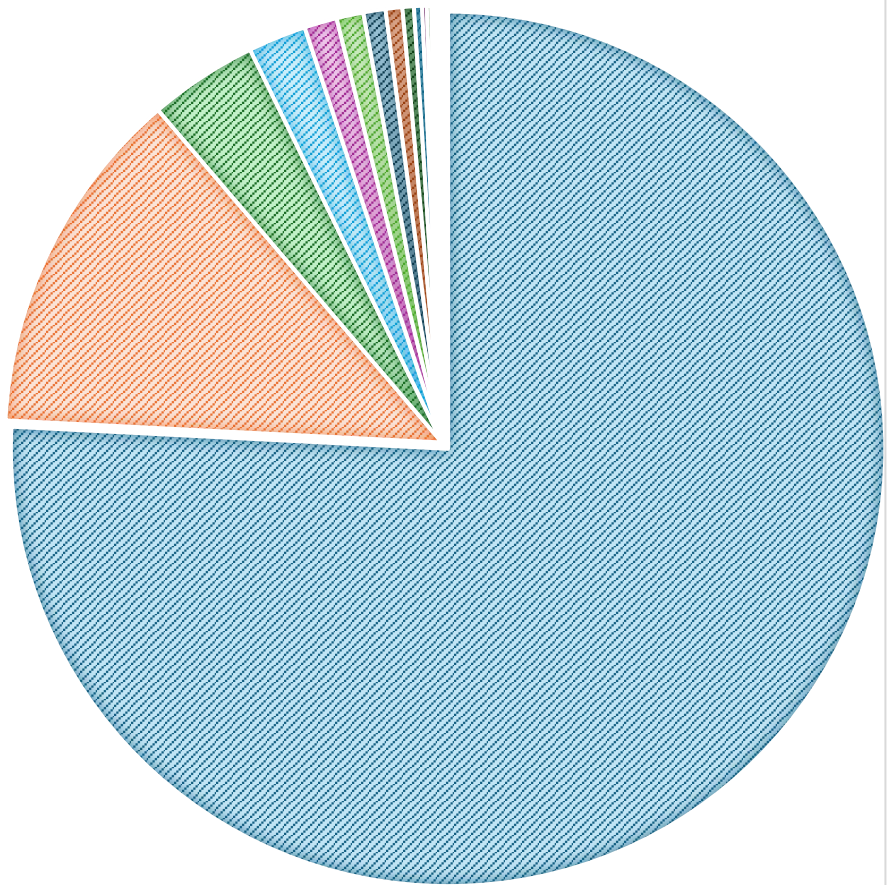
General Fund Analysis

Opening Balance	292,947
Plus : Income for Year	959,020
	<hr/>
	1,251,967
Less : Expenditure for Year	710,288
	<hr/>
	541,678
Transfers TO / FROM Reserves	8,590
	<hr/>
Closing Balance	533,089
	<hr/>

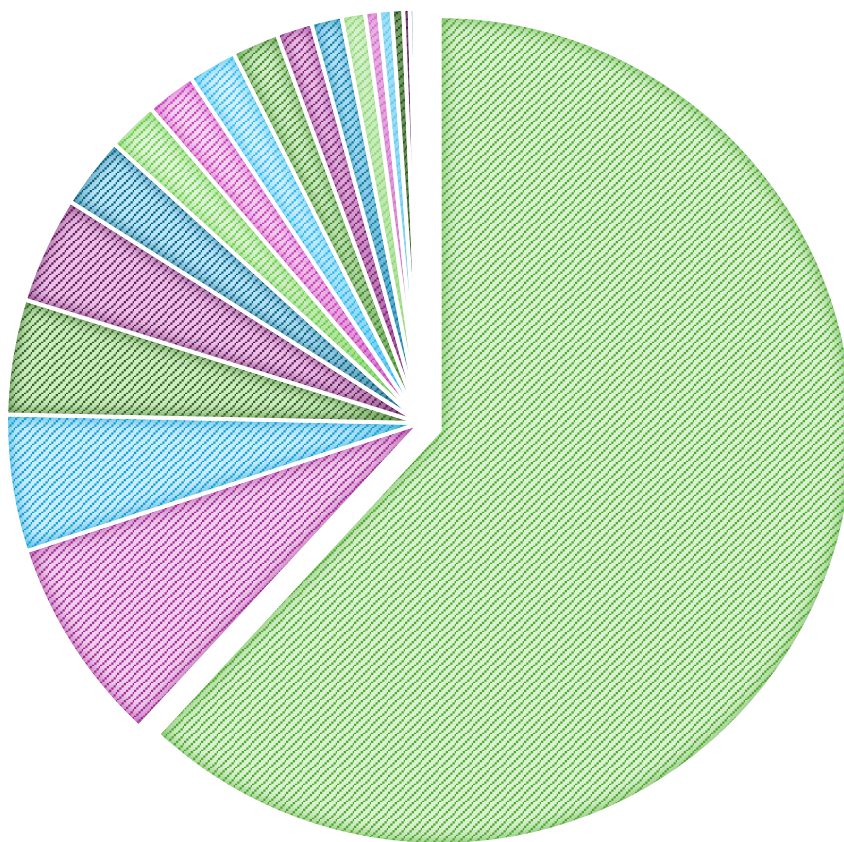
The closing balance at the end of the financial year places Diss Town Council in a stronger financial position, with increased General Reserves and additional investments allocated to Earmarked Reserves for future projects.

INCOME 2025-2026

- Precept
- Bank Interest
- Cemetery
- Market
- Carnival
- Sports Ground
- Council Properties
- Amenities
- Agency Services
- CIL
- Town Mayor's Charity
- Diss Youth & Community Centre
- Events
- General Expenditure
- Highways
- Allotments
- Christmas Switch on Event
- Mini Recycling Centre Adopter



EXPENDITURE 2025-2026



- Operational Costs
- Amenities
- Council Properties
- Administrative Overheads
- Capital Expenditure
- Christmas Lights
- Diss Youth & Community Centre Cemetery
- Carnival
- Sports Ground
- Streetlighting
- Corn Hall
- CIL
- Grants
- Christmas Switch on Event
- Market
- Events
- Town Mayor's Charity
- Promotion
- Bank Charges
- Highways
- Allotments

Diss Town Council Annual Accounts 2025/2026

Copies of this document are available online and can be obtained from the Council Offices by request by emailing towncouncil@diss.gov.uk.

For all queries concerning accounting statement, please email susan.hurst@diss.gov.uk.



DISS TOWN COUNCIL

Council Offices, 11-12 Market Hill,
Diss, Norfolk, IP22 4JZ.
Telephone & Fax: (01379) 643848
Email: towncouncil@diss.gov.uk
Website: www.diss.gov.uk

Report Number:
12/2627

Report to:	Full Council
Date of Meeting:	20 th May 2026
Authorship:	Responsible Finance Officer
Subject:	Final Internal Audit Report 2025-26

Introduction

1. The final internal audit, which assesses the effectiveness of its risk management, control, and governance processes and considers internal auditing guidelines for smaller authorities, was conducted in person by Mrs Victoria Waples on 7th May 2026. This marks the fourth year, with the necessary letters of engagement completed.
2. The final interim internal audit report is provided in the Appendix, and sets out two comments requiring action, and no recommendations.

Report Comments

3. Comment – ‘At the next review, council might wish to amend all such references to the Practitioners’ Guide 2026 – Governance and Accountability for smaller authorities in England.’

Action on Comment – This refers to the recently updated Financial Statement Control Policy in which we reference the Governance and Accountability 2017. This has now been updated to reflect this and will be brought back to Council in February 2027 with the rest of the Internal Control documents.

4. Comment – ‘Council should note the commentary under 4.1 – “the Council will not use long-term investments, defined as greater than 36 months”. Council is advised that Proper Practices defines long-term investments as having a maturity end date of more than 12 months.’

Action on Comment – This refers to the recently updated Investment Strategy Policy, which has been updated to reflect this and will be brought back to Council in February 2027 with the rest of the Internal Control documents.

Recommendation

To approve the proposed actions as appropriate responses to the comments in the final internal audit report 2025-26.

DISS INTERNAL AUDIT – 2025 – 2026

Report to Diss Town Council - Internal Audit for the Year Ending 31st March 2026

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

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

The Accounts for the period ending 31st March 2026 can be summarized as follows:

Income for year:	£959,020
Expenditure for year:	£710,288
Precept figure for the year:	£717,191
General Reserves at year-end:	£358,353
Earmarked Reserves for the year-end:	£839,515

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

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

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

DISS INTERNAL AUDIT – 2025 – 2026

Summary	
<p>The Internal Auditor offers her appreciation for the assistance given by the Clerk and Responsible Financial Officer in completing this audit. The year-end files were extremely well presented for review, and the Responsible Financial Officer is to be commended.</p> <p>It is reconfirmed that overall Council has demonstrated effective governance arrangements and can show evidence of strong governance and good financial practice. The internal audit review, undertaken on the documentation provided during both visits to the Council’s Offices, has provided evidence of the overall adequacy of the financial arrangements in place within the council.</p> <p>The examination of the period-end accounts and supporting documentation has further confirmed that the Responsible Financial Officer has satisfactory undertaken the administration of the Council’s financial affairs and produced financial management information to enable the Council to make well-informed decisions.</p> <p>Recommendations made and/or commentary provided are to enhance the systems in place as opposed to detract from the positive assurance that can be given as to the way the Council’s finances are managed.</p> <p>For further information and for the year effective 1st April 2026 please refer to the Practitioners Guide 2025 – Governance and accountability for smaller authorities in England as produced by the Smaller Authorities Proper Practices Panel to be applied in the preparation of statutory annual accounts and governance statements - March 2026.</p>	
Subject & tests conducted	Comments/Recommendations
<p>1. Proper book-keeping. Examination of</p> <ul style="list-style-type: none"> • Cashbook • Reconciliations of cashbook 	<p>The continued use of the Rialtas Omega Financial Software accounting package has ensured that the Responsible Financial Office is able to produce a suite of tools to allow for reporting on an income and expenditure basis which incorporates the asset and bookings modules.</p> <p>As has previously been stated, the accounting procedure used by the RFO gives a more accurate presentation of the authority's true financial position by ensuring that there is detailed focus on the balance of economic benefits under the council’s control, rather than just its bank balance. The financial software used by the Council allows the automation of many of its transactions involving income and expenditure and employee payroll, as well as reports and financial statements.</p> <p>The cashbook is reconciled monthly, regularly verified against bank statements and contains entries from day to day of all sums of money received and expended by the council along with matters to which the income and expenditure relate. In</p>

DISS INTERNAL AUDIT – 2025 – 2026

	<p>accordance with good practice, the accounting records also contain a record of income and expenditure in relation to claims made for contribution, grant or subsidies from a government department or other public body. The reconciliations conducted allow for the process of comparing internal records against statements from financial institutions and other external sources to ensure money that exits in an account matches money spent.</p> <p>By focusing on the actual movement of cash within the council, the RFO is able to ensure that there is an efficient system of cash flow management by using strategic practices such as timely invoicing, prudent inventory management, and negotiating favourable credit terms with suppliers.</p> <p>Spot checks were made and were found to be correct. Journal entries between cost codes for the year under review were seen and verified with supporting documentation reviewed. The RFO has ensured that the cash book is the focus for day-to-day accounting and is aware that the balancing off and reconciliation to the bank statement remains the most important control over the accounting system.</p>
<p>2. Payment controls. Examination of:</p> <ul style="list-style-type: none"> • Understanding of the process involved for reclaiming VAT • Expenditure controls • Internet Banking controls • Procurement controls • Tenders submitted • General power of competence • PWLB 	<p>VAT is identified in the cash book and reclaimed on a quarterly basis. The VAT Assessment Files for the remaining quarter to 31st March 2026, as identified in the year-end accounts for 31st March 2026 (£9,845.07) was submitted in April 2026. The VAT Assessment File for the first quarter (£12,651.82; second quarter (£10,419.91) and third quarter (£12,054.08) as produced by the accounting package operated by the Finance Officer was reviewed and verified as being settled in July, October 2025, and January 2026, respectively. The year-end figure of £9,845.07 is verified and evidenced on the Trial Balance on 31st March 2026 and correctly recorded as a year-end debtor.</p> <p>The Internal Auditor undertook sample tests to ensure that the VAT element within payments is being clearly identified and appropriately accounted for within the accounting system. For the period under review, the Finance Officer has ensured that VAT has been appropriately identified in relation and correctly coded according to the council’s business and non-business activities within the financial records of the software used thereby confirming that robust arrangements are in place for managing its responsibilities regarding VAT.</p> <p><i>Comment: council has ensured that it has complied with section 33 of the 1994 VAT Act which allows local authorities and other public bodies to recover VAT incurred on costs associated with: non-business activities, taxable business activities where the</i></p>

