



TOWN CLERK
Mrs S Villafuerte-Richards, CILCA

DISS TOWN COUNCIL
Council Offices, 11-12 Market Hill,
Diss, Norfolk, IP22 4JZ

Telephone/Fax: (01379) 643848
Email: towncouncil@diss.gov.uk

Our ref: FC 17.05.23
Date: 12 May 2023

NOTICE OF MEETING

Dear Members of the Public and Press,

You are hereby summoned to attend the **Annual Meeting of Full Council** to be held in the **Council Chamber** at **Diss Corn Hall** on **Wednesday 17th May 2023** at **7.15pm** to consider the business detailed below.

Town Clerk / CEO

AGENDA

1. **Election of Town Mayor for the Municipal Year 2023/24**
To elect a Town Mayor for 2023/24 and to receive a declaration of acceptance of office.
2. **Apologies**
To receive and consider apologies for absence.
3. **Election of Council Leader**
To elect the Council Leader for 2023-27.
4. **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.
5. **Minutes**
To confirm as a true record, the minutes of the meeting of Full Council on 19th April 2023 (copy herewith).
6. **Public Participation**
To consider a resolution under Standing Orders 3d to 3h to suspend the meeting to receive reports from the County and District Councillors, on behalf of the Police, and to hear comments from members of the public on items to be discussed on the agenda (*members of the public are entitled to speak for a maximum of three minutes*).
7. **Items of URGENT business**
To discuss any item(s) of business which the Town Mayor or Town Clerk has previously been informed at least 24 hours before the meeting and decides should be considered as a matter of urgency (*councillors are reminded that no resolutions can be made under this agenda item*).
8. **Finance**
 - a) To note bank outgoings for April 2023 (copy herewith).
 - b) To note the summary of Income & Expenditure for April 2023 (copy herewith).
 - c) To note Earmarked Reserves for April 2023 (copy herewith).
 - d) To receive the fourth quarterly report up to 31st March 2023 and consider a recommendation not to transfer funds from General Reserves to Earmarked Reserves (report reference 01/2324 herewith refers).

9. Meeting Administration

- a) To review and approve committee membership for 2023/24 (copy herewith).
- b) To appoint committee chairs (highlighted in green as per attachment at 9a).
- c) To review the committee terms of reference (copy herewith).
- d) To review delegations to Officers (copy herewith).

10. General Power of Competence

To adopt the General Power of Competence following the uncontested election and with a CiLCA qualified Clerk (copy details herewith).

11. Diss & District Neighbourhood Plan

To continue to appoint councillors Olander and Taylor as Diss Town Council's representatives on the Diss & District Neighbourhood Plan and consider a third representative.

12. Representatives on Outside Bodies

To appoint Diss Town Council representatives on Outside Bodies (copy details herewith).

13. Award Schemes

- a) To appoint an action group to review the requirements of the Local Council Award Scheme (copy details herewith).
- b) To note that it is proposed that the Green Flag award is considered by the Action Group working on the Park Enhancement project and reported to the Facilities committee.

14. Market

To consider the feasibility of supporting the use of the former Beales building for an indoor market (report reference 02/2324 herewith refers).

15. Progress Report

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

16. Member Forum

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

17. Date of Next Meeting

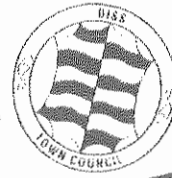
To note that the next meeting of Full Council is scheduled for Wednesday 14th June 2023.

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.

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



NOMINATION FORM

TOWN MAYOR - DISS TOWN COUNCIL 2023 - 2024

We the undersigned, hereby nominate

KIERAN MURPHY

For the office of Town Mayor of Diss Town Council for the term May 2023 until May 2024.

Proposer:

Name SONIA BROWNE

Signature *Sonia Browne*

Seconder:

Name JIM WELCH

Signature *J. Welch*

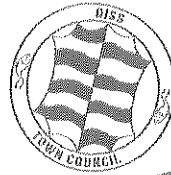
I hereby consent to my nomination.

Name KIERAN MURPHY

Signature *K. Murphy*



DISS TOWN COUNCIL



NOMINATION FORM

TOWN MAYOR - DISS TOWN COUNCIL 2023 - 2024

We the undersigned, hereby nominate

ERIC TAYLOR

For the office of Town Mayor of Diss Town Council for the term May 2023 until May 2024.

Proposer:

Name..... She Kudie

Signature She Kudie

Seconder:

Name..... JORDEN COLLINS

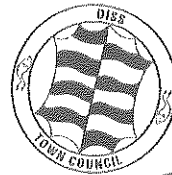
Signature J Collins

I hereby consent to my nomination.

Name..... ERIC TAYLOR

Signature E Taylor

DISS TOWN COUNCIL



NOMINATION FORM

TOWN LEADER - DISS TOWN COUNCIL 2023 - 2027

We the undersigned, hereby nominate

MARK GINGELL

For the office of Town Leader of Diss Town Council for the term May 2023 until May 2027.

Proposer:

Name KIERAN MURPHY

Signature

Seconder:

Name JOAN WOODHOUSE

Signature

I hereby consent to my nomination.

Name MARK GINGELL

Signature

DISS TOWN COUNCIL



NOMINATION FORM

TOWN LEADER - DISS TOWN COUNCIL 2023 - 2027

We the undersigned, hereby nominate

Simon Clive Olander

For the office of Town Leader of Diss Town Council for the term May 2023 until May 2027.

Proposer:

Name..... Eric Taylor

Signature [Signature]

Seconder:

Name..... Sue Kidd

Signature [Signature]

I hereby consent to my nomination.

Name..... Simon Olander

Signature [Signature]



DISS TOWN COUNCIL
MINUTES

Minutes of the meeting of the **Town Council** held in the **Council Chamber** at **Diss Corn Hall** on **Wednesday 19th April 2023** at **7.15pm.**

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

In attendance: S. Villafuerte-Richards (Town Clerk)
1 member of the public

FC0423/01 APOLOGIES

Apologies were received and accepted from Cllrs Browne & Peaty.

FC0423/02 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

Minute No.	Councillors Name	Personal/Other Interest	Pecuniary Interest	Reason
FC0423/16	J. Wooddissee	X		One of the nominees is a former family member of this councillor.
	G. Waterman	X		One of the nominees is a good family friend of this councillor who also nominated the councillor for the award last year.

FC0423/03 MINUTES

It was.

RESOLVED: That the minutes of the meeting of Full Council held on 15th March 2023 approved as a true record and were signed by the Town Mayor.

FC0423/04 PUBLIC PARTICIPATION

Councillors considered a resolution under Standing Orders 3d to 3h to suspend the meeting to receive reports from the County and District Councillors, and to hear comments from members of the public on items to be discussed on the agenda.

There was one member of public in attendance who spoke on lobbying the District and County Councils for improved infrastructure notably highways and leisure provision in Diss particularly compared to neighbouring towns. It was noted that this was not an item on the agenda, that the Town Council is working with higher tier authorities in both areas and will continue to do so and the member of the public is welcome to put forward comments for future discussion or consideration by the appropriate committee.

FC0423/05 **ITEMS OF URGENT BUSINESS**

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

FC0423/06 **FINANCE**

Members noted:

- a) the bank outgoings for March 2023. Cllr Gingell will discuss a couple of points with the RFO.
- b) the provisional summary of Income & Expenditure for March 2023, which is subject to year-end adjustments.
- c) the provisional Earmarked Reserves for March 2023, which are subject to year-end adjustments.

FC0423/07 **QUARTERLY REPORT**

Councillors considered virements from General Reserves to two budget cost headings relevant to the 3rd finance quarterly report reference 59/2223 following consideration by the Executive committee. It was

RESOLVED: That the cost heading "Council Properties" receives a £15K virement from General Reserves and the cost heading "Administrative Overheads" receives a £11K virement from General Reserves.

(Action: RFO; immediately)

FC0423/08 **CEMETERY**

a) Councillors considered a proposal to remove the overage on the sale of the Cemetery bungalow to improve the likelihood of a purchase (report reference 67/2223 referred). It was noted that marketing the property with more than one agent would incur additional fees. It was

RESOLVED:

- 1) To remove the current condition of sale regarding the overage on the Cemetery bungalow.
- 2) To terminate the agreement with Abbots and appoint Whittley Parish to market the Cemetery Bungalow with an initial purchase price of offers of over £275k.

(Action: COO; immediately)

b) Members considered a report (reference 68/2223 referred) regarding the cemetery chapel roof works. Cllr Peaty, as a member of the project action group, commented in advance of the meeting that over £6k of additional costs related to the discovery of bats with further expense in completing extra works outside the original project scope namely replacing beams and repainting fascias whilst the scaffolding was in place. The work appears to be of a high standard and if they fulfil their warranty terms, there should be no further expense for many years to come. It was

RESOLVED:

- 1) To approve expenditure of £15,295.44 to nail every tile as per Appendix B.
- 2) To approve expenditure of £7,656 for the additional timbers and fascia decoration as per Appendix D.
- 3) To approve the request for payment of £24,826 from M&J Group.
- 4) To allocate additional funds of £20,319 from General Reserves to Earmarked Reserves Cemetery Chapel roof at year end to cover the shortfall in total project costs.

(Action: RFO; immediately)

FC0423/09 **PARK**

Councillors received report reference 69/2223 referred regarding recommendations to enhance the appearance of the park, one of the town's greatest assets. It was agreed that consideration must be given to arms on benches to maximise accessibility and that the proposed budget allocation had considered approximate costs of high-quality items. It was

RESOLVED:

- 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.
(Action: DC / SK / SO / GW / COO / FBM; by 12.07.23)

- 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.
(Action: RFO; immediately)

FC0423/10 **ELECTIONS OF TOWN MAYOR AND COUNCIL LEADER**

Councillors discussed candidates for the roles of Town Mayor and Council Leader prior to nomination. Cllr Taylor advised that he has undertaken the role of Town Mayor for two years which has been hugely rewarding albeit a big-time commitment. He has attended many events, has learnt a lot about how other Councils outside of Diss do things and feels that he has given credibility to the Town Council during his tenure. He would like to nominate himself again for both Town Mayor and Chair of Planning due to the extension of the Diss & District Neighbourhood Plan, which he has worked so hard on for so many years.

Cllrs Murphy and Kitchen also put themselves forward for the Town Mayor role. Cllr Murphy explained that he feels he would be able to manage his time to effectively carry out the role alongside his work commitments and potential District councillor role and is planning to be able to drive soon.

It was noted that the Council currently regards the Town Mayor role as a one-year role and the Council Leader for the four-year electoral term albeit elected each year. Cllr Olander will be nominating himself again for the Council Leader role as well as continuing as the Chair of the Infrastructure committee. Cllr Gingell will also be putting himself forward for the Leader role as well as continuing as Chair of the Executive committee.

Cllr Robertson is also keen to continue as the Chair of the Facilities committee.
(Action: cllrs to submit their nomination papers for TM / CL; by 10.05.23)

FC0423/11 **PROGRESS REPORT**

Councillors noted the progress on decisions made at the last meeting of Council. It was noted that the art sculpture, Flock, destined for the Mere's Mouth, is due to be installed the early hours of 28th April and appropriate access arrangements have been made.

Cllr Waterman would like to have an informal BBQ gathering for members at his house over the summer.

FC0423/12 **MEMBER FORUM**

Councillors considered information or issues relevant to Council from members for brief discussion, action, or inclusion on future agendas. It was noted that the Travelodge correspondence would be disseminated in due course.

Given that all 14 councillors were elected unopposed, the Council is in a position at the May meeting to adopt the General Power of Competence and more information would be provided to members prior to the May meeting.

(Action: Clerk; immediately)

FC0423/13 **DATE OF NEXT MEETING**

Councillors noted that the Annual Meeting of the Town Council is scheduled for Wednesday 17th May 2023 at 7.15pm.

FC0423/14 **PUBLIC BODIES (Admissions to Meetings)**

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

FC0423/15 **TELEPHONE & BROADBAND CONTRACT**

Councillors considered a recommendation from the Infrastructure committee regarding the Council's telephone & broadband provision (confidential report reference 66/2223 referred). There were comments regarding the timeline for the Council Offices refurbishment and the necessity for a wired telephone system. It was

RESOLVED: To include this item on the May Full Council agenda with more information regarding a timeline for the Council Offices refurbishment and requirement for a wired telephone system.

(Action: Clerk; by 11.05.23)

FC0423/16 **HONOURED CITIZEN AWARDS**

Councillors considered nominations received for the Honoured Citizen awards. There was discussion around making two Honoured Citizen awards and a proposal to make a special long service award to one nominee given her dedication to a local school for so many years. It was

RESOLVED: to award Gabrielle Pagan as the Honoured Citizen for Diss 2023-2024 and to award Yvonne Henson with a special long service award for her years of dedication to a local school.

Meeting Closed 9.05pm.

Councillor Taylor
TOWN MAYOR

BANK OUTGOINGS APRIL

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
03.04.2023	Diss Town Council Town Mayors Charities	Bacs1800	£ 88.15	Expenses Donated by E.Taylor
03.04.2023	South Norfolk District Council	Bacs1801	£ 6,392.88	Rates 23/24 - Council Office, DYCC, Meres Mouth & Market Place
03.04.2023	Zurich Municipal	Bacs1802	£ 16,097.33	Annual Insurance 23/24
20.04.2023	Anglian Water Business Ltd (National)	Bacs1804	£ 689.90	Water January - April 2023 - Sportsground, Park Toilets & Cetemery
20.04.2023	A.Waterfield & Sons Ltd	Bacs1805	£ 7,830.00	Resurface Skatepark
20.04.2023	Ben Burgess Groundcare Equipment	Bacs1806	£ 657.10	Service of Ride-On Lawnmower with Parts
20.04.2023	Cooleraid Ltd	Bacs1807	£ 79.63	Unit Sanitization and Water Bottles March 2023 - Council Office
20.04.2023	Durrants	Bacs1808	£ 606.00	Consulting on Council Office Refurbishments March 2023
20.04.2024	Eyre Bulding Services Ltd	Bacs1809	£ 737.82	Call Out and Repairs to Gas Heater in DYCC Main Hall
20.04.2025	Institute of Cemetery & Crematorium Manage	Bacs1810	£ 95.00	ICCM Annual Membership 2023/2024
20.04.2023	LR Wyard-Scott Ltd	Bacs1811	£ 299.70	Van & Machinery Fuel March 2023
20.04.2023	MYG Servicing Ltd	Bacs1812	£ 123.60	Boiler Service and CO2 Alarm - Council Office
20.04.2023	Norfolk Association of Local Councils	Bacs1813	£ 1,081.24	Annual Suibscriptions to No9rfolk & National Association 23/24
20.04.2023	South Norfolk District Council	Bacs1814	£ 169.04	Domestic Rates April 2023 - Cemetery Bungalow
20.04.2023	Steve Jackman	Bacs1815	£ 198.00	Extended Website Technical Support 2023/2024
20.04.2023	SV Harvey & Son Ltd	Bacs1816	£ 1,401.35	Replace Taps - Cornhall
20.04.2023	Diss Town Council Town Mayors Charties	Bacs1817	£ 22.05	Eric Taylor Donation of Town Mayors Expenses
20.04.2023	Vmit Ltd	Bacs1818	£ 1,119.38	IT Support March 2023, IT Software April 2023
28.04.2023	Cozmo Entertainment	Bacs1819	£ 2,400.00	Sound Support, Stage, Lighting & Barriers for Kings Coronation Event
28.04.2023	Creature Events	Bacs1820	£ 1,950.00	Transformers - Optimus Prime & Bumblebee for Carnival 23
28.04.2023	Diss Garden Centre	Bacs1821	£ 49.99	Cherry Tree for Park Planting Project
28.04.2023	Eon Ltd	Bacs1822	£ 29.47	Electricity March to April 2023 - Cemetery Bungalow
28.04.2023	ESPO	Bacs1823	£ 245.04	Gas Supplied March 2023 - Council Office & DYCC
28.04.2023	Fatstickman Ltd	Bacs1824	£ 1,092.00	Carnival Sponsorship Banners x12
28.04.2023	Loco-Motion Disco	Bacs1825	£ 50.00	Carnival Parade Music
28.04.2023	Mary Moppins Ltd	Bacs1826	£ 1,674.00	April 2023 Cleaning & Opening of Meres Mouth & Park Toilets
28.04.2023	NLC Nova Lifts Co Ltd	Bacs1827	£ 819.02	Investigate & Repair Faults to Cornhall Lift
28.04.2023	P.Cottrell	Bacs1828	£ 25.00	Window Cleaning April 23 - Council Office & Museum
28.04.2023	Screwfix Ltd	Bacs1829	£ 94.92	Brooms x2 - Town & Park, Rollers & Wire Brushes - Park Pavilion, Line Marking Paint - Coronation
28.04.2023	South Norfolk District Council	Bacs1830	£ 875.00	Annual Charge for Meres Mouth Toilets
28.04.2023	Stratton Glass & Windows Ltd	Bacs1831	£ 236.52	Replace Broken Window at Council Office

28.04.2023	Travis Perkins Trading Company Ltd	Bacs1832	£	234.90	Paint - Park Pavilion, Mortice Lock - DYCC Kitchen
28.04.2023	Trustees Diss Museum	Bacs1833	£	114.17	Reimburse Market Electricity
25.04.2023	Employees	BACS	£	20,120.80	Salaries Month 2
28.04.2023	HM Revenue & Customs	BACS	£	4,864.50	NI/PAYE Month 2
28.04.2023	Norfolk Pension Fund	BACS	£	7,233.97	Pension Contributions Month 2
03.04.2023	Red5 Networks Ltd	DD397	£	200.44	Broadband
03.04.2023	South Norfolk District Council	DD398	£	2,026.18	Waste collections April-June
11.04.2023	Ricoh UK Ltd	DD399	£	744.34	Photocopier service agreement
17.04.2023	PWLB Loan Repayment	DD400	£	2,178.92	Capital Loan repayment ref: PW504045
18.04.2023	Corona Energy Retail	DD401	£	65.85	Electricity March 23 Mere's mouth toilets
26.04.2023	EE Ltd	DD402	£	43.79	Mobile phone service
			£	85,056.99	

05/05/2023

Diss Town Council

Page 1

08:51

Detailed Income & Expenditure by Budget Heading 01/04/2023

Month No: 1

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	0	100	100		100	0.0%	
Agency Services :- Indirect Expenditure	<u>0</u>	<u>100</u>	<u>100</u>	<u>0</u>	<u>100</u>	<u>0.0%</u>	<u>0</u>
Net Income over Expenditure	<u>3,848</u>	<u>3,356</u>	<u>(492)</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	240	2,085	1,845			11.5%	
Amenities :- Income	<u>240</u>	<u>2,085</u>	<u>1,845</u>			<u>11.5%</u>	<u>0</u>
4030 Park Enhancement Costs (470)	42	0	(42)		(42)	0.0%	42
4040 Gardens/Floral Scheme	0	1,300	1,300		1,300	0.0%	
4060 Town/Park - R&R	3,080	20,000	16,920	1,512	15,408	23.0%	
4061 Play Equipment R&R	2,500	5,000	2,500		2,500	50.0%	
4062 Boardwalk Maintenance	0	1,000	1,000		1,000	0.0%	
4065 Van Replacement	0	1,000	1,000		1,000	0.0%	
4070 Van x 2 Running Costs	224	3,500	3,276		3,276	6.4%	
4071 Van Insurance	1,695	1,220	(475)		(475)	138.9%	
4075 Tree Management	0	9,000	9,000		9,000	0.0%	
4085 Closed Churchyard - R&R	0	30	30		30	0.0%	
4090 Manorial Rights - R&R	0	10	10		10	0.0%	
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	201	4,830	4,629		4,629	4.2%	
4102 Mere Fountain/Kiosk -Insurance	155	155	0		0	100.0%	
4110 Park - Water Rates	0	100	100		100	0.0%	
4115 Park - Electricity	32	1,841	1,809		1,809	1.7%	
4120 Mere's Mouth - Rent	0	100	100		100	0.0%	
4125 Mere's Mouth - Business Rates	212	424	212		212	50.0%	
4140 Park - Insurance	1,764	1,757	(7)		(7)	100.4%	
Amenities :- Indirect Expenditure	<u>9,903</u>	<u>55,567</u>	<u>45,664</u>	<u>1,512</u>	<u>44,152</u>	<u>20.5%</u>	<u>42</u>
Net Income over Expenditure	<u>(9,663)</u>	<u>(53,482)</u>	<u>(43,819)</u>				
7000 plus Transfer from EMR	42						

