



**TOWN CLERK**  
Mrs S Villafuerte-Richards, CILCA

**DISS TOWN COUNCIL**  
Council Offices, 11-12 Market Hill,  
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Date: 09 November 2023

## NOTICE OF MEETING

Dear Members of the Public and Press,

You are cordially invited to attend a meeting of **Full Council** to be held in the **Council Chamber** at **Diss Corn Hall** on **Wednesday 15<sup>th</sup> November 2023** at **7.15pm** to consider the business detailed below.

Town Clerk / Chief Executive Officer

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## AGENDA

1. **Apologies**  
To receive and consider apologies for absence.
2. **Declarations of Interest and Requests for Dispensations**  
To note any declarations of members' pecuniary and/or non-pecuniary/other interests pertaining to items on the following agenda, to note any dispensations granted in respect of business to be discussed and to consider any requests for dispensations.
3. **Minutes**  
To confirm as a true record, the minutes of the meeting of Full Council on 25<sup>th</sup> October 2023 (copy herewith).
4. **Public Participation**  
To consider a resolution under Standing Orders 3d to 3h to suspend the meeting to hear comments from members of the public on items to be discussed on the agenda (*members of the public are entitled to speak for a maximum of three minutes*).
5. **Items of URGENT business**  
To discuss any item(s) of business which the Town Mayor or Town Clerk has previously been informed at least 24 hours before the meeting and decides should be considered as a matter of urgency (*councillors are reminded that no resolutions can be made under this agenda item*).
6. **Finance**
  - a) To note bank outgoings for September & October 2023 (copies herewith).
  - b) To note Income & Expenditure reports for September & October 2023 (copies herewith).
  - c) To note Earmarked Reserves for September & October 2023 (copies herewith).
  - d) To approve a recommendation from the Executive Committee that invoice 10036 totalling £38.10 is written off and the trader blacklisted (report reference 35/2324 herewith refers).
7. **Parish Partnership Bid**  
To consider recommendations (report reference 36/2324 herewith) regarding Parish Partnership Bid funding.
8. **Death of a past councillor or staff member**  
To consider recommendations (report reference 37/2324 herewith) regarding the passing of a past councillor or staff member.

**9. Council Priorities**

To consider recommendations regarding (report reference 38/2324 herewith) regarding Council priorities.

**10. Progress Report**

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

**11. Member Forum**

To consider information or issues relevant to Council from members for brief discussion, action or inclusion on a future agenda.

**12. Date of Next Meeting**

To note that the next meeting of Full Council is scheduled for Wednesday 20<sup>th</sup> December 2023 at 7.15pm.

**13. Public Bodies (Admissions to Meetings)**

To consider a resolution under the Public Bodies (Admissions to Meetings) Act 1960 and Standing Orders 3d to exclude members of the public and press in order to discuss the following item which is properly considered to be of a confidential nature.

**14. Staffing**

To consider recommendations (confidential report reference 39/2324 herewith refers) regarding the staffing restructure and budgeting.

**NOTES**

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

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

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

Minutes of the extraordinary meeting of the **Town Council** held in the **Council Chamber** at **Diss Corn Hall** on **Wednesday 25<sup>th</sup> October 2023** at **7.15pm.**

Present: Councillors D. Collins, S. Kiddie, A. Kitchen, K. Murphy (Chair), S. Olander (ex-officio), R. Peaty, J. Robertson, L. Sinfield, E. Taylor, G. Waterman, J. Welch & J. Wooddissee.

In attendance: Sarah Villafuerte-Richards (Town Clerk/Chief Executive Officer)  
 Sonya French (Deputy Town Clerk / Chief Operations Officer)  
 Robert Ludkin (Facilities & Buildings Manager)  
 1 member of the public

**FC1023/01 APOLOGIES**

Apologies were received and accepted from councillors Browne and Gingell.

**FC1023/02 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS**

Minute No.	Councillors Name	Personal/Other Interest	Pecuniary Interest	Reason
1023/06	R. Peaty	X		This councillor is the Treasurer and Trustee of Diss Museum.
1023/07	J. Robertson	X		This councillor knows the organiser of firework display.

**FC1023/03 MINUTES**

Members confirmed the minutes of the September meeting. It was

**RESOLVED:** To approve the minutes of the extraordinary meeting of Full Council held on 13<sup>th</sup> September 2023 as a true record to be signed by the Town Mayor.  
**(Action: Town Clerk; immediately)**

**FC1023/04 PUBLIC PARTICIPATION**

There was one member of the public who spoke on item 6. As the contractor who has repaired the paving several times, he explained that any further repair would be temporary given the last repair was less than a year ago. The marble has been dislodged at the front of the Museum due to the tree roots and there would be a reclaim value on the slabs.

**FC1023/05 ITEMS OF URGENT BUSINESS**

There were no items of urgent business that the Town Mayor or Town Clerk had previously been informed of at least 24 hours before the meeting.

**FC1023/06 MARKET PLACE TREES**

Members considered a recommendation (report reference 32/2324 referred) to remove of the two alder trees on Market Place and replace with a more suitable species for the site conditions. The trees have been in situ for many years but were not the right species of tree to plant on the site due to eventual height and canopy size. The roots have already impacted on the neighbouring Museum building with potential for damage and have caused significant trip hazards due to the lifting of the slabs.

It was confirmed that maintenance of the canopy would not affect root growth, in fact, it would be likely to encourage further root growth. Given the aesthetic value of the trees in this location and appreciation by the public, and commitment of the Council to its

biodiversity policy, it was agreed it was essential to ensure that they would be replaced by a more suitable species which would not cause safety issues and reduce the long-term cost of ongoing maintenance. It was also noted that more than 10 new trees have already been planted in Diss / Roydon as part of the Council's Green Corridors project.

The costs of resurfacing the area with asphalt & chippings were estimated at £11k following receipt of a quote and therefore a more cost-effective alternative would require consideration.

There were suggestions for alternative landscaping options, which would be further investigated given the access requirements and size of space. It was also noted that access to services and potential wayleaves for such should be considered. It was

RESOLVED: 1) To submit a planning application to the Planning Authority for the removal of the two alder trees on the Market Place with replacement of both trees with suitable alternatives at least one on the Market Place in a container and on another site to be agreed.

2) Reconsider re-surfacing / landscaping options given quote received.

**(Action: Town Clerk; immediately / by 31.03.23)**

#### **FC1023/07 FIREWORKS DISPLAY**

Members discussed report reference 33/2324 regarding the fireworks display on Rectory Meadow. It was noted that the event documentation provided by the event organiser is lacking in detail and does not currently provide the safety assurances required for the Town Council to permit the event on its land. It was noted that the Town Council has considerable experience of putting on large safely planned events and is keen to support such by other organisers in the town. Event organisers are moving away from firework displays due to risk, cost, and other factors such as impact on wildlife and pets and the public would have to travel further to see a display in the area.

It was suggested that the Council could consider an indemnity agreement with the event organiser to protect the Council against claims for injury. It was also noted that the lease with the Diss & District Cricket Club may require review. Councillor Waterman requested his vote against the motion was recorded. It was

RESOLVED: to approve the event subject to an indemnity agreement signed by the event organiser and legal costs covered by same.

**(Action: Town Clerk; immediately)**

*Post meeting note – it was confirmed that an indemnity agreement would not exempt the Town Council from its health & safety responsibilities.*

#### **FC1023/08 DATE OF NEXT MEETING**

Councillors noted that the next meeting of Full Council is scheduled for Wednesday 15<sup>th</sup> November 2023 at 7.15pm.

#### **FC1023/09 PUBLIC BODIES (ADMISSIONS TO MEETINGS)**

Members considered a resolution under the Public Bodies (Admissions to Meetings) Act 1960 and Standing Orders 3d to exclude members of the public and press in order to discuss the following item which is properly considered to be of a confidential nature.

#### **FC1023/10 STAFFING**

Councillors considered a report regarding the Town Council priorities (confidential report reference 34/2324 referred). There were discussions regarding reducing the staff administrative workload of the Carnival and it was agreed that there would be a call out for additional volunteers to join the sub-committee.

Given the national 80<sup>th</sup> anniversary of D-Day on 6<sup>th</sup> June and the traditional date of Carnival being the following Sunday, it was agreed that alternative dates would be considered by the sub-committee to provide a gap between both events. It was also agreed that the 6<sup>th</sup> June event would be low key to manage workloads of both events. The Carnival task list would be shared with the sub-committee to determine which tasks would be taken on by them.

There was also a discussion regarding temporary staffing to cover for long term staff sickness. It was agreed that the existing admin staff would be asked if they are prepared to work additional paid hours prior to hiring a temporary member of staff. It was

RESOLVED: 1. To appoint additional members to the Carnival sub-committee and review the task list to reduce the staff administrative workload.

2. To ask administrative staff if they would be prepared to do additional hours to cover some of the shortfall in hours and if not recruit temporary staff with experience.

**(Action: SK / DepTC / TC / immediately)**

Meeting Closed: 21:00 hours.

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Councillor Murphy  
TOWN MAYOR

<b>BANK OUTGOINGS SEPTEMBER 2023</b>				
<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
01.09.2023	Red5 Networks Ltd	DD425	£ 199.50	Phone/Broadband August 2023 - Council Office, DYCC and Sports Pavilion
05.09.2023	Barclays Bank Plc	B.Net	£ 20.00	B.Net Commission September 2023
15.09.2023	Alliance Disposables Ltd	Bacs1985	£ 420.86	Sanitary Products & Bin Bags - All Sites
15.09.2023	Binder Ltd	Bacs1986	£ 202.50	Sewerage Disposal from Septic Tank at Sports Pavilion
15.09.2023	Camguard Fire & Security	Bacs1987	£ 3,747.60	Fire Alarm Installation and Annual Service 23/24 - Sports Pavilion
15.09.2023	The CGM Group (East Anglia) Ltd	Bacs1988	£ 572.40	Grass Cutting August 2023 - Sportsground & Park
15.09.2023	Cooleraid Ltd	Bacs1989	£ 27.90	Water Bottles x3 August 2023 - Council Office
15.09.2023	Diss Garden Centre	Bacs1990	£ 53.94	Wood Stakes - Park Trees
15.09.2023	Diss Scything Group	Bacs1991	£ 157.00	Insurance for cutting Wild Flower area at Cemetery
15.09.2023	Diss Trophy Centre	Bacs1992	£ 62.00	Brass Plaque for Bench on Shelfanger Road
15.09.2023	ESPO	Bacs1993	£ 113.85	Gas Supplied August 2023
15.09.2023	Hillside Office Supplies Ltd	Bacs1994	£ 49.20	Copier Paper - Council Office
15.09.2023	LR Wyard-Scott Ltd	Bacs1995	£ 303.58	Van & Machinery Fuel - August 2023
15.09.2023	Mary Moppins Ltd	Bacs1996	£ 1,776.60	Monthly Opening & Cleaning Meres Mouth & Park Toilets - August 2023
15.09.2024	Online Playground (Fenland Leisure Ltd T/A)	Bacs1997	£ 23.52	Quick Repair Links for Aerial Runway
15.09.2023	P.Cottrell	Bacs1998	£ 100.00	Window Cleaning & Bus Shelter Cleaning - August 2023
15.09.2023	PKF Littlejohn LLP	Bacs1999	£ 2,016.00	Final Year End Audit to March 2023
15.09.2023	Screwfix Direct Ltd	Bacs2000	£ 349.89	Fire Door Retainers & Signage - SPG, Padlock - DYCC
15.09.2023	South Norfolk District Council	Bacs2001	£ 168.00	Cemetery Bungalow Rates August 2023
15.09.2023	Star Plumbing, Heating & Renewables Ltd	Bacs2002	£ 288.00	Unblocking & Renew Waste Pipe - Meres Mouth Toilets
15.09.2023	Suffolk County Council	Bacs2003	£ 5,805.53	Streetlights Replaced - Mere Street, Heywood Ave, Willbye Ave & Williamson Close
15.09.2023	Travis Perkins Trading Co Ltd	Bacs2004	£ 82.74	Manhole Cover & Frame - Sportsground
15.09.2023	Treadfirst	Bacs2005	£ 30.00	Puncture Repair - LC18 NGU
15.09.2023	Vmit Ltd	Bacs2006	£ 4,031.88	IT Software Sept 23, IT Support August 23, New Annual Licenses O365
15.09.2023	SL Weston	Bacs2007	£ 33.00	Refund of Payments made for Indoor Market in error
15.09.2023	J.Norris	112291	£ 33.00	Refund of Payments made for Indoor Market in error
18.09.2023	Corona Energy Retail 4 Ltd	DD426	£ 78.36	Electricity August 2023 - Meres Mouth WC
20.09.2023	Anglian Water Business Ltd	DD427	£ 17.51	Water Supplied June - Sept 2023 - Park
20.09.2023	Information Commissioners Office	DD428	£ 55.00	Data Protection Registration 2023/2024
20.09.2023	Barclaycard	Aug-23	£ 1,759.51	Outdoor Storage Box - DYCC, Sports Pavilion Alarm Deposit, Clean Town Mayors chains