DISS INTERNAL AUDIT – 2025 – 2026

	<p><i>body is VAT registered (subject to the normal rules), and exempt business activities (where the input tax incurred in relation to exempt activities is considered to be insignificant).</i></p> <p>In accordance with relevant guidelines, partial exemption is applied where VAT input is to average less than £625 per month or £7,500 per annum or be less than 5% of the total VAT incurred.</p> <p>In accordance with its own Financial Regulation 5.2 (as per the adopted regulations of April 2025), all expenditure is presented to Council monthly for review and authorisation for payment is made by resolution. Council has ensured that, for the settlement of its invoices by the BACS system, and in accordance with Financial Regulation 6.2, there is a two-tier authorisation system which ensures that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories. A review of the procedures followed for receipt of invoices, agreement of invoice detail and confirmation of goods or services delivery along with approval for payments was undertaken on twenty-two (22) individual payments in the period between 1st October 2025 and 31st March 2026. In the actions undertaken in committing the council's resources, Council is operating within Financial Regulations (adopted April 2025) 6.2 through to 6.9.</p> <p>Council continues to show good practice by ensuring that, on receipt of invoices, (and in accordance with Financial Regulation 6.3) verification that the relevant goods or services have been received is obtained and invoices checked to ensure that the arithmetic is correct, agreed discounts have been deducted and everything is acceptable regarding reclaiming the VAT.</p> <p><i>Comment: this system continues to protect the Responsible Financial Officer as well as fulfilling an internal control objective to ensure the safeguarding of public money thereby allowing Council to ensure that it has maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.</i></p> <p>A further spot check of items paid via Direct Debit system from the Council's Accounts were cross checked against cashbook, bank statements and invoices. All were found to have an underlying audit trail with appropriate documentation in place.</p> <p><i>Comment: in accordance with Financial Regulation 7.8, payments for utility supplies which arise on a regular basis as the result of a continuing contract, statutory duty,</i></p>
--	---

	<p><i>or obligation may be made by variable Direct Debit provided that the instructions are signed by two Officers and any payment made are reported to Council.</i></p> <p>The Council's Purchase Order file for items ordered in accordance with Council's own revised Financial Regulations (adopted February 2026) was reviewed during the internal audit visit. A random sample of orders placed during the period under review shows that Council has operated within its own Financial Regulations within the limits set for the purchase of goods and services above which three estimates or quotes should be invited from persons or firms competent to do the work.</p> <p><i>Comment: Council follows good practice by ensuring that an official order is issued for all work, goods and services unless a formal contract is to be prepared, or an official order would be inappropriate. Council further demonstrates good practise by understanding that official orders both commit a supplier to a price and help prevent unauthorised credit being granted in the authority's name. In accordance with proper practises, on receipt of invoices, verification that the relevant goods or services have been received is obtained and invoices are checked to ensure that the arithmetic is correct, agreed discounts have been deducted and everything is acceptable regarding reclaiming the VAT. The Purchase Order file is numerically held and controlled by the Responsible Financial Officer/Clerk. All orders are authorised in accordance with Financial Regulation 10.1.</i></p> <p>Council, having declared that it fulfilled the eligibility criteria to use the general power of competence (at least two-thirds elected members and a qualified Clerk (CILCA or higher)), resolved at the meeting of 17th May 2023, to use the power until the next relevant Annual Council Meeting (post May 2027).</p> <p>Council operates a Community Grants Scheme (with an Annual Budget of £10,000) with grants being awarded under the terms of its Grants Policy. At year end, expenditure totalled £3,500. The Local Government Transparency Code 2015 requires all Parish Councils to publish data if they have a gross annual income or expenditure exceeding £200,000. The Code specifies how frequently data is to be published, be it quarterly, annually or once only, but in many cases encourages more frequent publication. Section 42 provides clarity on the manner in which this information should be produced whilst section 43 details the information that must be published as a minimum: date the grant was awarded; time period for which the grant has been given; local authority department which awarded the grant;</p>
--	---

DISS INTERNAL AUDIT – 2025 – 2026

	<p>beneficiary; beneficiary’s registration number (if applicable) summary of the purpose of the grant, and amount. <i>Comment: council has noted the publication requirements of the Transparency Code and the RFO has ensure that it adheres to those prescribed under paragraph 43 of the 2015 Code.</i></p> <p>The cashbook also details payments made under s137 and the RFO ensures that payments made are in accordance with the budget set with reference to the statutory limit for such expenditure. Expenditure for the year totalled £18.50. <i>Comment: the RFO continues to ensure that the Council is aware that the use of S137 of the LGA 1972 (as amended by the Local Government and Housing Act 1989 s36) in granting donations is a capped expenditure and gives the Council the power to incur expenditure which in their opinion is in the interests of and will bring direct benefit to their area or any part of it or all or some of its inhabitants. The benefit obtained must be commensurate with the expenditure incurred and the annual expenditure must not exceed the total electorate multiplied by the annual statutory limit per elector.</i></p> <p>The council has one outstanding Public Works Board Loan taken out for a ten-year period (PW54607). The balance outstanding on 31st March 2026 was £13,994.21. Repayments for the year-to-date totalled £27,588.74 (which included the final payments for loan PW54328 in September 2025 and loan PW10558 in April 2025) Repayments were made in accordance with the instalment repayment schedule as issued. Loan types are fixed, and the repayment method is via an annuity.</p>
<p>3. Standing Orders and Financial Regulations</p>	<p>The Standing Orders, as seen on the Town Council's website show an adopted date of 21st May 2025 and are based on the latest model published by the National Association of Local Councils (2025) with appropriate amendments. Council shows awareness of the requirement to ensure that its Standing Orders are fully tailored to the council and that in accordance with proper practices they are regularly reviewed, fit for purpose and adhered to. It is noted that amendments were made to Standing Orders 14 and 18 to comply with the Code of Conduct adopted in 2024 and the new procurement legislation and ensure consistency with its adopted Financial Regulations.</p> <p>The Town Council’s Financial Regulations (FR) were reviewed and adopted at the meeting of 11th February 2026 and are based on the NALC Model Financial Regulations 2024 (with amendments in 2025 and 2026 (Procurements)) and tailored to the Town Council. Council is aware of the requirement to ensure that its Financial</p>

DISS INTERNAL AUDIT – 2025 – 2026

	<p>Regulations, in accordance with Proper Practices are regularly reviewed, fit for purpose and adhered to and has shown good practice by ensuring that it has in place appropriate measures governing how it operates, provisions for securing competition and regulating the way tenders are invited.</p> <p><i>Comment: the recently reviewed Financial Regulations have incorporated amendments to Section 7 (Electronic Payments), reflecting the updated processing arrangements following the transition from Barclays Bank Plc to Unity Trust PLC).</i></p> <p>The Council, in accordance with proper practices and with reference to section 151 of the Local Government Act 1972, has employed a Responsible Financial Officer (RFO) who is responsible for the financial administration of the authority ensuring that it is legally compliant with such duties. Council’s FR 1.5 confirms that such an appointment is made.</p>
<p>4. Risk Management.</p> <ul style="list-style-type: none"> • Insurance in place <ul style="list-style-type: none"> ➤ Adequate ➤ Reviewed • Fidelity Guarantee Cover Insurance <ul style="list-style-type: none"> ➤ Adequate ➤ Reviewed • Internal Controls documented and regularly reviewed 	<p>A scan of the minutes did not give rise to any unusual financial activity and there were no actions of a potentially unlawful nature being considered. A review of the financial period end process confirms that there were no events that have occurred during the year to the end of March 2026 that need to be considered by the council prior to the acceptance of the year end accounting statements later in May 2026.</p> <p>At its meeting of 21st May 2025, Full Council reviewed and approved the insurance schedule for 2025-2026 as part of its overall system of internal controls and arrangements for the management of risk as defined by the Audit & Accountability Act 2014 (A&A), s4(1). Such a review will form part of the annual review of their overall effectiveness. The report submitted by the Finance Officer confirmed that the insurance premium takes into account the long-term agreement discount which keeps the underlying rates the same until 2027. Council was also advised that in the last 3 years rates for the whole insurance market have risen sharply (by approximately 25%) and this will need to be reflected in new agreements to be considered towards the end of 2026.</p> <p>Core cover showed the following: Public Liability £15,000,000; Employer’s Liability £10,000,000; Hirer’s Liability £2,000,000; Motor Insurance for five vehicles as identified within the policy & Fidelity Guarantee Cover at £2,000,000.</p> <p><i>Comment: the Town Council having considered the Interim Internal Audit Report, (minutes of meeting of 17th December 2025), agreed to the recommendation raised to consider increasing the Fidelity Guarantee cover to ensure cover for the maximum exposure it faced with its increased retained balances. At the meeting it was resolved</i></p>

	<p><i>to increase the Fidelity cover to £2million following a positive response from the council's insurance as to the increase in premium for such a cover</i></p> <p>Nine premises are covered under material damage with business interruption for three premises. All Risks cover is in place for the council's premises as noted and assets with cover non-location specific. As part of its overall area of risk management, with reference to play equipment and associated areas, all play area inspection reports are submitted to and considered with relevant actions being undertaken where necessary.</p> <p><i>Comment: in accordance with Proper Practices, Council has identified its key risks and taken steps to manage them in a way which it can justify to a level which is tolerable by transferring the risk and buying in services from specialist external bodies and taking out insurance. Overall Council has understood the requirement to have in place safe and efficient arrangements to safeguard public money.</i></p> <p>As previously reported, Council formally reviewed its Internal Controls for the year under review at its meeting of 21st May 2025 (Report 07/2526). The Governance and Management Risk Register is a live document covering the years 2024 – 2028 which is to be reviewed on an annual basis with confirmation to be given that an annual assessment has been undertaken and that amendments to the adopted policies will be incorporated for the coming year, if appropriate.</p> <p><i>Comment: the detailed reviews continue to demonstrate that Council has taken steps to ensure that it has processes in place to enable it to identify, assess and record the control mechanisms in place to ensure that all reasonable steps are taken to safeguard and protect public finances. Safe and efficient arrangements are also in place to cover how the council orders goods and services, incurs liabilities, manages debtors, makes payments and manages receipts.</i></p> <p>As part of its review of governance and internal control measures, Council has adopted an Internal Control Statement which covers the purpose of the system of internal control; the personnel involved with the internal control regime, internal and external audit remit, review of effectiveness of internal control along with an action plan to address issues raised within the internal control process. The adopted Statement (as approved at the meeting of 11th February 2026) defines the purpose of the Council's system of Internal Control as the management of risk to a reasonable level rather than to eliminate all risks of failure. The Council's system of internal control is based on an ongoing process designed to identify and prioritise the risks to</p>
--	--

DISS INTERNAL AUDIT – 2025 – 2026

	<p>the achievement of the Council’s policies, aims, and objectives, evaluate the likelihood of those risks being realised, and the impact should then be realised manage them effectively and economically.</p> <p><i>Comment: Council has ensured conformity with the requirements of Regulation 6 of the Accounts and Audit Regulations 2015 and formally reviewed the effectiveness of its system of internal control.</i></p> <p>The Statement also references that the system of internal control accords with the practices set out in the Governance and Accountability for Smaller Authorities in England (March 2017).</p> <p><i>Comment: at the next review, council might wish to amend all such references to the Practitioners’ Guide 2026 – Governance and accountability for smaller authorities in England.</i></p>
<p>5. Budgetary controls.</p> <p>Examination of:</p> <ul style="list-style-type: none"> • Verification of process of setting of budget • Monitoring of budget • Reporting of expenditure and variances • Reserves 	<p>The minutes of 18th December 2024 confirm the approved budgeted expenditure was agreed at £823,050 with budgeted income at £105,859 representing an overall increase of 7.36%.</p> <p><i>Comment: council has ensured that, in accordance with current legislation, it has prepared and approved a budget in a timely manner before setting a precept or rates and prior to the commencement of the financial year.</i></p> <p>The minutes of the full council meeting of 8th January 2025 show that Council agreed to formally adopt the budget recommendations resulting in approval for a precept request of £717,191 equating to £247.05 for each Band D householder for the financial year 2025 – 2026 reflecting a 4.79% increase over that set for the previous year.</p> <p>In relation to the year 2026-2027 (commencing 1st April 2026) Members, at the meeting of 14th January 2026, approved the expenditure budget in the sum of £865,535 to be funded by the precept and known income streams. The minutes reflect that Members had considered the commentary from previous meetings and had noted that the budget was in line with inflation (an increase of 3.7%) and that inflationary and staff salary increases have been accounted for. Members were also informed that councillors of the Action Group had scrutinised the budget document to keep the increase as low as possible. They had also reviewed the level of Earmarked Reserves to ensure that there were sufficient funds to either fund upcoming projects or go towards future known costs.</p>

	<p>The minutes of the meeting of 14th January 2026, confirm that Members also agreed to approve the precept request of £752,684, or £256.19 reflecting a 3.70% increase for each Band D householder for the financial year 2026-27.</p> <p><i>Comment: to ensure clarity and transparency, council has followed best practice by expanding the minutes to show not only the percentage (%) but also the financial increase (£) the precept being set would have on a Band D Council Tax dwelling, taking into account movement in the tax base, over that set for the previous year.</i></p> <p>Evidence was seen of the detailed budget report to actual with committed expenditure and funds available for the 2nd, 3rd and 4th quarters as submitted to Full Council. The written reports from the RFO, in accordance with Financial Regulation 4.10, provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned. Such reports submitted by the Clerk provide clarity on the day-to-day functioning of the revenue budgets along with transactions to/from Earmarked Reserves allowing for an understanding of the use of the annual precept funds and existing funds in the context of the Council’s overall budget assessment process. For the period under review, it was stated that the budget was performing as expected for this time of the year and that there were no concerns of which the council needed to be mindful at that time.</p> <p><i>Comment: Council shows good practice by following the recommended key stages as to the budgetary process to be followed for the year and ensures that in its monitored actual performance against its budget during the year taking corrective action where necessary. Council continues to demonstrate that it shows good practice by following the recommended key stages as to the budgetary process have been followed throughout the year under review.</i></p> <p>Council continues to operate within the parameters of its own Financial Regulation 5.17 and ensures that virements between budgets are considered by resolution by full Council or a duly delegated committee acting within its Terms of Reference except in an emergency. The Clerk is authorised to incur expenditure of up to £5,000 excluding VAT, in cases of extreme risk to the delivery of Council services or to public safety on Council premises, on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure.</p> <p><i>Comment: in accordance with Regulation 5.18, Council is mindful of the requirement for such authority to be evidenced by a minute or by an authorisation slip duly signed by the Clerk and where necessary also by the appropriate Chair.</i></p>
--	---