Continued over page

Detailed Income & Expenditure by Budget Heading 01/04/2023

Month No: 1

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	(9,622)						
<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	404	500	96			80.8%	
Bank Interest :- Income	404	500	96			80.8%	0
4202 Bank Charges	20	240	220		220	8.3%	
Bank Interest :- Indirect Expenditure	20	240	220	0	220	8.3%	0
Net Income over Expenditure	384	260	(124)				
<u>160 Capital Expenditure</u>							
4200 Capital Expenditure	2,179	41,007	38,828		38,828	5.3%	
Capital Expenditure :- Indirect Expenditure	2,179	41,007	38,828	0	38,828	5.3%	0
Net Expenditure	(2,179)	(41,007)	(38,828)				
<u>180 Cemetery</u>							
1180 Cemetery Interment/Chapel Fees	1,194	25,000	23,806			4.8%	
1185 Cemetery Memorial Fees	716	10,500	9,784			6.8%	
Cemetery :- Income	1,910	35,500	33,590			5.4%	0
4250 Cemetery - Grounds - R&R	490	8,000	7,510		7,510	6.1%	
4260 Cemetery - Chapels - R&R	24,826	1,000	(23,826)		(23,826)	2482.6%	24,826
4270 General Equipment	0	3,000	3,000		3,000	0.0%	
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	37	150	113		113	24.9%	
4280 Cemetery - Electricity	17	472	455		455	3.6%	
4285 Cemetery - Insurance	496	496	0		0	100.0%	
Cemetery :- Indirect Expenditure	26,420	13,672	(12,748)	0	(12,748)	193.2%	24,826
Net Income over Expenditure	(24,511)	21,828	46,339				
7000 plus Transfer from EMR	24,826						
Movement to/(from) Gen Reserve	316						

Detailed Income & Expenditure by Budget Heading 01/04/2023

Month No: 1

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>190 Cemetery Gravedigging</u>							
1190 Cemetery Gravedigging Fees	311	0	(311)			0.0%	
Cemetery Gravedigging :- Income	<u>311</u>	<u>0</u>	<u>(311)</u>				<u>0</u>
Net Income	<u>311</u>	<u>0</u>	<u>(311)</u>				
<u>200 Christmas Lights</u>							
4320 Christmas Lights	0	21,000	21,000		21,000	0.0%	
4322 Insurance re. Christmas Lights	79	79	0		0	100.0%	
Christmas Lights :- Indirect Expenditure	<u>79</u>	<u>21,079</u>	<u>21,000</u>	<u>0</u>	<u>21,000</u>	<u>0.4%</u>	<u>0</u>
Net Expenditure	<u>(79)</u>	<u>(21,079)</u>	<u>(21,000)</u>				
<u>220 Corn Hall</u>							
4350 Corn Hall - Maint./R&R	955	6,000	5,045		5,045	15.9%	
4360 Corn Hall - Insurance	2,588	2,582	(6)		(6)	100.2%	
Corn Hall :- Indirect Expenditure	<u>3,542</u>	<u>8,582</u>	<u>5,040</u>	<u>0</u>	<u>5,040</u>	<u>41.3%</u>	<u>0</u>
Net Expenditure	<u>(3,542)</u>	<u>(8,582)</u>	<u>(5,040)</u>				
<u>240 Council Properties</u>							
1240 Office Rent/Service Charge	1,634	5,500	3,866			29.7%	
Council Properties :- Income	<u>1,634</u>	<u>5,500</u>	<u>3,866</u>			<u>29.7%</u>	<u>0</u>
4400 Office R&R	701	2,500	1,799		1,799	28.0%	
4405 Office Building Maintenance	505	0	(505)		(505)	0.0%	505
4410 Office Stairlift	0	340	340		340	0.0%	
4415 Cemetery Bungalow	199	2,000	1,801		1,801	9.9%	
4425 Health & Safety	0	2,500	2,500		2,500	0.0%	
4435 Pk Toilets Servicing	698	12,000	11,303	2,115	9,188	23.4%	
4445 Pk Toilets - Insurance	384	384	0		0	100.0%	
4450 Pk Toilet- Electricity	173	1,720	1,547		1,547	10.0%	
4460 Pk Toilets - Water Rates	468	2,070	1,602		1,602	22.6%	
4465 Mere's Mouth Toilets	1,573	15,000	13,428	2,115	11,313	24.6%	
4466 Mere's Mouth Electricity	63	1,500	1,437		1,437	4.2%	
4475 Staff Uniforms/Replacements	0	250	250		250	0.0%	
Council Properties :- Indirect Expenditure	<u>4,762</u>	<u>40,264</u>	<u>35,502</u>	<u>4,230</u>	<u>31,272</u>	<u>22.3%</u>	<u>505</u>
Net Income over Expenditure	<u>(3,128)</u>	<u>(34,764)</u>	<u>(31,636)</u>				
7000 plus Transfer from EMR	505						
Movement to/(from) Gen Reserve	<u>(2,623)</u>						

Detailed Income & Expenditure by Budget Heading 01/04/2023

Month No: 1

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>260</u> <u>Diss Youth & Community Centre</u>							
1160 Loan Park Radio	80	0	(80)			0.0%	
1260 DYCC Hire Fees	2,599	20,000	17,401			13.0%	
Diss Youth & Community Centre :- Income	2,679	20,000	17,321			13.4%	0
4500 DYCC - Electricity	778	7,758	6,980		6,980	10.0%	
4505 DYCC - Gas	72	830	758		758	8.7%	
4510 DYCC - Business Rates	2,520	5,200	2,680		2,680	48.5%	
4515 DYCC - Water Rates	0	710	710		710	0.0%	
4520 Licences - Music	0	247	247		247	0.0%	
4525 DYCC - Insurance	1,095	1,085	(10)		(10)	100.9%	
4530 Annual Service Costs	0	1,500	1,500		1,500	0.0%	
4540 DYCC - General R&R	793	4,000	3,207	156	3,050	23.7%	
Diss Youth & Community Centre :- Indirect Expenditure	5,259	21,330	16,071	156	15,915	25.4%	0
Net Income over Expenditure	(2,579)	(1,330)	1,249				
<u>280</u> <u>Administrative Overheads</u>							
1285 Photocopying Income	7	0	(7)			0.0%	
Administrative Overheads :- Income	7	0	(7)				0
4610 Council Office Business Rates	2,426	4,860	2,434		2,434	49.9%	
4615 Council Office - Gas	161	1,230	1,069		1,069	13.1%	
4620 Council Office - Electricity	67	956	889		889	7.0%	
4625 Council Office - Telephone	187	2,000	1,813		1,813	9.4%	
4630 Council Office - Insurance	882	882	0		0	100.0%	
4657 IT Equipment, Software & Suppo	3,597	14,000	10,403		10,403	25.7%	
Administrative Overheads :- Indirect Expenditure	7,320	23,928	16,608	0	16,608	30.6%	0
Net Income over Expenditure	(7,313)	(23,928)	(16,615)				
<u>300</u> <u>Grants</u>							
4720 General Grants	0	10,000	10,000		10,000	0.0%	
Grants :- Indirect Expenditure	0	10,000	10,000	0	10,000	0.0%	0
Net Expenditure	0	(10,000)	(10,000)				
<u>320</u> <u>Market</u>							
1320 Market Stallage	3,865	20,000	16,135			19.3%	
Market :- Income	3,865	20,000	16,135			19.3%	0

08:51

Detailed Income & Expenditure by Budget Heading 01/04/2023

Month No: 1

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4810 Market Place - Water Rates	0	63	63		63	0.0%	
4815 Market Place - Business Rates	1,235	2,800	1,565		1,565	44.1%	
4830 Market Expenditure	33	365	332		332	9.0%	
Market :- Indirect Expenditure	<u>1,268</u>	<u>3,228</u>	<u>1,960</u>	<u>0</u>	<u>1,960</u>	<u>39.3%</u>	<u>0</u>
Net Income over Expenditure	<u>2,597</u>	<u>16,772</u>	<u>14,175</u>				
<u>340 Promotion</u>							
4840 Promotion	0	250	250		250	0.0%	
4845 Website/Intranet Hosting/Maint	0	150	150		150	0.0%	
Promotion :- Indirect Expenditure	<u>0</u>	<u>400</u>	<u>400</u>	<u>0</u>	<u>400</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(400)</u>	<u>(400)</u>				
<u>360 Precept</u>							
1076 Precept	295,989	591,978	295,989			50.0%	10,000
Precept :- Income	<u>295,989</u>	<u>591,978</u>	<u>295,989</u>			<u>50.0%</u>	<u>10,000</u>
Net Income	<u>295,989</u>	<u>591,978</u>	<u>295,989</u>				
8001 less Transfer to EMR	10,000						
Movement to/(from) Gen Reserve	<u>285,989</u>						
<u>370 General Expenditure</u>							
4600 Town Mayor's Allowance	116	1,500	1,384		1,384	7.8%	
4605 Ccl Members' Allowance & Exp	0	1,000	1,000		1,000	0.0%	
4635 Subscriptions	1,446	2,500	1,054		1,054	57.8%	
4640 Audit	0	2,180	2,180		2,180	0.0%	
4645 Training	0	4,500	4,500		4,500	0.0%	
4646 Liability Insurance	4,544	4,536	(8)		(8)	100.2%	
4655 Printing & Stationery	764	3,500	2,736		2,736	21.8%	
4660 Postage	0	100	100		100	0.0%	
4665 Wages - General Admin.	16,528	199,557	183,029		183,029	8.3%	
4666 Wages - General Maint.	15,692	197,102	181,410		181,410	8.0%	
4667 Staff Mileage	0	300	300		300	0.0%	
4675 Legal/Financial/Prof fees	0	2,000	2,000		2,000	0.0%	
4680 Vacancy Advert	0	2,000	2,000		2,000	0.0%	
4992 Annual Town Meeting	0	200	200		200	0.0%	
General Expenditure :- Indirect Expenditure	<u>39,090</u>	<u>420,975</u>	<u>381,885</u>	<u>0</u>	<u>381,885</u>	<u>9.3%</u>	<u>0</u>
Net Expenditure	<u>(39,090)</u>	<u>(420,975)</u>	<u>(381,885)</u>				

Detailed Income & Expenditure by Budget Heading 01/04/2023

Month No: 1

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>375 Rechargeable</u>							
1280 Rechargeable Exp. Refunded	259	0	(259)			0.0%	
Rechargeable :- Income	<u>259</u>	<u>0</u>	<u>(259)</u>				<u>0</u>
4685 Rechargeable Expenditure	124	0	(124)		(124)	0.0%	
Rechargeable :- Indirect Expenditure	<u>124</u>	<u>0</u>	<u>(124)</u>	<u>0</u>	<u>(124)</u>		<u>0</u>
Net Income over Expenditure	<u>135</u>	<u>0</u>	<u>(135)</u>				
<u>400 Sports Ground</u>							
1400 Sports Ground Hire Fees	791	10,000	9,209			7.9%	
Sports Ground :- Income	<u>791</u>	<u>10,000</u>	<u>9,209</u>			<u>7.9%</u>	<u>0</u>
4900 Track Maintenance	0	4,000	4,000		4,000	0.0%	
4915 General Sports Ground Maint.	52	3,000	2,948	2,016	932	68.9%	
4920 Ground Maintenance	9	2,500	2,491		2,491	0.4%	
4930 Sports Grnd-Water Rate	172	553	381		381	31.2%	
4935 Sports Ground - Electricity	339	3,730	3,391		3,391	9.1%	
4940 Sports Ground - Phone	22	300	278		278	7.3%	
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%	4,118
Sports Ground :- Indirect Expenditure	<u>6,547</u>	<u>15,914</u>	<u>9,367</u>	<u>2,016</u>	<u>7,351</u>	<u>53.8%</u>	<u>4,118</u>
Net Income over Expenditure	<u>(5,756)</u>	<u>(5,914)</u>	<u>(158)</u>				
7000 plus Transfer from EMR	4,118						
Movement to/(from) Gen Reserve	<u>(1,638)</u>						
<u>420 Events</u>							
1330 Coronation Income	2,692	0	(2,692)			0.0%	
Events :- Income	<u>2,692</u>	<u>0</u>	<u>(2,692)</u>				<u>0</u>
4760 Remembrance Service Costs	0	800	800		800	0.0%	
4991 Coronation Expenditure	3,182	0	(3,182)		(3,182)	0.0%	
Events :- Indirect Expenditure	<u>3,182</u>	<u>800</u>	<u>(2,382)</u>	<u>0</u>	<u>(2,382)</u>	<u>397.7%</u>	<u>0</u>
Net Income over Expenditure	<u>(490)</u>	<u>(800)</u>	<u>(310)</u>				
<u>425 Christmas Switch on Event</u>							
1235 Christmas Switch On Income	0	1,400	1,400			0.0%	
Christmas Switch on Event :- Income	<u>0</u>	<u>1,400</u>	<u>1,400</u>			<u>0.0%</u>	<u>0</u>

Detailed Income & Expenditure by Budget Heading 01/04/2023

Month No: 1

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4990 Christmas Switch on Event	41	2,800	2,759		2,759	1.4%	41
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>41</u>
Net Income over Expenditure	<u>(41)</u>	<u>(1,400)</u>	<u>(1,359)</u>				
7000 plus Transfer from EMR	41						
Movement to/(from) Gen Reserve	<u>0</u>						
<u>430 Carnival</u>							
1435 Carnival Income	9,027	10,000	973			90.3%	8,977
Carnival :- Income	<u>9,027</u>	<u>10,000</u>	<u>973</u>			<u>90.3%</u>	<u>8,977</u>
4996 Carnival	4,969	11,455	6,486		6,486	43.4%	5,019
Carnival :- Indirect Expenditure	<u>4,969</u>	<u>11,455</u>	<u>6,486</u>	<u>0</u>	<u>6,486</u>	<u>43.4%</u>	<u>5,019</u>
Net Income over Expenditure	<u>4,058</u>	<u>(1,455)</u>	<u>(5,513)</u>				
7000 plus Transfer from EMR	4,969						
8001 less Transfer to EMR	9,027						
Movement to/(from) Gen Reserve	<u>0</u>						
<u>440 Town Mayor's Charity</u>							
1440 Town Mayor's Charity	110	0	(110)			0.0%	
Town Mayor's Charity :- Income	<u>110</u>	<u>0</u>	<u>(110)</u>				<u>0</u>
Net Income	<u>110</u>	<u>0</u>	<u>(110)</u>				
<u>460 CIL</u>							
1460 CIL - CIL Income	3,462	0	(3,462)			0.0%	3,462
CIL :- Income	<u>3,462</u>	<u>0</u>	<u>(3,462)</u>				<u>3,462</u>
5000 CIL - Expenditure	6,907	0	(6,907)		(6,907)	0.0%	6,907
CIL :- Indirect Expenditure	<u>6,907</u>	<u>0</u>	<u>(6,907)</u>	<u>0</u>	<u>(6,907)</u>		<u>6,907</u>
Net Income over Expenditure	<u>(3,445)</u>	<u>0</u>	<u>3,445</u>				
7000 plus Transfer from EMR	6,907						
8001 less Transfer to EMR	3,462						
Movement to/(from) Gen Reserve	<u>0</u>						
<u>470 Streetlighting</u>							
4730 CCTV Costs	0	2,425	2,425		2,425	0.0%	
4970 Streetlighting	0	7,575	7,575	10,111	(2,536)	133.5%	
Streetlighting :- Indirect Expenditure	<u>0</u>	<u>10,000</u>	<u>10,000</u>	<u>10,111</u>	<u>(111)</u>	<u>101.1%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(10,000)</u>	<u>(10,000)</u>				

Detailed Income & Expenditure by Budget Heading 01/04/2023

Month No: 1

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	327,228	701,369	374,141			46.7%	
Expenditure	121,639	701,369	579,730	18,025	561,705	19.9%	
Net Income over Expenditure	<u>205,588</u>	<u>0</u>	<u>(205,588)</u>				
plus Transfer from EMR	41,407						
less Transfer to EMR	22,489						
Movement to/(from) Gen Reserve	<u>224,507</u>						

SUMMARY REPORT OF EARMARKED RESERVES 2022-23

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 April 2023
RF	330	1	Executive	By-election	By-election costs	£ 5,000		£ 5,000		£ 5,000
RF	342	3	Executive	Events	Christmas Lights switch on	£ 3,680	£ 41	£ 3,640		£ 3,640
RF	344	4	Executive	Events	Carnival	£ 3,981	£ 4,969	£ 988	£ 9,027	£ 8,039
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	Maintenance workshop	£ 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		£ 4,473		£ 4,473
H	414	14	Facilities	Mere	Maintenance Mere's Mouth (Resurfacing)	£ 2,000		£ 2,000		£ 2,000
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		£ 1,000	£ 9,000	£ 10,000
N	469	25	Facilities		5 Yr Electrical Testing	£ 4,098		£ 4,098		£ 4,098
U	470	26	Facilities		Park Enhancement Project	£ 12,181	£ 42	£ 12,140		£ 12,140
RF	455	27	HTP	HTP	HTP	£ 9,109		£ 9,109		£ 9,109
RF	460	28	Infrastructure	Infrastructure	Bus Shelters maintenance	£ 15,721		£ 15,721		£ 15,721
RF	462	29	Infrastructure	Infrastructure	Streetlights	£ 10,318		£ 10,318		£ 10,318
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		£ 7,184		£ 7,184
RF	468	32	Infrastructure	Infrastructure	D&D Neighbourhood Plan	£ 5,213		£ 5,213		£ 5,213
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	£ 28,037	£ 336,510	£ 22,489	£ 358,999

	% of EMR	Balance year end 2022/23	YTD Balance
Facilities	57%	£210,391.34	£206,329
HTP	3%	£9,108.59	£9,109
Infrastructure	35%	£132,386.40	£126,883
Executive	5%	£12,661.14	£16,678
TOTAL		£364,547.50	£358,999

Balance as at 30/04/2023	General Reserves	£ 524,535
	EMR	£ 358,999
	Total Funds	£ 883,534

Streetlighting Funds Breakdown		
	Capital Reserves (ring fenced)	£ 7,098
	EMR General	£ 3,220
		£ 10,318

**DISS TOWN COUNCIL**

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

Telephone & Fax: (01379) 643848

Email: towncouncil@diss.gov.uk

Website: www.diss.gov.uk

Report Number:

01/2324

Report to:	Full Council
Date of Meeting:	17 th May 2023
Authorship:	Responsible Finance Officer
Subject:	Accounts Quarter 4 & Year End Transfer Request

Introduction

1. Budget spending to which I wish to draw members attention as at 31/03/2023, the final quarter for the financial year ending 31/03/2023. Income and expenditure for the year is shown in Appendix A.
2. Overspends or underspends of 15% will be reported as per Financial Regulations, clause 4.8. which states that material is 15% variance from budget.