22.09.2023	Corona Energy Retail 4 Ltd	DD429	£	1,134.84	Electricity August 2023 - All Sites
25.09.2023	Employees	Bacs	£	19,799.33	Salaries Month 6
25.09.2023	Norfolk Pension Fund	Bacs	£	7,080.11	Pension Contributions Month 6
26.09.2023	EE Ltd	DD430	£	43.79	Mobile Phones 18/09/23 to 17/10/23 - S.Richard, R.Ludkin & A.Rolfe
28.09.2023	Cash	000001	£	23.79	Key Cutting - DYCC, Superglue - General Use
29.09.2023	HM Revenue & Customs	BACS	£	4,821.57	NI/PAYE Month 6
29.09.2023	Public Works Loan Board	DD431	£	18,324.82	Loan Repayments - Boardwalk & Heritage Triangle Project
29.09.2023	Alex Rackham - My Bubbles Waffles	Bacs2008	£	12.00	Refund for Overpayment of Carnival Stallage 2023
29.09.2023	City Electrical Factors Ltd	Bacs2009	£	106.80	LED Exterior Lamps - DYCC & Park Toilets
29.09.2023	Cooleraid Ltd	Bacs2010	£	119.90	Annual Cooler Rental 23/24 - Council Office
29.09.2023	Diss Town Football Club	Bacs2011	£	5,000.00	Grant 23/24
29.09.2023	Eastern Leaflet Services	Bacs2012	£	1,080.00	Delivery of DDNP Referendum Leaflets
29.09.2023	E.On Next	Bacs2013	£	30.33	Cemetery Bungalow Electricity 23rd August to 22nd September 2023
29.09.2023	ETC (East Anglia) Ltd	Bacs2014	£	1,152.00	CCTV Works - Mere Street, Phone repairs at DYCC
29.09.2023	Graham Moore	Bacs2015	£	135.34	Expenses for Printing of DDNP Referendum Leaflet
29.09.2023	Mary Moppins Ltd	Bacs2016	£	1,692.00	Monthly Opening & Cleaning Meres Mouth & Park Toilets - Sept 2023
29.09.2023	Millenium Pest Control Ltd	Bacs2017	£	354.00	5 Part Pest Control Programme - Sports Pavilion
29.09.2023	MTM Youth Services CIC	Bacs2018	£	5,000.00	Grant 23/24
29.09.2023	Norfolk County Council	Bacs2019	£	40.55	Road Closure for Rememberance Parade
29.09.2023	Paul Rackham	Bacs2020	£	1,018.19	Grave Digging x4 - September 2023
29.09.2023	Pearce & Kemp Ltd	Bacs2021	£	2,151.18	CCTV External Equipment & Reccommission Power Supply - Mere Street
29.09.2023	Screwfix Direct Ltd	Bacs2022	£	51.97	Drill Bits, Cutting Discs & Pipe Cutter - General Use
29.09.2023	Sonata Security Ltd	Bacs2023	£	400.27	Additional Smoke Detectors - Cornhall Under Stairs
29.09.2023	South Norfolk District Council	Bacs2024	£	4,756.61	Annual Dog Waste Charges 2023/2024
29.09.2023	South Norfolk District Council	Bacs2025	£	6,394.00	Domestic Rates 2nd Installement - All Sites
29.09.2023	Sue Kiddie	Bacs2026	£	27.67	Expenses for Town Mayors Civic Service Refreshments
29.09.2023	TL Building Services	Bacs2027	£	624.00	Grave Digging x2 - August 2023
29.09.2023	Trustees of Diss Museum	Bacs2028	£	42.50	Cultural Gifts as Local Exchange Trip Donations
			£	<b>103,996.43</b>	

<b>BANK OUTGOINGS OCTOBER 2023</b>				
<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
02.10.2023	South Norfolk District Council	DD432	£ 2,026.18	Waste Collections October - December 2023 - All Sites
02.10.2023	Red5 Networks Ltd	DD433	£ 203.29	Phone/Broadband Sepetmber 2023 - Council Office, DYCC and Sports Pavilion
05.10.2023	Barclays Bank Plc	B.NET	£ 20.00	Bank Charges for use of Barclays.Net August-September 2023
07.10.2023	Ricoh UK Ltd	DD434	£ 708.35	Photocopier Rent September to November 2023
13.10.2023	Action Play & Leisure	Bacs2029	£ 1,147.68	Supply & Install New Springs on Park Zip Line
13.10.2023	Baldwin Skip Hire Ltd	Bacs2030	£ 242.06	Skip Hire for All Sites Waste
13.10.2023	Botesdale Health Centre	Bacs2031	£ 108.00	GPR Report for Health & Safety
13.10.2023	Broadland Toilet Hire	Bacs2032	£ 48.00	Clean & Service Cemetery Toilet
13.10.2023	Cooleraid Ltd	Bacs2033	£ 18.60	2x Water Bottles September 2023 - Council Office
13.10.2023	Diss Garden Centre	Bacs2034	£ 73.75	Plant Bulb - Mere Street Planters
13.10.2023	Diss Parochial Church Council	Bacs2035	£ 200.00	Hire of St Marys Church for Town Mayors Carol Concert
13.10.2024	Linstead Farm & Garden Machinery	Bacs2036	£ 120.00	Welding Repairs to 2 Lawnmowers
13.10.2023	LR Wyard-Scott Ltd	Bacs2037	£ 235.61	Van Fuel - September 2023
13.10.2023	P Cottrell	Bacs2038	£ 25.00	Window Cleaning Oct 2023 - Museum & Council Office
13.10.2023	PHS Group Ltd	Bacs2039	£ 1,962.64	Sanitary Disposal Sept 2023 to 2024 - DYCC, Sports Pavilion, Meres Mouth and Park Toilets
13.10.2023	Screwfix Direct Ltd	Bacs2040	£ 118.97	Safety Boots, Batteries & Toilet Seat (Park WC)
13.10.2024	Society of Local Council Clerks	Bacs2041	£ 279.00	Annual Membership for S.French
13.10.2023	Top Garden Services	Bacs2042	£ 759.36	Grass Cutting September 2023 - Cemetery
13.10.2023	Trustees of Diss Museum	Bacs2043	£ 100.97	Reimburse Electricity June to October 2023
13.10.2023	Vmit Ltd	Bacs2044	£ 1,003.08	IT Software October 2023, IT Support September 2023
13.10.2023	Waveney Pump Ltd T/A Waveney	Bacs2045	£ 1,800.00	Annual Service of Mere Pump
17.10.2023	Public Works Loan Board	DD435	£ 2,178.92	Repayment of Collpased Path Loan
23.10.2023	Anglian Water Business Ltd (National)	DD436	£ 110.12	Water Supplied July to Oct 2023 - Sports Pavilion
23.10.2023	Anglian Water Business Ltd (National)	DD437	£ 389.18	Water Supplied July to Oct 2023 - DYCC
23.10.2023	Anglian Water Business Ltd (National)	DD438	£ 24.63	Water Supplied July to Oct 2023 - Amrket Standpipe
23.10.2023	Corona Energy Retail 4 Ltd	DD439	£ 1,559.69	Electricity September 2023 - All Sites
25.10.2023	Employees	BACS	£ 18,660.09	Salaries Moth 7
26.10.2023	EE Ltd	DD440	£ 46.86	Mobile Phones Oct-Nov 2023
30.10.2023	Anglian Water Business Ltd (National)	DD441	£ 51.35	Water Supplied July to October 2023 - Cemetery
31.10.2023	HM Revenue & Customs	BACS	£ 4,732.81	NI/PAYE Month 7



31.10.2023	Norfolk Pension Fund	BACS	£	6,758.94	Pension Contributions Month 7
31.10.2023	AGR Interiors Ltd	Bacs2046	£	1,544.00	Fire Door Works - Sports Pavilion, Barrier Hire for Paving by Museum
31.10.2023	Alliance Disposables Ltd	Bacs2047	£	273.92	Sanitary Products - All Sites
31.10.2023	Diss Van Centre	Bacs2048	£	1,197.24	Rear Light & Shock Absorber Repairs to Ranger, Move Water Tank Frame in Transit Connect
31.10.2023	ESPO	Bacs2049	£	122.60	Gas Supplied September 2023 - Council Office & DYCC
31.10.2023	E.On Next	Bacs2050	£	42.14	Electricity September to October 2023 - Cemetery Bungalow
31.10.2023	Louise Mills	Bacs2051	£	49.50	Refund indoor Market Stallage paid in Error
31.10.2023	Mary Moppins Ltd	Bacs2052	£	1,748.40	Open & Cleaning of Park and Meres Mouth Toilets - October 2023
31.10.2023	Mike Amiss Signs	Bacs2053	£	115.00	Update Honors Board at Cornhall & Memeorial Board at Cemetery
31.10.2023	P Cottrell	Bacs2054	£	45.00	Window Cleaning Oct 2023 - DYCC
31.10.2023	Redhill Services Ltd	Bacs2055	£	1,410.00	Replace Emergency Lights Batteries - Cornhall
31.10.2023	Screwfix Direct Ltd	Bacs2056	£	243.50	Wireless Doorbell - Council Office, Replacement Drill after Theft
31.10.2023	South Norfolk District Council	Bacs2057	£	168.00	Rates October 2023 - Cemetery Bungalow
31.10.2023	South Norfolk District Council	Bacs2058	£	70.00	Premises Alcohol Licence - Market Place
31.10.2023	Star Plumbing & Heating Renewables Ltd	Bacs2059	£	450.00	Repairs to Boiler - Park Toilets
31.10.2023	Stratton Glass & Windows Ltd	Bacs2060	£	225.59	Replace 2x Frosted Glass Panes - Council Office
31.10.2023	Top Garden Services	Bacs2061	£	379.68	Grass Cutting October 2023 - Cemetery
31.10.2023	Travis Perkins Trading Co Ltd	Bacs2062	£	48.89	Fence Post Concrete - Boardwalk
31.10.2023	Westcotec Ltd	Bacs2063	£	714.60	Replacement Batteries and Charger - Speed Sign
			£	<b>54,561.19</b>	