DISS INTERNAL AUDIT – 2025 – 2026

	<p>The Town Council on 31st March 2026 had overall reserves totalling £1,197,867.94. General Reserves stood at £533,088.68 with agreed Earmarked Reserves of £664,779.26.</p> <p>Following the meeting of 22nd April 2026, council agreed to the year-end reserve transfers, to ensure that it secured provisions for the maintenance of council owned properties. Year-end adjustments were approved to align the General Reserve balance to the General Fund provisions of £358,352.54 thereby bringing the Earmarked Reserve Balance to £839,515.40 (totals reserves being £1,197,867.94).</p> <p>Council’s Reserve Policy, as adopted on 11th February 2026, states that it holds reserves for three main purposes: Current Fund Account – Lists the precept for the current financial year; General Reserve Account – Cushions uneven cash flows, preventing unnecessary temporary borrowing and Earmarked Reserves Account – Specific funds for known or predicted liabilities, with clear protocols for their management. The level of General Reserves is expected to be reviewed on an annual basis during the annual budgetary review and agreed by the Council. The minimum level of the Current Fund Reserve is expected to cover the current year’s precept whilst the General Reserve should maintain a four to five months’ worth of precept for cash flow and contingencies.</p> <p>Council continues to ensure that all Earmarked Reserves are separately identified and enumerated and that they are held for genuine and intended purposes and their level is subject to regular review and justification (at least annually and at budget setting).</p>
<p>6. Income controls. Examination of:</p> <ul style="list-style-type: none"> • Precept • Other income: <ul style="list-style-type: none"> ➤ CIL ➤ Burial and associated fees ➤ Allotment fees ➤ Hall hire fees ➤ Market fees ➤ Bank Interest • Aged Debtor Listings 	<p>As previously mentioned, the Town Council received precept in the sum of £717,192 from South Norfolk District Council for the period under review in April and September 2025 as reported within the Income and Expenditure Reports for the months of May (submitted to the meeting of 21st May 2025) and September (as submitted to the meeting of 15th October 2025).</p> <p>Evidence was provided showing a full audit trail from Precept being discussed and approved to being served on the Charging Authority to remittance advice showing the Precept to be paid and receipt of same in the Council’s Bank Account.</p> <p>For the year under review Council received CIL Receipts in the sum of £2,819.86 (£261.24 April 2025 and October £2558.62). CIL receipts are reported to full Council as part of its overall Income and Expenditure Reports. The year-end levy annual</p>

DISS INTERNAL AUDIT – 2025 – 2026

report for 2025-2026 has been signed and approved by the RFO and sent onto the District Council in accordance with the reporting regulations. The form itself has been uploaded onto the council's website. The year-end balance showed retained CIL monies on 31st March 2026 of £78,085.52. Expenditure for the year totalled £6,061.69.

As a Burial Authority and in accordance with proper practices, Council has ensured that it maintains a formal burial register which is up-to-date and accurately held. A review of a sample of interments and memorials were conducted at the annual internal audit review to ascertain whether they can be appropriately evidenced, and fees have been charged at the correct approved rate and recovered within a reasonable time. In accordance with guidance, the council acquires and retains copies of burial and cremation certificates.

During the year under review, council received income from identified sources all of which was banked intact with the transactions identified within the accounting system operated by the Responsible Financial Officer.

A sample review of the control rents for the market, allotments, hall hire and sports ground hire fees along with associated documentation was undertaken during the internal audit visit and all expected income was found to be based on the correct price, properly recorded and promptly banked with VAT (where appropriate) accounted for.

Comment: in accordance with proper practices, Council has ensured that there are appropriate control procedures in place along with documentation to provide a clear audit trail through to invoicing and recovery of all such income.

Further spot checks during the internal audit visit on further items paid under BACS / Direct Credit into the Council's Accounts were cross checked against cashbook, bank statements and invoices raised by the Council. A review of the Omega transaction reports was undertaken to ensure income was coded to the appropriate nominal income code and all were found to be in order with appropriate control procedures and documentation to provide a clear underlying audit trail through to invoicing and recovery of all such income. Overall income is recorded in accordance with Financial Regulations (adopted April 2025) and reported to Full Council within the monthly Income and Expenditure reports.

DISS INTERNAL AUDIT – 2025 – 2026

	<p>Council is aware that where it has self-generated income (other than the precept) it should consider situations that may lead to a loss of revenue as well as increased costs and ensure that appropriate measures are put in place to account for significant impacts to this revenue stream. Council is mindful of its own Financial Regulation 13.2 which requires that it will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process. At the meeting of 19th November 2025, Members resolved to approve income increases and the retention of existing prices as outlined in the report (31/2526) as submitted by the RFO. All would be implemented effective 1st April 2026.</p> <p>The outstanding debts owned to the council for the period ending 31st March 2026 was £22,273.16. Of these figures, the aged outstanding debts totalled £6,864.327 was confirmed with the RFO advising that there are no irrecoverable accounts for consideration as bad debts and appropriate follow up action is in place. Included with the overall figure are VAT reclaim for Quarter 4 of the year 2025-26 (£9,845.07); Prepayments (£5,774.35) and Payments on account (-£210.63).</p> <p><i>Comment: Council is aware that Proper Guidance states that uncollectible amounts, including bad debts, should only be written off with the approval of members, or under delegated authority by the RFO and that such approval should be shown in the accounting records.</i></p>
<p>7. Petty cash/expenses procedure.</p>	<p>The Council does not operate a petty cash system.</p>
<p>8. Payroll controls. Examination of:</p> <ul style="list-style-type: none"> • Management of payroll • PAYE/NIC system in place • Compliance with HMRC procedures • Mayor’s Allowance 	<p>The council’s payroll function has been outsourced to the Norfolk Association of Local Councils and has been operated properly and overseen by the council as an employer.</p> <p><i>Comment: There are robust payroll arrangements in place which ensures the accuracy and legitimacy of payments of salaries and wages, and associated liabilities and as such the Council has complied with its duties under employment legislation and has met its pension obligations.</i></p> <p>At period-end Council had eleven employees on its payroll, all which are members of the Local Government Pensions Scheme as operated by Norfolk County Council. For the year ended 31st March 2026, the Town Council’s contributions for those enrolled into the council pension scheme was equal to 22.5% of an employee’s superannuable pay.</p>

	<p>In accordance with Proper Practices, PAYE taxes and employee and employer National Insurance contributions (NIC) are calculated and recorded for every employee. Salaries are paid in accordance with contracted hours worked, appropriate pay scales for staff and as per the relevant staff point on the national NJC scales. The implementation of the recommendations from the staffing review undertaken by Local Council Consultancy (as approved at the meeting of Full Council of 30th July 2025) with changes to contracts approved by the Executive Committee (as approved at the meeting of 3rd September 2025) were included in the September payroll along with the implementation of the 2025 agreement for Local Government Services Pay (as issued by the National Joint Council for Local Government Services). The appointment of a Responsible Financial Officer to replace the Finance Officer and Responsible Financial Officer (previously) was implemented effective 1st October 2025.</p> <p><i>Comment: in accordance with Proper Practices, Council has ensured that the remuneration payable to all employees has been approved in advance by the Council. Minutes of the Executive Committee demonstrate that, under delegated powers, amendments to staff salaries are considered and express permission is granted for amendments to remuneration and matters relating to staff policies.</i></p> <p>Cross-checks were therefore completed on items each of salary, PAYE and pension contributions and reviewed against the relevant pay scales, appropriate tax and NI contributions deduction tables and pension deductions for staff. The verification of net pay to employees was undertaken in relation to the monthly payrolls for November 2025, January and March 2026 and all were found to be in order. The Internal Auditor can also confirm that PAYE taxes, employee and employer National Insurance contributions (NIC) and pension contributions are calculated and recorded for every employee.</p> <p><i>Comment: In accordance with Financial Regulation 11.5 (adopted April 2025), deductions are paid to HM Revenue and Customs and Norfolk Pension Fund on or before the dates prescribed. The total of all such payments is reported in accordance with the adopted regulations.</i></p> <p>Of the samples reviewed, gross pay due is correctly calculated in accordance with the approved spinal point on the NJC scale with the annualized base salary representing the fixed amount of pay each employee receives on a regular basis. The annualized salary allows for more accurate budgeting and forecasting, considering the number of hours an employee is expected to work and their hourly wage. It also provides a</p>
--	--

DISS INTERNAL AUDIT – 2025 – 2026

	<p>more accurate representation of the total compensation due to the council's employees.</p> <p>In accordance with Council's Financial Regulation 11.6 payments to employees and appropriate creditor of the statutory and discretionary deductions are recorded in a separate confidential record with the total of such payments each calendar month reported in the cashbook.</p> <p>Council's re-declaration of compliance with regards to re-enrolment was completed on 24th September 2025 with confirmation that all relevant members of staff had been enrolled into the council provided pension scheme. The Responsible Financial Officer has confirmed that all members of staff had been reassessed for pension auto-enrolment, and that the council was currently compliant with all staff members meeting the threshold and eligibility criteria for auto enrolment having been enrolled in a qualifying pension scheme.</p> <p><i>Comment: in accordance with the council's ongoing duties under the automatic enrolment scheme, the ages and earnings of all staff are monitored every time they are paid to ascertain if they need to be put into a pension scheme. Appropriate measures are in place to manage requests to join or leave the pension scheme, and council ensures accurate records are kept.</i></p> <p>Within the annual budget set is a sum for the Mayor's Allowance. For the year 2025-2026 this was set at £1,500. Expenditure incurred for the year totalled £834.</p> <p><i>Comment: section 15(5) of the LGA 1972 provides that Parish (and Town) Councils may for its Mayor "for the purpose of enabling them to meet the expenses of their office such allowance as the council think reasonable".</i></p> <p>Within the annual budget set is a sum for Member's Allowances. For the year 2025-2026 this has been set at £1,900. Total expenditure incurred for the year under review totalled £520.</p> <p><i>Comment: as previously acknowledged, council is aware that under The Local Authorities (Members' Allowances) (England) Regulations 2003, application of the allowance is limited to members who, unless otherwise specified, are elected members of the parish council.</i></p>
<p>9. Asset control Examination of:</p> <ul style="list-style-type: none"> Asset Register 	<p>The Asset Register is held on a computerised system and covers those items listed under insurance and within the parish council's remit for maintenance and</p>

DISS INTERNAL AUDIT – 2025 – 2026

<ul style="list-style-type: none"> • Checks on existence of assets • Recording of fixed asset valuations • Cross checking on insurance cover • Tenancies 	<p>ownership. The Asset Register as defined in value for the year ending 31st March 2026 stood at £8,342,574.24 (as compared to that of 31st March 2025 £8,388,834.29).</p> <p>At year-end, the register details assets held by the Council which have been defined as Fixed Assets broken down into Assets, Events and Infrastructure (£7,661,092.92), Community Assets Executive (£4,233.59) and Heritage Triangle Project (£677,247.73). In accordance with proper practices, there are appropriate measures in place to allow for the tracking of additions and disposals from the previous year to the current year. Acquisitions for the year totalled £54,729.95 (equipment, fixtures and fittings) whilst disposals totalled £100,990.00 (equipment, fixtures and fittings and fixed terms investment repayment).</p> <p><i>Comment: the council has understood the guidance issued ensuring that it maintains a formal asset register which is routinely updated to record new assets at historic cost price, net of VAT and to remove any disposed of / no longer serviceable assets.</i></p> <p>A spot check of the Asset Register was seen during the Internal Audit Visit and verification is given that the register contains a list of assets against insurance valuations. In some cases, a group of similar items have been included in the fixed asset register. All assets were found to be appropriately insured or where appropriate, self-insured, by the Council. Where assets have been gifted or where there is no known value, assets have been given the proxy value of £1. This value has also been applied to a number of Community Assets, which, in accordance with guidance, are treated in the same manner as gifted assets.</p> <p><i>Comment: This current valuation for assets commonly known as community assets is in line with requirements for smaller authorities to record each asset at its original purchase cost or where the original purchase cost is unknown at the time of first recording on the asset register, a current value is recorded, which acts as a proxy value to the original cost and will remain unchanged until disposal.</i></p>
<p>10. Bank reconciliation. Examination of:</p> <ul style="list-style-type: none"> • Bank Reconciliations • Approval of bank mandate • Bank Balances versus Cashbook • Credit Card Transactions • Monitoring of investments 	<p>Bank reconciliations are completed on a regular basis and reconcile with the cash sheets. Overall, there is regular reporting of bank balances within the detailed financial reports submitted to Council. The importance of bank reconciliations is part of the mechanism by which proper management and monitoring of cash flow enable the Council to confirm the accuracy of its financial transactions at a given point in time.</p> <p>The full reconciliations for the months of April 2025 to March 2026 were made available to the Internal Auditor for full scrutiny. Approval of the bank reconciliation by the authority or an authority nominee is not only good practice but is also a</p>