Amenities

3. The Amenities heading for revenue (budgeted everyday expenditure) was overall underbudget. In part, because the Queen's Platinum Jubilee celebrations income was budgeted for under this code, but the expenditure accounted for under the events cost heading.
4. The council has been made aware that the van running costs were over budget due to a number of insurance claims requiring excesses to be paid and the addition of the new street cleaning van's running costs.
5. Tree Management is undertaken on a three-year contract, and it has been agreed that expenditure in 2023-24 should be accounted for in its own Earmarked Reserve (EMR). The actual expenditure is in line with the overall three-year budget.

Bank Interest

6. Income from interest and expenditure on bank charges shows a surplus of £2,766. This is due to an increase in interest rates nationally and the resolution by the Council to diversify funds to optimize reserve returns while maintaining adequate liquidity.

Cemetery

7. The Cemetery generated an income of £35K, 12% more than anticipated.
8. The Chapel roof replacement EMR project was £68,808 at year end and is scheduled for completion in 23-24.
9. Revenue expenditure on the cemetery was underspent by £14K. Consideration of actual costs has informed the 23-24 budget.
10. Overall, the Cemetery achieved a surplus of £20,896.

Corn Hall

11. £5,000 was allocated from the budgeted precept to the Corn Hall EMR leaving £8,636 for revenue expenditure. The revenue expenditure was underbudget at £7,373 and £5,525 was spent from EMR as agreed on projects to improve the building. The EMR remaining is £26K, to provide for the considerable cost that a building such as the Corn Hall requires for upkeep and responsible asset management.

Christmas Lights and Switch-on event

12. The review undertaken by the Town Clerk in September 2021 of the costs of the Christmas Lights display has resulted in effective budgeting, the budget was underspent by 5% in 2022-23.
13. The Christmas Lights switch-on event was funded by EMR (£3,562) and the precept contribution (£1,250). The event cost £5,230 and raised £4,098 in income leaving £3,680 towards the December 2023 event.

Council Properties

14. The contribution from the precept to the Council Properties EMR projects was £8,500. The revenue income over expenditure had an anticipated deficit of £25,886. The actual deficit was £34,383K (133% spent).
15. The majority of the additional expenditure is due to servicing and repair costs with both the Park and the Mere's mouth toilets. The Council was notified in report 59/2223 of this potential impact and a virement of £4,312 was authorized to return the final figures to within budgetary tolerances.
16. Income from the hire and service charges of council properties has generated £1,631 less than budgeted. This is due to the vacancy of the cemetery bungalow.

Diss Youth & Community Centre (DYCC)

17. Income for use of the DYCC was significantly higher than anticipated by £9,022. This is in part due to the reorganization of storage facilities and increased usage by groups.
18. The increase in music license cost and additional repairs to the heating and alarm systems have offset the savings made on utilities, making the overall expenditure 105% spent on budget.

Administrative Overheads

19. Report 59/2223 also notified Council that the costs of IT/ software and support were expected to be overbudget, the virement was authorized (£7,518) to bring this cost code to within budgetary tolerances.

Grants

20. The Grant request carried over from 21-22 for Parish Fields Friends (£643) the current year's grant of £720 to Dove Dementia Care resulted in only £1,363 of the £20K budget being spent. The Council agreed that as the budget for this code was underused, a virement (transfer of budget) was suitable to allocate additional budget funds for the IT equipment and the servicing of the public toilets.

Market

21. Promotion of available market pitches has resulted in a 19% increase on last year's income from the market, and 94% of the budgeted income.
22. The Market's expenditure budget was £250 for revenue and £500 contribution to the EMR. The increase in the use of electricity (not the cost as the council is still within fixed rates), has meant that this has gone overbudget. Market pitches that use electricity have had prices reviewed to offset the cost.

General Expenditure

23. Mileage costs for staff was overspent, this has been addressed in the 23-24 budget as has the underspend in councilor allowances. Overall, the general expenditure was 3% overbudget, which is within variance tolerances.
24. Wages for staff were £19K (6%) over budget. This is relevant to the staff restructuring in September and the nationally agreed pay increases that were not budgeted for, but the Council is responsible to adhere to.

Sports Ground

25. Income from the sports ground was under budget by £1,273 in 22-23 but represents a £3,242 increase on the previous year.
26. Revenue expenditure was budgeted at £14K with £1K being allocated to the EMR for the Skateboard Park. Actual expenditure was £10K because the cleaning of the track was not required in 22-23 as budgeted.

Events

27. Costs for the Queens Platinum Jubilee are accounted for in this code. The income of £11K from the event brought the net expenditure to within budget with remaining funding allocated to the Beacon project.

Town Mayor's Charity

28. The mayor raised £2,379 to be split between the nominated charities Cancer Research UK and Marie Curie. The expenditure of £1,591 was the payments of the previous year's fundraising.

Streetlighting

29. Capital replacements of streetlights cost £91K which was funded by the ring fenced EMR. The revenue costs of £10,895 to provide electricity and maintenance of the streetlights were within budgetary tolerances due to the light dimming offsetting the increased cost of wholesale electricity.

Summary

30. Income, expenditure, and the balance sheet totals are shown at the end of Appendix A. The decrease in funds from the previous year denotes the increase in service provision in 2022-23.
31. Income other than precept was budgeted to be £99,675, actual income was £187,414 (188%).
32. Expenditure was budgeted to be £630,583. Actual revenue expenditure was £697,801 (111%).
33. The EMR has had contributions of £54,806 from the precept, £43,724 from General Reserves and received external contributions of £63,435. The expenditure from the EMR was £281,977, leaving a final balance of £364,548.
34. The EMR and general reserves total on the balance sheet is £821,161 (beginning of the year) and concludes at £677,946.

Transfer of General Reserve Funds at Year End

35. The level and utilization of reserves was determined formally by the Council, informed by the Responsible Finance Officer (RFO) and Clerk during the budgeting process. It was agreed that 6 months of expenditure was appropriate to be held in General Reserves for cash flow and contingency in 2023-24. This amount would be £350,685, £27K short of the year-end balance.
36. The financial reserves policy (sect 7) reserve criteria states that the general reserve should be between 3-12 months amount of the precept. This would suggest that £295,989 would be the minimum required general reserve amount, leaving £17K available for transfer.
37. In addition to considering the cash flow requirements of the Council, factors to assess the adequacy of the General reserve such as inflation and interest rates, the planned diversification of funds to spread risk and optimize interest returns and the effort to freeze precept has led to

the recommendation of the RFO that no funds are transferred at the year end to the EMR from the General reserve.

38. The Council agreed in the budget to allocate £19,027 from the general reserve to seven EMR projects, as shown in Appendix B. It was assumed at the time that the Cemetery bungalow would have been sold and that additional capital would be available, but at present there has been no sale. None of these projects are scheduled for 23-24 and should the current year's surplus allow, these contributions could still take place with minimal impact on the general reserve.

Additional Financial Adjustments

39. To comply with the financial regulations where maximum transfer amounts of £30K are in place, the RFO is requesting to temporarily suspend financial regulations in order to transfer the precept funds (£295K) to savings accounts and to open a Lloyds bank account (£100K).
40. In the absence of the Facilities and Buildings Manager, it is requested that the Facilities and Buildings Supervisor be permitted to authorize official orders relevant to the role's scope of work up to a value of £750 or those works, goods or services authorized by Full Council in the Budget.

Recommendations

- 1) To agree a nil transfer from the general reserve to Earmarked Reserves following the completion of the 2022-23 financial year.
- 2) To temporarily suspend financial regulations to allow transfer between Council bank accounts of more than the current limit of the precept and for the purpose of opening a new Lloyds bank account.
- 3) To permit the Facilities and Buildings Supervisor to authorise official orders as stated in article 10.1 of the financial regulations in the Facilities and Buildings Manager's absence.

Cost heading and codes		Revenue Budget 22-23	Revenue Actual 22-23	% Received / Spent	Comments	Taken for EMR from Precept/ Yr End Trf	EMR Income and Expenditure	EMR Balance	EMR Project Description	EMR Project Ref						
4830	Market Expenditure	250	309	124%		500	0	21,500	Market Electrical points and resurfacing	P						
		18,909	17,290	91%												
330	HTP															
4745	HTP	0	0	0%												
340	Promotion															
4840	Promotion	1,000	-447	-45%		0	693	0	Comm Strategy	Ended						
4845	Website/Intranet Hosting/Maint	0	180	0%												
		-1,000	267	-27%												
360	Precept															
1076	Precept	530,908	530,908	100%												
370	General Expenditure															
4600	Town Mayor's Allowance	1,400	955	68%												
4605	Ccl Members' Allowance & Exp	2,116	746	35%												
4635	Subscriptions	2,200	2,174	99%												
4640	Audit	2,920	2,406	82%												
4645	Training	6,150	6,287	102%												
4646	Liability Insurance	4,632	4,320	93%												
4650	Conference Expenditure	300	30	10%												
4651	Meeting Room Hire	1,500	960	64%												
4652	External Meeting Room	0	0	0%												
4655	Printing & Stationery	4,000	3,404	85%												
4660	Postage	100	99	99%												
4665	Wages - General Admin.	181,482	186,769	103%												
4666	Wages - General Maint.	153,905	167,460	109%												
4667	Staff Mileage	150	463	309%												
4670	NI/PAYE/Pension	0	0	0%												
4675	Legal/Financial/Prof fees	5,000	1,959	39%												
4690	HR Support	0	0	0%												
4992	Annual Town Meeting	200	245	123%												
		-366,055	-378,277	103%												
375	Rechargeable															
1280	Rechargeable Exp. Refunded	0	3,066	0%												
4685	Rechargeable Expenditure	0	519	0%												
4686	Wages-Rechargeable Expenditure	0	0	0%												
		0	2,547	0%												
380	S 137															
4870	S 137 - Expenditure	100	262	262%												
400	Sports Ground															
1400	Sports Ground Hire Fees	14,215	12,942	91%												3,242
4900	Track Maintenance	0	0	0%		0	0	11,000	SPG Track Renewal	Q						

Cost heading and codes	Revenue Budget 22-23	Revenue Actual 22-23	% Received / Spent	Comments	Taken for EMR from Precept/ Yr End Trf	EMR Income and Expenditure	EMR Balance	EMR Project Description	EMR Project Ref						
4905 Floodlights - R&R	0	0	0%		0	0	0	Floodlights	R						
4910 Pavilion Maintance	0	333	0%												
4915 General Sports Ground Maint.	3,000	3,229	108%		0	0	0	Pavilion	S						
4920 Ground Maintenance	6,220	1,591	26%												
4930 Sports Grnd-Water Rate	553	353	64%												
4935 Sports Ground - Electricity	2,200	2,303	105%												
4940 Sports Ground - Phone	650	121	19%												
4945 Sports Ground - Insurance	1,360	1,269	93%												
4955 Skateboard PK - Insurance/Insp	510	476	93%												
4965 Skateboard PK-Maint. Materials	0	1,000	0%		1,000	0	2,059	Skateboard Park	T						
	-278	2,267	-815%												
420 Events															
4760 Royal British Legion	800	500	63%												
4991 Other Events	5,177	12,385	239%												
4995 Communication Strategy	200	0	0%												
	-6,177	-12,885	209%												
425 Christmas Switch on Event															
1235 Christmas Switch On Income	1,400	2,860	204%												
4990 Christmas Switch on Event	1,400	2,860	204%		1,250	1,132	3,680	Switch On Event	Ringfenced						
	0	0	0%												
430 Carnival															
1435 Carnival Income	0	12,466	0%												
4996 Carnival	0	12,466	0%		1,250	5,940	3,981	Carnival	Ringfenced						
	0	0	0%												
440 Town Mayor's Charity															
1440 Town Mayor's Charity	0	2,379	0%												
4795 T M Charity Exp	0	1,591	0%												
	0	788	0%												
460 CIL															
1460 CIL - CIL Income	0	20,362	0%												
5000 CIL - Expenditure	0	20,362	0%		0	-19,613	68,408	CIL Funds	Ringfenced						
	0	0	0%												
470 Streetlighting															
1470 Streetlights Income	0	3,300	0%												
4730 CCTV Costs	1,500	160	11%		11,759	9,738	7,184	CCTV	Ringfenced						
4970 Streetlighting	9,000	10,735	119%		1,600	91,094	10,318	Streetlighting	Ringfenced						
	-10,500	-10,895	104%												
<i>Other EMR</i>															
Park Bollards					0	2,819	12,181		U						
Park Lighting Renewal					5,399	15,399	0		V						
Mere Street Pedestrianisation					0	0	10,000		W						
Street Cleaner		13,750			0	24,457	10,543		X						
Bus Shelter Maintenance					0	105	15,721		Ringfenced						
By Electon					0	0	5,000		Ringfenced						

EMR Review for 2023-24 Budget

Project Ref	EMR	Balance as at 31st October 2022	Year End Transfer	2023-24 Precept contribution	Notes
J	Cemetery Chapels	£27,693			Currently in progress
E	Tree Management	£1,000		£9,000	3 year plan to be reviewed
F	St Marys wall replacement	£18,579	£3,500		2023-24 action
G	Mere Fountain	£22,815	£5,000		2023-24 action Cemetery Bungalow proceeds to fund
M	Council Office Refurbishment	£33,648			2023-24 action Cemetery Bungalow proceeds to fund
N	5 Yr Electrical Testing	£4,098			2023-24 action, funds sufficient
V	Park Light Review	£2,095			Currently in progress
X	Street Cleaner	£32,071			Currently in progress
RF	CCTV	£11,884			Currently in progress
I	Cem Roads, Cem Monuments	£4,500			2023-24 action
T	SPG - Skateboard Park	£2,059			2023-24 action

RF	Parish Partnership Works	£5,000			Await feasibility study results
A	Park General - Beacon Project	£7,216			Includes grant specific funding
L	Corn Hall	£27,143	£5,000		Await assessment of works
O	DYCC	£4,317			Await assessment of works
B	Play Equipment	£500			Potential funding from CIL
Y	Park Toilets	£16,000			Potential funding from CIL
Q	Athletics maintenance	£11,000			Await feasibility study results
R	SPG Floodlights	£0			Await assessment of works
S	SPG Pav maintenance	£0			Await assessment of works
U	Park Bollards	£15,000			Await assessment of works
P	Maintenance Market	£21,500	£500		Requires approx £30K in 2026
D	Van Replacement	£7,000		£1,000	Requires approx £18K in 2026
H	Maintenance Mere's Mouth (Resurfacing)	£2,000	£1,000		Requires approx £20K in 2030
C	Boardwalk	£4,473	£2,527		Requires approx £50K in 2032
K	Maintenance workshop	£3,000	£1,500		Requires approx £17K in 2032
RF	Christmas Lights switch on	£5,901			Ringfenced for sub committee
RF	Carnival	£3,981			Ringfenced for sub committee
RF	HTP	£9,109			Ringfenced for grant specific spending
W	Mere Street Pedestrianisation	£10,000			Project on hold - discussions ongoing
RF	Bus Shelters maintenance	£15,781			Ringfenced for grant specific spending
RF	Streetlights	£106,392			Ringfenced for grant specific spending
RF	Community Infrastructure Levy (CIL)	£69,157			Ringfenced for infrastructure spending
RF	D&D Neighbourhood Plan	£5,833			Ringfenced for DDNP
RF	By-election costs	£5,000			Funds are sufficient
RF	Communication Strategy	£693			Request transfer to cemetery chapels project
	TOTAL	£516,436	£19,027	£10,000	

COMMITTEE MEMBERSHIP 2023/24

N.B. Also see committee Terms of Reference for committee responsibilities.

Name of committee	Frequency	Membership	Members	No. of Members
Executive committee	Quarterly	Minimum six	Sonia Browne 2 Mark Gingell (Chair) 1 Kieran Murphy (Vice-Chair) Simon Olander (ex-officio) 4 Richard Peaty 1 John Robertson 2 Liz Sinfield 3 Eric Taylor (ex-officio) 3 John Wooddissee 1	9
Facilities committee	Quarterly	Minimum six	Sonia Browne (Vice-Chair) 1 Doreen Collins 2 Mark Gingell 2 Sue Kiddie 2 Adrian Kitchen Kieran Murphy Simon Olander (ex-officio) 3 John Robertson (Chair) 1 Liz Sinfield 1 Eric Taylor (ex-officio) 2 George Waterman 1 Jim Welch 2	12
Infrastructure committee	Quarterly	Minimum six	Doreen Collins 1 Sue Kiddie 1 Adrian Kitchen Simon Olander (ex-officio) (Chair) 1 Richard Peaty 3 Liz Sinfield 2 Eric Taylor (ex-officio) 4 George Waterman 3 Jim Welch 3 John Wooddissee (Vice-Chair) 2	10
Planning sub-committee	As required	Minimum three	Mark Gingell 3 Kieran Murphy (Vice-Chair) Simon Olander (ex-officio) 2 Richard Peaty 2 Eric Taylor (ex-officio) (Chair) 1 George Waterman 2 Jim Welch 1	7
Neighbourhood Plan Steering Group	Monthly	Three	Simon Olander (ex-officio) Eric Taylor (ex-officio) TBC	3



COMMITTEE TERMS OF REFERENCE AND DELEGATIONS

1. Committees may exercise delegated functions on behalf of the Town Council under the following terms of reference, subject to: -
 - a) the Town Council's approved budget and Financial Regulations;
 - b) any previous minuted decision of the Town Council;
 - c) Any matters reserved to the Town Council by law.
2. The Chairs of committees will be the nominated representative from Council to attend meetings, along with the Clerk wherever possible, on issues relevant to their committee. In their absence, Chairs will nominate a substitute representative from their committee.
3. The relevant Chair(s) should be involved with matters pertaining to their committee. For activity that crosses more than one committee, the relevant Chairs should be involved to maximise synergies and realisation of objectives.

FULL COUNCIL

Full Council has responsibility for ensuring it delivers the Strategy Plan, and for dealing with matters which it must do by law.

Membership: 14

Quorum: 5

Frequency of Meetings: 9 x per year

1. To elect a Town Mayor and Council Leader
2. To approve a meeting schedule & committee membership
3. To deal with overall matters relating to the Strategy Plan
4. To approve the annual precept demand
5. To approve accounts for payment
6. To approve the review of Internal Audit procedures
7. To approve the Annual Accounts in accordance with the current Accounts and Audit (England) Regulations
8. To appoint internal and external auditors
9. To approve **consider** recommendations from the Executive Committee on the annual review of Council's Standing Orders and Financial Regulations

10. To ensure the Council is compliant with the General Data Protection Regulation
11. To consider representation on appropriate outside bodies
12. To review delegations to the Town Clerk
13. To respond to consultative documents from Government and other bodies other than those specifically allocated to committees
14. To consider grant application recommendations from the Grant Scheme panel
15. To consider matters referred to it by committees.