## Detailed Income &amp; Expenditure by Budget Heading 01/09/2023

Month No: 6

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Agency Services</u>							
1000 Agency Services Income	3,848	3,456	(392)			111.3%	
Agency Services :- Income	<u>3,848</u>	<u>3,456</u>	<u>(392)</u>			<u>111.3%</u>	<u>0</u>
4000 NCC Grasscutting	79	100	21		21	78.8%	
Agency Services :- Indirect Expenditure	<u>79</u>	<u>100</u>	<u>21</u>	<u>0</u>	<u>21</u>	<u>78.8%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u><b>3,769</b></u>	<u><b>3,356</b></u>	<u><b>(413)</b></u>				
<u>120 Allotments</u>							
1120 Allotment Rent	0	500	500			0.0%	
Allotments :- Income	<u>0</u>	<u>500</u>	<u>500</u>			<u>0.0%</u>	<u>0</u>
4020 Allotments - Insurance	28	28	0		0	100.0%	
Allotments :- Indirect Expenditure	<u>28</u>	<u>28</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>100.0%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u><b>(28)</b></u>	<u><b>472</b></u>	<u><b>500</b></u>				
<u>140 Amenities</u>							
1140 Amenities Income	2,855	2,085	(770)			136.9%	
1143 Flock Income	9,999	0	(9,999)			0.0%	9,999
Amenities :- Income	<u>12,854</u>	<u>2,085</u>	<u>(10,769)</u>			<u>616.5%</u>	<u>9,999</u>
4030 Park Enhancement Costs (470)	42	0	(42)		(42)	0.0%	42
4040 Gardens/Floral Scheme	922	1,300	378		378	70.9%	
4060 Town/Park - R&R	13,840	20,000	6,160	567	5,593	72.0%	60
4061 Play Equipment R&R	2,997	5,000	2,003		2,003	59.9%	
4062 Boardwalk Maintenance	4,197	1,000	(3,197)		(3,197)	419.7%	4,136
4065 Van Replacement	0	1,000	1,000		1,000	0.0%	
4070 Van x 2 Running Costs	1,790	3,500	1,710		1,710	51.1%	
4071 Van Insurance	1,695	1,220	(475)		(475)	138.9%	
4075 Tree Management	2,090	9,000	6,910		6,910	23.2%	1,400
4085 Closed Churchyard - R&R	27	30	3		3	91.6%	
4090 Manorial Rights - R&R	2	10	8		8	20.2%	
4095 Mere - Water/drainage	0	2,800	2,800		2,800	0.0%	
4100 Mere - Fountain	0	1,500	1,500		1,500	0.0%	
4101 Mere - Fountain Electricity	1,518	4,830	3,312		3,312	31.4%	
4102 Mere Fountain/Kiosk -Insurance	155	155	0		0	100.0%	
4110 Park - Water Rates	33	100	67		67	33.4%	
4115 Park - Electricity	858	1,841	983		983	46.6%	
4120 Mere's Mouth - Rent	100	100	0		0	100.0%	
4125 Mere's Mouth - Business Rates	424	424	(0)		(0)	100.0%	

## Detailed Income &amp; Expenditure by Budget Heading 01/09/2023

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## Cost Centre Report

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

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

## Detailed Income &amp; Expenditure by Budget Heading 01/09/2023

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

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	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>300 Grants</u>							
4720 General Grants	10,000	10,000	0		0	100.0%	
4765 Heritage Triangle Trust	475	0	(475)		(475)	0.0%	475
Grants :- Indirect Expenditure	<b>10,475</b>	<b>10,000</b>	<b>(475)</b>	<b>0</b>	<b>(475)</b>	<b>104.8%</b>	<b>475</b>
<b>Net Expenditure</b>	<b>(10,475)</b>	<b>(10,000)</b>	<b>475</b>				
7000 plus Transfer from EMR	475						
<b>Movement to/(from) Gen Reserve</b>	<b>(10,000)</b>						
<u>310 Highways</u>							
4785 Neighbourhood Plan	1,035	0	(1,035)		(1,035)	0.0%	1,035
Highways :- Indirect Expenditure	<b>1,035</b>	<b>0</b>	<b>(1,035)</b>	<b>0</b>	<b>(1,035)</b>		<b>1,035</b>
<b>Net Expenditure</b>	<b>(1,035)</b>	<b>0</b>	<b>1,035</b>				
7000 plus Transfer from EMR	1,035						
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>						
<u>320 Market</u>							
1320 Market Stallage	11,172	20,000	8,828			55.9%	
Market :- Income	<b>11,172</b>	<b>20,000</b>	<b>8,828</b>			<b>55.9%</b>	<b>0</b>
4805 Mere's Mouth - Maintenance	470	0	(470)		(470)	0.0%	470
4810 Market Place - Water Rates	30	63	33		33	47.3%	
4815 Market Place - Business Rates	2,470	2,800	330		330	88.2%	
4830 Market Expenditure	196	365	169		169	53.7%	
Market :- Indirect Expenditure	<b>3,166</b>	<b>3,228</b>	<b>62</b>	<b>0</b>	<b>62</b>	<b>98.1%</b>	<b>470</b>
<b>Net Income over Expenditure</b>	<b>8,006</b>	<b>16,772</b>	<b>8,766</b>				
7000 plus Transfer from EMR	470						
<b>Movement to/(from) Gen Reserve</b>	<b>8,476</b>						
<u>340 Promotion</u>							
4840 Promotion	212	250	38		38	84.6%	
4845 Website/Intranet Hosting/Maint	252	150	(102)		(102)	168.0%	
Promotion :- Indirect Expenditure	<b>464</b>	<b>400</b>	<b>(64)</b>	<b>0</b>	<b>(64)</b>	<b>115.9%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(464)</b>	<b>(400)</b>	<b>64</b>				

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	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>360 Precept</u>							
1076 Precept	591,978	591,978	0			100.0%	10,000
Precept :- Income	<b>591,978</b>	<b>591,978</b>	<b>0</b>			<b>100.0%</b>	<b>10,000</b>
<b>Net Income</b>	<b>591,978</b>	<b>591,978</b>	<b>0</b>				
8001 less Transfer to EMR	10,000						
<b>Movement to/(from) Gen Reserve</b>	<b>581,978</b>						
<u>370 General Expenditure</u>							
4600 Town Mayor's Allowance	343	1,500	1,157		1,157	22.8%	
4605 Ccl Members' Allowance & Exp	0	1,000	1,000		1,000	0.0%	
4635 Subscriptions	1,652	2,500	848		848	66.1%	
4640 Audit	2,076	2,180	104		104	95.2%	
4645 Training	3,502	4,500	998		998	77.8%	
4646 Liability Insurance	4,635	4,536	(99)		(99)	102.2%	
4655 Printing & Stationery	1,611	3,500	1,889		1,889	46.0%	
4660 Postage	25	100	75		75	24.9%	
4665 Wages - General Admin.	97,742	199,557	101,815		101,815	49.0%	
4666 Wages - General Maint.	94,190	197,102	102,912		102,912	47.8%	
4667 Staff Mileage	225	300	75		75	75.0%	
4675 Legal/Financial/Prof fees	436	2,000	1,564		1,564	21.8%	
4680 Vacancy Advert	0	2,000	2,000		2,000	0.0%	
4992 Annual Town Meeting	40	200	160		160	20.1%	
General Expenditure :- Indirect Expenditure	<b>206,476</b>	<b>420,975</b>	<b>214,499</b>	<b>0</b>	<b>214,499</b>	<b>49.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(206,476)</b>	<b>(420,975)</b>	<b>(214,499)</b>				
<u>375 Rechargeable</u>							
1280 Rechargeable Exp. Refunded	1,410	0	(1,410)			0.0%	
Rechargeable :- Income	<b>1,410</b>	<b>0</b>	<b>(1,410)</b>				<b>0</b>
4685 Rechargeable Expenditure	559	0	(559)		(559)	0.0%	
Rechargeable :- Indirect Expenditure	<b>559</b>	<b>0</b>	<b>(559)</b>	<b>0</b>	<b>(559)</b>		<b>0</b>
<b>Net Income over Expenditure</b>	<b>851</b>	<b>0</b>	<b>(851)</b>				
<u>400 Sports Ground</u>							
1400 Sports Ground Hire Fees	5,732	10,000	4,268			57.3%	
Sports Ground :- Income	<b>5,732</b>	<b>10,000</b>	<b>4,268</b>			<b>57.3%</b>	<b>0</b>
4900 Track Maintenance	0	4,000	4,000		4,000	0.0%	

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



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

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## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	701,256	701,369	113			100.0%	
Expenditure	456,305	701,369	245,065	1,299	243,765	65.2%	
<b>Net Income over Expenditure</b>	<u>244,952</u>	<u>0</u>	<u>(244,952)</u>				
plus Transfer from EMR	56,452						
less Transfer to EMR	41,905						
<b>Movement to/(from) Gen Reserve</b>	<u>259,499</u>						

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Agency Services</u>							
1000 Agency Services Income	3,848	3,456	(392)			111.3%	
Agency Services :- Income	<u>3,848</u>	<u>3,456</u>	<u>(392)</u>			<u>111.3%</u>	<u>0</u>
4000 NCC Grasscutting	79	100	21		21	78.8%	
Agency Services :- Indirect Expenditure	<u>79</u>	<u>100</u>	<u>21</u>	<u>0</u>	<u>21</u>	<u>78.8%</u>	<u>0</u>
Net Income over Expenditure	<u>3,769</u>	<u>3,356</u>	<u>(413)</u>				
<u>120 Allotments</u>							
1120 Allotment Rent	0	500	500			0.0%	
Allotments :- Income	<u>0</u>	<u>500</u>	<u>500</u>			<u>0.0%</u>	<u>0</u>
4020 Allotments - Insurance	28	28	0		0	100.0%	
Allotments :- Indirect Expenditure	<u>28</u>	<u>28</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>100.0%</u>	<u>0</u>
Net Income over Expenditure	<u>(28)</u>	<u>472</u>	<u>500</u>				
<u>140 Amenities</u>							
1140 Amenities Income	3,519	2,085	(1,434)			168.8%	
1143 Flock Income	9,999	0	(9,999)			0.0%	9,999
Amenities :- Income	<u>13,518</u>	<u>2,085</u>	<u>(11,433)</u>			<u>648.3%</u>	<u>9,999</u>
4030 Park Enhancement Costs (470)	42	0	(42)		(42)	0.0%	42
4040 Gardens/Floral Scheme	983	1,300	317		317	75.6%	
4060 Town/Park - R&R	14,813	20,000	5,187	567	4,620	76.9%	60
4061 Play Equipment R&R	3,954	5,000	1,047		1,047	79.1%	
4062 Boardwalk Maintenance	4,238	1,000	(3,238)		(3,238)	423.8%	4,136
4065 Van Replacement	0	1,000	1,000		1,000	0.0%	
4070 Van x 2 Running Costs	2,880	3,500	620		620	82.3%	
4071 Van Insurance	1,695	1,220	(475)		(475)	138.9%	
4075 Tree Management	2,090	9,000	6,910		6,910	23.2%	1,400
4085 Closed Churchyard - R&R	27	30	3		3	91.6%	
4090 Manorial Rights - R&R	2	10	8		8	20.2%	
4095 Mere - Water/drainage	0	2,800	2,800		2,800	0.0%	
4100 Mere - Fountain	1,500	1,500	0		0	100.0%	
4101 Mere - Fountain Electricity	1,768	4,830	3,062		3,062	36.6%	
4102 Mere Fountain/Kiosk -Insurance	155	155	0		0	100.0%	
4110 Park - Water Rates	33	100	67		67	33.4%	
4115 Park - Electricity	1,025	1,841	816		816	55.7%	
4120 Mere's Mouth - Rent	100	100	0		0	100.0%	
4125 Mere's Mouth - Business Rates	424	424	(0)		(0)	100.0%	

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4140 Park - Insurance	1,764	1,757	(7)		(7)	100.4%	
Amenities :- Indirect Expenditure	37,494	55,567	18,073	567	17,506	68.5%	5,637
Net Income over Expenditure	(23,976)	(53,482)	(29,506)				
7000 plus Transfer from EMR	5,637						
8001 less Transfer to EMR	9,999						
Movement to/(from) Gen Reserve	(28,337)						
<u>145 Mini Recycling Centre Adopter</u>							
1150 Mini Recycling Adopter Payment	0	450	450			0.0%	
Mini Recycling Centre Adopter :- Income	0	450	450			0.0%	0
Net Income	0	450	450				
<u>150 Bank Interest</u>							
1090 Interest Received	5,369	500	(4,869)			1073.8%	
Bank Interest :- Income	5,369	500	(4,869)			1073.8%	0
4202 Bank Charges	178	240	62		62	74.1%	
Bank Interest :- Indirect Expenditure	178	240	62	0	62	74.1%	0
Net Income over Expenditure	5,191	260	(4,931)				
<u>160 Capital Expenditure</u>							
4200 Capital Expenditure	22,683	41,007	18,324		18,324	55.3%	
Capital Expenditure :- Indirect Expenditure	22,683	41,007	18,324	0	18,324	55.3%	0
Net Expenditure	(22,683)	(41,007)	(18,324)				
<u>180 Cemetery</u>							
1180 Cemetery Interment/Chapel Fees	17,289	25,000	7,711			69.2%	
1185 Cemetery Memorial Fees	5,709	10,500	4,791			54.4%	
Cemetery :- Income	22,999	35,500	12,501			64.8%	0
4250 Cemetery - Grounds - R&R	6,442	8,000	1,558		1,558	80.5%	
4260 Cemetery - Chapels - R&R	46,406	1,000	(45,406)		(45,406)	4640.6%	11,456
4270 General Equipment	1,303	3,000	1,697		1,697	43.4%	
4271 General Equipment Insurance	142	142	0		0	100.0%	
4272 Ride on Mower Insurance	412	412	0		0	100.0%	
4275 Cemetery - Water Rate	111	150	39		39	74.2%	
4280 Cemetery - Electricity	239	472	233		233	50.7%	