DISS INTERNAL AUDIT – 2025 – 2026

	<p>safeguard for the Responsible Financial Officer and fulfils one of the authority's internal control objectives. The Audit Log for Bank Reconciliations was reviewed and found to be appropriately signed off.</p> <p>A review of sample of transactions from the cashbooks from the months of November 2025 to March 2026 to across the accounts held by the Council was undertaken to verify the detail held within the cashbooks to that shown on the bank statement. There were no matters arising from the review which suggested that there were errors in the entries and there was no identification of signs of fraud or duplicate entries (for which explanations or corrections were not forthcoming).</p> <p>Council has resolved to bank with Unity Trust, Lloyds Bank Plc and Nationwide Building Society and is aware that these arrangements should be reviewed every two years for security and efficiency.</p> <p><i>Comment: by following a process of diversification, council has sought to reduce its exposure to short-term investments and considered the need for prudent investment in terms of security, liquidity and yield.</i></p> <p>Bank balances on 31st March 2026 agree with the year-end bank statements and demonstrate that Council has ensured that its accounts remain in balance. Overall Council had a year-end balance of £1,182,209.14 across the accounts held in the name of Diss Town Council.</p> <p><i>Comment: Council is aware that, in accordance with Proper Practices, the bank reconciliation is a key tool for management as it assists with the regular monitoring of cash flows which aids decision-making, particularly when there are competing priorities. In accordance with Proper Practices, Council has implemented a system whereby the monthly reconciled bank accounts are presented to the Council appointed Internal Controller ensuring that there is access to not only the reconciliation of the cash book to bank statements but also the underlying background evidence upon which the reconciliation is based.</i></p> <p>Detailed Balance Sheets along with Detailed Profit and Loss Account Reports are also submitted in accordance with the timescales prescribed within council's Standing Orders and form part of the minutes that are retained in hard copy by the council. Spot checks were conducted on the Credit Card statements for the period under review and statements were interrogated to ensure a clear audit trail from point of purchase to allocation on the statement. The account is subject to automatic</p>
--	--

DISS INTERNAL AUDIT – 2025 – 2026

	<p>payment in full at each designated date for the month-end. In accordance with proper practices, credit card transactions are kept as a separate cash book and entered into the bank account. Once the statement is received, the Responsible Financial Officer ensures that the account is reconciled and inter account transfers conducted to clear down the account. The account is reconciled in full monthly.</p> <p><i>Comment: with reference to council’s own Financial Regulation 9.1 (Any corporate credit card or trade card account opened by the Council will be specifically restricted to use by the Clerk, RFO and Facilities & Buildings Manager and any balance shall be paid in full each month), council has ensured that it adheres to the specific control procedure for the use of any payments by a credit card with the limits authorised by the council.</i></p> <p>Council’s adopted investment policy (adopted at the meeting of 11th February 2026) defines the choice of institution and length of deposit to be at the discretion of the Responsible Financial Officer, in consultation with the Chairman of the Executive Committee. The policy defines specified investments as those offering high security and high liquidity, made in sterling and maturation of no more than a year. Such short-term investments made with the UK Government or a local authority or town or parish council will automatically be Specified Investments. Council has no investments that could be regards as long-term investments.</p> <p><i>Comment: council should note the commentary under 4.1 – “The Council will not use long-term investments, defined as greater than 36 months”. Council is advised that Proper Practices defines long-term investments as having a maturity ends date of more than 12 months.</i></p>
<p>11. Internal Audit: Examination of:</p> <ul style="list-style-type: none"> • Reporting of Previous Internal Audit Reports • Review of internal audit • Appointment of internal auditor 	<p>The interim Internal Audit Report along with proposed actions relating to the auditor’s recommendations for the period ending 30th September 2025 was considered at a meeting of full Council on 17th December 2025. Members resolved to accept the contents of the interim internal audit report 2025-26 and to approve the proposed actions as appropriate responses to the internal auditor report’s recommendations.</p> <p>The following recommendations having been considered by Full Council have been fully implemented:</p> <ol style="list-style-type: none"> 1. Compliance with the publication requirements for paragraph 43 of the Transparency Code 2015 2. Review of the level of General Reserves to ensure compliance with paragraph 5.208 of the Practitioners’ Guide 2025

DISS INTERNAL AUDIT – 2025 – 2026

	<ol style="list-style-type: none"> 3. Annual Review of the adopted Reserve Policy 4. Review of the level of Fidelity Guarantee 5. Review of Financial Regulation 1.5 to reflect current staffing arrangements <p><i>Comment: Council has followed guidance which confirms that, in accordance with Proper Practices, the annual review of internal audit should be received and recorded as such by the Council (or delegated committee). Any actions planned from the outcomes of the tests undertaken along with the narrative reports from the Internal Auditors should be the subject of an audit plan detailing actions to be undertaken, members or officers responsible for delivering improvement and deadlines for the completion of the actions.</i></p> <p>As confirmed in the interim internal audit for the year under review, Council approved the appointment of Mrs Waples to act as the Council’s independent internal auditor for the year 2025 – 2026. The audit plan submitted for the Town Council’s review covered the statutory requirements for internal audit in terms of size, scope and current financial arrangements and were deemed to be sufficient and appropriate for the Town Council’s needs. A letter of engagement was provided to the Council detailing the provision of audit services for the year 2025 - 2026 covering the audit work to be conducted in relation to the year ending 31st March 2026. At the meeting of 17th December 2025, following consideration of the letter, members resolved to accept the Internal Audit Engagement of Victoria Waples for the year 2025-2026.</p> <p><i>Comment: Council has understood that it should have a letter of engagement detailing roles and responsibilities for internal audit, audit planning and timing of visits, reporting requirements; access to information; period of engagement and remuneration.</i></p>
<p>12. External Audit Examination of:</p> <ul style="list-style-type: none"> • Reporting of External Audit Report • Publication of final certificate 	<p>The External Audit Report and Certificate for the year ending 31st March 2025 having been received by the Council in September 2025 was submitted to Full Council at its meeting of 15th October 2025. The minutes reflect that the report was received, and it was noted that the notice of conclusion of the audit was announced on 16th September 2025.</p> <p>Members noted the comment from the external auditor: “Section 1, Assertion 5 has been incorrectly completed. Information received from the smaller authority highlights that risk management arrangements were not reviewed and approved by</p>

DISS INTERNAL AUDIT – 2025 – 2026

	<p>the authority during the year. As a result, this assertion should have been answered 'No'."</p> <p><i>Comment: the comment is in relation to the annual review of council's Financial Regulations which took place outside of the year under review. This was noted by Members at the meeting in October 2025 with the minutes confirming that the Financial Regulations were reviewed in April 2025 instead of within the previous financial year. The review has been scheduled for February 2026 to allow contingency.</i></p> <p>There were no other matters which came to the attention of the external auditor that gave cause for concern that relevant legislation and regulatory requirements that have not been met.</p> <p><i>Comment: Council has noted Regulation 20 (in part) which states that the annual audit letter received from the auditor must be considered by the authority and published (including publication on the authority's website) and to permit copies to be purchased.</i></p> <p>The Internal Auditor is able to reconfirm that the external auditor report and certificate along with the conclusion of the external audit have been published on the Council's website. Details as to how copies may be purchased have also been included.</p> <p><i>Comment: in order to comply with the Regulation 16 of the Accounts and Audit Regulations 2015, Council has demonstrated that it is aware that, as soon as it is reasonably practical after the conclusion of the audit, it should publish a statement saying that the audit has been concluded, giving the details of the public's rights of inspection under section 25 of the 2014 Act (Local Audit and Accountability Act 2014) and saying where and when those rights may be exercised.</i></p>
<p>13. Period for the Exercise of Public Rights set in accordance with the Audit & Accounts Regulations of 2015</p> <p>Examination of:</p> <ul style="list-style-type: none"> • Dates set • Minuting of dates set 	<p>Members approved the dates for the period of public rights and the publication of the unaudited Annual Governance and Accountability Return (AGAR) at the council meeting of 18th June 2025. The internal auditor is able to confirm that the notice of the public rights was seen on the website and can confirm that the dates set were 23rd June to 1st August 2025 with the notice being dated 20th June 2025.</p> <p><i>Comment: Council has evidenced, by the notice on the website, the period for the exercise of public right; details of the way the documents can be inspected; the name and address of the external auditor and the provisions as contained under section 25 and section 27 of the Act.</i></p>
<p>14. Publication requirements been met in accordance with the Audit & Accounts Regulations of 2015.</p>	<p>The Internal Auditor is able to confirm that the Council has complied with the requirements of the Accounts and Audit Regulations 2015 for smaller authorities</p>

DISS INTERNAL AUDIT – 2025 – 2026

<p>Examination of:</p> <ul style="list-style-type: none"> • Publication requirements 	<p>with income and expenditure exceeding £25,000 and published the following for the year 2025 - 2025 on a public website: Section 1 – Annual Governance Statement of the AGAR Section 2 – Accounting Statements of the AGAR Section 3 – The External Auditor Report and Certificate Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015. Notice of Conclusion of Audit Section 3 – External Auditor Report and Certificate Sections 1 and 2 of the AGAR as audited.</p>
<p>15. Year-End Accounting Procedures</p> <p>Examination of:</p> <ul style="list-style-type: none"> • Appropriate accounting procedures used • Bank Statements and Cash Book agree • Debtors and Creditors properly recorded 	<p>Accounts are produced on an income and expenditure basis. All were found to be in order. There is a full underlying financial trail from financial records to the accounts produced. Debtors and creditors have been properly recorded, and the Responsible Financial Officer has continued to ensure that the Council’s accounting software contains and records details on its assets and liabilities including the asset and investment register and other debts.</p> <p>Year-end balances agree with cash book and bank reconciliations: Trade Debtors: £6,653.74 VAT Account: £9,845.07 Prepayments: £5,774.35 Bank Accounts: £1,182,209.14 Trade Creditors: £1,361.48 Credit Card Creditor: £323.72 Receipts in Advance: £4,929.16 Represented by: Total Reserves: £1,197,867.94</p> <p>As is recognised, council using a proprietary accounting software will be able to accurately track transactions that will allow for comparisons over differing accounting periods.</p> <p><i>Comment: Council is aware that its balance sheet provides a snapshot at a given point in time of the council’s net worth thereby identifying its assets and liabilities and that year-end procedures allow the Council to ascertain the result of either a surplus or a deficit for the year under review.</i></p> <p>Following the meeting of 22nd April 2026, council agreed to the year-end reserve transfers, to ensure that it secured provisions for the maintenance of council owned</p>

DISS INTERNAL AUDIT – 2025 – 2026

	<p>properties. Prior to year-end adjustments, the Income and Expenditure Account showed a closing balance surplus of £533,089. Year-end adjustments were approved to align the General Reserve balance to the General Fund provisions of £358,352.54 thereby bringing the Earmarked Reserve Balance to £839,515.40 (total reserves being £1,197,867.94).</p>
<p>16. Exemption from a Limited Assurance Review during the year 2024-2025.</p>	<p>As Council is a smaller authority with gross income and expenditure exceeding £25,000 it could not claim exemption from a limited assurance review.</p>
<p>17. Digital and Data Compliance. Examination of:</p> <ul style="list-style-type: none"> • Email Management – use of secure e-mail systems • Compliance with the Website Accessibility Regulations 2018 • Compliance with Freedom of Information Act 2000 • Compliance with Transparency Code 2015 • Compliance with the General Data Protection Regulations • Adoption of IT Policy • Publication of Cookie Notices on Website 	<p>Assertion 10 has now been added to clarify data compliance (previously covered under Assertion 3). To warrant a positive response, the authority needs to have taken the following actions:</p> <ul style="list-style-type: none"> • Have a generic email account hosted on an authority owned domain • Meet the Web Content Accessibility Guidelines 2.2 AA and the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018. • Must publish documentation as specified in the Freedom of Information Act 2000 and the Transparency code for smaller authorities (where applicable). • Must follow both the General Data Protection Regulation (GDPR) 2016 and the Data Protection Act (DPA) 2018. • Must process personal data with care and in line with the principles of data protection. • Must have an IT policy. <p>Council currently operates with the website https://www.diss.gov.uk/ with the authority owned domain name supporting a secure and digitally managed email system for staff and councillors. Council has adhered to the guidance contain within proper practices which recommends that a GOV.UK domain name be used to support council’s official email accounts for officers and councillors. In accordance with guidance issued, the RFO is able to add and remove member and staff email accounts via the Council’s nominated IT company.</p> <p>The Council has published a website accessibility statement on the council operated website (https://www.diss.gov.uk/website-accessibility-statement) detailing the technical information of the website along with the methods used for testing the website; the steps being taken to improve accessibility and how the site is being improved to ensure that content meets the Web Content Accessibility Guidelines.</p>

	<p>The statement seen above references the standards of the Web Content Accessibility Guidelines (WCAG 2.2 Level AA).</p> <p><i>Comment: Diss Town Council has produced a statement which details why the website is partially compliant with the Web Content Accessibility Guidelines version 2.2 AA standard giving reasons for the non-accessible content.</i></p> <p>The council’s Website Accessibility Statement states that the website was last tested in December 2025. It was prepared following testing of the website using https://wave.webaim.org/ according to WCAG 2.2 AA standards which will guide the Council’s long-term audit and improvement plans. The main structural and design elements of the site were found to be WCAG 2.2 AA standard compliant on that date, although some documents linked to the site were not compliant.</p> <p><i>Comment: Council is aware that the statement should be kept under regular view (Section 5.123 of the Practitioners’ Guide 2025) and applicable amendments incorporated with regards to non-accessible documents and points of contact).</i></p> <p>As a Data Controller, all local authorities are required to register with the Information Commissioner’s Office (ICO) in accordance with Data Protection Legislation.</p> <p>The Freedom of Information Act requires every public authority to have a publication scheme, approved by the Information Commissioner’s Office (ICO), and to publish information covered by this scheme. Council has such a scheme, which sets out the Council’s commitment to make certain classes of information routinely available, such as policies and procedures, minutes of meetings, annual reports and financial information and is annually updated. The next review of the Scheme is due in September 2026.</p> <p>The Local Government Transparency Code 2015 requires all Parish Councils to publish data if they have a gross annual income or expenditure exceeding £200,000. The Code specifies how frequently data is to be published, be it quarterly, annually, or once only, but in many cases encourages more frequent publication. For Diss Town Council, the transparency code requirements include the publication of quarterly reporting of spending transactions valued over £500; quarterly reporting of invitation to tender for contracts over £5,000; quarterly publication of details of every transaction on a government procurement card; the annual reporting of organisational charts; annual reporting of details of remuneration and job title of certain senior employees whose salary is at least £50,000; annual reporting of all</p>
--	---

grants made to voluntary, community and social enterprise organisations and the annual reporting of the location of public land and assets. Appendix A of the Local Government Transparency Code 2015 (published February 2015) provides further details of all information to be published along with relevant timescales.