EXECUTIVE COMMITTEE

The responsibility of the Executive Committee is to ensure the efficient, proficient and cost-effective running of the Council; increase net income; develop a budget for approval by Full Council; ensure the Council complies with all relevant laws; follow best practice in the management of the Council's finances, ensure appropriate accountability and transparency; oversee recruitment, appointment, remuneration and management of all staff and ensure the Council adheres to data protection regulations. It is also responsible for all aspects of communication and engagement with the community.

Membership: 6 minimum

Quorum: 3

Frequency of Meetings: quarterly

1. To elect a committee Chair & Vice Chair (only members of each committee have voting rights)
2. To review and/or identify committee objectives for recommendation to Council & report progress
3. To work with committees to develop the Council's annual budget that considers required resources to deliver key objectives, for approval by Council
4. To simplify administrative and financial procedures to increase staff resources available to deliver the Council's priorities
5. To increase net income through revenue generation opportunities and identifying cost efficiencies
6. To be responsible for allocating and controlling the financial resources of the Council including carrying out a quarterly financial review
7. To annually review the Council's Standing Orders and Financial Regulations and make recommendations to Council
8. To annually review internal control procedures including risk management, insurance, appointment of the Internal Auditor and make recommendations to Council
9. To be responsible for the Council's Capital Management Plan and financial planning
10. To annually review the Council's asset register
11. To be responsible for the collection of all revenue, the raising and renewal of loans (for recommendation to Council)

12. To make recommendations for the banking, financial and accounting methods for adoption by the Council
13. To review hire charges and burial fees
14. To ensure the Council complies with all legislative requirements
15. To review all policies
16. To ensure the proper management of contractors and volunteers
17. To determine the Council's staffing structure
18. To approve staff job descriptions
19. To ensure the recruitment, appointment, induction, training, remuneration and management of all staff is carried out with due diligence and in compliance with all relevant legislation, good practice and nationally agreed terms and conditions of service
20. To develop a performance management programme that links the strategy plan to staff development and performance against specific targets
21. To develop and monitor an effective induction and training programme for all councillors
22. To develop a communications strategy setting out how the Council will engage with the community
23. To oversee the development of the Council's website, publications, use of social media and any other forms of engagement considered appropriate
24. To support the local economy
25. To set up Action Groups as required.

FACILITIES COMMITTEE

This committee is responsible for maintaining & improving existing Council-owned facilities and assets, investigating opportunities to take on shared or devolved service provision, working with neighbouring parishes and other organisations to deliver locally responsive and accountable services.

Membership: 6 minimum

Quorum: 3

Frequency of Meetings: Quarterly

1. To elect a committee Chair & Vice Chair (only members of each committee have voting rights)
2. To review and/or identify committee objectives for recommendation to Council & report progress
3. To manage all facilities and amenities owned by the Town Council and leased to third parties (including acting as responsible landlords)
4. To review all facility regulations
5. To oversee and review all third-party agreements with appropriate input from Executive committee members

6. To determine the committee's budgetary requirements for consideration in the annual budget and oversee that budget once set
7. To develop a facilities management programme to quantify the Council's existing asset management commitments and develop long term budgetary requirement for same
8. To investigate opportunities to take on shared or devolved service provision
9. To investigate options for working with neighbouring parishes and other organisations to increase the Council's local delivery of services
10. To work with the Infrastructure committee to identify partnership working opportunities to increase the efficiency and/or effectiveness of the delivery of existing services and/or identify new services that improve outcomes for the Diss community
11. To support and investigate the provision of youth facilities and services in the town
12. To oversee the Diss market
13. To oversee events on Council-owned land
14. To work with other relevant committees to consider the use of developer contributions towards the improvement of existing or provision of new facilities
15. To set up Action Groups as required.

INFRASTRUCTURE COMMITTEE

The Infrastructure Committee is responsible for overseeing the development of a Neighbourhood Development Plan, identifying partnership opportunities to provide more efficient means of delivering existing or identified new services, and to lobby/represent the interests of the community on infrastructure matters.

Membership: 6 minimum

Quorum: 3

Frequency of Meetings: Quarterly

1. To elect a committee Chair & Vice Chair (only members of each committee have voting rights)
2. To review and/or identify committee objectives for recommendation to Council & report progress
3. To determine the committee's budgetary requirements for consideration in the annual budget and oversee that budget once set
4. To develop a Neighbourhood Development Plan that creates a shared vision and identifies the means to resolve the wider infrastructure issues of the town
5. To work with the Facilities committee to develop partnership working opportunities that increase the efficiency and/or effectiveness of the delivery of existing services and/or identify new services that improve outcomes for the Diss community
6. To engage in all consultative planning processes relating to developments and other initiatives that will impact upon the town
7. To oversee appropriate arrangements for considering all planning applications received
8. To work with the County Council to improve the highways infrastructure in Diss

9. To manage the Council-owned streetlights
10. To oversee the Council's CCTV system
11. To set up Action Groups as required.

Appeals Committee

The Appeals committee is made up of a panel of elected members who have not been involved in the original disciplinary hearing and who will be expected to view the evidence with impartiality.

Three members of the Executive Committee along with the Town Clerk / CEO or Deputy / COO will conduct the initial disciplinary hearing.

Membership: 3 Quorum: 3

Sub-committees

The Town Council has three sub-committees as follows:

Planning sub-committee

A sub-committee of Infrastructure, this sub-committee considers planning applications relevant to Diss & in accordance with the Council's planning policy and procedures. N.B. The Town Council is a consultee on planning applications only and the Planning Authority (District Council) ultimately decides the outcomes of planning applications.

Membership: 6 Quorum: 3 Frequency of meetings: as required

Carnival sub-committee

A sub-committee of the Facilities committee, this sub-committee organises the town's annual Carnival parade and fun day. Both the Council Leader and Town Mayor are ex-officio members along with the Clerks or nominated member of staff alongside volunteers from the community.

Christmas Lights Switch-On sub-committee

A sub-committee of the Facilities committee, this sub-committee organises the town's annual Christmas Lights Switch-On event. Both the Council Leader and Town Mayor are ex-officio members along with the Clerks or nominated member of staff alongside volunteers from the community.

Sub-Groups

The Town Council has two sub-groups as follows:

Neighbourhood Plan sub-group

A sub-group of the Infrastructure committee, it is responsible for ensuring the Council's and community's involvement in the development of the Diss & District's Neighbourhood Plan.

Membership: 3 (only two can have voting rights) Frequency of meetings: Monthly

Community Grant Scheme Panel

A sub-group of the Executive committee, it is responsible for reviewing grant applications and making recommendations to Full Council.

Membership: 4 Frequency of meetings: as required

DELEGATIONS

1. General

- a) Where powers or duties have been delegated to a committee, that committee may in turn assign functions or delegate powers and duties to the Town Clerk / CEO or a sub-committee, provided that delegation is reported to the next meeting of the appropriate committee or sub-committee (or Council) for information.
- b) A committee may set up a working group to investigate, consider and report back with recommendations on any issue.
- c) Any power or duty which is delegated is subject to Town Council policy and the approved budget.

2. Council Leader's/Chairman's powers

- a) The Town Clerk may, in consultation with the Council Leader, deal with any issues causing extreme risk to the delivery of Council services on the Council's behalf. Any action must be reported to the next meeting of Council.
- b) In the absence of the Council Leader, consultation must be with the Chairman or Vice-Chairman of the appropriate committee.

Reviewed at the Full Council meeting held on 17th May 2023.



DELEGATIONS TO OFFICERS

Specific delegations to the Town Clerk / CEO

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

¹ Transfer of monies between budget headings

Delegations to the Responsible Financial Officer

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

Reviewed at the Full Council meeting held on 17th May 2023.

The General Power of Competence

Empowering councils to make a difference



Foreword



This paper is published at a critical time for local government. Councils have taken significant cuts to their funding during a period of economic austerity with yet more to come and face continued pressure

on funding alongside increased demand. Yet, as this paper demonstrates, through the use of the new General Power of Competence (GPC) they have sought to continue to deliver services efficiently and in new ways.

The Local Government Association (LGA) has been a driving force behind the introduction of a general power of competence; in March 2010 we presented a Draft Local Government (Power of General Competence) Bill to Parliament. This helped shape the Power that was introduced under the Localism Act 2011.

Although it has only been in place for a short time we have seen what councils can do when they are given greater freedom to make a difference.

Giving more power to local councils to enable them to make changes locally is vital if we are going to be able to design and deliver more efficient public services and help local areas innovate and, in particular, promote growth in their local area.

The LGA recently launched a new model for local government to address the question of democratic fairness and provide a blueprint for revitalising our democracy.

Entitled 'Rewiring Public Services', it contains ten key propositions that will radically transform local government and its relationship with Whitehall and Westminster.

What has become clear is that those working in local government agree we need a fundamental rethink about the current system, both to safeguard the future delivery of services and to make sure that local government is sustainable. The use of the General Power of Competence by councils in this paper shows that a new, locally led approach can yield positive outcomes and change for our communities.

However, despite the impressive examples in this paper, use of the General Power of Competence is limited by significant constraints set by central government. Local government needs far greater independence from central interference. The command and control, parent child relationship must be changed if local government is to be fully empowered to make a difference for local people.

But notwithstanding these constraints the GPC is an improvement on what we had before. I would therefore encourage councils up and down the country to make full use of the freedom it does give to innovate and think differently about how we can serve our communities.

Councillor Sir Merrick Cockell
LGA Chairman

Contents

Key messages	4
Using the power to innovate	4
Giving greater confidence to change	5
Constraints on the use of the GPC	5
What is the 'general power of competence'?	8
What is the GPC being used for?	9
Regeneration and supporting the local economy in difficult times	11
Delivering greater value for money	12
Further innovative and other uses of the GPC	13
Building on existing innovation	14
Scope for further use of the GPC	16
Constraints on the wider use of the GPC	16
Making good use of the GPC – top tips	18

Key messages

These are challenging times for councils. They are playing a major part of the national deficit reduction plan. Grant to councils is being cut by 33 per cent in real terms during the four years of the Spending Review 2010 period, from April 2011 to March 2015. The spending review for 2015/16 continues the pressure to produce savings, with a reduction of 10 per cent in real terms of the grant going to local government. The continuing sluggish economy is putting further pressure on council's revenue streams and services.

In response to these factors, councils recognise that radical service transformation is required and that they have a key role to play in promoting and facilitating local economic growth. This difficult economic and financial environment presents both opportunities and barriers to the provisions included in the Localism Act 2011.

Among these provisions, the General Power of Competence (GPC) is an important legislative statement that councils have the power to do anything an individual may do, unless specifically prohibited. The GPC is welcomed across the sector, as a wider statement of their powers than the previous wellbeing powers. But to date it may be characterised as an evolutionary rather than a revolutionary change.

The LGA, on behalf of the sector, campaigned for a power such as the GPC. This was in recognition of the unique position of councils as locally elected bodies to act in the best interests of their communities, and their track record of delivering efficiencies and innovation and in providing good value for money. Further progress in such areas could have been at risk if the uncertainties around council's powers to act were to remain.

This paper explores whether councils have been taking advantage of the GPC since its introduction in February 2012, and if they have, how and to what purpose; if they haven't, why was this; the barriers councils may still be experiencing and any lessons which can be drawn. It is hoped that it will encourage wider use of the power by providing examples of how councils are using it to make a difference.

Using the power to innovate

Councils demonstrated innovation to meet community needs and financial pressures prior to the Localism Act 2011 and will continue to do so. Some councils believe they can bring about, and have in practice achieved, significant innovation using pre-existing powers. For other councils, the debate leading up to the Localism Act and the GPC itself has been an important spur to innovation.

There is wide recognition that the right mindset – an entrepreneurial approach, a willingness to take managed risks and ‘think outside of the box’ are at least as important as the existence of a power or otherwise in enabling innovation.

Giving greater confidence to change

Councils generally share the view that the GPC does give greater confidence to work in new ways, and develop new services and partnerships. It is also a symbolic statement which promotes innovation and frees up thinking, whether or not the power is used to provide the specific legal basis for the actions taken.

There are some indications that this growth in confidence may have been felt most by smaller councils – districts and town/parish councils rather than ‘upper tier’ councils which have enjoyed a wider range of powers and resources to begin with. There are examples of the use of the GPC in partnership across the different tiers of local government.

The GPC is also a challenge to the instinctive caution of some in local government, by clearly showing that just about anything is possible (unless specifically prohibited) and not constrained by the need to ensure that it is permitted by specific legislation. Members may see this as an opportunity to challenge the caution of some officers – even though the caution might nonetheless be valid. The GPC may provide statutory officers the assurance they require to endorse some more innovative and radical approaches.

Constraints on the use of the GPC

In addition to limited resources, councils report a number of constraints on the use of the GPC in practice.

- **Trading restrictions:** the types of company structures which may be employed in trading or other activities under the GPC are restricted to companies limited by shares or guarantee or industrial or provident societies. This prevents the use of community interest companies or similar, which councils may find more appropriate in some circumstances.
- **Charges** made under the GPC may only be made for discretionary services and should be set at a level which simply recovers costs and does not generate a profit or surplus, which limits the ability of the power to raise additional revenue.
- **Legal restrictions:** the need to check for pre- and post-commencement limitations can take time, and may lead to a more specific power being used anyway. The GPC does not extend the ability of councils to create byelaws or undertake enforcement.

It is important to recognise that the GPC is a means to an end. Councils do not – nor should they – seek out opportunities to apply the new power. Rather they should begin with what they want to achieve and then see if the GPC is a tool which will help them to get there.

If the power is used in this way, in support of reasonable and accountable decision making in line with public law principles, with an awareness of the remaining limitations on the power, then it should be robust and less susceptible to successful legal challenge such as those which gave rise to increased uncertainty around the application of the previous wellbeing powers in some situations.

Notwithstanding the constraints, there are encouraging signs that councils will continue to use the GPC, and take advantage of the environment for change which it is helping to foster, to deliver further innovation despite the unfavourable financial climate.

For the avoidance of doubt, this paper is not intended to nor does it constitute legal advice. Councils will need to obtain their own independent legal advice on any matters of a legal nature arising in connection with the General Power of Competence.





What is the General Power of Competence?

The General Power of Competence (GPC) was introduced by the Localism Act 2011 and took effect in February 2012. In simple terms, it gives councils the power to do anything an individual can do provided it is not prohibited by other legislation. It applies to all principal councils (district, county and unitary councils etc). It also applies to eligible¹ parish and town councils. It replaces the wellbeing powers in England that were provided under the Local Government Act 2000.

The scope – and some limitations – of the General Power are set out in sections 1 to 6 of the Localism Act 2011.

In summary, the GPC enables councils to do things²:

- an individual may generally do
- anywhere in the UK or elsewhere
- for a commercial purpose or otherwise, for a charge or without a charge
- without the need to demonstrate that it will benefit the authority, its area or persons resident or present in its area (although in practice councils will want to realise such benefits).

But there are some limitations on the General Power, either because they are not things which an individual can do or because they are excluded by the Act. The GPC will not:

- provide councils with new powers to raise tax or precepts or to borrow
- enable councils to set charges for mandatory services, impose fines or create offences or byelaws, over and above existing powers to do so
- override existing legislation in place before the Localism act 2011, so-called ‘pre-commencement limitations’ (however powers enacted after commencement of the GPC will only limit the GPC if this explicitly stated in the legislation).

Where using the GPC for charging or trading purposes, the recipient should agree to the service being provided, the income from charges should not exceed the cost of provision and, where things are done for commercial purposes, this must be done through a specified type of company.³

Notwithstanding the limitations outlined above, the GPC remains a broad power.

¹ An eligible council is one which has resolved to adopt the GPC, with at least two thirds of its members being declared elected and the Clerk must hold an appropriate qualification (Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012).

² Further discussion of the legal implications of the GPC can be found in the Local Government Association (LGA) essay ‘Power to make a difference’, October 2011: <http://tinyurl.com/nppcc4b>

³ Either as required by the Companies Act 2006 or a society registered under the Co-operative and Community Benefit Societies and Credit Unions Act 1965 or the equivalent in Northern Ireland.

As part of the Government's wider localism agenda, the GPC is intended not only to increase local authority powers but to give greater confidence in the scope of those powers and to signal that how those powers are used is a matter for local authorities (Department for Communities and Local Government, November 2011).

It should encourage more managed risk taking by councils. In enacting the GPC, the Government intended to remove the uncertainty which had arisen around the scope of the previous wellbeing powers – to promote the economic, environmental and social wellbeing of a council's area – where the courts had found that these powers did not enable councils to enter some arrangements such as a mutual insurance company across several councils – the so-called London Authorities Mutual Ltd (LAML) case in 2009⁴.

What is the GPC being used for?

Although at the time of writing the GPC has been in place for a little under a year and a half, since February 2012, it is still possible to discern some emerging patterns in how the power is being used. The key benefits of the GPC to councils can be summarised under the following headings:

Extending services and support into new areas

Stating that councils can do anything an individual can do (unless specifically prohibited) in legislation has given greater confidence to do new things and do things differently – the default setting is now 'yes

we can unless...' rather than 'we can't unless specifically permitted'. The ultra vires issue becomes less of a concern. For instance, the GPC has already given a number of councils the specific legal basis and confidence to extend their services and support beyond the arena traditionally seen as the responsibility of the authorities like them.

Oxford City – helping to tackle poor attainment in primary schools

The GPC has given Oxford City Council (a district council) the confidence to develop a school improvement support programme to raise attainment and assurance to statutory officers that it had the power to do so. The city council is thus making a contribution in an important service area previously regarded as the preserve of an upper tier council

Major local employers were concerned that local young people did not have the skills they require. Consultation with schools identified that the root of the problem lay in under achievement in primary schools, especially in the most deprived areas of the city. Working with the two local universities, good local schools and a specialist education consultancy, the city council has put in place a programme of improvement support for schools. The programme has two main elements – leadership and teaching skills – and represents an investment of £1.6 million over four years. For more information and contact details please refer to the case study included in the Annex to this report available at: www.local.gov.uk/localism-act

⁴ Brent LBC v Risk Management Partners Ltd and London Authorities Mutual Ltd and Harrow LBC as interested parties, Court of Appeal 2009 (which took a narrow view of the scope of wellbeing).

Parish and town councils, in particular, have found being eligible to adopt GPC (as outlined in the previous section) a major boost to their confidence to act and also that of their members in general. They have used the GPC to provide the basis for taking on responsibility for services previously provided by one of the principal authorities for the area, for example because these are being withdrawn as a result of financial pressures and a review of priorities. Clerks to town and parish councils have found it positive to be able to advise members that it is possible for their councils to do more things, where this is aligned to council and community priorities and at reasonable cost. Even when not used to support new services or innovation, it has saved time and resources in searching for more specific powers.



Parish councils – ensuring continuing youth service provision and improving community facilities

Adopting the GPC has given town and parish councils the confidence and power to take on additional services, including where principal authorities have had to reduce provision.

Crewkerne Town Council has taken over the running of youth clubs previously provided by Somerset County Council, to be offered through a purpose build sports and community centre.

Sprowston Town Council has acquired a former youth and community service building from Norfolk County Council which it is refurbishing to provide a multi-use community centre.

In both instances, the GPC gave councillors the power and confidence to act and the Town Clerks the assurance that they could recommend this course of action. These services were priorities for both councillors and the community. The GPC enabled Crewkerne to fund the youth service by avoiding the limitations on discretionary spend imposed by s137 of the Local Government Act 1972. Sprowston used other provisions in the Localism Act 2011 – the Community Right to Bid – to enable it to acquire the building from Norfolk County Council.