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4285 Cemetery - Insurance	496	496	0		0	100.0%	
Cemetery :- Indirect Expenditure	55,552	13,672	(41,880)	0	(41,880)	406.3%	11,456
Net Income over Expenditure	(32,553)	21,828	54,381				
7000 plus Transfer from EMR	11,456						
Movement to/(from) Gen Reserve	(21,097)						
<u>190 Cemetery Gravedigging</u>							
1190 Cemetery Gravedigging Fees	5,238	0	(5,238)			0.0%	
Cemetery Gravedigging :- Income	5,238	0	(5,238)				0
4300 Cemetery Gravedigging Exp.	4,698	0	(4,698)		(4,698)	0.0%	
Cemetery Gravedigging :- Indirect Expenditure	4,698	0	(4,698)	0	(4,698)		0
Net Income over Expenditure	540	0	(540)				
<u>200 Christmas Lights</u>							
4320 Christmas Lights	3,629	21,000	17,371		17,371	17.3%	
4322 Insurance re. Christmas Lights	79	79	0		0	100.0%	
Christmas Lights :- Indirect Expenditure	3,708	21,079	17,371	0	17,371	17.6%	0
Net Expenditure	(3,708)	(21,079)	(17,371)				
<u>220 Corn Hall</u>							
4350 Corn Hall - Maint./R&R	6,200	6,000	(200)		(200)	103.3%	
4360 Corn Hall - Insurance	2,588	2,582	(6)		(6)	100.2%	
Corn Hall :- Indirect Expenditure	8,788	8,582	(206)	0	(206)	102.4%	0
Net Expenditure	(8,788)	(8,582)	206				
<u>240 Council Properties</u>							
1240 Office Rent/Service Charge	4,902	5,500	598			89.1%	
Council Properties :- Income	4,902	5,500	598			89.1%	0
4400 Office R&R	2,857	2,500	(357)		(357)	114.3%	
4405 Office Building Maintenance	985	0	(985)		(985)	0.0%	505
4410 Office Stairlift	0	340	340		340	0.0%	
4415 Cemetery Bungalow	2,234	2,000	(234)		(234)	111.7%	
4420 Electricity Testing 5 Yrly	798	0	(798)		(798)	0.0%	798
4425 Health & Safety	639	2,500	1,861		1,861	25.6%	
4435 Pk Toilets Servicing	6,163	12,000	5,837		5,837	51.4%	

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4445 Pk Toilets - Insurance	384	384	0		0	100.0%	
4450 Pk Toilet- Electricity	813	1,720	907		907	47.3%	
4460 Pk Toilets - Water Rates	244	2,070	1,826		1,826	11.8%	
4465 Mere's Mouth Toilets	7,825	15,000	7,175		7,175	52.2%	
4466 Mere's Mouth Electricity	473	1,500	1,027		1,027	31.6%	
4475 Staff Uniforms/Replacements	0	250	250		250	0.0%	
<b>Council Properties :- Indirect Expenditure</b>	<b>23,415</b>	<b>40,264</b>	<b>16,849</b>	<b>0</b>	<b>16,849</b>	<b>58.2%</b>	<b>1,303</b>
<b>Net Income over Expenditure</b>	<b>(18,513)</b>	<b>(34,764)</b>	<b>(16,251)</b>				
7000 plus Transfer from EMR	1,303						
<b>Movement to/(from) Gen Reserve</b>	<b>(17,210)</b>						
<b><u>260 Diss Youth &amp; Community Centre</u></b>							
1160 Loan Park Radio	900	0	(900)			0.0%	
1260 DYCC Hire Fees	15,092	20,000	4,908			75.5%	
<b>Diss Youth &amp; Community Centre :- Income</b>	<b>15,992</b>	<b>20,000</b>	<b>4,008</b>			<b>80.0%</b>	<b>0</b>
4500 DYCC - Electricity	3,508	7,758	4,250		4,250	45.2%	
4505 DYCC - Gas	392	830	438		438	47.3%	
4510 DYCC - Business Rates	5,040	5,200	160		160	96.9%	
4515 DYCC - Water Rates	852	710	(142)		(142)	120.0%	
4520 Licences - Music	0	247	247		247	0.0%	
4525 DYCC - Insurance	1,095	1,085	(10)		(10)	100.9%	
4530 Annual Service Costs	255	1,500	1,245		1,245	17.0%	
4540 DYCC - General R&R	5,751	4,000	(1,751)	156	(1,907)	147.7%	
<b>Diss Youth &amp; Community Centre :- Indirect Expenditure</b>	<b>16,893</b>	<b>21,330</b>	<b>4,437</b>	<b>156</b>	<b>4,281</b>	<b>79.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(900)</b>	<b>(1,330)</b>	<b>(430)</b>				
<b><u>280 Administrative Overheads</u></b>							
1285 Photocopying Income	30	0	(30)			0.0%	
<b>Administrative Overheads :- Income</b>	<b>30</b>	<b>0</b>	<b>(30)</b>				<b>0</b>
4610 Council Office Business Rates	4,853	4,860	7		7	99.9%	
4615 Council Office - Gas	1,093	1,230	137		137	88.8%	
4620 Council Office - Electricity	487	956	469		469	51.0%	
4625 Council Office - Telephone	996	2,000	1,004		1,004	49.8%	
4630 Council Office - Insurance	882	882	0		0	100.0%	
4657 IT Equipment, Software & Suppo	12,420	14,000	1,580		1,580	88.7%	
<b>Administrative Overheads :- Indirect Expenditure</b>	<b>20,731</b>	<b>23,928</b>	<b>3,197</b>	<b>0</b>	<b>3,197</b>	<b>86.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(20,700)</b>	<b>(23,928)</b>	<b>(3,228)</b>				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>300 Grants</u>							
4720 General Grants	10,000	10,000	0		0	100.0%	
4765 Heritage Triangle Trust	475	0	(475)		(475)	0.0%	475
Grants :- Indirect Expenditure	<u>10,475</u>	<u>10,000</u>	<u>(475)</u>	<u>0</u>	<u>(475)</u>	<u>104.8%</u>	<u>475</u>
Net Expenditure	<u>(10,475)</u>	<u>(10,000)</u>	<u>475</u>				
7000 plus Transfer from EMR	475						
Movement to/(from) Gen Reserve	<u>(10,000)</u>						
<u>310 Highways</u>							
4785 Neighbourhood Plan	1,035	0	(1,035)		(1,035)	0.0%	1,035
Highways :- Indirect Expenditure	<u>1,035</u>	<u>0</u>	<u>(1,035)</u>	<u>0</u>	<u>(1,035)</u>		<u>1,035</u>
Net Expenditure	<u>(1,035)</u>	<u>0</u>	<u>1,035</u>				
7000 plus Transfer from EMR	1,035						
Movement to/(from) Gen Reserve	<u>0</u>						
<u>320 Market</u>							
1320 Market Stallage	14,422	20,000	5,578			72.1%	
Market :- Income	<u>14,422</u>	<u>20,000</u>	<u>5,578</u>			<u>72.1%</u>	<u>0</u>
4805 Mere's Mouth - Maintenance	470	0	(470)		(470)	0.0%	470
4810 Market Place - Water Rates	54	63	9		9	86.4%	
4815 Market Place - Business Rates	2,470	2,800	330		330	88.2%	
4830 Market Expenditure	226	365	139		139	62.0%	
Market :- Indirect Expenditure	<u>3,221</u>	<u>3,228</u>	<u>7</u>	<u>0</u>	<u>7</u>	<u>99.8%</u>	<u>470</u>
Net Income over Expenditure	<u>11,201</u>	<u>16,772</u>	<u>5,571</u>				
7000 plus Transfer from EMR	470						
Movement to/(from) Gen Reserve	<u>11,671</u>						
<u>340 Promotion</u>							
4840 Promotion	212	250	38		38	84.6%	
4845 Website/Intranet Hosting/Maint	252	150	(102)		(102)	168.0%	
Promotion :- Indirect Expenditure	<u>464</u>	<u>400</u>	<u>(64)</u>	<u>0</u>	<u>(64)</u>	<u>115.9%</u>	<u>0</u>
Net Expenditure	<u>(464)</u>	<u>(400)</u>	<u>64</u>				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>360 Precept</u>							
1076 Precept	591,978	591,978	0			100.0%	10,000
Precept :- Income	<u>591,978</u>	<u>591,978</u>	<u>0</u>			<u>100.0%</u>	<u>10,000</u>
Net Income	<u>591,978</u>	<u>591,978</u>	<u>0</u>				
8001 less Transfer to EMR	10,000						
Movement to/(from) Gen Reserve	<u>581,978</u>						
<u>370 General Expenditure</u>							
4600 Town Mayor's Allowance	658	1,500	842		842	43.8%	
4605 Ccl Members' Allowance & Exp	0	1,000	1,000		1,000	0.0%	
4635 Subscriptions	1,931	2,500	569		569	77.2%	
4640 Audit	2,076	2,180	104		104	95.2%	
4645 Training	3,502	4,500	998		998	77.8%	
4646 Liability Insurance	4,635	4,536	(99)		(99)	102.2%	
4655 Printing & Stationery	2,204	3,500	1,296		1,296	63.0%	
4660 Postage	25	100	75		75	24.9%	
4665 Wages - General Admin.	112,667	199,557	86,890		86,890	56.5%	
4666 Wages - General Maint.	109,370	197,102	87,732		87,732	55.5%	
4667 Staff Mileage	269	300	31		31	89.8%	
4675 Legal/Financial/Prof fees	436	2,000	1,564		1,564	21.8%	
4680 Vacancy Advert	0	2,000	2,000		2,000	0.0%	
4992 Annual Town Meeting	40	200	160		160	20.1%	
General Expenditure :- Indirect Expenditure	<u>237,812</u>	<u>420,975</u>	<u>183,163</u>	<u>0</u>	<u>183,163</u>	<u>56.5%</u>	<u>0</u>
Net Expenditure	<u>(237,812)</u>	<u>(420,975)</u>	<u>(183,163)</u>				
<u>375 Rechargable</u>							
1280 Rechargable Exp. Refunded	1,696	0	(1,696)			0.0%	
Rechargable :- Income	<u>1,696</u>	<u>0</u>	<u>(1,696)</u>				<u>0</u>
4685 Rechargable Expenditure	670	0	(670)		(670)	0.0%	
Rechargable :- Indirect Expenditure	<u>670</u>	<u>0</u>	<u>(670)</u>	<u>0</u>	<u>(670)</u>		<u>0</u>
Net Income over Expenditure	<u>1,026</u>	<u>0</u>	<u>(1,026)</u>				
<u>400 Sports Ground</u>							
1400 Sports Ground Hire Fees	6,698	10,000	3,302			67.0%	
Sports Ground :- Income	<u>6,698</u>	<u>10,000</u>	<u>3,302</u>			<u>67.0%</u>	<u>0</u>
4900 Track Maintenance	0	4,000	4,000		4,000	0.0%	