Comment: the Town Council has ensured compliancy with the minimum datasets that should be published on a quarterly basis as per the requirements as set out in the Local Government Transparency Code (2015), with a range of documents relating to the current year being able to view on the Council's website.

Council has continued with ensuring compliancy with the General Data Protection Regulations (GDPR) and within its suite of policies, provides clear responsibilities and obligations of the Council in respect of the collecting, using and protecting of personal information in accordance with the provisions of the GDPR. Appropriate Data Protection policies and procedures are in place along with the lawful basis for the processing of data covered by the regulations as well as policies that deal with the effective management of its records thereby demonstrating that the Council has acted in compliance with its legal and regulatory obligations. The Council's Data Protection and Data Retention Policy, which was able to view on the website, details the framework that the public can expect for the handling of requests from individuals who have the right to know what data is held on them, why the data is being processed and whether it will be given to any third party and the periods for the retention of such data. Contained within this document are also procedures for data breaches and subject access requests.

Comment: in accordance with best practice, council has ensured that all policies relating to record management also include a review of council documentation on an annual basis. Council is aware that regular policy reviews are essential to ensure that each policy remains effective, compliant and responsive to changing circumstances.

During the year under review, the Council commission an independent and expert Data Protection Officer to undertake a one-off data audit to ensure it is complying with the General Data Protection Regulations. At the meeting of the Executive Committee of 3rd December 2025, Data Protection Members reviewed the outcomes of the data protection audit noting the areas for actioning within the Red, Yellow and Green risk areas along with timescales for such action. It was noted that progressed will be regularly reviewed via a progress report. Councillors are also requested to complete General Data Protection Awareness and a training session on the GDPR is to be undertaken by all staff and councillors.

DISS INTERNAL AUDIT – 2025 – 2026

	<p><i>Comment: in ensuring that all staff and councillors undergo regular training on data protection principles and practices, council has noted one of the requirements (paragraph 5.124) to warrant a positive response to Assertion 10 – Digital and data compliance.</i></p> <p>Council has a Communications Policy which covers the use of a variety of mediums for active community engagement and should be read in conjunction with Council’s Computer, Email and Internet Policy.</p> <p><i>Comment: council might wish to review bothy policies ensuring that each policy provides clarity on the use of IT equipment for authority business which explains how all involved with the authority - clerks, members and other staff - should conduct authority business in a secure and legal way when using IT equipment and software. This should also relate to the use of authority-owned and personal equipment.</i></p>
<p>18. Responsibilities as a Trustee</p> <p>Examination of:</p> <ul style="list-style-type: none"> • Council’s role and responsibilities under Charity’s Acts • Submission of returns to Charity Commission 	<p>The Council acts as a sole trustee for the Diss Surveyor’s Allotment Charity (Charity Number 293613) with the Trust Document stating that the charitable objects are for any charitable purpose for the general benefit of the inhabitants of the parish of Diss. The Council holds separate meetings to discuss matters covering the allocation and release of funds with accounts covering the Trust’s transactions and assets being held and filed in accordance with the trust’s documents. The accounts for the year ending 31st March 2025 were approved by the Trustees of the Charity at a meeting on 16th June 2025. The Charity Commission’s Register of Charities confirms that the annual update for 31st March 2025 was received by the Commission on 24th October 2025 and that reporting requirements are currently up to date. The accounts to 31st March 2026 were produced in draft form for internal audit review and are to be submitted to and approved at a meeting of the Trustees of the Charity during the coming year. The Trustees have a clear policy for the allocation of funds, and the release of funds is considered at appropriately convened meetings. It is confirmed that the council has discharged all its responsibilities with regards to the trust’s finances.</p>
<p>19. Additional comments.</p> <p>Examination of:</p> <ul style="list-style-type: none"> • Annual Meeting • Election of Chair (Mayor) and signing of Declaration of Acceptance of Office • Code of Conduct • Register of Interests • Review of Terms of Reference for Standing Committees 	<p>Council held its Annual Meeting of the Council on 21st May 2025 at which the Mayor for the Municipal Year 2025-2026 was elected as the first item on the agenda, in accordance with legislation. The meeting also covered the election of the Council Leader for the remainder of the term until November 2027.</p> <p>In accordance with section 83(4) of the 1972 Act, Council has ensured that all Councillors, on being elected to office, including that of Mayor have signed a declaration of acceptance of office in the presence of another councillor or the clerk. Evidence was seen on the Council’s website of a link to the Register of Interests for all serving members of the Council.</p>

DISS INTERNAL AUDIT – 2025 – 2026

- **Minutes**
- **Openness of Local Government Bodies Regulations 2014**
- **Cookie and Disclaimer Notices on Websites**

At its meeting of 16th March 2022, Council resolved to adopt the Model Councillor Code of Conduct 2020 as produced by the Local Government Association (LGA) for the purposes of discharging its duty to promote and maintain high standards of conduct within its area. Council has also noted guidance that the Code, once adopted, should be published on the Council's website.

In accordance with the adopted Code of Conduct, all members of a council are required by law to complete a register of interests form to provide details of any interests that might give rise to a conflict of interest, when undertaking their duties as a councillor. The register of interests for all serving councillors was able to be view on the District Council's website with a direct link from that of the Town Council's website.

Council reviewed and approved membership of the committees and appointments to outside bodies at the Annual Council Meeting of 21st May 2025 there were no amendments to the previously approved terms of reference for the standing committees.

In accordance with the Local Government Act 1972 Schedule 12 para 41 (1), Council is aware that the loose-leaf minutes and associated documents of the council should be initialled and signed by the person chairing the meeting at the time of signature which ensures their lawful providence. During the year under review, at each meeting the Council has approved the minutes and given further approval for the minutes to be so signed.

The Openness of Local Government Bodies Regulations 2014 were enacted on 5th August and came into force on 6th August 2014. These regulations allow for the filming and recording of Council meetings (and other specified public bodies) and provide for access to records (e.g. of decisions made by officers). Council's Staff have reviewed the provisions of the 2014 Regulations to ensure that, by publishing a range of information online, the council is compliant with the provisions of the 2014 Act. The rules on cookies are covered by the Privacy and Electronic Communications Regulations 2003 (PECR). PECR also covers the use of similar technologies for storing or accessing information. The ICO is responsible for enforcing these rules and recommends that organisations have clear and comprehensive information about the way they use cookies and ensure that for any cookie not strictly necessary for

DISS INTERNAL AUDIT – 2025 – 2026

	their website, they give you an appropriate means of consenting to that cookie being set on your device. Council has adopted and uploaded a cookie policy which can be accessed through a link at the bottom of the website detailing the reasoning behind the use of cookies and the types of cookies used.
--	--

Date of Internal Audit Visits during the year: 21.10.2025 and 07.05.2026

Date of Year-end Internal Audit Report: 10.05.2026

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

DRAFT

Annual Internal Audit Report 2025/26

DISS TOWN COUNCIL

ENTER PUBLIC WEBSITE ADDRESS www.diss.gov.uk

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> None Met
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Asset and investments registers were complete and accurate and properly maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Periodic bank account reconciliations were properly carried out during the year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N. The authority has complied with the publication requirements for 2024/25 AGAR (see AGAR Page 1 Guidance Notes).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
P. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

21/10/2025 07/05/2026

V. WAPLES

Signature of person who carried out the internal audit

SIGNATURE

Date

07/05/2026

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

DISS TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	✓		<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	✓		<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</i>

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLIC WEBSITE ADDRESS www.diss.gov.uk

Section 2 – Accounting Statements 2025/26 for

DISS TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
1. Balances brought forward	756,083	949,136	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	668,148	717,191	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	271,779	241,829	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	365,515	382,741	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	41,007	27,589	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	340,352	299,958	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	949,136	1,197,868	Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	938,337	1,182,209	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	8,388,834	8,342,574	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	41,027	13,994	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	✓		For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.

SIGNATURE REQUIRED

DD/MM/YYYY

Date

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Smaller authority name: **Diss Town Council**

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION
OF UNAUDITED ANNUAL GOVERNANCE &
ACCOUNTABILITY RETURN**

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2026

Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)

NOTICE

1. Date of announcement Friday 24th May 2026

2. Each year the smaller authority's Annual Governance and Accountability Return (**AGAR**) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited **AGAR** has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.

Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2026, these documents will be available on reasonable notice by application to:

Mrs Sarah Villafuerte-Richards

commencing on Wednesday 3rd June 2026

and ending on Tuesday 14th July 2026

3. Local government electors and their representatives also have:

- The opportunity to question the appointed auditor about the accounting records; and
- The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority.

The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.

4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2024. The appointed auditor is:

PKF Littlejohn LLP (Ref: SBA Team)
30 Churchill Place
London E14 5RE
(sba@pkf-1.com)

5. This announcement is made by Mrs Susan Hurst - Responsible Finance Officer

DISS TOWN COUNCIL



11-12 Market Hill,
Diss, Norfolk, IP22 4JZ.
Telephone and Fax: (01379) 643848
Email: towncouncil@diss.gov.uk
Website: www.diss.gov.uk

Application for Co-Option

1. Name Paul Wilson

Address [REDACTED], DISS

.....

..... Postcode IP22 [REDACTED]

Telephone..... Mobile... [REDACTED]

Email... [REDACTED]

2. Please provide a brief description of the nature of your employment throughout your working life and any skills, training or experience you have which may be useful to the Council:

Mainly retail (newsagents) from sales assistant to
evening supervisor, print production technician to
graphic design and website administration/management.
AAT Level 2 (Accounting)

3. Please explain your interest in Diss and why you would be interested in becoming a Councillor:

Having lived in Diss for 13 years, I feel now is the right time to
become more involved with the community. I care about the
town and the people who live here. As a councillor, I
would be approachable, committed, and willing to listen.
I want to help make positive improvements in Diss.

4. Please list any other voluntary or community work that you are currently or have previously been involved in:

Member of Diss round table, volunteer crew for
Anime League (video game and anime comic con) in
London and Norwich.

5. Please provide any other information that you feel may be of interest to the Council in considering your application for co-option:

.....
.....
.....
.....

Please also complete the nomination papers attached and arrange for two current members of Diss Town Council to propose and second your application.

Thank you for taking the time to complete this application form. Once received, applicants will meet the Town Clerk and a Council member to go through the application and answer any questions relating to becoming a Diss Town Councillor.

Applications for co-option will be considered by Full Council. You are welcome to attend this meeting (all meetings of Council are open to the public) and if co-opted will be invited to join members at the table.

DISS TOWN COUNCIL



Co-Option of a Town Councillor Nomination Paper

I would like to be considered for co-option as a Councillor with Diss Town Council. I understand that I must seek nomination by two existing town councillors (one to nominate me and one to second the nomination). The period of service is from the date of co-option to the next local government parish elections or until you stand-down or are no longer eligible to hold the office of councillor.

Candidate

Surname	WILSON
Other names in full	PAUL EDWARD LITTLEWOOD
Title (please delete as appropriate)	Mr / Mrs / Miss / Other (please state)
Home address in full	[REDACTED] DISS, NORFOLK
	Postcode: IP22 [REDACTED]

Proposer

I, JAKUBZWA SHAVA (print name) being a serving Member of Diss Town Council do hereby PROPOSE the above-named individual for the vacancy of councillor with Diss Town Council.

[Signature]
Signed

22/04/2026
Date

Second

I, Declan Craggs (print name) being a serving Member of Diss Town Council do hereby SECOND the proposal for the above-named individual to be co-opted to fill the vacancy of councillor with Diss Town Council.

[Signature]
Signed

29/4/26
Date

Nomination papers MUST be delivered to the Clerk of the Council at the Council Offices, 11-12 Market Hill, Diss, Norfolk, IP22 4JZ

For office use only

No. of Nomination Paper (in order of delivery)	Date Delivered	Hour Delivered	Received by:

Candidate's Consent to Nomination

I hereby consent to my nomination as a candidate for co-option as a councillor with Diss Town Council. I declare that on the day of my nomination I qualify for co-option.

To be eligible for co-option as a Diss Town Councillor you must satisfy certain criteria. You must satisfy both a and b below and at least one of the options c. to f.