For more information and contact details please refer to the case study included in the Annex to this report available at: www.local.gov.uk/localism-act

A further area that has been stimulated by the GPC is councils leading on energy switching schemes (although some councils have proceeded with such schemes without explicit reference to the GPC).

Taking advantage of the buying power presented by bringing together residents from within their area and others, councils have been able to secure better energy deals for domestic users. Working with specialist energy switching companies, this is helping households to limit the costs of a major element of family budgets in difficult times, whilst securing reputational benefits for the authorities.

Estimates from some of the councils participating suggest savings of over £150 per household a year are possible.

One such scheme involves 12 councils from across the country, including Hertfordshire County Council and South Holland District council, which both cited GPC in support of the scheme. Over 8,500 households have participated in this particular switching initiative.

Regeneration and supporting the local economy in difficult times

A number of councils are finding the GPC helpful in building greater economic growth and resilience in their local communities, providing both a legal power on which to act and / or giving greater confidence to work in new and innovative ways.

Newark and Sherwood – thinking ‘BIG’ to help local businesses grow

For Newark and Sherwood District Council, the existence of the GPC gave a further stimulus for innovation and encouragement to think about doing new and different things.

The district is a growing community, with 14,000 new homes planned. It has many smaller businesses, which the council wants to help realise their growth potential. Consultation with local businesses and other stakeholders identified the availability of finance as a key challenge. The council therefore established a £2 million fund, financed by the New Homes Bonus. Called ‘Think BIG’ (Business Investment in Growth), the fund aims to provide loan finance to local businesses with growth potential, where they have not been able to secure the funding elsewhere such as from the banks. Acting on the advice of an independent panel of experts, following 20 applications, four loans have been made to date worth £285,000 in total. The average turnover of businesses supported is £672,500. These loans have safeguarded 40 jobs and there is the potential to create 43 new jobs.

Hertfordshire County Council has used the GPC to provide the basis for its participation in the Local Authority Mortgage Scheme (LAMS), working in partnership with most of the district councils in the county, Lloyds TSB and the Leeds Building Society.

The scheme is intended to support the local housing market and economy through help to first time buyers and key workers in particular. The scheme indemnifies lenders and enables buyers to access the terms of a 75 per cent mortgage with only a 5 per cent deposit, the balance of the funding coming from the indemnity scheme. The indemnity lasts for five years (the period of greatest risk) during which time the council earns interest on the amount of the indemnity.

The funding plus interest accrued is then returned to the council. Including £12 million from the county council, councils in Hertfordshire have made available £16.5 million in funding to the scheme. Begun in East Hertfordshire in March 2012, the scheme aims to help over 500 first time buyers into the housing market. Other councils reported that they had used the GPC as the basis of loans or grants to local employers to help secure jobs and support the wider local economy.

Delivering greater value for money

The GPC saves time on searching for more specific powers – making it easier for lawyers to say ‘yes’ given the existence of the GPC as a power of first resort. More importantly, it frees up time to think about should we do this, how best do we do it and how do we manage the risks – rather than expending time and effort on determining do we have the power to do this. However, councils still need to check that pre- and post-commencement limitations do not apply and adhere to established public law principles in decision making.

Several councils cited the broader definition of the General Power compared to the previous wellbeing powers (where it was necessary to identify a specific link to the economic, environmental or social wellbeing of the area) as providing a more secure legal basis for entering shared services or similar arrangements. It had reduced the uncertainty arising from previous litigation in this area, such as the LAML case. It is also important that the GPC gives private sector and other potential partners greater confidence in the validity of contractual and other relationships, reducing the risk that they will be declared void by the courts and supporting longer term partnerships.

Many councils stress that the GPC is a simpler power than those previously intended to help councils promote general wellbeing. The wellbeing powers in the Local Government Act 2000 required councils to demonstrate a link to the economic, environmental or social wellbeing of the area. The courts took a restrictive interpretation of this and ruled that it did not provide a basis for mutual and similar arrangements intended to reduce councils costs – such as the LAML case.

The GPC is much simpler than the earlier powers under s137 of the Local Government Act 1972, which covered activities ‘incidental to their functions’. This stated that ‘councils may incur expenditure which, in their opinion, is in the interests of and will bring direct benefit to, their area or any part of it or all or some of its inhabitants’. Moreover, such expenditure ‘had to be commensurate to the benefit arising’. For town and parish councils, there was a maximum amount for such spending which does not apply to the GPC⁵.

⁵ Set by DCLG at £6.80 per registered elector for 2012/13 in accordance with the provisions of the Local Government Act 1972

Further innovative and other uses of the GPC

The GPC has the potential to counteract bureaucratic inertia and what can be the instinctive caution of local government in some cases, but it needs an entrepreneurial mindset to be given full effect. Some members see it as a tool to challenge officers' caution – this puts a responsibility on political leadership to make sure that councils take advantage of the GPC, alongside respect for the statutory officers' responsibilities to ensure sound, lawful decision making.

The Royal Borough of Windsor and Maidenhead has established a Challenge Prize, endorsed by its Big Society Panel in September 2012, to promote innovative solutions by members of the community to problems identified by local residents.

A total of £20,000 has been allocated to support the challenge prize process. One council had used the GPC as the basis for supporting a successful legal challenge to the proposed closure of the Leeds Children's Heart Surgery Unit, which is outside that authority's own area.



Stoke City – sustainable energy and regeneration

Stoke on Trent City Council is using the GPC to provide the legal basis for the development of a range of initiatives to take forward the green energy agenda through a council owned holding company and to promote regeneration.

It sees access to sustainable energy at predictable prices as a powerful factor in attracting and sustaining employment including the development of a new central business district. The GPC gives greater confidence to both the council and potential partners from the private sector and elsewhere when entering into long term agreements. The council has provided a loan facility to help The Princes' Regeneration Trust access other sources of finance to restore the Middleport Pottery as part of a regeneration project.

For more information and contact details please refer to the case study included in the Annex to this report available at: www.local.gov.uk/localism-act

In April 2013, Birmingham City Council adopted a Living Wage for Birmingham policy, which extended the living wage to contractors to the council in support of the wellbeing of citizens, productivity and the wider city economy. The report to the city council's Cabinet included reference to the GPC as an enabling power for such action, although in this instance the Public Services (Social Value) Act 2012 was also important as this addressed what would have been 'pre-commencement limitations' on the GPC arising from the exclusion of non-commercial matters under the Local Government Act 1988.

Breckland and South Holland – increasing scope to apply the GPC

Breckland has recently used it (in conjunction with other legislation such as the Local Government Act 2003) to provide the legal justification for a scheme to charge for the provision of new and replacement wheeled bins. Both councils see scope for further use of the power.

Breckland and South Holland District Councils have a shared management team and see increasing scope to apply the GPC. Breckland's policy to charge for the provision of new and replacement wheeled bins is intended to both help recover the costs of the service and to promote further re-cycling. They needed to design the scheme so that the council retained ownership of the bins to best manage the waste management stream whilst still securing users agreement to a discretionary service.

Both councils have participated in energy switching schemes. There will be increasing scope to apply the GPC as the councils develop radical transformation plans in response to the challenging financial environment and both will continue to foster the entrepreneurial approach from members and officers that this will require. For more information and contact details please refer to the case study included in the Annex to this report available at: www.local.gov.uk/localism-act

These examples from both Birmingham and Breckland illustrate the important observation from a number of councils that the GPC is not used in isolation – it is often used in conjunction with other powers to achieve wider policy objectives, including other provisions in the Localism Act 2011.

A number of councils referred to the GPC as the basis for making grants to voluntary and other organisations and other instances where it was used in place of the previous wellbeing powers.

Building on existing innovation

Local government has a track record of innovation, which pre-dates the introduction of the General Power of Competence. A significant proportion of councils interviewed, which had implemented new and innovative ways of doing things, cited this as the reason for not having used the GPC in their decision making processes. Essex County Council, for example, provided a local authority banking service and supported post offices and provided library services to another authority prior to the Localism Act.

Similarly, Woking Borough Council had used the wellbeing powers under the Local Government Act 2000 and earlier powers to establish the Thamesway Group of holding companies to take forward a range of green energy and sustainable and development projects on behalf of the borough.

Councils that had not used the GPC stressed the importance of the right mindset in being innovative – a willingness to 'think outside of the box'. Taking managed risks and an entrepreneurial approach are more important than the existence or otherwise of a particular power to do something. In other words, organisational culture is key. If you want to do something, the business case is in place and it aligns with the council's priorities and those of the community, you can usually find a legal power to do it.

Notwithstanding this, all councils interviewed welcomed the introduction of the GPC through the Localism Act 2011 and most envisaged they would use the power in future. Many described the GPC as a symbolic ‘can do’ power which confirms that councils can do just about anything they wish to do – provided it is not illegal and is the right thing to do for their communities. This had been factored into their thinking, without necessarily citing the GPC during decision making processes.

Richmond – how the GPC is encouraging further innovation

The London Borough of Richmond provides an example of a council which has undertaken a number of innovative, community focussed projects, encouraged by the GPC as a ‘can do’ power which gives implicit permission to fresh thinking.

The GPC has enabled a shift in focus from ‘can we do this?’ to concentrate on ‘should we do this and how best to realise our objectives?’ which is a much more creative environment. Richmond wants to further encourage civic pride and citizen engagement. It has introduced a scheme to offer Civic Pride grants to individuals in addition to constituted groups and is making Empty Shop Grants for short term, community use of empty shops to both boost creativity and entrepreneurial activity and enliven high streets.

For more information and contact details please refer to the case study included in the Annex to this report available at: www.local.gov.uk/localism-act

Existing legislation such as the Local Government Act 2003 has provided sufficient powers for several councils to have established local authority trading companies to provide adult social services in accordance with the personalisation agenda. Section 75 of the Health Act 2006 has provided sufficient flexibility to share funding and enable joint working between health and social care, where the will to work in close partnership exists, for example the establishment of Care Trust Plus in North East Lincolnshire.

A number of councils referred to the need to search for any pre-commencement limitations on the GPC when seeking to establish the legal basis for a proposed action. In such circumstances, when a more specific power exists, some councils preferred to cite this as a stronger basis for action. In one instance, where a transfer of land and planning powers from the Homes and Communities Agency (HCA) was sought by Milton Keynes Council, amendments to primary legislation were required and the GPC was clearly insufficient in this case.

Councils and key partner organisations are developing new delivery models with support from the Government, such as using Social Impact Bonds and mutual organisations which are not wholly reliant on the GPC.

It can be seen that some councils have already done things that others are now doing with the support of the GPC. If the power extends the willingness to innovate and the confidence to do so to more councils, and helps embed a culture of change across the sector, that will be no small thing.

Scope for further use of the GPC

Notwithstanding the constraints identified above and the financial challenges which councils will continue to face, almost all councils contacted, whether using the General Power already or not, envisage using the power in future.

Beyond continuing current applications and use in place of the previous wellbeing powers, councils do see potential for new uses of the power. For example, to extend trading beyond an authority's own area and the use of social enterprise models – although this will require the constraints around permitted company models (and possibly state aid) to be thought through. They may well focus on gaps in the existing market or other aspects of market failure.

It may assist in further developing the cooperative council models under consideration in some areas, and in councils' efforts to reinvigorate economic growth. It could support efforts to engage citizens in taking on more civic and community responsibilities, with some limited assistance from councils.

Some councils are considering 'Innovation Plans' and transformation strategies to help meet the challenges of protecting key services and outcomes in times of increasing financial pressures. The GPC is seen as an important 'tool in the box' to help such innovation, although by its very nature the details of such use cannot be predicted at this time. However, it is likely to become more widely used as more councils recognise its potential.

Constraints on the wider use of the GPC

While welcoming the GPC, a number of councils noted some constraints which had or could present barriers to its wider use. The main issues identified were:

- **The need to use company structures as specified in the Localism Act 2011** – when using the GPC as the basis for trading activities a limited number of company structures are permitted, namely companies limited by shares or guarantee or industrial or provident societies. Several councils and a Fire and Rescue Service have wished to extend their services using more modern community interest company structures – for example to achieve more community engagement or to develop governance structures further removed from the political arena for commercial reasons. They believe such structures would not meet the requirements of the Localism Act to exercise the GPC in this way, and hence have used different powers in order to proceed. A number of commentators argue that in the area of trading and commercial activities, the GPC has not moved much beyond what was already possible under the Local Government Act 2003. The National Association of Local Councils – NALC – does not agree that the Localism Act 2011 gives effect to DCLG's intention to extend the power to trade to town and parish councils. NALC recommends that town and parish councils wishing to pursue a trading activity seek independent legal advice.

- **Charging only permitted for a discretionary service and on a cost recovery basis** – the GPC can only be used as basis for charging for a discretionary service – ie not one which it is required to provide by statute or otherwise. The potential service user must be able to decline the service and so avoid the charge. The GPC is subject to a duty that, taking one year with another, charges do not exceed the costs of provision⁶. In other words, any charges should be set at a level which does not generate a profit or surplus, although it is recognised that more than one financial year may need to be taken into account.
- **Limitations on the use of state aid** – in terms of both undertaking trading activities and in supporting local business and employment in difficult economic times. Councils have realistic expectations that, due to wider policy considerations and EU rules, these limitations will remain in place. But it does mean that care is required to keep within these limits, which may have more bearing in regenerating deprived communities where more support is required to ‘de-risk’ development projects.
- **The need to check for pre- and post-commencement limitations** – this takes time and often leads to the identification of a more specific power which is used in place of the GPC anyway. Some councils suggested that there is a case to rationalise the large body of legislation affecting local government. Where common barriers are identified it may be appropriate for the Secretary of State to use his powers under s5 of the Localism Act 2011 to amend, repeal, revoke or disapply such provisions.
- **Does not enable the creation of byelaws or enforcement activity** – a number of people, including some elected members, had anticipated that the General Power would allow this. As enacted, the GPC does not permit this as it simply extends councils powers to do what individuals normally can do. Many councils have provided briefing sessions on the implications of the Localism Act 2011 for leading members and senior officers which have quickly clarified this misunderstanding. It is generally felt that those who need to know are familiar with the extent of the General Power and can advise elected members and other officers on how best to achieve the council’s agreed objectives.
- **The GPC has been introduced at a time of severe financial constraints** – councils’ attention had been focused on the need to manage major budget reductions and so where the GPC has been used it has often been to minimise the impact of spending cuts or support improved efficiency. More creative use of the GPC – to widen councils’ responsibilities – may be limited at this time because of local priorities, although developing economic resilience and growth emerges as a clear theme in its early use. Some councils found that other provisions of the Localism Act have attracted greater interest among elected members, officers and the wider public, such as the Community Right to Challenge and the Community Right to Bid for assets of community value and the associated asset register.

⁶ Sec 3 (3) of the Localism Act 2011

Making good use of the GPC – top tips

The experience of councils making use of the General Power suggests the following guidelines for its effective use:

- ✓ Be clear about what you want to achieve – and that this is aligned with the priorities of the council and local community. The GPC is not an end in itself, merely a means to an end.
- ✓ Develop and support an environment which promotes an innovative and entrepreneurial approach.
- ✓ Recognise the potential of the GPC as a lever to tackle excessive caution or fixed ways of doing things.
- ✓ Check for any pre-and post-commencement limitations (and consider modifying the approach where necessary).
- ✓ Where used as a basis for charging, ensure that charges are not being made for a statutory service, that the recipient agrees to receive the discretionary service and charges are on a cost recovery basis.
- ✓ Consider implications of different company structures and state aid provisions as appropriate.
- ✓ Parish Councils should ensure they meet the conditions for eligibility as set out in the Statutory Instrument, Parish councils (General Power of Competence) Prescribed Order 2012.





Local Government Association

Local Government House
Smith Square
London SW1P 3HZ

Telephone 020 7664 3000

Fax 020 7664 3030

Email info@local.gov.uk

www.local.gov.uk

© Local Government Association, July 2013

For a copy in Braille, larger print or audio,
please contact us on 020 7664 3000.
We consider requests on an individual basis.



Diss Town Council representatives on local organisations 2023/24

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

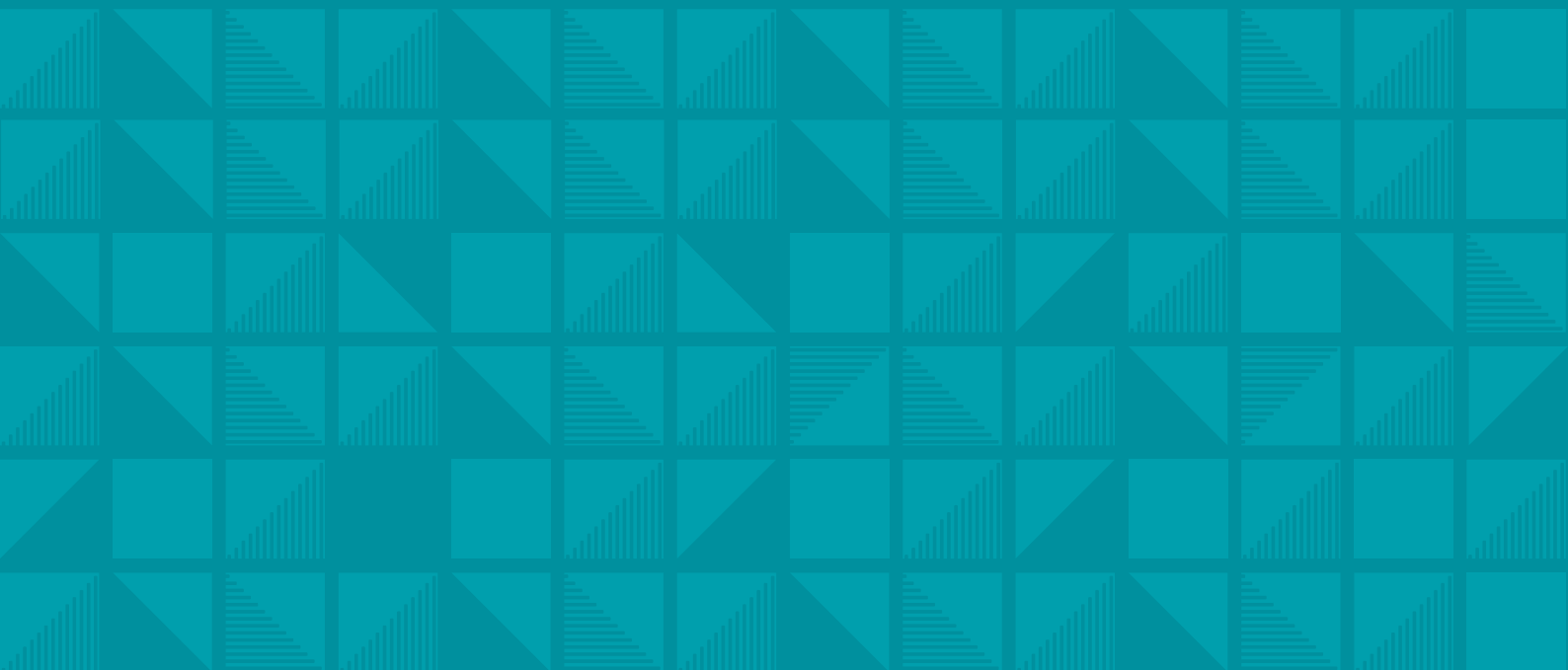
Last reviewed in June 2021 by Full Council. For review on 17th May 2023.