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4910 Pavilion Maintenance	6,451	0	(6,451)		(6,451)	0.0%	
4915 General Sports Ground Maint.	687	3,000	2,313	576	1,737	42.1%	
4920 Ground Maintenance	1,446	2,500	1,054		1,054	57.8%	
4930 Sports Grnd-Water Rate	367	553	186		186	66.4%	
4935 Sports Ground - Electricity	904	3,730	2,826		2,826	24.2%	
4940 Sports Ground - Phone	88	300	212		212	29.2%	
4945 Sports Ground - Insurance	1,334	1,332	(2)		(2)	100.2%	
4955 Skateboard Pk - Insurance/Insp	500	499	(1)		(1)	100.2%	
4965 Skateboard Pk-Maint. Materials	4,118	0	(4,118)		(4,118)	0.0%	2,059
Sports Ground :- Indirect Expenditure	<u>15,895</u>	<u>15,914</u>	<u>19</u>	<u>576</u>	<u>(557)</u>	<u>103.5%</u>	<u>2,059</u>
Net Income over Expenditure	<u>(9,197)</u>	<u>(5,914)</u>	<u>3,283</u>				
7000 plus Transfer from EMR	2,059						
Movement to/(from) Gen Reserve	<u>(7,138)</u>						
<u>420 Events</u>							
1330 Coronation Income	3,358	0	(3,358)			0.0%	
Events :- Income	<u>3,358</u>	<u>0</u>	<u>(3,358)</u>				<u>0</u>
4760 Remembrance Service Costs	41	800	759		759	5.1%	
4991 Coronation Expenditure	6,811	0	(6,811)		(6,811)	0.0%	
Events :- Indirect Expenditure	<u>6,851</u>	<u>800</u>	<u>(6,051)</u>	<u>0</u>	<u>(6,051)</u>	<u>856.4%</u>	<u>0</u>
Net Income over Expenditure	<u>(3,493)</u>	<u>(800)</u>	<u>2,693</u>				
<u>425 Christmas Switch on Event</u>							
1235 Christmas Switch On Income	3,799	1,400	(2,399)			271.4%	3,799
Christmas Switch on Event :- Income	<u>3,799</u>	<u>1,400</u>	<u>(2,399)</u>			<u>271.4%</u>	<u>3,799</u>
4990 Christmas Switch on Event	41	2,800	2,759		2,759	1.4%	90
Christmas Switch on Event :- Indirect Expenditure	<u>41</u>	<u>2,800</u>	<u>2,759</u>	<u>0</u>	<u>2,759</u>	<u>1.4%</u>	<u>90</u>
Net Income over Expenditure	<u>3,759</u>	<u>(1,400)</u>	<u>(5,159)</u>				
7000 plus Transfer from EMR	90						
8001 less Transfer to EMR	3,799						
Movement to/(from) Gen Reserve	<u>50</u>						
<u>430 Carnival</u>							
1435 Carnival Income	12,931	10,000	(2,931)			129.3%	14,569
Carnival :- Income	<u>12,931</u>	<u>10,000</u>	<u>(2,931)</u>			<u>129.3%</u>	<u>14,569</u>

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4996 Carnival	13,081	11,455	(1,626)		(1,626)	114.2%	13,884
Carnival :- Indirect Expenditure	13,081	11,455	(1,626)	0	(1,626)	114.2%	13,884
Net Income over Expenditure	(150)	(1,455)	(1,305)				
7000 plus Transfer from EMR	13,549						
8001 less Transfer to EMR	14,904						
Movement to/(from) Gen Reserve	(1,505)						
<u>440 Town Mayor's Charity</u>							
1440 Town Mayor's Charity	497	0	(497)			0.0%	
Town Mayor's Charity :- Income	497	0	(497)				0
4795 Town Mayor's Charity Exp	2,558	0	(2,558)		(2,558)	0.0%	
Town Mayor's Charity :- Indirect Expenditure	2,558	0	(2,558)	0	(2,558)		0
Net Income over Expenditure	(2,060)	0	2,060				
<u>460 CIL</u>							
1460 CIL - CIL Income	52,196	0	(52,196)			0.0%	52,196
CIL :- Income	52,196	0	(52,196)				52,196
5000 CIL - Expenditure	6,907	0	(6,907)		(6,907)	0.0%	8,966
CIL :- Indirect Expenditure	6,907	0	(6,907)	0	(6,907)		8,966
Net Income over Expenditure	45,289	0	(45,289)				
7000 plus Transfer from EMR	8,966						
8001 less Transfer to EMR	52,196						
Movement to/(from) Gen Reserve	2,059						
<u>470 Streetlighting</u>							
4730 CCTV Costs	5,717	2,425	(3,292)		(3,292)	235.7%	5,509
4970 Streetlighting	5,902	7,575	1,673		1,673	77.9%	5,902
Streetlighting :- Indirect Expenditure	11,618	10,000	(1,618)	0	(1,618)	116.2%	11,411
Net Expenditure	(11,618)	(10,000)	1,618				
7000 plus Transfer from EMR	11,411						
Movement to/(from) Gen Reserve	(208)						

## Detailed Income &amp; Expenditure by Budget Heading 01/10/2023

Month No: 7

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	759,472	701,369	(58,103)			108.3%	
Expenditure	504,872	701,369	196,497	1,299	195,198	72.2%	
Net Income over Expenditure	<u>254,600</u>	<u>0</u>	<u>(254,600)</u>				
plus Transfer from EMR	56,452						
less Transfer to EMR	90,898						
Movement to/(from) Gen Reserve	<u>220,153</u>						

# Item 6c

## SUMMARY REPORT OF EARMARKED RESERVES 2023-24

Project Ref	NC		Committee	Site	EMR	Balance as at 1st April 2023	Less:Actual Year to date Expense	Balance	Add: Year to date receipts	Balance as at 30th September 2023
RF	330	1	Executive	By-election	By-election costs	£ 5,000		£ 5,000		£ 5,000
NEW	335		Facilities	Facilities	Flock Project	£ -		£ -	£ 9,999	£ 9,999
RF	342	3	Executive	Events	Christmas Lights switch on	£ 3,680	£ 41	£ 3,640	£ 3,490	£ 7,130
RF	344	4	Executive	Events	Carnival	£ 3,981	£ 14,307	£ 10,326	£ 15,662	£ 5,336
I	370	5	Facilities	Cemetery	Cem Roads, Cem Monuments	£ 4,500		£ 4,500		£ 4,500
J	372	6	Facilities	Cemetery	Cemetery Chapels	£ 11,456	£ 11,456	£ -		£ -
L	375	7	Facilities	Corn Hall	Corn Hall	£ 25,975		£ 25,975		£ 25,975
M	384	8	Facilities	Council Offices	Building maintenance	£ 31,095	£ 505	£ 30,590		£ 30,590
D	390	9	Facilities	DYCC	Van Replacement	£ 7,000		£ 7,000	£ 1,000	£ 8,000
K	392	10	Facilities	DYCC	Ride-On Lawnmower Replacement	£ 3,000		£ 3,000		£ 3,000
O	398	11	Facilities	DYCC	DYCC	£ 4,317		£ 4,317		£ 4,317
P	400	12	Facilities	Market	Maintenance Market	£ 21,500		£ 21,500		£ 21,500
C	412	13	Facilities	Mere	Boardwalk	£ 4,473	£ 4,136	£ 338		£ 338
H	414	14	Facilities	Mere	Maintenance Mere's Mouth (Resurfacing)	£ 2,000	£ 470	£ 1,530		£ 1,530
G	416	15	Facilities	Mere	Mere Fountain	£ 22,815		£ 22,815		£ 22,815
A	422	16	Facilities	Park	Park General - Beacon Project	£ 6,842		£ 6,842		£ 6,842
B	424	17	Facilities	Park	Play Equipment	£ 500		£ 500		£ 500
Y	426	18	Facilities	Park	Park Toilets	£ 16,000		£ 16,000		£ 16,000
Q	430	19	Facilities	SPG	Athletics maintenance	£ 11,000		£ 11,000		£ 11,000
R	432	20	Facilities	SPG	SPG Floodlights	£ -		£ -		£ -
S	434	21	Facilities	SPG	SPG Pav maintenance	£ -		£ -		£ -
T	436	22	Facilities	SPG	SPG - Skateboard Park	£ 2,059	£ 2,059	£ -		£ -
F	440	23	Facilities	St Marys Churchyard	Closed churchyard repairs	£ 18,579		£ 18,579		£ 18,579
E	450	24	Facilities	Facilities	Tree Management	£ 1,000	£ 1,400	£ 400	£ 9,000	£ 8,600
N	469	25	Facilities		5 Yr Electrical Testing	£ 4,098	£ 798	£ 3,300		£ 3,300
U	470	26	Facilities		Park Enhancement Project	£ 12,181	£ 42	£ 12,140		£ 12,140
RF	455	27	HTP	HTP	HTP	£ 9,109	£ 475	£ 8,634		£ 8,634
RF	460	28	Infrastructure	Infrastructure	Bus Shelters maintenance	£ 15,721	£ 60	£ 15,661		£ 15,661
RF	462	29	Infrastructure	Infrastructure	Streetlights	£ 10,318	£ 5,902	£ 4,416		£ 4,416
RF	464	30	Infrastructure	Infrastructure	Community Infrastructure Levy (CIL)	£ 68,408	£ 8,966	£ 59,442	£ 3,462	£ 62,904
RF	466	31	Infrastructure	Infrastructure	CCTV	£ 7,184	£ 5,509	£ 1,675		£ 1,675
RF	468	32	Infrastructure	Infrastructure	D&D Neighbourhood Plan	£ 5,213	£ 1,036	£ 4,177		£ 4,177
V	471	33	Infrastructure	Infrastructure	Park Light Review	£ -		£ -		£ -
W	472	34	Infrastructure	Infrastructure	Mere Street Pedestrianisation	£ 10,000		£ 10,000		£ 10,000
X	473	35	Infrastructure	Infrastructure	Street Cleaner	£ 10,543		£ 10,543		£ 10,543
RF	445	36	Infrastructure	Infrastructure	Parish Partnership Works	£ 5,000		£ 5,000		£ 5,000
					TOTAL	£ 364,547	£ 57,161	£ 307,387	£ 42,614	£ 350,001

	% of EMR	Balance year end 2022/23	YTD Balance
Facilities	60%	£210,391.34	£209,525
HTP	2%	£9,108.59	£8,634
Infrastructure	33%	£132,386.40	£114,376
Executive	5%	£12,661.14	£17,466
TOTAL		£364,547.50	£350,001

30/09/2023	General Reserves	£ 577,463
	EMR	£ 350,001
	Total Funds	£ 927,464

Streetlighting Funds Breakdown		
	Capital Reserves (ring fenced)	£ 4,096
	EMR General	£ 320
		£ 4,416

SUMMARY REPORT OF EARMARKED RESERVES 2023-24

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L	375	7 Facilities	Corn Hall	Corn Hall	£ 25,975		£ 25,975		£ 25,975
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R	432	20 Facilities	SPG	SPG Floodlights	£ -		£ -		£ -
S	434	21 Facilities	SPG	SPG Pav maintenance	£ -		£ -		£ -
T	436	22 Facilities	SPG	SPG - Skateboard Park	£ 2,059	£ 2,059	£ -		£ -
F	440	23 Facilities	St Marys Churchyard	Closed churchyard repairs	£ 18,579		£ 18,579		£ 18,579
E	450	24 Facilities	Facilities	Tree Management	£ 1,000	£ 1,400	£ -400	£ 9,000	£ 8,600
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RF	464	30 Infrastructure	Infrastructure	Community Infrastructure Levy (CIL)	£ 68,408	£ 8,966	£ 59,442	£ 52,196	£ 111,638
RF	466	31 Infrastructure	Infrastructure	CCTV	£ 7,184	£ 5,509	£ 1,675		£ 1,675
RF	468	32 Infrastructure	Infrastructure	D&D Neighbourhood Plan	£ 5,213	£ 1,036	£ 4,177		£ 4,177
V	471	33 Infrastructure	Infrastructure	Park Light Review	£ -		£ -		£ -
W	472	34 Infrastructure	Infrastructure	Mere Street Pedestrianisation	£ 10,000		£ 10,000		£ 10,000
X	473	35 Infrastructure	Infrastructure	Street Cleaner	£ 10,543		£ 10,543		£ 10,543
RF	445	36 Infrastructure	Infrastructure	Parish Partnership Works	£ 5,000		£ 5,000		£ 5,000
				TOTAL	£ 364,547	£ 57,211	£ 307,337	£ 91,657	£ 398,993

	% of EMR	Balance year end 2022/23	YTD Balance
Facilities	53%	£210,391.34	£209,525
HTP	2%	£9,108.59	£8,634
Infrastructure	41%	£132,386.40	£163,110
Executive	4%	£12,661.14	£17,725
TOTAL		£364,547.50	£398,993

31/10/2023	General Reserves	£ 533,552
	EMR	£ 398,993
	Total Funds	£ 932,545

Streetlighting Funds Breakdown		
	Capital Reserves (ring fenced)	£ 4,096
	EMR General	£ 320
		£ 4,416

**DISS TOWN COUNCIL**

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Website: [www.diss.gov.uk](http://www.diss.gov.uk)

Report Number:

**35/ 2324**

Report to:	Full Council
Date of Meeting:	15 <sup>th</sup> November 2023
Authorship:	Responsible Finance Officer
Subject:	Bad debt write off

### **Introduction**

1. Section 1.12 d) of Diss Town Council's financial regulations state that "any bad debts are not submitted to the Council for approval to be written off except with the approval of the Executive Committee and that the approval are shown in the accounting records".