I confirm that (please tick **all** which apply to you):-

a. I am 18 years of age or over	<input checked="" type="checkbox"/>
b. I am a British citizen or a citizen of the Commonwealth or a citizen of any other member state of the European Union	<input checked="" type="checkbox"/>
c. I am registered as a local government elector for the Town at this address (give address)	<input type="checkbox"/>
d. I have, during the whole of the twelve months preceding my application occupied, as owner or tenant, land or other premises in the Town (give address)	<input type="checkbox"/>
e. My principal or only place of work during those twelve months has been in the Town (give details and address)	<input type="checkbox"/>
f. I have during the whole of those twelve months resided in the Town or within three miles of it (give address) [REDACTED] Diss, IP22 [REDACTED]	<input checked="" type="checkbox"/>

Under Section 80 of the Local Government Act 1972 there are some reasons why a person is disqualified from being a Town Councillor, including these reasons:

I confirm that (please tick **all** which apply to you):





i.	I am not employed by the Town Council or hold paid office under the Town Council;	<input checked="" type="checkbox"/>
ii.	I am not employed by an entity controlled by the Town Council;	<input checked="" type="checkbox"/>
iii.	I am not the subject of a bankruptcy restrictions order or an interim bankruptcy restrictions order or a debt relief restrictions order or an interim debt relief restrictions order;	<input checked="" type="checkbox"/>
iv.	I have not within the last five years, been convicted in the UK, Channel Islands or Isle of Man of any offence and been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine;	<input checked="" type="checkbox"/>
v.	I am not otherwise disqualified under Part III of the Representation of the People Act 1983 (relating to corrupt or illegal electoral practices and offences relating to donations) or the Audit Commission Act 1998.	<input checked="" type="checkbox"/>

Use of Personal Information

The Council will use the information provided on this form to assess your eligibility to be co-opted as a Town Councillor. The information will be treated as confidential by the Council and Councillors and will not be retained after the co-option meeting unless your application is successful, when it will be destroyed after your resignation from Council.

Declaration & Consent (please tick all which apply to you):-

I have read the section entitled 'Use of Personal Information' and by signing this form I consent to the use and disclosure of my information included in this application form.	<input checked="" type="checkbox"/>
I will complete a Declaration of Acceptance of Office, Declaration of Interests form, and I will comply at all times with the Council's Code of Conduct.	<input checked="" type="checkbox"/>
I declare the information given on this form to be true and correct.	<input checked="" type="checkbox"/>

Signature  Name (BLOCK CAPITALS) Paul Wilson
 Address  Diss IP22 
 Email Address 
 Date of signature: 30/4/26

I declare that to the best of my knowledge and belief I am not disqualified from being co-opted by reason of any disqualification set out in section 80 of the Local Government Act 1972 and that the information supplied above is accurate. I understand that by providing misleading or inaccurate information, my nomination may be disqualified.


 Signed

30/4/26
 Date

Committee Membership 2026/27

Assets & Infrastructure Committee	Quarterly	Minimum of 3	Declan Craggs (ex-officio) Catherine Dente (Chair) Sue Kiddie Tina Knights Junior Shava Liz Sinfield (Vice-Chair) Jim Welch	5
Executive Committee	Quarterly	Minimum of 3	Declan Craggs (Vice-Chair) (ex-officio) Tina Knights Richard Peaty (Chair) Junior Shava Liz Sinfield	3
Planning Sub-Committee	As Required	Minimum of 3	Declan Craggs (ex-officio) Catherine Dente (Vice-Chair) Adrian Kitchen Richard Peaty Jim Welch	5
Events Sub-Committee	As Required	Minimum of 3	D. Craggs (ex-officio), C. Dente (Chair), T. Knight, T. Shava L. Sinfield (Vice-Chair), S. Brazier, M. Cotton, E. Forsdyke, J. Grint, K. Jaynes, R. Ludkin, G. Pagan, B. Rogers, S. Villafuerte-Richards, G. Waterman, P. Wilson	16
Neighbourhood Plan Monitoring & Review Group	Quarterly	2	Richard Peaty (Chair of Planning) Catherine Dente (Vice-Chair of Planning)	2



DELEGATIONS TO OFFICERS

Specific delegations to the Town Clerk

1. The following list of delegations to the Town Clerk may be further delegated to Council staff at the discretion of the Town Clerk.
 - a. To carry out the functions of the Proper Officer under the Local Government Act 1972; to arrange and call meetings of the Town Council and its committees and sub-committees; and to implement decisions thereof.
 - b. The general management of the Council's services in accordance with the policies determined by the Council and its committees, including dealing with correspondence, handling complaints and requests for information and complying with relevant health and safety regulations.
 - c. To monitor compliance with data protection legislation.
 - d. The management and letting of the Town Council's facilities in accordance with Council's agreed policies.
 - e. The development of new and revision of existing arrangements for the improved management of Council providing the estimated cost has been included in the current revenue budget.
 - f. The determination of the use of existing office accommodation, the purchase of equipment and the authorisation of repairs and maintenance to all buildings and equipment within the financial limit of the current revenue budget.
 - g. The appointment, management and development of employees' subject to Council's approved policies.
 - h. The exercise of virement¹ within a committee's budget, according to need & in association with the Responsible Finance Officer.
2. The Council may further delegate actions to the Town Clerk in consultation with the appropriate committee Chairman. Such delegation will be clearly minuted and revised accordingly.

¹ Transfer of monies between budget headings

Delegations to the Responsible Financial Officer

1. To be and carry out the functions of the Responsible Financial Officer under the Local Government Act 1972 s151, including managing the Council's accounts, internal audit and the budget preparation for the forthcoming year;
2. To make arrangements to pay the salaries of employees of the Council.

Approved at the Full Council meeting on 21st May 2025.



Diss Town Council

STANDING ORDERS

*These Standing orders are based on the 2025 update to Model Standing Orders 14 and 18 by the National Association of Local Council (NALC). **The latest official NALC Model Standing Orders remain the April 2025 update and there have been no subsequent formal revision published by NALC since then.***

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council, but standing orders may refer to them.

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

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer. Model financial regulations are available to councils in membership of NALC.

Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. It is NALC's view that all model standing orders will generally be suitable for councils.

For convenience, the word “councillor” is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights. Model standing orders use gender-neutral language (e.g. “Chair”).

A model standing order that includes brackets like this ‘()’ requires information to be inserted by a council. A model standing order that includes brackets like this ‘[]’ and the term ‘OR’ provides alternative options for a council to choose from when determining standing orders.

1. RULES OF DEBATE AT MEETINGS.....	4
2. DISORDERLY CONDUCT AT MEETINGS.....	5
3. MEETINGS GENERALLY	6
4. COMMITTEES AND SUB-COMMITTEES.....	8
5. ORDINARY COUNCIL MEETINGS	9
6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES	11
7. PREVIOUS RESOLUTIONS	11
8. VOTING ON APPOINTMENTS.....	11
9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER.....	12
10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE	12
11. MANAGEMENT OF INFORMATION.....	13
12. DRAFT MINUTES.....	14
13. CODE OF CONDUCT AND DISPENSATIONS	14
14. CODE OF CONDUCT COMPLAINTS	15
15. PROPER OFFICER.....	15
16. RESPONSIBLE FINANCIAL OFFICER	17
17. ACCOUNTS AND ACCOUNTING STATEMENTS.....	17
18. FINANCIAL CONTROLS AND PROCUREMENT	18
19. HANDLING STAFF MATTERS.....	19
20. RESPONSIBILITIES TO PROVIDE INFORMATION.....	19
21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION	19
22. RELATIONS WITH THE PRESS/MEDIA	20
23. EXECUTION AND SEALING OF LEGAL DEEDS	20
24. COMMUNICATING WITH DISTRICT AND COUNTY COUNCILLORS.	20
25. RESTRICTIONS ON COUNCILLOR ACTIVITIES.....	20
26. STANDING ORDERS GENERALLY	21

1. **RULES OF DEBATE AT MEETINGS**

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

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

2. **DISORDERLY CONDUCT AT MEETINGS**

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If a person(s) disregards the request of the chair of the meeting to moderate or

improve his / her conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.

- c If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a Councillors are expected to read the agenda packs in advance of the meetings and bring to the attention of the Clerk any queries relating to agenda items prior to the start of the meeting.
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed twenty minutes unless directed by the chair of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than five minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
- i A person shall raise their hand when requesting to speak and stand when

speaking (except when a person has a disability or is likely to suffer discomfort) at meetings of Full Council. The chairman of the meeting may at any time permit a person to be seated when speaking.

j A person who speaks at a meeting shall direct their comments to the chair of the meeting.

k Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.

● l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**

● m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**

● n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**

● o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Council Leader.**

● p **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Council Leader if present, shall preside. If both the Chair and the Council Leader are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**

● q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**

● r **The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not he gave an original vote.**

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.

● s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question. Such a request shall**

be made before moving on to the next item of business on the agenda.

- t The minutes of a meeting shall include an accurate record of the following:
- i. the time and place of the meeting;
 - ii. the names of councillors who are present and the names of councillors who are absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and
 - vii. the resolutions made.

● u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.**

● v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.

● w **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

x A meeting shall not exceed a period of two hours.

4. COMMITTEES AND SUB-COMMITTEES

a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**

b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**

c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-**

councillors.

- d The Council may appoint standing committees or other committees as may be necessary, and:
- i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer one day before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
 - ix. shall determine if the public may participate at a meeting of a committee;
 - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
 - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
 - xii. may dissolve a committee or a sub-committee.

5. ORDINARY COUNCIL MEETINGS

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **The annual meeting of the Council shall take place at 7.15pm.**

- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chair / Town Mayor and Council Leader.**
- f **The Town Mayor, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**
- g **The Council Leader, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Town Mayor at the next annual meeting of the Council.**
- h **In an election year, if the current Town Mayor has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Town Mayor has been elected. The current Town Mayor shall not have an original vote in respect of the election of the new Town Mayor but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Town Mayor has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Town Mayor has been elected. He may exercise an original vote in respect of the election of the new Town Mayor and shall give a casting vote in the case of an equality of votes.**
- j Following the election of the Town Mayor and Council Leader of the Council at the annual meeting, the business shall include:
 - i. **In an election year, delivery by the Town Mayor and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Town Mayor of their acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - iv. Review of the terms of reference for committees;
 - v. Appointment of members to existing committees;
 - vi. Appointment of any new committees in accordance with standing order 4;
 - vii. Review and adoption of appropriate standing orders and financial regulations;
 - viii. Review of representation on or work with external bodies and arrangements for reporting back;
 - ix. In an election year, to make arrangements with a view to the Council becoming

eligible to exercise the general power of competence in the future;

- x. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (see also *standing orders 11, 20 and 21*);
- xi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

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

7. PREVIOUS RESOLUTIONS

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

8. VOTING ON APPOINTMENTS

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

9. **MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER**

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least seven clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least five clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. **MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE**

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;

- vii. to proceed to the next business on the agenda;
- viii. to require a written report;
- ix. to appoint a committee or sub-committee and their members;
- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

11. **MANAGEMENT OF INFORMATION**

See also standing order 20.

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

12. **DRAFT MINUTES**

- Full Council meetings ●
- Committee meetings ●
- Sub-committee meetings ●

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chair of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but this view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. **CODE OF CONDUCT AND DISPENSATIONS**

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless s/he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. S/he may return to the meeting after it has considered the matter in which he had the interest.
- c Unless s/he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council’s code of conduct. S/he may return to the meeting after it has considered the matter in which s/he had the interest.

- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- f Subject to standing orders 13(d) and (e), a dispensation request shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required and that decision is final.
- g **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. **it is otherwise appropriate to grant a dispensation.**
- h All dispensation requests shall be considered in accordance with the Council's adopted Dispensation Procedure.

14. **CODE OF CONDUCT COMPLAINTS**

- a **Upon notification by the Principal Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him/ her. Such action excludes disqualification or suspension from office.**

15. **PROPER OFFICER**

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:

- i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
 - **serve on councillors by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least five days before the meeting confirming their withdrawal of it;
- iii. convene a meeting of the Council for the election of a new Town Mayor, occasioned by a casual vacancy in their office;
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Lead;
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed; (*see also standing order 23*);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record electronically every planning application notified to the Council and the Council's response to the local planning authority;

- xv. determine, in consultation with the relevant Chairman, whether a planning application received by the Council is required to be considered by committee and, if necessary, to call a meeting of the relevant committee;
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council which shall not be used without a resolution to that effect (*see also standing order 23*).

16. RESPONSIBLE FINANCIAL OFFICER

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

17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a “Proper practices” in standing orders refer to the most recent version of “Governance and Accountability for Local Councils – a Practitioners’ Guide”.
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council’s financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council’s income and expenditure for each quarter;
 - ii. the Council’s aggregate income and expenditure for the year to date;
 - iii. the balances held at the end of the quarter being reported and
 - iv. a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council’s income and expenditure for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council income and expenditure for the year to 31 March. A completed draft Annual Governance and Accountability Return shall be presented to each councillor with the Full Council agenda for the scheduled meeting held in June. The annual governance and

accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. **FINANCIAL CONTROLS AND PROCUREMENT**

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value above £30,000 due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - iv. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - v. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- d. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

- e. **Where the value of a contract is likely to exceed the threshold specified by the Government, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

19. HANDLING STAFF MATTERS

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

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

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

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 11.

- a The Council may appoint a Data Protection Officer.

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

22. **RELATIONS WITH THE PRESS/MEDIA**

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

23. **EXECUTION AND SEALING OF LEGAL DEEDS**

See also standing orders 15(b)(xii) and (xvii).