Councillor representatives for local organisations

Organisation	No. of Reprs	Term	Review	Representative(s)	Substitute(s)	Notes
Diss Community Team CIC	2	2 years	June 2023	Councillor Collins Councillor Sinfield	N/A	Meetings take place at same time as scheduled 121 between Town Clerk & Council Leader
Heritage Triangle Trust	1	2 years	June 2023	Facilities Committee Chair	Facilities Committee Vice-Chair	DTC agreed to become a member of HTT for £50 per annum.
Diss & District Citizens' Advice Bureau	1	1 year	June 2022	Town Mayor	Council Leader	Each year CAB invites Mayor of Diss to become its President during their year of office.
Diss Museum	1	2 years	June 2023	Facilities Committee Chair	Facilities Committee Vice-Chair	
Diss Parochial Charity	4	2 years	New term starts 1 st August 2022 – ends 31 st July 2024.	Facilities Chair	N/A	Facilities Chair is DTC representative until July 2024. Other DTC nominated reps are Ann Hughes, John Maskell (until 31.07.24) and Julian Mason.
Diss Town Guide Committee	2	2 years	June 2023	Councillor Collins & Facilities Committee Chair	Facilities Committee Vice-Chair	Term starts June 2021 / ends - June 2022
Diss Medical Centre	1	2 years	June 2023	Infrastructure Committee Chair	Infrastructure Committee Vice-Chair	
Diss High School	1	2 years	June 2023	Infrastructure Committee Chair	Infrastructure Committee Vice-Chair	
Primary Schools	1	2 years	June 2023	Infrastructure Committee Chair	Infrastructure Committee Vice-Chair	
Diss Carnival Sub-Committee	2	2 years	June 2023	Town Mayor (ex-officio)	Council Leader (ex-officio)	Councillors Browne & Kiddie are also represented on this committee.
Diss Christmas Lights Switch-On Sub-Committee	1	2 years	June 2023	Town Mayor (ex-officio)	Council Leader (ex-officio)	
Diss Surveyors Allotment Charity	14	Duration office	June 2023	All Town Councillors as Trustees	N/A	
Diss and District Allotment Holders Association	1	2 years	June 2023	Cllr Wooddissee	Facilities Committee Chair	Representation started in summer 2021.
Co-Op Local Communities Group	1	2 years	June 2023	Cllr Browne	Infrastructure Committee	Representation started in summer 2021.
Diss Business Forum	1	2 years	June 2023	Infrastructure committee rep?	Infrastructure Committee rep?	
Air Cadets civilian committee	1	?		TBC	Infrastructure committee rep?	To consider fundraising opportunities, grants and welfare issues. The committee meets 4 times per year and would need to be DBS checked.

Fair Green Neighbourhood Association				Cllr Waterman?	Infrastructure committee rep?	
--------------------------------------	--	--	--	----------------	-------------------------------	--

A guide to the Local Council Award Scheme



THE LOCAL COUNCIL AWARD SCHEME EXISTS TO CELEBRATE THE SUCCESSES OF THE VERY BEST LOCAL COUNCILS, AND TO PROVIDE A FRAMEWORK TO SUPPORT ALL LOCAL COUNCILS TO MEET THEIR FULL POTENTIAL.

All local councils want to serve their local communities and make a real difference to the lives of the people that live there. This scheme offers councils the opportunity to show that they meet the standards set by the sector, assessed by their peers, and to put in place the conditions for continued improvement.

The Local Council Award Scheme has been designed to both provide the tools and encouragement to those councils at the beginning of their improvement journeys, as well as promoting and recognising councils that are at the cutting edge of the sector. It is only through the sector working together to share best practice, drive up standards and supporting those who are committed to improving their offer to their communities that individual councils and the sector as a whole will reach its full potential.

The scheme was created in 2014 and is managed on behalf of local councils by the Improvement and Development Board (IDB). Councils can apply for an award at one of three levels:

The Foundation Award demonstrates that a council meets the requirements for operating lawfully and according to standard practice.

The Quality Award demonstrates that a council achieves good practice in governance, community engagement and council improvement.

The Quality Gold Award demonstrates that a council is at the forefront of best practice and achieves excellence in governance, community leadership and council development.

The scheme sets out criteria to meet at each level covering selected aspects of the council's work. Councils can seek to progress through the tiers over time thereby raising standards. Councils of any size can aspire to an award appropriate for their budget and level of activity.

To support transparency, every award level has a requirement for certain information to be published online (plus some information that does not need to be published). In all instances the council confirms that the required documents, information and conditions are in place (whether published or not) by resolution in public at a full council meeting. For Quality Gold, councils also provide statements for submission to the panel demonstrating excellence in their activities. The panel may ask for additional information to check the accuracy of claims.

Published by National Association of Local Councils (NALC)

109 Great Russell Street
London
WC1B 3LD

020 7637 1865
nalc@nalc.gov.uk
www.nalc.gov.uk

Unless otherwise indicated, the copyright of material in this publication is owned by NALC. Reproduction and alteration in whole or part of *A guide to the Local Council Award Scheme* is not permitted without prior consent from NALC. If you require a license to use NALC materials in a way that is not hereby permitted or which is restricted by the Copyright, Designs and Patents Act 1988, then contact NALC. Subject to written permission being given, we may attach conditions to the licence.

Every effort has been made to ensure that the contents of this publication are correct at the time of printing. NALC does not undertake any liability for any error or omission.

NALC cannot be held responsible for the failure of advertisers to provide the services or products advertised.

CONTENTS

06 AWARD CRITERIA

This section sets out in brief what is required for each award and then explains in more detail the evidence that the accreditation panel is looking for. Councils should find this additional guidance helpful in identifying what is required.

18 ACCREDITATION PROCESS

The Local Council Award Scheme is a form of peer review. Councils are reviewed by experienced peers through the work of an accreditation panel.

This section outlines guidance for County Associations (CALCs) managing the process for accreditation. These are not strict rules, and CALCs can tailor this to local need in consultation with NALC.

21 FEES

There are two fees:

- A registration fee paid to NALC
- An accreditation fee paid to the organisation responsible for administering the local or regional accreditation process.

22 EVALUATION AND IMPROVEMENT

The aim of the evaluation and improvement process is to allow the sector to feel ownership of the Local Council Award Scheme, and to see the scheme changing to meet the feedback and needs expressed by the sector. This section outlines the evaluation and improvement process that will allow the scheme to be dynamic and respond over time to changes in the sector, national policy and other relevant issues.

A COUNCIL CAN REGISTER TO TAKE PART IN THE LOCAL COUNCIL AWARD SCHEME BY VISITING WWW.NALC.GOV.UK/LOCALCOUNCILAWARDScheme

THE STEP BY STEP PROCESS FOR APPLYING TO THE AWARD SCHEME CAN BE FOUND IN THE ACCREDITATION PROCESS SECTION ON PAGE 18.

THE CRITERIA IN THIS BOOKLET APPLY TO COUNCILS SUBMITTING THEIR APPLICATIONS TO THEIR LOCAL ACCREDITATION PANEL. THE CRITERIA FOR THE LOCAL COUNCIL AWARD SCHEME ARE REVIEWED ANNUALLY.

TO ACHIEVE A FOUNDATION AWARD A COUNCIL DEMONSTRATES THAT IT HAS THE DOCUMENTATION AND INFORMATION IN PLACE FOR OPERATING LAWFULLY AND ACCORDING TO STANDARD PRACTICE. THE COUNCIL ALSO HAS POLICIES FOR TRAINING COUNCILLORS AND OFFICERS AND IS BUILDING A FOUNDATION FOR IMPROVEMENT AND DEVELOPMENT.

The council confirms by resolution at a full council meeting that all documentation and information is in place for the Foundation award and where applicable, is published on its website. The council also needs to evidence it has:

GOVERNANCE	COMMUNITY	DEVELOPMENT
Criteria demonstrating good governance in managing the business and finances of a council	Criteria representing a council's role in the community and how it engages with the community	Criteria representing council improvement through the management and development of staff and councillors
Its standing orders	Council contact details and councillor information in line with the Transparency Code	
Its financial regulations	Its action plan for the current year	
Its Code of Conduct and a link to councillors' registers of interests	Evidence of consulting the community	
Its publication scheme	Publicity advertising council activities	
Its last annual return	Evidence of participating in town and country planning	
Transparent information about council payments		
A calendar of all meetings including the annual meeting of electors		
Minutes for at least one year of full council meetings and (if relevant) all committee and sub-committee meetings		
Current agendas		
The budget and precept information for the current or next financial year		
Its complaints procedure		
Its accessibility statement		
Its privacy notice		

GOVERNANCE	COMMUNITY	DEVELOPMENT
Criteria demonstrating good governance in managing the business and finances of a council	Criteria representing a council's role in the community and how it engages with the community	Criteria representing council improvement through the management and development of staff and councillors
A risk management policy		Disciplinary and grievance procedures
A register of assets		A policy for training and development of staff and councillors
Staff contracts		A record of all training undertaken by staff and councillors in the last year
Up-to-date insurance policies that mitigate risks to public money		A clerk who has achieved 12 Continuing Professional Development (CPD) points in the last year

The council notifies the accreditation panel co-ordinator when the resolution has been agreed and provides a completed application form, including webpage addresses to where the information can be found online.

WHAT IS THE ACCREDITATION PANEL LOOKING FOR?

The panel seeks assurance that a council acts lawfully and according to standard practice. Unless it is a matter of law, the panel is not making a judgement on the quality of the evidence at this level; it simply confirms that the documentation and information is in place, up-to-date and complies with the guidance below. For those documents that are not posted up online, the panel may ask to see the evidence if it is considered necessary.

- All policies should comply with current legislation and guidance and note the date of the next review.
- Standing orders, financial regulations, the Code of Conduct, publication scheme, accessibility statement, privacy statement and complaints procedure are public documents tailored to the specific council. Standing orders or financial regulations explain procedures for contracts and internal controls. There should be evidence of an open media policy which does not restrict engagement with the press. For councils with an annual turnover of less than £25,000 they also demonstrate compliance with the Transparency Code for Smaller Authorities.
- The council does not need to publish the councillors' registers of interests on their own website provided that there is a working link to the complete register of all councillors' interests on the principal authority's website.
- The council's website should include the name of the clerk and contact details (address, phone, email) for the council as a corporate body.
It should also publish the names of councillors and councillors' responsibilities in compliance with the Local Government Transparency Code.
- The council posts up a scanned copy of the last annual return. The panel checks that the council has a limited assurance (unqualified) opinion from the external auditor; the opinion may contain recommendations for consideration as long as a qualified opinion is not given. The panel checks the arrangements for internal audit and internal controls. From 2017, councils with an annual turnover of less than £25,000 will not be required to submit their annual return for audit. Panels check that these councils comply with the Transparency Code for Smaller Authorities.
- Information on all payments must be transparent and in accordance with financial regulations and statutory proper practices.
- The calendar (in any format) includes the Annual Meeting of the Council and the Annual Parish/Town Meeting and both meetings must be held during the correct statutory period. The calendar also shows that the council has at least four full council meetings a year.
- Similarly, the minutes for full council meetings over the last year include the Annual Meeting of the Council. If relevant, the council also posts up the minutes of its Finance Committee to demonstrate transparency according to statutory regulations and of its Planning Committee showing that procedures for reviewing planning applications are correct. The panel checks that minutes and agendas demonstrate the lawful convening of meetings and decision-making and that all meetings allow the public to make representations to the council.

- The council can post up the current or next year's budget (or both). Budget documents would normally show columns comparing the year in question with the two previous years; they include information on income and expenditure (or receipts and payments) and show how the precept was calculated.
- The council must publish an action plan; as a minimum this is a one-page document listing the council's objectives for the current year. It is not a parish plan which is a plan for the future of the community; the council can extract objectives for action from the parish plan depending on its areas of responsibility.
- The panel seeks at least one piece of evidence from council publicity that it consults and actively serves its community. Publicity might include an annual report, web material or news bulletins. The information gives a flavour of any council activity such as lobbying principal authorities, giving grants to community groups, the provision of a service or helping with community events. For guidance, councils can refer to The Code of Recommended Practice on Local Authority Publicity. Similarly any form of consultation is suitable, including surveys, online polls, focus groups or public meetings.
- Council documents demonstrate that the council participates in the planning system by, for example, commenting on planning applications or working on a neighbourhood plan. Decisions on planning matters must be made in properly convened meetings and, if required, by delegation to a committee. Some decisions may be delegated to an officer.
- The panel may wish to check that insurance policies have been reviewed and are up-to-date and that the council recognises insurance as a way of mitigating risks to public money. The panel does not seek to judge the appropriateness of the insurance policies themselves.
- Contracts, disciplinary/grievance procedures, a risk management policy and register of assets can be based on a model but tailored to the specific council. They are not published. The contract(s) for staff can be provided in redacted format, or if there are reasons why the contract cannot be shared then the council provides a statement from a full council meeting confirming that all staff are employed under an appropriate contract. The risk management policy shows the council has considered health and safety of staff, councillors and others as appropriate.
- A training and development policy for staff and councillors can be a short statement of intent while a training record gives dates, titles and providers of development activities undertaken by named individuals in the last year, including, for example, events, online courses, learning on the job and qualifications. Councillors undertake a range of development activities such as attending conferences, undertaking training, or reading about developments in the sector. The clerk's training record includes evidence of CPD such as training, conference attendance, mentoring and studying for qualifications. CPD points are allocated according to a system published by the IDB.

TO ACHIEVE THE QUALITY AWARD A COUNCIL DEMONSTRATES THAT IT MEETS ALL REQUIREMENTS OF THE FOUNDATION AWARD AND HAS ADDITIONAL DOCUMENTATION AND INFORMATION IN PLACE FOR GOOD GOVERNANCE, EFFECTIVE COMMUNITY ENGAGEMENT AND COUNCIL IMPROVEMENT. THE QUALITY AWARD CRITERIA INCLUDE THE ELIGIBILITY CRITERIA FOR THE GENERAL POWER OF COMPETENCE.

The council confirms by resolution at a full council meeting that it meets all requirements for the Foundation award and all documentation and information is in place for the Quality award and where applicable, is published.

GOVERNANCE	COMMUNITY	DEVELOPMENT
Criteria demonstrating good governance in managing the business and finances of a council	Criteria representing a council's role in the community and how it engages with the community	Criteria representing council improvement through the management and development of staff and councillors
Draft minutes of all council and committee meetings within four weeks of the last meeting	A community engagement policy involving two-way communication between council and community	
A Health and Safety policy	Councillor profiles	
Its policy on equality	A grant awarding policy	
	Evidence showing how electors contribute to the Annual Parish or Town Meeting	
	An action plan and related budget responding to community engagement and setting out a timetable for action and review	
	Evidence of community engagement, council activities and the promotion of democratic processes in an annual report, online material and regular news bulletins	
	Evidence of helping the community plan for its future	

The council also needs to evidence it has:

GOVERNANCE	COMMUNITY	DEVELOPMENT
Criteria demonstrating good governance in managing the business and finances of a council	Criteria representing a council's role in the community and how it engages with the community	Criteria representing council improvement through the management and development of staff and councillors
A scheme of delegation (where relevant)	At least two-thirds of its councillors who stood for election	A qualified clerk
	An annual report that is actively shared with the community	A formal appraisal process for all staff
	Evidence of a customer service in how the council handles correspondence with the public	A training policy and record for all staff and councillors

The council notifies the accreditation panel's co-ordinator when the resolution has been agreed and provides a completed application form, including webpage addresses to where the information can be found online.

WHAT IS THE ACCREDITATION PANEL LOOKING FOR?

The accreditation panel first checks that the criteria for the Foundation Award are in place if the award was granted more than one year ago. The exception to this is if the council received the Foundation award less than a year ago. Then the panel does not check the Foundation criteria again, but the council still confirms in a public meeting that it meets these criteria.

It then considers the additional criteria for the Quality Award.

The panel assesses the quality of documents and information with a light touch, seeking reassurance that the council is acting lawfully and according to good (rather than best) practice. The panel confirms that the documentation and information is in place and up-to-date and complies with the guidance below. For those documents that are not posted on the website, the panel may ask to see the evidence if it is considered necessary.

- All council policies should comply with current legislation and guidance and note the date of the next review.
- Draft minutes (marked Draft) of all council and committee meetings should be posted up as soon as possible after the meeting and within at least four weeks. The minutes will show that the council monitors its actions, internal controls and performance against the budget at least every three months.
- A community engagement policy demonstrates the council's commitment to hearing what people in the community think and communicating its own actions and decisions. The council also gives grants to community organisations and publishes a grant awarding policy.
- Councillor profiles normally contain a photo and reference to the ward represented (if relevant) but personal contact details are not required.
- The panel seeks evidence that the council has in place light touch policies for managing Health and Safety, including its duty of care to staff and promoting equality in compliance with legislation. For example, evidence might include employment documents or statements on agendas.
- Evidence that electors can contribute to the Annual Parish or Town Meeting can come in any form; for example, it could be an invitation to attend and participate in discussions or a record of how community groups spoke about their use of grant funding over the last year.
- The action plan (or similar forward plan) summarises findings from community engagement and sets out aims and objectives that respond to community views. The action plan includes a timetable for actions to be completed with dates for reviewing the plan. The council's budget shows how the action plan is put into practice and manages risks to public money.
- The council is expected to produce an annual report, online material and regular news bulletins throughout the year. The annual report and news bulletins must be online even if they were also distributed in hard copy such as in printed newsletters or village magazines. If the council uses social media such as Facebook or Twitter, this will be evident from the council's website. The accreditation panel will read the materials looking for evidence of community engagement, council activities and promoting democratic processes. The panel expects to see that the council consults the community in at least three different ways (such as surveys, focus groups, online or street polls and community workshops) and engages with other organisations, including community groups and the principal authority(ies). It will look for at least three positive actions for the community in the last year.

- The annual report should be actively communicated and shared with the community. It might be produced digitally and/or in hard copy. It is accepted that it cannot always be distributed to all households, but digital versions could be distributed by email and social media. Hard copies could be left at prime locations in a community, including a library, doctors' surgeries, schools, pubs, shops or residential homes.
- The panel seeks evidence from council documents and online information that it supports the community in planning for its future. This can include at least one contribution to creating, implementing or reviewing a parish or town plan, a design statement or a neighbourhood plan, holding community planning events, facilitating debate in the community about planning applications or registering community assets. The panel seeks evidence that the council has considered environmental matters as part of how it plans for the future of the community. This may be through the planning system such as considering environmental impact in neighbourhood plans, or through engagement with the community. The council might also undertake activities to engage with the community on the environment outside of the planning system, this might include tree planting, litter picking, reducing carbon and addressing climate change.
- The panel also seeks evidence of promoting elections and the value of the democratic process; this might include explaining how the system works, advising people of election dates and promoting the value of being a councillor.
- At the time of making the resolution, at least two-thirds of the seats on the council must be filled by councillors who stood for election at either the last ordinary elections or a by-election. This shows that the council represents the community through democratic processes. Councillors who stood for election, even if elected unopposed, do count, while councillors who were co-opted or appointed cannot count. If two thirds is not a whole number, then it must be rounded up to the next whole number using the table below.