### **Bad debt write off**

2. Invoice 10036 to Rare Items was issued on 31/03/22 for market stallage totalling £38.10. Originally the trader was keen to be a regular trader, so traded in March for three weeks through the diary system and then was set up as a regular trader by means of a quarterly invoice. This takes a fair number of administrative resources.
3. Once the invoices were received, we were informed that he no longer wished to trade on the market due to lack of sales and the quarterly invoice was credited.
4. As there was trading on the market for the 2 weeks in March 22 the invoice remains outstanding.
5. The financial assistant has chased this on numerous occasions both via email and left messages on voicemail with no response. This was escalated to the RFO who chased for payment to no avail.
6. It is the opinion of the RFO that the amount is not material, and no further resources should be put into this case. It is recommended that the invoice is written off as a bad debt, and that the Executive committee have approved this write off on minute resolution EX0923/07.

### **Recommendation**

To approve that invoice 10036 totalling £38.10 is written off.

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Report Number:  
**36 / 2324**

Report to:	Full Council
Date of Meeting:	15 <sup>th</sup> November 2023
Authorship:	Chief Operations Officer / Deputy Town Clerk
Subject:	Parish Partnership Bid

## 1. Introduction

- 1.1 During a meeting of Full Council on 13<sup>th</sup> September 2023 ideas were considered for potential projects for The Parish Partnership Bid (PPB). The PPB is a project run every year by Norfolk County Council which encourages smaller councils to submit bids for highway improvement schemes with Norfolk County Council funding 50% of the cost of successful bids.
- 1.2 One of the ideas agreed upon was creating a new pathway alongside the Shelfanger Road which would run from the gate close to Louies Lane down to the sportsground pavilion to allow inclusive access to the site.
- 1.3 Councillors agreed during the meeting that they would like a survey completed of potential users of the site to gather further information on the potential use of the new pathway.
- 1.3 A decision would need to be made by Council on the 15<sup>th</sup> November 2023 as the deadline for applications to reach County Council Parish Partnership Bid is the 8<sup>th</sup> December 2023.
- 1.4 This report evaluates the survey regarding the new pathway to give councillors a better understanding of how the pathway would benefit the community.

## 2. The Survey

- 2.1 The objective of the survey was to establish whether the new footpath would be utilised by users of the Sportsground. The survey was conducted using the current hirers rather than the general public to get a deliberately targeted view from individuals who are active users of the sports ground.
- 2.2 The data was collected by two methods quantitative which was by using a survey via email and qualitative by interviewing users of the skateboard park.

## 3. The Results

- 3.1 It is difficult to quantify how many people utilise this site weekly and how many people would use the new footpath but below is the current usage of the site which is known to us at fig 1.

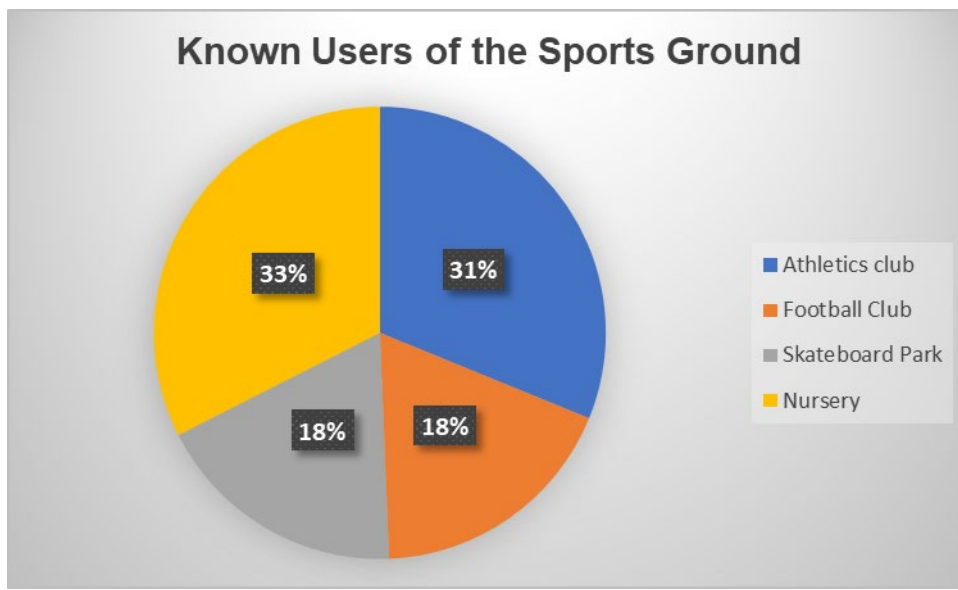
Fig 1 – Table of Visitors utilising site

Name	Total visitors per day (Average)
Athletics Club	25
Football Club	70
Skateboard Park	70
Nursery	25

3.2 During the poll we interviewed 28 members of the public on site, and we received back 8 replies to our email survey. This was out of a possible 130 users that we are aware of that use the facilities, this equates to 27.69 percent of users who contributed to the survey.

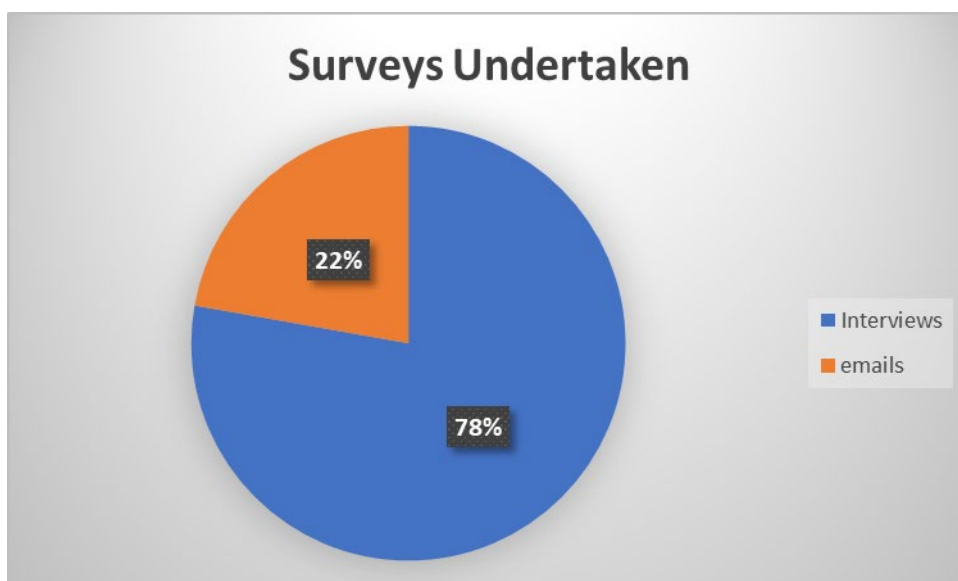
3.3 Fig. 3 below highlights the known users of the sports ground in percentages.

Fig. 3



3.4 Fig. 4 highlights surveys undertaken as a percentage.

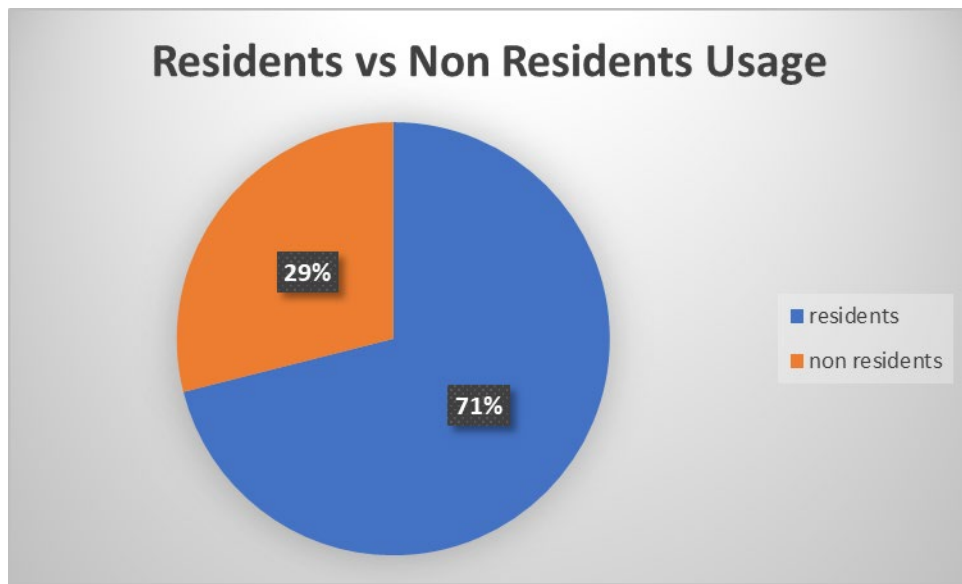
Fig. 4





- 3.5 Fig. 5 highlights the amount of those interviewed in percentage terms as residents and non-residents.

Fig. 5



#### 4. Benefits and Pitfalls

- 4.1 As Council is aware the new pathway would greatly enhance accessibility for a diverse range of users, including junior footballers, athletes, nursery children, skateboard park visitors, and dog walkers. This would ensure safer and more convenient access to the sports ground, skateboard park and Pavilion, contributing to increased community engagement in recreational activities.
- 4.2 This pathway is to provide access not only to the sports ground but provide a safe route to the pavilion and skateboard park.
- 4.3 The County Council's contribution of 50% towards the total project cost demonstrates shared agreement on initiatives within the town. This partnership funding could ease the financial burden on the council and make the project financially viable.
- 4.1. The most significant challenge is the high total cost of £54,000 for the project. Although the town council contribution would only be £27,000 this is still a considerable amount of money and, this expenditure could strain limited financial resources, potentially impacting other projects such as the requirement for a new roof at the Diss Youth & Community Centre.
- 4.2 Tree Removal: The project would require the removal of 7 mature trees, which may lead to environmental concerns and opposition from environmental advocacy groups or local residents who value the trees for their aesthetic and ecological significance.
- 4.3 Stump Removal: The removal of tree stumps could require additional costs and efforts. If not managed properly, stump removal might pose logistical challenges and create disruption in the area.

5. Conclusion

5.1 The proposed Shelfanger Road Pathway project offers numerous benefits, including improved accessibility, safety, and community engagement. However, the project's financial cost, the need for tree removal, and potential maintenance expenses pose significant challenges for the council.

5.2 Additional considerations which include the long-term sustainability of the sports ground, should be thoroughly evaluated when finalising a decision.

6. Budget

6.1 Should the bid be successful the £27,000 needed for the project would come from Community Infrastructure Levy Funds. There is currently £98,200.00 available.