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

24. **COMMUNICATING WITH DISTRICT AND COUNTY COUNCILLORS**

An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council representing the area of the Council.

25. **RESTRICTIONS ON COUNCILLOR ACTIVITIES**

- a Unless duly authorised no councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect;
or
 - ii. issue orders, instructions or directions.

26. **STANDING ORDERS GENERALLY**

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

These Standing Orders were formally ADOPTED by Diss Town Council at its meeting held on 20th May 2026.

S Villafuerte-Richards

TOWN CLERK

Councillor D Craggs

TOWN MAYOR



Diss Town Council representatives on local organisations from 2026

1. The Town Council maintains links with local community organisations 'working for the benefit of the community of Diss' through the appointment of serving councillors to these bodies.
2. The following table provides a list of organisations with whom the Council has historically had links or who have requested Town Council representation.
3. When attending meetings on behalf of the Council, representatives need to ensure that they are fairly representing the Council, themselves and the organisation to which they have been appointed. At all times, appointed representatives should seek to avoid bringing the Council into disrepute and must abide by the Council's adopted Code of Conduct.
4. In addition, representatives must ensure that they act in accordance with the governing document for that organisation.
5. When attending meetings representing the Council and voting (where voting rights have been granted), the representative must only vote as directed by a resolution of Council. If the Council has not provided direction on how to vote, then the representative must abstain from voting.
6. Appointed representatives are expected to report to all members and the Clerk a minimum of twice per year on the activities of the affiliated organisation. Reports should be disseminated via email in September and March. Where decisions of Council are required, the relevant Committee Chair, Council Leader or Town Mayor and Clerk will determine whether the item should be included as an agenda item.

Approved on 21st May 2025 by Full Council.

Councillor representatives for local organisations

No.	Organisation	No. of Reps	Representative(s)	Substitute(s)	Notes
1	Diss Surveyors Allotment Charity	14	All Town Councillors as Trustees	N/A	
2	The Diss Heritage Trust	1	Town Mayor	Assets & Infrastructure Committee Chair	
3	Citizens' Advice Diss & Thetford	1	Town Mayor	Council Leader	Each year CA invites Mayor of Diss to become its President during their year of office.
4	Diss Museum	1	Cllr Peaty (already Trustee)		
5	Diss Parochial Charity	4	TBC & Mrs Janet Blight	N/A	The Town Council appoints two Trustees every other year for a period of four years, with effect from 1st August.
6	Diss Town Guide Committee	2	Assets & Infrastructure Committee Chair	Assets & Infrastructure Committee Vice-Chair	No DTC Rep for the last two meetings
7	Diss Medical Centre	4	Assets & Infrastructure Committee Chair	Assets & Infrastructure Committee Vice-Chair	No one attended recently
8	Diss High School	1	TBC	Assets & Infrastructure Committee Vice-Chair	
9	Primary Schools	1	Cllr Craggs (Town Mayor)	Assets, Infrastructure & Events Committee Vice-Chair	Cllr Craggs is Governor to Diss Infant & Junior School
10	Diss and District Allotment Holders Association	1	Cllr Sinfield	Assets, Infrastructure & Events Committee Chair	
14	Diss Business Forum	4	Executive Chair	Executive Vice-Chair	
	Fair Green Neighbourhood Association	4	TBC	Assets,	

<https://disstowncouncil.sharepoint.com/sites/DTCDoc/Shared Documents/Office Admin/Outside Organisations/Reps on Outside Bodies/Council Representatives on Other Bodies 2026.doc>

12				Infrastructure & Events committee rep	
13	Diss Corn Hall Trust	1	Executive Chair	Executive Vice-Chair	Added 2025
14	Diss & District Royal British Legion	1	Cllr Kitchen?	TBC	Considered 2025

DISS COMMUNITY WOODLAND PROJECT

Summary of proposals for

BOMBARD COPSE

Denmark Lane
Diss/Roydon

A – remove existing tree guards*

A – B establish standards within existing hedge and remove tree guards*

C – D remove timber fencing but keep concrete posts as boundary markers*

D – F remove chain link but keep posts*

C – G New gravelled cycle/footpath in place of the current informal paths shown in grey.

G & E New dropped kerbs*

H– existing ‘bombard’ to be enhanced with seating and interpretation board

Area each side of the new path to be cleared and opened up, retain (and enhance) ground cover in corners by A and B and south of D

Final arrangements for the open area and phased ground cover enhancements to be considered after completion of the baseline survey

Bird boxes and bat boxes to be considered

Work marked with an asterisk*is on land outside of the project boundary and will be subject to agreement with the appropriate authorities.

All proposals subject to an ecological and amenity baseline survey to be carried out April – September 2026



Full details of these proposals can be inspected at the Consultation Events as follows:

At Diss Town Council’s Annual Meeting at Diss Corn Hall from 6 pm on Wednesday 29 April

At Diss Community Woodland Project’s Annual Meeting and talk from 7 pm on Wednesday 6 May

At Taylor Road Meeting Room anytime between 4 pm and 8 pm on Tuesday 12 May



DISS TOWN COUNCIL

Council Offices, 11-12 Market Hill,
Diss, Norfolk, IP22 4JZ.
Telephone & Fax: (01379) 643848
Email: towncouncil@diss.gov.uk
Website: www.diss.gov.uk

Report Number:
13 / 2627

Report to:	Full Council
Date of Meeting:	20 th May 2026
Authorship:	Town Clerk
Subject:	Update

Introduction

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

Training

2. A reminder of the mandatory GDPR training scheduled for Thursday 18th June 10am – 12. As per recent email, it is expected that all councillors attend for legal compliance and we need to provide and document evidence of equivalent training if you are unable to attend.

Events

3. Our Annual Town Meeting was a hit! Really positive feedback included below. Lots of encouraging conversations and community partnership focused. Thanks to everyone involved.

“What a great evening, we got a lot from attending, thanks to you all for your hard work and inclusion of the community and groups. We have gained three potential new trustees and a volunteer from this evening, so we're very pleased. Mario, Peter and I thoroughly enjoyed it... and the cakes!”

Izzy Shaw, CEO of Citizens Advice Bureau Diss & Thetford

“Wow, what an evening with a fabulous positive energy in the room. Great conversations about mental health, community projects and collaboration, youth work, development and exciting plans.”

Anne Beckett-Allen, Founding Funeral Director of Rosedale Funeral Home

“Excellent job on the Annual Meeting this year. Of all the meetings I've been to over the years, this one was probably the best, particularly in terms of keeping things positive and all about Diss.”

George Waterman, Chair of Diss Community Woodland Project

4. The DissCover Book festival 1st - 3rd May hosted by the Corn Hall & sponsored by DTC was also a great success. Declan and I attended to represent DTC.
5. Just over 3 weeks to go until Diss Carnival – over 300 hours of staff time alone has so far been spent on this event. On Friday 15th May & 5th June, raffle tickets will be sold in the Market Place. On 22nd May Liz and friends will be running a bake sale to fundraise for Carnival on the Market Place whilst selling raffle tickets. Please support these as much as you can by buying raffle tickets and baking cakes! See update at item 16d.

Stakeholder engagement

6. We continue to liaise with our solicitors regarding the land transfer for the Leisure & Community Centre development. It is hoped the legal agreement will be considered at the next meeting of Council.
7. One co-option application on the agenda. More in the pipeline we hope. Please keep talking about our vacancies to suitable candidates.
8. I met with representatives of the Heritage Trust Monday. The blue window stickers, displays on the Post Office windows (subject to approval by building owner) and flags should go up in the next few weeks and will be publicised in the press to promote the town alongside mentions of renewed planters, Dinsdale trail, cleaner shop fronts.
9. Suggestions to improve the Mere water quality include applying barley straw extract as a preventative measure for inhibiting the growth of algae (£1,337 treatment only) alongside others such as planting to provide shade and oxygenation, and other measures to reduce pollution and nutrient inputs into the mere. Proposals have previously been received from a local aquatics company for a replacement fountain to aerate up to 5 acres of water (£18,300), applications of AquaBio to rebalance the composition of the water to reduce silt and combat eutrophication by the provision of calcium sulphate (£8,640 Y1, £3,840 thereafter), an aerator to use in conjunction with the fountain (£6,500). Further discussions will be undertaken with the company regarding applying the barley straw extract.
10. Norfolk Homes are still awaiting comments back from the energy providers on the substation re-positioning.
11. Cllrs Craggs and Peaty and I met with SNDC this week to discuss the £30k grants available for improving youth provision. Their Community Capacity Officer has contacted Diss High School to research what the young people want and will engage MTM Youth Services, YMCA and organisations providing mental health support.
12. Cllr Craggs, cllr Peaty, & I met with Citizens Advice regarding potential collaborative projects including raised beds for allotments at the DYCC, a community event to bring local groups together (end September), a Community Steering Group (mid-June), and councillor surgeries on tour.
13. Works are being scheduled to repair the link issue on the CCTV system between Holland & Barrett & Sanda's whilst the scaffolding is in place, reducing costs.
14. The Park Pavilion working group met to review options for utilising the funds available from the District Council to improve the flow between their new leisure & community facility and the park. SNDC has reached out to the architects to look at enhancing the existing structure and designing a new bandstand. A meeting with all parties is being scheduled for mid-June given holidays.
15. We will be looking at new guidance for operating car boot sales following feedback. It is likely to involve more staff resource given reliance on volunteers previously.
16. We have received two enquiries including one detailed proposal for a Community Sauna. Once more details are forthcoming, it will be presented to members for consideration.

Recommendation

To note the contents of this report.

Town Mayor's Report – May 2026

Since the last Full Council meeting, I have been pleased to represent the town at several community events and engagements:

- **Annual Town Meeting**

The Annual Town Meeting was a particularly positive and community-focused event. I was very pleased to see the majority of councillors in attendance, alongside many local groups and organisations who spoke about the valuable work they undertake within the town. The evening was, in many ways, community-led and served as a real testament to the dedication and commitment of the volunteers and organisations that contribute so much to Diss.

- **Corn Hall Book Festival**

I attended the Book Festival at the Corn Hall, where I had the opportunity to meet several authors and speak with attendees. The event was extremely well organised, very well attended, and created a fantastic atmosphere throughout the day. It was encouraging to see such strong support for arts and literature within the town, and I hope the event will return in future years.

- **Diss Community Woodland Project AGM**

I attended the AGM of the Diss Community Woodland Project charity to hear about the excellent work that has been carried out over the past year. The meeting also included an interesting and informative talk from a hedge expert, highlighting the importance of hedgerows and local biodiversity.



DISS TOWN COUNCIL

Council Offices, 11-12 Market Hill,
Diss, Norfolk, IP22 4JZ.
Telephone & Fax: (01379) 643848
Email: towncouncil@diss.gov.uk
Website: www.diss.gov.uk

Report Number:
15/2627

Report to:	Full Council
Date of Meeting:	20 th May 2026
Authorship:	Facilities & Buildings Manager
Subject:	Maintenance works update

Please find below an update on maintenance works completed and ongoing since the last Full Council Meeting:

1. Handrails on the boardwalk have been completed. The walking platforms will be finished once work in other areas of the town has been completed.
2. The Mere's Mouth area has seen some improvements. The railings around the Mere have been painted, as have the bike railings and bin, weeds cleared & the grit bin has been relocated to improve the appearance of the area.
3. Our contractor is investigating alternative lighting solutions for the Flock given the water ingress issue.
4. Paint has been ordered to refresh the coloured picnic tables in the park, and this work is underway.
5. All speed signs units have been repaired and redeployed across various locations in the town.
6. The skate park has seen increased usage following surface upgrades. It has also attracted more BMX's and groups gathering on-site, which has resulted in minor surface damage. The local beat officer is monitoring the situation and has spoken with some users. The contractor is also scheduled to return late May to investigate some lifting of Skatelite sheets on some equipment.
7. Due to the dry weather, staff are regularly watering planters across the town to maintain plant health. Unfortunately, some plants have not survived, particularly in planters maintained by local shopkeepers.
8. Owing to excessive grass and weed growth, staff are also undertaking maintenance work in the Garden of Rest at the cemetery, as this area is not covered by contractors.
9. The carpets in the cemetery chapel are showing signs of wear, and an order has been placed to replace these like for like.
10. A site visit was conducted with wildlife conservation representatives, who will provide recommendations for improving other areas. They were very pleased with the work carried out at the cemetery to date.

11. Preparations for the Carnival are progressing well. The event management plan has been submitted to the Safety Advisory Group at South Norfolk for approval and will be updated as required.
12. A meeting was held with the Fire Risk Assessor & the Corn Hall's Operations Manager to review recent works, including those for Park Radio and the conversion of a store into an office. The report has now been received & identifies several actions to address. A meeting to review these is being scheduled.
13. Staff have cleared several items, illegally dumped in Draper's Row, & disposed of them in the Council's skip.

Diss Town Council

Minutes

Draft

Minutes of the meeting of the **Events Committee** held in the **Ceremony Room** at **Diss Town Council Offices** on **Tuesday 12th May 2026** at **7.00pm**.

In attendance: Members: M Cotton, Cllr C Dente (Chair), E Forsdyke, J Grint, K Jaynes, R Ludkin, B Rogers, Cllr T Shava, G Waterman, P Wilson A Rackham, G Pagan, S Brazier.

E0526/01

Apologies

Apologies were received from Cllr Liz Sinfield (Vice-Chair), Cllr Declan Craggs, Cllr Tina Knights and Sarah Villafuerte-Richards. George Waterman will be arriving late.