Total council seats

5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20

4 4 5 6 6 7 8 8 9 10 10 11 12 12 13 14

Two thirds

- The panel may wish to check that a council properly operates the delegation of decision-making to committees, sub-committees and officers (where relevant). Arrangements for delegation may be set out in standing orders or in a separate scheme of delegation.
- The panel seeks evidence of how the council handles correspondence with the public and takes a customer service approach. Evidence shows how the council plans for and manages correspondence with the public, this might include examples of the council has addressed complaints, queries and other communications in the past year. It might also include any policies or training for staff that illustrates the council's commitment to customer service.
- A qualified clerk is defined in Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012. The clerk (and deputy clerk) should be properly remunerated with a contract in accordance with terms and conditions set out in the national agreement or in a local government scheme.
- The panel may ask to see the document setting out the formal appraisal process that must be in place for all staff. It checks that the council has a training budget and may ask to see a general training policy for staff and councillors with a detailed record of all training undertaken by staff and councillors in the last year. The panel seeks assurance that a training culture is embedded in the council. The clerk is expected to achieve at least 12 Continuous Professional Development Points every year. The CPD guidance on how points are allocated can be downloaded from NALC's or SLCC's websites.

TO ACHIEVE A QUALITY GOLD AWARD A COUNCIL DEMONSTRATES THAT IT MEETS ALL REQUIREMENTS OF THE FOUNDATION AND QUALITY AWARDS, AND IS AT THE FOREFRONT OF BEST PRACTICE BY ACHIEVING AN EXCELLENT STANDARD IN COMMUNITY GOVERNANCE, COMMUNITY LEADERSHIP AND PERFORMANCE MANAGEMENT.

The council confirms by resolution at a full council meeting that it meets all requirements for the Foundation/Quality awards and that all documentation and information is in place for the Quality Gold award and if applicable, is published.

GOVERNANCE	COMMUNITY	DEVELOPMENT
Criteria demonstrating good governance in managing the business and finances of a council	Criteria representing a council's role in the community and how it engages with the community	Criteria representing council improvement through the management and development of staff and councillors
A business plan covering a financial forecast for at least three years linked to revenue and capital plans for the council and its community	An annual report, online material, news bulletins and other council communications with evidence of: <ul style="list-style-type: none"> – Engaging with diverse groups in the community using a variety of methods – Community engagement influencing council activity and priorities – A wide range of council activities, including innovative projects, that produce positive outcomes for the community – Co-operating constructively with other organisations 	

The council needs to evidence all criteria in the first section and also provide statements (of no more than one page each) showing the accreditation panel how it:

GOVERNANCE	COMMUNITY	DEVELOPMENT
Criteria demonstrating good governance in managing the business and finances of a council	Criteria representing a council's role in the community and how it engages with the community	Criteria representing council improvement through the management and development of staff and councillors
Ensures that the council delivers value for money	Provides leadership in planning for the future of the community	Manages the performance of the council as a corporate body
	Engages with the community on issues related to the environment and climate change	Manages the performance of each individual staff member to achieve its business plan

The council notifies the accreditation panel when the resolution has been agreed and provides a completed application form, including webpage addresses to where the information can be found online, and the prepared statements.

WHAT IS THE ACCREDITATION PANEL LOOKING FOR?

The accreditation panel first checks that criteria for the Foundation and Quality Awards are in place if an award was assessed more than one year ago. It then considers the additional criteria for Quality Gold. The exception to this is if the council received a Foundation or Quality award less than a year ago. Then the panel does not check the criteria for that award again, but the council still confirms in a public meeting that it meets these criteria.

The panel assesses the quality of documents and information in some depth. It seeks reassurance that the council is acting lawfully and aspires to excellence. The panel also seeks evidence of councillors and officers working together as a corporate body to achieve the criteria at Quality Gold level. Complying with the guidance below, the panel confirms that up-to-date documentation and information for Quality Gold is in place. The panel may ask for further information or talk to councillors and staff. The panel will be interested to note whether the council already has a reputation for being at the forefront of best practice. Councils seeking the Quality Gold Award should be aware that the panel is a peer group applying their own standards of excellence to the criteria explained below.

- In identifying excellence, the panel confirms that the council operates within the law as explained in standard works of reference, demonstrates transparent, efficient and effective decision-making and governance and exercises sound financial management.
- The panel also seeks reassurance that the council is not experiencing destructive internal conflict or that nothing has occurred to bring the council into disrepute.
- The council works to a forward plan (or business plan) created for at least three years even if this takes the council beyond the next election. This plan explicitly responds to community engagement. It sets out the council's aims and objectives for both the council and the community and shows how they will be achieved including financial forecasts for both revenue and capital for the duration of the plan.
- The annual report, web material and news bulletins publicise the work and achievements of the council and contain substantial evidence that the council takes the lead in actively representing and serving all parts of its local community. The council therefore addresses the diversity of its community, including, for example, different age groups, service users, physical locations, housing types, language, employment status and skills.
- These sources of information also show that the council seeks out and responds to views and ideas expressed by its community. The council uses a variety of ways (at least four) of consulting and involving local people to understand their views. There should be evidence that the council identifies local needs and views through community engagement that are then addressed in constructive council action. These sources also show that the council promotes local democracy.
- The panel seeks evidence that community engagement is at the heart of determining council priorities. Evidence shows this engagement leads to actions and projects within the council that deliver positive outcomes for the community. The council is innovative; this is the case if the council undertakes actions that are still relatively new or unusual for that council. There is evidence that the council embraces new ideas and trying new projects. The panel also checks that the council is co-operating with other organisations, including community groups, its principal authority(ies) and other agencies to provide an effective service to the community. Co-operation includes but is not limited to partnerships.

- The statement on ensuring value for money explains how the council reviews the quality and costs of its activities to confirm that the costs are appropriate. This could include, for example, the cost of the clerk's role in serving the council, the purchase of computer equipment or a grass cutting contract. It may also include reference to criteria from the other award levels as a number of these criteria do provide evidence that the council offers value for money.
- The panel seeks evidence that the council has considered climate change and other environmental issues and has engaged with the community on these issues. The council will have considered how it can support or facilitate the community to take actions that could have a positive environmental impact for the local area, or more widely.
- The statement on leadership in planning for the future shows how the council engages with a range of activities that influence the planning system and facilitate community-led planning. Activities may include, for example, identifying and representing community views on planning applications and local plans, working on parish or town plans, or holding community-led planning activities such as Planning for Real® or community conferences. The statement should include the council's approach to neighbourhood planning.
- Finally, the statements on performance management explain the processes by which the performance of the council as a corporate body is constantly improved and shows how the performance, skills and knowledge of each individual in the council is managed to help the council achieve its objectives on behalf of the community. The statements also include confirming that each member of staff has their own professional development plan and that the majority of councillors participate in a member development programme that is specific to their roles and the needs of the council. It is important to show evidence that the council is a good employer.

A GUIDE TO THE ACCREDITATION PROCESS

The Local Council Award Scheme is a form of peer review. Councils are reviewed by experienced peers through the work of a local accreditation panel.

The aim of this accreditation process is to be as simple, efficient and flexible as possible. It also seeks to ensure that every council that wishes to take part in the scheme is able to, and is assessed in a reasonably consistent way.

REGISTRATION

1. The council registers its intention to apply for a specified award online at www.nalc.gov.uk/localcouncilawardscheme
2. Contact NALC at lcas@nalc.gov.uk or on 020 7637 1865.
3. The council pays a registration fee to NALC to cover the costs of managing the national scheme, including: administration, national online resources, quality assurance and review processes.
4. NALC provides the applicant with a template application form and the contact details of the co-ordinator of the appropriate accreditation panel.
5. NALC provides the panel co-ordinator with information of the council's application.
6. When a council is ready to make its application to the accreditation panel, its clerk notifies the panel co-ordinator that the council has passed a resolution confirming that all the documentation and information is in place for a specified award and submits a completed application form with any additional documentation required.
7. The council pays the accreditation fee which covers the costs administering the local service.
8. The local panel co-ordinator keeps a record of all applications and monitors their progress.
9. When the accreditation panel makes its decision it informs the council. It also completes an online form to allow NALC to update national records.

ONLINE CONNECTIVITY

The Award Scheme requires councils to publish certain information and documents online. In exceptional circumstances a council may not be able to put documents online because of poor digital connectivity in the local area. In this case, the council applies to the panel co-ordinator for permission to submit evidence for an award in an alternative format. The co-ordinator must be confident that poor digital connectivity is the problem rather than an unwillingness to use an online service for publishing council documents.

THE ACCREDITATION PANEL

The accreditation panel is set up by a County Association or a regional group of County Associations. The aim of any panel arrangement is to facilitate training, promote consistency and help manage the workload. Where an individual County Association is unable to support the scheme, a council will be able to submit their application

to an appropriate neighbouring or regional panel.

County Association's may adapt the accreditation process to fit local need. They are able to discuss this with the Improvement and Development Manager at NALC, for support and guidance.

The panel co-ordinator manages a pool of up to ten potential panel members, in the expectation that between three and five members are required to review each application. The panel includes experienced councillors and clerks as well as someone independent of the sector with an understanding of local government.

Panel membership should be reviewed by the panel co-ordinator every two years.

At the beginning of the accreditation process a panel is drawn together from the pool of potential members. The panel could choose a lead panellist or chair if needed to facilitate decision making.

All panel members are expected to use email or an online service to read a council's documents and also act in the spirit of a Code of Conduct; for example, they do not assess an award for their own or a neighbouring council.

The accreditation panel determines

how often an accreditation process occurs,

or an appropriate trigger for this to take place. For example, a panel may decide to convene every two months or may wait until the receipt of ten applications (as long as this is no later than two months after an application has been received). Panels should note that all costs of administering the panels must be met from application fees. So, to minimise costs, the panel can convene and conduct its business remotely rather than face-to-face. The resources provided by NALC will support this way of working.

The local panels have discretion

over the detail of how they organise the accreditation process.

In consultation with the panel co-ordinators, NALC will provide regularly updated guidance and support for accreditation panels.

THE ACCREDITATION PROCESS

The emphasis of the scheme is on encouraging and supporting the improvement of councils. The aim of the panel is therefore to help councils to achieve awards and panels are urged to be constructive.

The panel checks that the criteria for the relevant award have been met in published and/or requested information. Most documents and information will be posted on a website. Where it is not appropriate for a document or information to be on a website, the panel is permitted to ask to see electronic versions.

As all information and documents are available online or in electronic format, the panel's work can be done without meeting. Each member of the panel completes a form showing their responses to the co-ordinator. The co-ordinator reviews the completed forms from the panel which decides whether additional information or documents are required.

Panel members do not need to examine every document in detail but are advised to carry out spot-checks enabling them to make recommendations.

For Quality Gold, the panel may wish to discuss the council’s activities with councillors, or staff or visit the parish but the cost of doing so must be covered by the fee.

THE OUTCOME

When the panel is satisfied that it has seen sufficient information, the findings are presented in a report agreed by the panel. The panel makes one of three recommendations to the council:

- The Award is achieved.
- The Award is achieved but the council is advised to make some small changes.
- The Award is not achieved until specified improvements have been made.

If a council has applied for a higher award but has not achieved all the criteria, the panel can award a lower award if appropriate.

The aim of the scheme is to be supportive and help councils achieve the status they have applied for and so it is expected that achieving a lower (or no) award would be an exceptional circumstance. The panel should let the council know as soon as possible if it appears that they have omitted necessary evidence or it appears likely that they will not achieve the award, and the council should be given some time to respond to that feedback.

The co-ordinator informs the council of the outcome within two months of being notified of the application. They also inform NALC of the outcome and successful councils are included in a published list. NALC issues a certificate and provides resources to help the council celebrate and promote their achievement which is sent to the council and panel co-ordinator.

Councils and accreditation panels will be contacted by NALC for feedback on the process and the benefits of receiving the awards.

A council may appeal to the IDB (with an additional fee) if it feels that the panel’s decision is unjustified. The IDB will appoint two representatives to review the appeal and the IDB’s decision is final.

UPGRADING ACCREDITATION, RE-ACCREDITATION AND REMOVAL OF ACCREDITATION

Accreditation lasts for four years.

Applying for a higher award:

- If a council wishes to apply for a higher award, it makes a fresh registration and application.
- A council can make a fresh application for a higher award at any time. If this is within one year of the previously successful accreditation, the panel does not need to revisit evidence that was previously approved.

Re-accreditation:

- The council may seek re-accreditation at the same level after four years. If it does not achieve a new accreditation or re-accreditation before four-year end-date, it loses its award.

Removal of accreditation:

- The council is expected to maintain its reputation by meeting the criteria throughout the four years.
- Although some circumstances may change, the council will not lose its award unless a significant event such as an audit, employment tribunal, court case or police investigation demonstrates the council’s poor performance. In this case, a panel co-ordinator asks the IDB to appoint two representatives to review the situation. The IDB assesses the severity of the case before deciding whether to impose a sanction which may include the removal of all awards or returning the council to a lower award.
- The council can appeal to the IDB if the decision to remove an award is taken in which case two different IDB representatives review the case and their decision is final.

FEES

There are two fees:

- A registration fee paid to the National Association of Local Councils
- An accreditation fee paid to the organisation responsible for administering the local or regional accreditation process.

The registration fee paid to NALC is £50 paid by all councils for each level regardless of size.¹

The accreditation fee² varies according to:

- The award applied for
- The income of the council
- The council’s accreditation history.

	ANNUAL INCOME UNDER £25,000	ANNUAL INCOME OVER £25,000
Foundation Standard	£50	£80
Quality Standard	£80	£100
Quality Gold	£100	£200

The accreditation fee covers the cost of the accreditation panel decision making process only. County Associations may charge additional costs for advice, training or support of applications. Those services and fees will be determined locally.

The IDB will review fee levels annually.

The fee is reduced by 20% if the council sought accreditation at a lower level within the previous 12 months as the checking process covering criteria for the previous award requires less work.

¹ All figures quoted are excluding VAT.

² The figures quoted are the discounted rates for members of NALC. Both the registration fee and accreditation fee are reduced by 50% for member councils. Non-member councils must pay the full fee ie double the figures quoted in this grid.

EVALUATION AND IMPROVEMENT

The aim of the evaluation and improvement process is to allow councils to feel ownership of the scheme, and to see the scheme changing to meet the feedback and needs expressed by the sector. It should also allow the scheme to be dynamic and able to respond over time to changes in the sector, national policy and other relevant issues.

QUALITY ASSURANCE

Twice a year, representatives of the IDB will check at random a small sample of awards by carrying out spot checks of documents and information posted on a council's website.

The findings will not affect a council's award but will be used to improve the training for accreditation panels and to inform regular reviews of the scheme.

EVALUATION

At the end of each accreditation process the council and the panel will be sent a short evaluation questionnaire. This will aim to gather feedback on the process, the criteria, the resources provided by NALC and how they could be improved.

One year after accreditation the council will be contacted again. The council will be encouraged to apply for the next level of award, to make use of the fee discount. The council will also be asked to describe the benefits they have felt from being accredited by the scheme and their feedback on the scheme as a whole.

IMPROVEMENT

The feedback collected will be used to inform improvements to the scheme. The whole scheme, including the content and accreditation process, will be reviewed every year.

These reviews will alternate between:

- A light touch approach only making urgent required changes where these are considered critical to the scheme.
- A wider ranging review aiming to best address collected feedback from all parties.
- The IDB will oversee all changes to the scheme.

**DISS TOWN COUNCIL**

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

Telephone & Fax: (01379) 643848

Email: towncouncil@diss.gov.uk

Website: www.diss.gov.uk

Report Number:
02 / 2223

Report to:	Full Council
Date of Meeting:	17 th May 2023
Authorship:	Town Clerk / CEO
Subject:	Indoor Market

Introduction

1. At the March meeting of Full Council, members considered appointing an action group to work with the Diss Community Team (DCT) to consider the feasibility of supporting the use of the former empty Beales building for an indoor market.
2. At that meeting, there was discussion regarding the likely costs of running a large premises (monthly rental of £1,500, maintenance, utilities & business rates) and the impact on other town traders and it was agreed this would need to form part of the brief of the action group.
3. It was noted that the Town Council previously considered against financially contributing to another venture proposed by the DCT to re-purpose the same building & that the Council's town centre vision for retail / restaurant on the ground floor with residential above could be explored.
4. 35E (formerly occupying the Octagon and now Mere Street) is a small model of how the proposal could look providing opportunities for small businesses to get low-cost premises. It was

RESOLVED: That councillors Collins, Kiddie, Sinfield & Welch work with the Clerk and the Chair of the Diss Community Team to arrange a site visit of the former Beales building and further consider the feasibility of supporting its use for an indoor market.

Site Visit

5. The action group along with the Chair of the DCT & South Norfolk Council's Economic Development Officer - Tourism visited the former Beales building on 24th March.
6. The ground floor of the building lends itself well to an indoor market, should accommodate 10-15 stalls and requires a good clean and tidy prior to use. Solely using the ground floor would negate the requirement for lighting, heating or access to toilet (first floor) reducing additional costs during a trial summer period.
7. There is limited parking (5-6 spaces) at the rear of the premises for additional traders and it was agreed that SNC might be able to support use of the nearby Chapel St car park as they do for existing market stallholders in the Church St car park.

Costs

8. The building owner is currently willing to let the premises on a rolling monthly basis for a non-negotiable £1,500 rental fee per month.
9. Further discussions have taken place with South Norfolk District Council regarding business rates, which would be payable by Diss Town Council (DTC) as legislation does not allow Discretionary Rate Relief to be awarded to a precepting body.
10. However, it has been agreed in principle that the Heritage Triangle Trust (HTT) could take on a licence to occupy agreement with Panther Securities for the Beales building on the marketplace. This is the same type of agreement that DCT currently has for 35E, has been suggested to the Beales landlord and was drawn up by Durrants at no cost to DCT (see Appendix A attached).
11. Confirmation is awaited that this will enable the rates relief to be put in place as it is at 35E Mere Street and the remaining costs of business rates. It is understood that the rates payable on 35E with a rateable value of between £20 & £30k, 50% discretionary relief (for a CIC) and 50% retail discount are £2,775.69.
12. The current rateable value (1 April 2023 to present) on 8 Market Place is £32,750.

Risk / Cost Reduction

13. When DTC previously considered against financially contributing to another proposition from the DCT to re-purpose the former Beales building, it was due to clause 2.4 in the Council's Risk Investment strategy, which states that DTC will not use non-specified investments with greater potential risk (e.g. in the money market, stocks and shares) given the unpredictability and uncertainties surrounding such investments (see Appendix B).
14. To reduce risk and potential financial losses, the DCT is prepared to underwrite any loss that results from there being insufficient revenue from stall holders to cover the rental cost of the space. They will also assist the council in finding new stall holders. In reciprocation DCT will require DTC to give 50% of any surplus generated to them. This would need to be carefully considered in terms of whether DTC is legally allowed to do so.
15. Assuming a £35 daily fee (premium indoor space) x 10 stalls x 52 / 12, this would just cover the monthly rental fee. There would still be an estimated minimum of £3k in business rates and potential legal costs relating to a licence agreement, which are unlikely to be recovered by income from stallholders.

Operational impact

16. The Clerk / CEO has briefly discussed the operational impact of this proposal with the Deputy Town Clerk / COO. It is estimated that initially at least and to reflect twice as many stalls and 50% new traders, that it would double the time the outdoor working team would require for set up plus needing additional hours from both the COO & FBM & / or FBS to oversee. This would need to be balanced alongside the impact on other duties.
17. The ground floor of the building will require a good sweep and clean and it may be that there would be willing councillors to help in this regard.
18. Logistically, if the Friday market was extended indoors, set up and / or close down would be challenging given that access would have to come from the front entrance and the existing traders set up from 6am. This would probably result in operating another market day.