**Recommendations**

1. To put this project on hold for 2024/25 and revisit for the 2025/26 Parish Partnership Bid due to the Community Infrastructure Levy funds available being required for the Diss Youth & Community Centre roof regeneration.
2. To look at this project alongside the future of the Sports Ground to ensure the longevity of the money spent.



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Report Number:  
**37 / 2324**

Report to:	Full Council
Date of Meeting:	15 <sup>th</sup> November 2023
Authorship:	Town Clerk / CEO
Subject:	Death of a past councillor or staff member

1. Following the sad passing of several councillors, it has been suggested that Council consider appropriate action to acknowledge contributions made.
2. Currently it is customary to hold a minute's silence at the following Full Council meeting and the names of late councillors are added to a plaque in the Cemetery Chapel.
3. It has also been suggested that Council consider a floral tribute.
4. Given the longer legacy of the plaque inscription and additional costs associated with a floral tribute together with the Council's commitment to enhancing biodiversity, it is recommended that the Council continue to undertake the activities in point 2.
5. Members may also wish to consider whether they wish the same recommendation to apply to past staff members.

**Recommendation**

To continue to hold a minute's silence at the next Full Council meeting and inscribe the plaque in the Cemetery Chapel following the death of a past councillor.

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Report Number:  
**38 / 2324**

Report to:	Full Council
Date of Meeting:	15 <sup>th</sup> November 2023
Authorship:	Town Clerk
Subject:	Council Priorities

Introduction

1. Following the confidential report (reference 34/2324) received by Council in October, several proposals and recommendations were not considered.
2. Copied below are the relevant clauses from that report.
3. Members are urged to consider the need to look at our current resources and workloads and how to alleviate the burden on our administration team, ensure the timely completion of outstanding items and projects, and address critical infrastructure issues. Failure to do so may compromise the efficiency and effectiveness of our operations and impact our ability to serve the community effectively.
4. The additional members joining the Carnival sub-committee and transfer of administrative tasks to members will go some way to achieving this.

Prioritise Progress Report Tasks

5. There are currently 28 items on our progress report (see Appendix), with commitments from the council across all committees and Full Council. N.B. The FC progress report may have more recent updates to this version.
6. The Clerk and Deputy Clerk have reviewed the full progress report and proposed a high, medium, and low priority for each.
7. The high priority items are generally higher-risk projects that need to be progressed in the next six months albeit with longer term completion dates (e.g. DYCC roof / upgrade, Cemetery bungalow sale). The medium priority items are lower risk but should be progressed in next 6-12 months, several of which link to the strategic plan and are again longer-term projects (Mere water quality & carbon reduction).
8. In addition to these projects (which include significant key infrastructure projects such as the deteriorating condition of some of DTC's buildings namely DYCC, and Sports Ground), there are the day-to-day tasks that DTC is responsible for (e.g. burials, site bookings, customer enquiries, planning applications, publicity, staff management and recruitment etc) and other key projects such as the council office building refurbishment, the deferred projects as listed above and major events that DTC leads on (Remembrance, Christmas Lights Switch-on, Carnival and other ad-hoc events).
9. It is recommended that members consider focusing our resources in the next 12 months to progressing and where possible completing the high and medium priority

tasks.

#### Slow Down the Strategic Plan

10. Slow down the development of the Strategic Plan until our staffing situation has improved and we have the capacity to plan properly and execute effectively.
11. The community engagement event that took place on the Market Place at the end of September was successful and encouraging. The feedback received will need to be evaluated. It is hoped that this becomes a regular activity where all members of council can get involved, different Officers and at different venues around the town. This way DTC can continue to gather views from residents, traders and visitors on what it's doing well and where improvements can be made as part of the strategic planning process. It's also an opportunity for the public to better get to know staff and members and better understand our role and remit.
12. Admin staffing resource wise, the impact should be minimal as the stand / display is ready.

#### Establish a Comprehensive Repair and Project Plan

13. Develop a comprehensive plan for repairing our buildings and completing deferred projects. This plan will serve as a roadmap to ensure that these tasks are addressed systematically, and we can demonstrate effective forward planning, improving our resilience as a council.

#### Managing Expectations

14. We should communicate with Council about our staffing challenges and the need to prioritise urgent tasks. Managing expectations will help ensure that everyone understands the current limitations and constraints.

#### Monitoring Progress

15. Regularly monitor progress on the tasks we have prioritised and adjust our approach as necessary to ensure efficient execution.

#### **Recommendations**

1. Focus Diss Town Council resources in the next 12 months to progressing and where possible completing the high and medium priority tasks as per the amended progress report.
2. Utilise the next 12 months to gather public feedback on the Council's future direction via regular community engagement events to better inform the Council's next strategic plan.
3. To appoint an Action Group to develop a plan for repairing our buildings and completing deferred projects.

## Progress Report

Committee	Minute Reference	Subject	Action	Assigned to	Timescale	Comments or further action	Priority (L / M / H)
Facilities	F0220/15	DYCC	c) To consider the feasibility of the reconfiguration of the upstairs floor of the DYCC.	Clerk	01.03.2023	Initial grant request completed. Application form awaited and expected in November 2023.	H
Full Council	FC0423/08a)	CEMETERY Bungalow	1)To remove the current condition of sale regarding the overage on the Cemetery bungalow.  2)To terminate the agreement with Abbots and appoint Whitley Parish to market the Cemetery Bungalow with an initial purchase price of offers of over £275k.	COO		Although this action has been completed, the property is now back on the market and needs to be sold to release funds for re-investment into council offices refurbishment.	H
Full Council	FC0623/17	TELEPHONE & BROADBAND CONTRACT	a)To extend the Council's telephone and broadband contract with the existing supplier etc ... (EAST ANGLIA) LTD & Red5 Networks for another two years.  b)To remove Park Radio Ltd from the Council's internet connection to improve the phone line quality at the Diss Youth & Community Centre.  c)To review the Council's telephone and broadband requirements during the budgeting process for 2025-26.	Clerk	by 30.06.23/01.09.24	Contractors advised. Awaiting update from existing contractor regarding new contract & quote reference item b). Update requested from contractor 07.09.23	H
Full Council	FC0923/08	DISS YOUTH & COMMUNITY CENTRE	To approve expenditure of up to £3,500 allocated to DYCC Earmarked Reserves to re-inspect the DYCC roof subject to investigation of possible funding to help cover costs.	Town Clerk/ FBM	immediately	Inspection carried out. Initial findings report received. Requested costs for drone survey inspection of roof and timescales.	H
Full Council	FC0923/13	CHRISTMAS LIGHTS SWITCH-ON EVENT	There has been a record level of sponsorship and it was suggested that the Museum might like to participate.	RP	immediately		H
Facilities	F1122/07	Mere Water Quality	It was agreed that councillors Waterman and Welch would review the background to the Mere water quality priority and consider joining the action group to move this objective forward. Cllr Kitchen requested the information also.	Clerk	TBC	AG to look at objectives with a view to coming back to committee in Oct.	M
Facilities	F0223/10	Diss Sportsground	To set up action group of Councillors Robertson, Sinfield, B&FM and COO or CEO to consider options for Sports ground.	COO/CEO	01.07.2023	Group will be set up once Carnival has been completed, to allow officers to be able to attend action group meetings.	M
Full Council	FC0623/04	PUBLIC PARTICIPATION	There were further questions regarding 4 & 5G broadband provision for Diss and Cllr Waterman volunteered to review the cycle route signage with cllr Kiddie.	KK / GW	by 06.07.23	The cycle route has been reviewed by a local resident and update awaited on implementation of recommendations.	M
Full Council	FC0723/08	BEACON EXTENSION GRANT APPLICATION	that the Pride in Place grant application to extend the beacon in Diss Park would be amended and submitted to South Norfolk District Council.	Clerk	by 28.07.23	Completed. Bid successful for approx £6k. Acknowledgement, signed T&C's & risk register sent. Project start Feb 2024 in line with grant criteria and in time for unveiling at 6th June event	M
Full Council	FC0923/12	D-DAY 80 ANNIVERSARY	To appoint the Beacon sub-committee to consider an event to mark the 80th Anniversary of D-Day on 6th June 2024.	Town Clerk	immediately	This is intended to be a small-scale event of up to 500 with a beacon lighting and parade around the Park.	M
Executive	EX1221/09	Carbon Reduction Plan	Town Clerk/Councillors Browne and Murphy to work on action to reduce carbon footprint by 25%	Town Clerk, Cllrs Browne and Murphy		This is to be discussed with the current strategy action plan group.	M
Executive	EX0923/07	Asset Register Variances	That the Executive Committee review the asset register and valuation policy	RFO/DepClerk	By Jul 2024		M
Infrastructure	INF0723/09	RESIDENTS PARKING SCHEME	To approve the list of stakeholders to invite to the initial meeting to consider strategic long-term solutions to the current parking management and traffic congestion problems in Diss.	Town Clerk/ CEO	by 01.09.23	First scoping meeting took place 18th October with proposed first phase to consider the Heritage Triangle area including Market Place and Mere St.	M
Infrastructure	INF1023/08	BIODIVERSITY POLICY	To recommend the adoption of the Biodiversity policy with two amendments to the Executive Committee and to consider an action group to take it forward.	Clerk	30.11.23	The consideration of the policy is straightforward but need to consider who, when and how the policy will be implemented.	M / L
Full Council	FC0723/10	STRATEGIC PLAN	to appoint cllrs Olander, Wooddissee, Peaty and Robertson to work with the Clerk to review the Council's existing strategic plan to inform future strategic planning.	SO / RP/ JR / Jwo/ CLERK	by 13.09.23	Very successful community engagement event on Market Place. Lots of positive feedback for evaluation and further events scheduled at different venues with different members / Officers.	M / L
Facilities	F1121/15	Rectory Meadow	3. That councillors Gingell and Robertson and the Town Clerk review and update the lease between the Town Council and Diss & District Cricket Club to reflect the ongoing fence maintenance responsibility and other necessary changes.	Clerk / MG / JR	Mayoral year 2023-24 tbc	Council's solicitor has retired. Clerk to meet with successor to bring her up to speed on the lease reviews including this one.	L