E0526/02

Minutes

Members reviewed the minutes of the last meeting held on 14th April 2026. It was

Resolved: to approve the minutes of the events meeting held on Tuesday 14th April 2026 as a true record and were signed by the Chair.

(Action: KJ to un-draft minutes on website, immediately)

E0526/03

Declarations of Interest

There were none.

E0526/04

Public Participation

There were 2 members of the public in attendance: Steve Dungar (Core Highways), Sophie Scott (The Corn Hall).

E0526/05

Items of Urgent Business

There were no items of urgent business.

E0526/06

Infrastructure

a) Members considered a plan for traffic management of Diss Carnival 2026.

Post meeting note: RL discussed plan, cones and signage with Core Highways following the meeting. Steve Dungar to email RL his traffic management map of road closures.

b) Members considered a revised site plan.

EF will send RL measurements for climbing wall and aerial performance equipment to confirm locations on site. Suitable place for the aerial workshop to be finalised – KJ to remove from current location on site map as too hilly.

KJ to add in RPM bike show rig and van pitch to go beside first aid tent on site map.

(Action: EF/RL, by 19.05.26)

(Action: KJ, immediately)

c) Members reviewed the volunteer schedule.

KJ to amend Catherine's tasks on rota – she can now do the whole day if needed.

Paul Wilson to be added to volunteer schedule and allocate the fair green stewarding from 9.30am-11.30am.

(Action: KJ, immediately)

Members highlighted the importance of having enough helpers at the High School to assist with the procession order set up. RL to arrange meeting with outdoor team to discuss their tasks and shifts on the day.

(Action: RL, by next meeting)

E0526/07

Applications

Members received an update on procession applications and reviewed the procession order. It was

Resolved: KJ to go through the procession list and reorder to evenly spread out walking groups and lorry floats.

(Action: KJ, by next meeting)

AR said Garden Project Team want to be in parade but querying insurance – KJ to email James to clarify.

Sue Brazier said 1st Diss Scouts can no longer take part in parade due to vehicle issues. KJ to update procession list.

Steve Dungar requested the 2nd Diss Scouts go near to the back of parade so he can join them after road marshalling.

(Action: KJ, immediately)

E0526/08

Finance

Members noted the current income and expenditure for Diss Carnival 2026 to date. £20,687.23 Income and £14,577.49 expenditure.

E0526/09

Entertainment

- a) Members received an update on the Tug of War competition. The promo poster went out 4 days ago on socials to encourage teams to enter. Lots of views online but no teams have entered yet. AR said the ground workers will have a team but haven't yet sent in their form. KJ will send out an email to contacts to encourage teams.

(Action: KJ / AR, chase ground workers for form)

JG suggested getting the Fire Brigade and Police to enter Tug Of War Teams.

SB raised concerns about the insurance logistics for the TOW competition as she has witnessed a rope snap before at a separate event. RL to look into this.

(Action: RL, by next meeting)

Members highlighted that if the Tug Of War competition doesn't gain enough interest, we can switch to have a limbo competition for the kids in the arena like last year.

KJ to liaise with Katie Brame to go on Park Radio Tuesday or Thursday next week to promote event.

(Action: KJ, this week)

- b) Members reviewed the main arena and pavilion performance schedules. Committee agreed to have the trophy presentation in pavilion at 3pm – KJ to add to schedule.

(Action: KJ, this week)

Members to research individual jugglers/singers to slot into pavilion throughout the afternoon.

James Grint to find an act to go before PRTY in pavilion or as a back up, ask PRTY if they can extend their set.

(Action: JG, by next week)

2 Park Radio promo screens to be added to site map: Screen 1 measures 4.5m x 2.5m and Screen 2 measures 3m x 2m - to be located by pavilion and arena.

(Action: KJ/RL, by next week)

E0526/10

Dinsdale Duck Trail

Members received an update on the Dinsdale Duck Trail by Andy Rackham. There are 20 painted ducks in total going to be placed at various locations around the town. Trail hunters will be able to collect a trail map form from locations in the town (Council Offices, Corn Hall, some of the shops taking part) – details will be shared via the Rackhams on the poster online in the next week. 5000 forms are being printed. Once all 20 ducks have been spotted, trail hunters note their locations on the form and return to the TC Offices. We will select a form at random and they will receive Corn Hall panto tickets as a prize.

(Action: AR to share promo details with KJ for Diss Carnival Facebook, this week)

E0526/11

Promotion

a) Members received an update on the window dressing competition and Post Office display. 14 shops have entered. AR to collect the post office drawings from the office and display over the next couple of days.

(Action: AR, this week)

b) Members received an update on raffle prizes and confirmed raffle ticket sellers for the Market Place on 15th May and 5th June. Paul Wilson and Mary Cotton will come to TC Offices at 9am both dates to collect everything.

(Action: PW & MC, 15th May & 5th June)

c) Members noted the cake sale is scheduled for 22nd May and an additional volunteer is needed to sell cakes and raffle tickets with Liz on this date from 9.30am. Paul Wilson confirmed he can do this. KJ to add Emily and Catherine to the cake donation list. Members were encouraged to bring in cake donations to the Council Offices on 22nd May between 9am – 9.30am.

(Action: LS & PW, 22.05.26)

(Action: KJ, Immediately)

d) Members noted that there will no longer be a tombola.

e) Members received an update on publicity for Diss Carnival 2026.

Post meeting note: Diss & District Camera Club are taking photos of the event FOC and we will credit them.

KJ has almost completed the digital event programme and aims to have this finished and uploaded to our webpage in the next week.

EF to email KJ a few lines of info on the main entertainment acts for inclusion in the programme.

(Action: KJ/ EF, this week)

George to send voice notes to BBC Radio Cambridgeshire Norfolk and Suffolk to promote event.

(Action: GW, by the next meeting)

JG requested landscape versions of the digital programme pages for the advertising screens – KJ to send over artwork and extra shout outs.

(Action: KJ, by next meeting)

JG asked if the advertising screen could go up in Diss Market Place on Saturday 6th June (day before) to promote the event. RL to liaise with SV-R.

(Action: RL, this week)

EF to email James Grint/Park Radio any specific sound requirements from performers.

(Action: EF, by next week)

E0526/12

Task List

Members noted progress of allocated tasks. KJ ran through the outstanding tasks for members.

RL to speak to B&M about closure of car park and roads.

(Action: RL, immediately)

Delivery of letters- Steve Dungar can get his team to deliver to Walcot Road and Mount Street on their rounds. KJ will send him a copy of the letters. Liz to stand down. Bob will drop off Parkside Court x 2 copies.

(Action: KJ, immediately)

Action: BR, this week)

Members agreed not to use the Masonic Lodge as a changing area for acts this year. RL to let Neil Morley know we do not require use of the building and therefore, they will not be allocated a stall.

(Action: RL, immediately)

KJ to update main arena acts letter from last year and email to EF to forward on to each act.

(Action: KJ/ EF, by next week)

Members were informed that the bunting has been ordered and will arrive 1st June. Still waiting for quotes to put the bunting up- RL met with contractor last week.

(Action: RL to chase quotes, immediately)

E0526/13

Christmas Lights Switch-On 2026

Members agreed to table all of the Diss Christmas Lights Switch-On items on the agenda to prioritise Carnival tasks.

The following items will be added to a future agenda after Carnival for consideration.

- a) Quote from Soundhouse
- b) Confirm what we would like the Panto cast to do this year as soon as possible
- c) Lee (Corn Hall) to confirm an alternative children's choir to perform as Discord cannot do it.
- d) Proposal from St Mary's Church for five carols at 5pm.
- e) Request from Amnesty International to have a craft stall at the event.

(Action: RL/KJ to add items to future agenda for discussion after Carnival)

E0526/14

Member Forum

Members considered information or issues relevant to this sub-committee for brief discussion, action or inclusion on a future agenda.

E0526/15

Date of Future Meetings

Members noted the next meeting of this committee is scheduled for Tuesday 2nd June.

Meeting closed: 20:46

Cllr Catherine Dente
Chair

Progress Report

Committee	Minute Ref	Subject	Action	Assigned to	Timescale	Comments or further action
FULL COUNCIL	FC0325/14	Rectory Meadow	3. That the lease between Diss Town Council and Diss Cricket Club is reviewed to reflect any changes.	Clerk / FBM		Solicitor has been appointed for key legal tasks with all lease reviews to follows. This will be dealt with after more pressing legal matters. No update.
	FC0325/17	Gas Contract Renewal	3. To review the gas contract in September 2026 aiming for an 18-month contract, so they and at the same time as the electricity.	RFO	30.08.26	
	FC1025/05	Urgent Business/Street Cleaner	Members were keen to understand the cost implications for a street cleaner to be supplied by the District Council to help support town cleanliness.	Clerk / Grants & Projects Officer	19.11.25	Waste Senior Operation Manager updated on 31.03.26 that there are no updates about the proposed electric utility vehicle for Diss as this subject has yet to progress through the political process. Once this discussion has taken place, we will hopefully be able to provide some additional information for you. No update.
	FC1125/05	Councillor Vacancies	Members were encouraged to speak to people about the councillor vacancy opportunity	All	Immediately	Update on agenda.
	FC0126/08	Council Sites (DYCC)	to further investigate the various options for developing a new building on the DYCC site as described on slides 7 & 15.	DYCC AG		Comparative quotes sought for RIBA stages 0-2 to refine, develop and establish the project brief, test the feasibility, and develop concept design options demonstrating how the facility could be delivered. Deadline 1st June. Consideration at next meeting. Also received a proposal to reconsider replacement roof option. This will be revisited as part of the process.
	FC0226/08	Co-Option	To complete inductions and arrange completion of Register of Interests	Admin/Clerk	11.03.26	Awaiting replies from new councillors regarding staff and site visits.
	FC0226/12	Memorial Safety Testing	2. That permission be sought from the Parochial Parish Council. 3. That a Memorial Testing Policy be drafted for submission with the faculty. 4. That an application be made for a List B faculty for the testing of memorials in St Mary's Churchyard.	Cemetery Lead	31.03.26	Memorial testing policy drafted for review and submission with Faculty application. In progress.
	FC0326/04	Public Participation	remove the reference to the gym on the Swim Centre sign on the A1066 opposite the facility	KK	14.04.26	
	FC0326/10c	Items for Noting	Add the biodiversity initiatives (native species planting, nunnery wall area, and related work) to the draft biodiversity plan	Clerk	30.07.26	This will be reviewed and updated following receipt of Norfolk Wildlife Trust's recommendations after site visits with our FBM.
	FC0326/13	CADAT Porta Cabin	a) Approve the proposed Heads of Terms for the former CADAT porta cabin, subject to negotiation with South Norfolk District Council. b) Work with the Chair of the Executive Committee and Town Mayor to negotiate terms with the District Council. c) Arrange for footfall counters to be installed on the three entrances to the Mere's Mouth toilets from June 2026 to capture demand data.	Clerk / RP / DC / FBM.	31.05.26	Still awaiting draft Heads of Terms from SNDC.
	FC0326/14	Honoured Citizen Awards	Invite Iain Sturgeon to the Annual Town Meeting to receive his Honoured Citizen award.	Clerk	29.04.25	Completed
	FC0426/07	Year end proposed transfers to Earmarked Reserves	To approve the movement of funds from current year end balances to Earmarked Reserves, including the transfer of Community Infrastructure Levy (CIL) funds to support agreed and planned projects, as set out in the Year End Proposed Transfers report.	RFO	Immediately	Completed
	FC0426/09	Virement – Council Office maintenance	To approve the movement by virement of budgeted funds from maintenance staffing to Council Office maintenance to cover cleaning and garden works, as set out in the virement report.	RFO	Immediately	Completed
	FC0426/10	Shelfanger Road Street Naming	Not to proceed with additional dedication signage in relation to the Shelfanger Road development, following consideration of costs and implications.	CW	Immediately	Completed 13/05/26
	FC0426/11	Street lighting – Shelfanger Road development	To approve the installation of a reduced number of streetlights for the Shelfanger Road development, with final positions to be agreed, prioritising locations nearest pedestrian footpaths.	Cllrs Craggs / Peaty	31.05.26	Clerk has confirmed decision and provided indicative drawing of positioning of the 6 lights to Amey for review. Also updated Roydon PC & Norfolk Homes.
	FC0426/12	Boardwalk and Gardens	to lock the Council Offices gates at 5.30pm on weekends on a rotational basis and update signage.	CW / cllrs Craggs, Knights, Sinfield & Welch / KJ	05.05.26	Photo Eite has kindly agreed to help with the rota on Saturdays to reduce the cllr burden. Revised rota circulated to members 13.05.26.
	FC0426/13	Member Allowance Policy	To approve the updated Member Allowance Policy, incorporating an appeals process.	CW	Immediately	Completed 13/05/26
	FC0426/14b	Flock Lighting	Facilities & Buildings Manager to investigate and present alternative lighting options at the sculpture site, following issues with existing Flock lighting. Options to include, but not be limited to, solar lighting solutions, toilet block lighting, and decorative lighting on the sculpture.	FBM	31.05.26	See FBM report - item 16c
	ATM0426/06	Diss Railway Station	Reference was made to the need for improved accessibility, including lifts. It was noted that Network Rail progress had been slow and that previous usage figures had been cited as insufficient to justify investment. The matter was noted as being under review by Norfolk County Council. Diss Town Council will consider reviewing the proposals.	Clerk	31.07.26	