### Progress Report

Committee	Minute Reference	Subject	Action	Assigned to	Timescale	Comments or further action	Priority (L / M / H)
Facilities	F0723/11	Tree Replacement at Property Next to Council Offices	To obtain clarity on the progress and compliance of the tree replacement, councillors are requesting an update from the Town Clerk.. This update will enable the councillors to stay informed and monitor the situation to ensure that the agreed-upon actions are carried out according to the approved planning conditions.	CEO/TC	1 month	This has been forwarded by SNC's Ecology Biodiversity And Tree Manager to their Planning compliance team to follow up should the approved landscaping scheme including 3 Silver Birch and some native hedging not be planted by the time the development is finished.	L
Facilities	F0723/11	Conifers in neighbouring Garden to Council Offices	The presence of conifers at the bottom of the garden, adjacent to the Council Offices, has been brought to the attention of council during this session due to the concern that they might become problematic if allowed to grow too large. In a previous interaction, the former Tree Officer had advised Cllr E Taylor, and Clerk that these Conifers needed to be removed.	CEO/TC	1 month	G. Waterman has stated that he is able to complete work on these trees to stop their growth and therefore alleviating the requirement for them to be removed. He will be liaising with the Clerk/CEO regarding the works.	L
Facilities	FC0417/06  F0723/11	Heritage Triangle Project Garden	c) To approve the draft Heads of Terms for leasing the Council Offices garden to the Heritage Triangle Trust and authorise the Clerk to proceed with a formal agreement.  Councillors would like an update on the heritage triangle garden memorandum of understanding and which volunteer group is responsible for the work in the garden.	CEO/TC	1 month	HTT & DCT has now merged into Trust. Copy of MoU can be reconsidered by members. F&BM has concerns ref maintenance of planters given condition.	L
Full Council	FC0423/09	PARK	1) To appoint a working party of councillors Collins, Kiddie, Olander and Waterman and staff (Deputy Town Clerk / COO & Facilities & Buildings Manager) to work on the park enhancement project.	DC/SK/SO/GW/CO O/FBM  RFO	12/07/23  Immediately	The park action group has met and have completed some work which was undertaken by Cllr Waterman & maintenance team. There are further works and meetings ongoing and council will be updated once these have been agreed.	L
Full Council	FC0523/14	AWARD SCHEME	a) That the Clerk would apply for a Quality status of the Local Council Award Scheme with a plan for the Gold status to follow.	Clerk	07.09.23	Started to review requirements and determine tasks for completion. Plan to be presented to November FC.	L
Full Council	FC0923/11	PARISH PARTNERSHIP FUNDING	The council initiates a consultation process to gauge public opinion on the Sports Ground footway proposal before applying to the Parish Partnership bid.	Deputy Town Clerk	immediately	This has been completed and it was decided that the footpath would be utilised however the amount of money of £27k from CIL might need to be used for RAAC refurbishment of the DYCC. Review for PP bid 2024. Update will be provided to the Nov FC meeting.	L
Full Council	FC0923/19	VISIT DISS WEBSITE	To appoint Red Dune Ltd to develop a Visit Diss website as per quotation received with expenditure of £1,500 allocated to General Reserves / Bank Interest and with ongoing annual costs of £390 to be budgeted separately from 2024-25 under Promotion (power – encourage tourism to the council's area / statutory provision LGA 1972, s.144 / General Power of Competence.	Clerk/GW	immediately	Postponed works until early 2024 earliest.	L
Infrastructure	INF0119/09	Town Centre Signage	Draft town map designs are being mocked up as replacement inserts for the map boards around the town, overlays are being considered for the highways signage on approaches to the town to highlight Diss as an historic market town & a review of the traffic survey results and car parking usage statistics should help to determine directional signage.	Clerk	end July 2021	Review requirement for this project during strategic planning.	L
Infrastructure	INF0123/09	Public Realm Art Project	To support in principle the large-scale artwork and appoint councillors Collins, Sinfield, and Waterman to work alongside the Clerk and the designer to consider possible locations and design ideas.	DC / LS/ GW / Clerk	30.03.23	Designer now ready to start Diss project and is starting by doing a call out to premises owners for permissions to free artwork on their wall. After the walls have been identified, designer, with support from DTC and Bud Studio will put in an Arts Council bid to get funding for the project with the hope of starting early 2024.	L
Infrastructure	INF0123/10	Land on Denmark Lane	1. To appoint a working group of councillors Sinfield, Waterman and Welch to work with the Clerk to further consider the requirements and proposal regarding the purchase of the small triangle of land on Denmark Lane for eventual presentation to Full Council.	LS / GW / JW / Clerk	30.03.23	For consideration during strategic planning process. Clerk approached by member of Quaker Wood SG who may be interested in taking this on but needs to secure approval of Group first.	L

### Progress Report

Committee	Minute Reference	Subject	Action	Assigned to	Timescale	Comments or further action	Priority (L / M / H)
Infrastructure	INF0423/08	Wildflower Planting	To trial wildflower seeding and management on three areas of the town namely the verge at the DYCC and the area of land at the end of Mere Street subject to using method B and the area alongside Victoria Road subject to landowner consent and as per the corresponding appendices.	Clerk/CEO	31.12.23		L
Infrastructure	INF1023/07	GREEN CORRIDORS	To appoint an action group of councillors Peaty and Welch from the Infrastructure Committee and representatives from appropriate Steering Groups including Quaker Wood, Frenze Beck, Fair Green, DDNP and neighbouring parishes to assess the options for improving Diss' Green Corridor Network and draft a plan for implementation.	JW / RP	31.05.24		L



## Progress Report

Committee	Minute Reference	Subject	Action	Assigned to	Timescale	Comments or further action
Full Council	FC0423/08a)	CEMETERY Bungalow	1)To remove the current condition of sale regarding the overage on the Cemetery bungalow. 2)To terminate the agreement with Abbots and appoint Whittleby Parish to market the Cemetery Bungalow with an initial purchase price of offers of over £275k.	DepTC		Re-advertised at £275k - £300k due to previous sale falling through.
Full Council	FC0623/17	TELEPHONE & BROADBAND CONTRACT	a)To extend the Council's telephone and broadband contract with the existing supplier etc ... (EAST ANGLIA) LTD & Red5 Networks for another two years. b)To remove Park Radio Ltd from the Council's internet connection to improve the phone line quality at the Diss Youth & Community Centre. c)To review the Council's telephone and broadband requirements during the budgeting process for 2025-26.	Clerk	by 30.06.23/01.09.24	Contractors advised. Awaiting update from existing contractor regarding new contract & quote reference item b). Update requested from contractor 07.09.23
Full Council	FC0723/06	SPORTS GROUND	To grant delegated authority, up to £13,000.00, to the Town Clerk/CEO, Chair of Facilities, and Executive Chair to agree on quotes for the project. □	B&F Manager & COO	immediately	This work has been completed now.
Full Council	FC0923/08	DISS YOUTH & COMMUNITY CENTRE	To approve expenditure of up to £3,500 allocated to DYCC Earmarked Reserves to re-inspect the DYCC roof subject to investigation of possible funding to help cover costs.	Town Clerk/ FBM	immediately	Inspection carried out. Initial findings report received. Drone survey being carried out 09.11.23.
Full Council	FC0923/13	CHRISTMAS LIGHTS SWITCH-ON EVENT	There has been a record level of sponsorship and it was suggested that the Museum might like to participate.	RP	immediately	
Full Council	FC1121/07	Emergency Plan	2. To confirm a date with the District's Emergency Planning Officer for a trial implementation of the Emergency Plan.	Clerks / SNC Emergency planning Officer	31.12.23	The emergency plan needs some tweaking due to the age of the plan and the Emergency Planning officer has asked us to write a resilience plan to go alongside the emergency plan which will be completed by end October 2023 with feedback requested from District.
Full Council	FC1122/09	Civility & Respect Pledge	To sign up to the Civility & Respect Pledge .	Town Clerk	by 22.06.23	Now adopted and Clerk can commit the Council to the pledge statements online. Completed.
Full Council	FC0623/04	PUBLIC PARTICIPATION	There were further questions regarding 4 & 5G broadband provision for Diss and Cllr Waterman volunteered to review the cycle route signage with cllr Kiddie.	KK / GW	by 06.07.23	The cycle route has been reviewed by a local resident and update awaited on implementation of recommendations.
Full Council	FC0723/10	STRATEGIC PLAN	to appoint cllrs Olander, Wooddissee, Peaty and Robertson to work with the Clerk to review the Council's existing strategic plan to inform future strategic planning.	SO / RP/ JR / Jwo/ CLERK	by 13.09.23	On agenda
Full Council	FC0923/12	D-DAY 80 ANNIVERSARY	To appoint the Beacon sub-committee to consider an event to mark the 80th Anniversary of D-Day on 6th June 2024.	Town Clerk	immediately	This will be kept a low key event in the Park with a beacon lighting ceremony and possibly short parade by Cadets. Planning will start post Remembrance event.
Full Council	FC0923/16	MEMBER FORUM	The RFO needs more councillors as signatories and councillors Browne, Sinfield and Wooddissee volunteered their services.  A meeting is being scheduled with the District Council in October. An invitation to the next meeting of the strategic planning action group was extended to the resident.	RFO, Clerk	immediately	To be actioned once staff access changes been made.
Full Council	FC0423/09	PARK	1) To appoint a working party of councillors Collins, Kiddie, Olander and Waterman and staff (Deputy Town Clerk / COO & Facilities & Buildings Manager) to work on the park enhancement project. 2) To fund up to £55k for the park enhancement project with the balance of the Park Security Earmarked Reserves allocation to be transferred alongside funds making up the difference from the EMR Community Infrastructure Levy.	DC/SK/SO/GW/CO O/FBM  RFO	12/07/23  Immediately	The park action group has met and have scheduled some enhancement works which will be completed on 12/09/23 by Cllr Waterman & maintenance team. This includes new trees and some other work around the tree planting. There are further works and meetings ongoing and council will be updated once these have been agreed.
Full Council	FC0523/14	AWARD SCHEMES	a) That the Clerk would apply for a Quality status of the Local Council Award Scheme with a plan for the Gold status to follow.	Clerk	07.09.23	Started to review requirements and determine tasks for completion. Plan to be presented to November FC. This is proposed as a low priority project. See item 9 on agenda.
Full Council	FC0723/9	CLOCKS	to repair the Diss clock subject to quotation and get it displayed in a prominent venue preferably in the Corn Hall.	RP	by 31.12.23	

## Progress Report

Committee	Minute Reference	Subject	Action	Assigned to	Timescale	Comments or further action
Full Council	FC0923/11	PARISH PARTNERSHIP FUNDING	The council initiates a consultation process to gauge public opinion on the Sports Ground footway proposal before applying to the Parish Partnership bid.	Deputy Town Clerk	immediately	On agenda for review in 2024.
Full Council	FC0923/19	VISIT DISS WEBSITE	To appoint Red Dune Ltd to develop a Visit Diss website as per quotation received with expenditure of £1,500 allocated to General Reserves / Bank Interest and with ongoing annual costs of £390 to be budgeted separately from 2024-25 under Promotion (power – encourage tourism to the council's area / statutory provision LGA 1972, s.144 / General Power of Competence.	Clerk/GW	immediately	Red Dune Ltd now appointed and working with District Council with proposal to be presented by end of year.
Full Council	FC0523/06	PUBLIC PARTICIPATION	An update was requested on the railway through road, and it has been reported via FixMyStreet that the drain grids are sinking into the road outside the Park hotel and opposite Diss High School on Walcot Road. Other matters raised included the use of the new hub in Diss to facilitate meetings, working together with the Town Council on highways schemes prior to authorisation to help ease traffic flow, roadside charging points and the availability of 5G as in other market towns.	KK	08.06.23	Railway project due to be completed end of 2023.
Full Council	FC0623/04	PUBLIC PARTICIPATION	Cllr Minshull agreed to follow up with the Planning department to determine whether the Orchard Croft estate off Frenze Hall Lane had been signed off as planning consent required that the roadways would be brought back to previous standard.	GM	by 06.07.23	
Full Council	FC0923/07	COMMUNITY GRANT SCHEME	1. To refuse the application from Diss Corn Hall. 2. To refuse the application from Diss Museum. 3. To approve an amended grant amount of £5,000 to Diss Town Football Club. 4. To approve an amended grant amount of £5,000 to MTM Youth Services.	Town Clerk/RFO	immediately	Completed.
Full Council	FC0923/09	PUBLIC SPACES PROTECTION ORDER	To agree with questions 1 and 2 and for 3, propose that the Public Spaces Protection Order is in operation throughout the whole week rather than from 18:00 Thursday to 06:00 Tuesday to avoid the Anti-Social Behaviour simply shifting to Tuesday-Thursday.	Town Clerk	immediately	Completed
Full Council	FC1023/06	MARKET PLACE TREES	1) To submit a planning application to the Planning Authority for the removal of the two alder trees on the Market Place with replacement of both trees with suitable alternatives at least one on the Market Place in a container and on another site to be agreed. 2) Reconsider re-surfacing / landscaping options given quote received.	Town Clerk	immediately / by 31.03.23	Press release to be drafted and request to tree surgeon to submit a planning application sent.
Full Council	FC1023/07	FIREWORKS DISPLAY	to approve the event subject to an indemnity agreement signed by the event organiser and legal costs covered by same.	Town Clerk	immediately	It was confirmed post meeting that an indemnity agreement would not exempt the Town Council from its health & safety responsibilities.
Full Council	FC1023/10	STAFFING	1. To appoint additional members to the Carnival sub-committee and review the task list to reduce the staff administrative workload. 2. To ask administrative staff if they would be prepared to do additional hours to cover some of the shortfall in hours and if not recruit temporary staff with experience.	SK / DepTC / TC	immediately	Additional members recruited to sub-committee. Informal meet and greet meeting took place with first formal meeting scheduled for 14th November.  Clerks awaiting feedback from staff.