19. Likewise, there would be double the amount of time required by the administrative team to process the necessary paperwork. The resource requirement for both the indoor and outdoor teams should be built into the stallage fee and consideration given to recruiting another part-time member of staff to manage this further impacting on cost.
20. There would need to be liaison with existing market traders regarding the proposition and whether they wish to pay more for indoor space, first refusal.
21. This is the busiest time for DTC with better weather for outdoor work and many events booked in through the summer.
22. It is suggested that staffing implications should be considered as part of the staffing restructure review process currently underway.

Conclusion

23. One of DTC's strategic objectives is to drive footfall to our market town. This proposal is an opportunity to utilise a currently unoccupied (Beales left 2 years ago) large building in the centre of Diss on a concept, which may achieve this objective, support the local economy, and eventually lead to future uses to benefit the town. There is huge potential within the building to extend the offering.
24. The offer from the HTT and DCT will help to reduce the risk and cost to DTC but there would be significant resource implications at the Council's busiest time of year and additional costs, which have not been budgeted for.
25. Of course, the proposal above could only be accommodated without incurring further costs during the warmer summer months.

Recommendation

To undertake a cost-benefit analysis of trialling an indoor market via the former empty Beales building and further investigate staffing resource requirements.

**COMMERCIAL PROPERTY LICENCE:
TO OCCUPY BUSINESS PREMISES
Subject to Contract**

1. **Licensor:** H R Restorations Ltd, Bridge House, Denmark Hill, Palgrave, Diss, IP22 1AB

2. **Licensee:** Diss Community Team C.I.C, Diss Town Council Office, 11-12 Market Hill, Diss, Norfolk, IP22 4JZ (Company Registration Number 4526671).

The licensee is a Community Interest Company created for the use of people who wish to conduct a business for community benefit and not purely private advantage.

3. **The Premises:** 35E Mere Street, Diss, Norfolk, IP22 4AD as per the attached lettings brochure in Appendix 1 together with one parking space.

4. **The Proposal:** The licensee wishes to use the premises for office purposes. Their business model is to encourage aspiring entrepreneurs to take space at their premises on the basis of very flexible licencing arrangements with the view to allowing those entrepreneurs the opportunity to become established. At that time the entrepreneurs will leave the overarching presence of the licensee to establish themselves on a permanent basis elsewhere.

The licensee is also seeking permanent premises for their business elsewhere and therefore the occupation of 35e Mere Street is a temporary one.

Similarly the licensor is marketing the Premises with a view to seeking a tenant under the 1954 Landlord & Tenant Act.

5. **The Licence:**

The licensee will be granted a licence on the following terms:

5.1 Commencement Date: 7th September 2022.

5.2 The Premises are as set out in para 3 above. The licensee is not granted exclusive possession of any part of the premises and no rights are granted under the Landlord & Tenant Act 1954.

5.3 Licence Period: Will commence on 7th September 2022 and terminate on a date to be agreed between the parties. One months-notice in writing can be given by either the licensor or licensee at any time to the other party.

5.4 Licence Fee: £150 per calendar month payable in advance with the first payment made on 7th September 2022. This licence fee is contingent on para 5.4.1 below.

5.4.1 The licensee will be making an application to South Norfolk Council for a 50% relief on the rates payable. If this is successful the licensee will be responsible for payment of Business Rates.

5.4.2 In the event that the licensee's request for a 50% business rate reduction is not approved the licence fee will increase to £625 per calendar month but this is contingent on para 5.4.2.1.

5.4.2.1 The licensor will be responsible for payment of the business rates.

- 5.5 Whilst occupying the premises if the licensee is joined by third party entrepreneurs as described in para 4 above the licence fee may be increased in discussion between the licensor and licensee. This revised licence fee will be calculated monthly on a basis to be agreed.
- 5.6 During the licence period the licensee will be responsible for payment of electricity, water and foul sewage charges direct to the suppliers.
- 5.7 During the licence period the licensor will pay the building insurance premium.
- 5.8 The licensee will maintain the property in the condition found at the commencement of the licence subject to a photographic Schedule of Condition. The licensee will have no rights to change any part of the structure or make any other alterations to the premises.
- 5.9 The licensor will prepare the photographic Schedule of Condition on commencement of the licence at their expense.

Signed on behalf of the Licensor Date.....

Print Name

Witness of behalf of the Licensor Date.....

Address

Signed on behalf of the Licensee Date.....

Print Name

Witness of behalf of the Licensee Date.....

Address

To Let: Office/Retail Premises

DURRANTS
COMMERCIAL



35e Mere Street, Diss, Norfolk, IP22 4AD
Guide Rent: £18,000 Per Annum plus VAT



 SQ/M	 EPC	 RV
82.78	TBC	£22,500

LOCATION

The property is situated in a prominent position at the southern end of Mere Street, Diss.

Diss is a thriving Market Town in South Norfolk with a population of around 7,500. Locally there are a wide range of services to include 3 supermarkets, a variety of independent shops, cafes, pubs and restaurants. There is in addition a medical centre, dentist, veterinary surgery, schooling up to A level and a 90 minute mainline rail link to London Liverpool Street.

DESCRIPTION

The accommodation comprises ground floor offices/retail area with kitchen and wc.

ACCOMMODATION

	Net Internal Area	
	Sq. m	Sq. ft.
Offices/Retail	73.67	792
Cupboard	0.65	7
Kitchen	2.88	31
Halway	2.23	24
WC	3.35	36
Total	82.78	890

1 car parking place at rear

VIEWING

Strictly by arrangement with the agents Commercial Office.

SERVICES

Mains electricity, water and drainage connected. No mains gas connected. Electric heating.

(Durrants have not tested any apparatus, equipment, fittings or services and so cannot verify they are in working order)

LEASE TERMS

- **Term:** 6 years
- **Break Clause:** At the end of the third year
- **Commencing Rent:** £18,000 per annum payable monthly in advance
- **Deposit:** Three month's rent to be held by the landlord throughout the term.
- **Repairs:** Internally repairing lease.
- **Insurance:** Landlord insures and tenant repays premium.
- **Outgoings:** Tenant to be responsible for all outgoings including business rates, service charges and utility charges.
- **1954 Landlord & Tenant Act:** Outside the act.
- **Legal Costs:** Tenants legal costs payable by the tenant. Landlords legal costs 50% payable by tenant, 50% payable by landlord.
- **VAT:** An election has been made and therefore VAT is charged in addition to the rent.
- **Rent Review:** Every 3 years upwards only

LOCAL AUTHORITY

South Norfolk Council
 South Norfolk House, Cygnet Court, Long Stratton,
 Norwich, Norfolk, NR15 2XE
 Tel: 01508 533701

DIRECTIONS

By foot: From the agents Diss office walk south-east on Market Hill turning right onto Market Place continue into Mere Street and before you reach the roundabout on Victoria Road the property will be found on your left hand side.

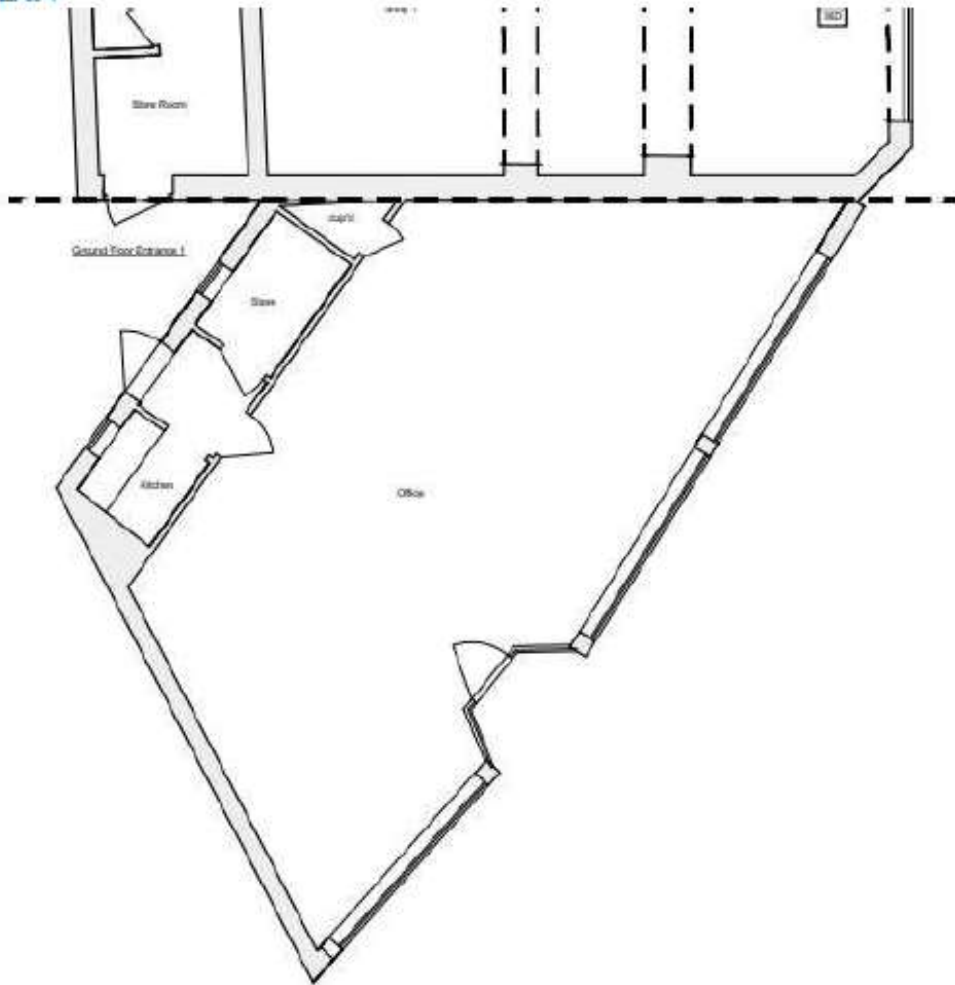
CONTACT US

Durrants Commercial, 32-34 Thoroughfare, Harleston,
 Norfolk, IP20 9AU
 Tel: 01379 851038
 Email: commercial@durrants.com

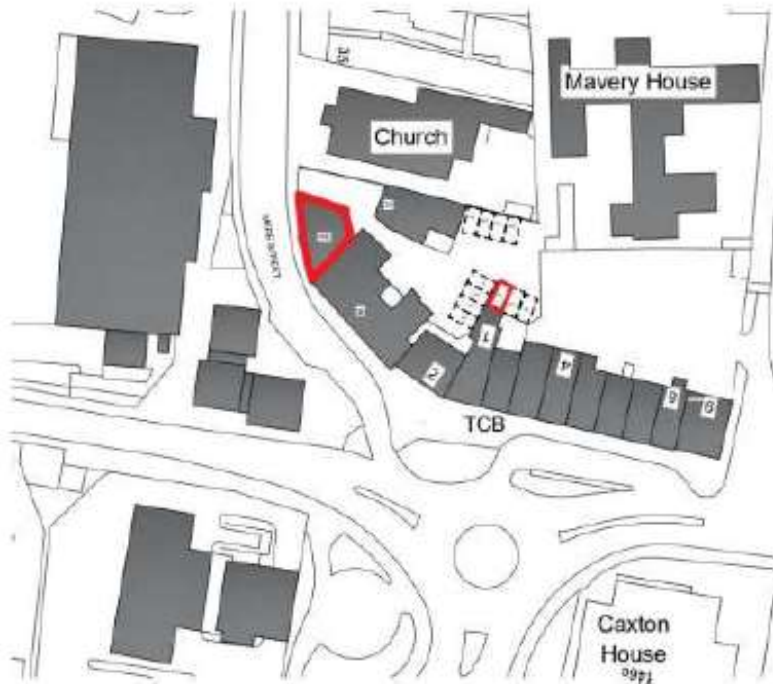
WWW.DURRANTS.COM



FLOORPLAN



SITE PLAN





LOCATION PLAN



Residential Agricultural Commercial On Site Auctions Property Management Building Consultancy Auction Rooms Holiday Cottages

IMPORTANT NOTICE

Durants and their clients give notice that:

1. They are not authorised to make or give any representations or warranties in relation to the property either here or elsewhere, either on their own behalf or on behalf of their client or otherwise. They assume no responsibility for any statement that may be made in these particulars. These particulars do not form part of any offer or contract and must not be relied upon as statements or representations of fact.

2. Any areas, measurements or distances are approximate. The text, photographs and plans are for guidance only and are not necessarily comprehensive. It should not be assumed that the property has all necessary planning, building regulation or other consents. Durants have not tested any services, equipment or facilities. Purchasers must satisfy themselves by inspection or otherwise.

BECCLES | DISS | HALESWORTH | HARLESTON | SOUTHWOLD | MAYFAIR

DISS TOWN COUNCIL



INVESTMENT STRATEGY

For review at the Full Council Meeting on 15th March 2023

DISS TOWN COUNCIL

ANNUAL INVESTMENT STRATEGY

1. OVERVIEW

1.1 This document gives guidance on borrowing and investments by Diss Town Council in accordance with 'the Local Government Act 2003'. It highlights that the Council is committed to Treasury Management to ensure that:

- * Capital expenditure plans are affordable
- * All external borrowing and other long-term liabilities are within prudent and sustainable levels
- * Treasury Management decisions are taken in accordance with good professional practice

1.2 The CIPFA Treasure Management Code of Practice defines Treasury Management as:

'The management of the Council's cashflows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks'.

2. INVESTMENT STRATEGY

2.1. Introduction

- 2.1.1 The Council acknowledges the importance of prudently investing the temporarily surplus funds held on behalf of the community.
- 2.1.2 This Strategy complies with the revised requirements set out in the Department for Communities and Local Government's *Guidance on Local Government Investments* and Chartered Institute of Public Finance and Accountancy's *Treasure Management in Public Services: Code of Practice and Cross Sectoral Guidance Notes* and takes account of the Section 15(1)(a) of the Local Government Act 2003.

2.2. Investment Objectives

- 2.2.1 In accordance with Section 15(1) of the 2003 Act, the Council will *have regard to (2) such guidance as the Secretary of State may issue, and (b) to such other guidance as the Secretary of State may by regulations specify.*
- 2.2.2 The Council's investment priorities are the security of reserves and liquidity of its investments. The Council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity. All investments will be made in sterling.
- 2.2.3 The Department for Communities and Local Government maintains that borrowing of monies purely to invest, or to lend and make a return, is unlawful and this Council will not engage in such activity.
- 2.2.4 Where external investment managers are used, they will be contractually required to comply with the Strategy.

2.3. Specified Investments

- 2.3.1 Specified investments are those offering high security and high liquidity made in sterling and with a maturing of no more than a year. Such short-term investments made with the UK

Government or a local authority or town or parish council will automatically be Specified Investments.

2.3.2 For the prudent management of its treasury balances, maintaining sufficient levels of security and liquidity, Diss Town Council will use:

2.3.2.1 Deposits with banks, building societies, local authorities or other public authorities

2.3.2.2 The debt management agency of HM Government

2.3.3 Options for investing in various high street banks and/or the CCLA to be investigated and reviewed annually, to ensure risk is minimised in the event of the collapse of a financial institution.

2.4. Non-Specified Investments

- a) These investments have greater potential risk – examples include investment in the money market, stocks and shares.
- b) Given the unpredictability and uncertainties surrounding such investments, Diss Town Council will not use this type of investment.

2.5. Liquidity of Investments

- a) The Responsible Finance Officer will determine the maximum periods for which funds may prudently be committed so as not to compromise liquidity.
- b) Investments will be regarded as commencing on the date the commitment to invest is entered into, rather than the date on which the funds are paid over to the counterparty.

2.6. Long Term Investments

- a) Long term investments are defined in the Guidance as greater than 36 months.
- b) The Town Council will consider the merits or otherwise of long-term investments in future years.

2.7. End of Year Investment Report

At the end of the financial year, the Responsible Finance Officer will report on investment activity to the Executive Committee and/or Full Council.

Progress Report

Item 15

Committee	Minute Reference	Subject	Action	Assigned to	Timescale	Comments or further action
Full Council	FC1121/07	Emergency Plan	2. To confirm a date with the District's Emergency Planning Officer for a trial implementation of the Emergency Plan.	Clerk / SNC Emergency planning Officer	30.04.23	SNC has requested a date post 4th May elections. Dates will be circulated after Easter when SNC Officer is back in the office. Requested dates.
Full Council	FC120122/15	Experience Art Trail	To support the 'Toy Studio / Flock' design for the new outdoor artwork commissioned by Norfolk County Council at the Mere's Mouth location.	Clerk	by 31.03.22	Flock now installed. Lighting stopped working after week 1. Clerk investigating. Press release should be in Diss Express on 12.05.23.
Full Council	FC0522/13	PARK LIGHTING	1. To approve the remaining Park lighting upgrades including the additional mounting posts and power supplies for the CCTV at an additional cost of £5,398.36 allocated to General Reserves. 2. To approve the CCTV works at the Park for a total of £3,950 allocated to Earmarked Reserves – Infrastructure CCTV.	MM / Clerk / RFO	Immediately	All completed.
Full Council	FC0922/04	PUBLIC PARTICIPATION	The Diss beacon cycle trail signs have been installed but need reviewing to check they are correct.	Clerk to follow up with CV & PC	by 03.11.22	Unable to reach former cllr Valori. Member of Fair Green has been asked to help. No update
Full Council	FC1122/09	CIVILITY & RESPECT PLEDGE	To sign up to the Civility & Respect Pledge .	Town Clerk	by 22.06.23	It is proposed that the Executive Committee will consider a Dignity at Work policy at its June meeting. This should then enable the Clerk to commit the Council to the pledge statements online. No update.
Full Council	FC1122/11	Informal Meetings of Councillors	To continue with optional informal meetings of councillors and officers in person and when needed to share ideas and explore opportunities.	Town Clerk	When necessary	
Full Council	FC1222/07	Electricity Costs	2. To approve virements of up to £10K towards electricity costs from unspent and available budgets where necessary at the end of the financial year. 3. To delegate authority to the RFO with approval from the Chair of the Exec committee to appoint the best value electricity supplier on a (maximum of) 24-month contract before July 2023.	RFO/MG	31.03.23/ 30.06.23	End of year figures for cost and usage confirm that virement now not required.
Full Council	FC0123/09	Strategic Plan	That the Clerk would contact relevant councillors / Officers to review involvement, objectives and timescales for review at the March meeting of Council.	Clerk / Relevent Cllrs / Staff	by 8.06.23	Infrastructure members have approved a revised plan for the remaining objectives & members will be considering additional objectives at their July meeting. It is proposed that a summary of outcomes across all objectives is considered at the June or July meetings of FC with additional objectives as part of a revised strategic plan. No update.
Full Council	FC0323/10	New Business Savings Account	To open a Lloyds Bank 6 month fixed term deposit account with a £100,00 starting balance.	RFO	Immediately	Further investigation has determined a current account is also required. In process of opening account.
Full Council	FC0323/12	Diss Mere	To approve and sign the licence of the exclusive right of fishing between Town Council & Diss & District Angling Club.	Town Clerk / SO / ET	Immediately	Awaiting final licence for signing from solicitor.
Full Council	FC0323/13	Market	That councillors Collins, Kiddie, Sinfield & Welch to work with the Clerk and the Chair of the DCT to arrange a site visit of the former Beales building and further consider feasibility of supporting the use of the former Beales building for a daily indoor market.	Clerk / DC /SK/LS/JW	31.05.23	On agenda
Full Council	FC0423/07	QUARTERLY REPORT	That the cost heading "Council Properties" receives a £15K virement from General Reserves and the cost heading "Administrative Overheads" receives a £11K virement from General Reserves.	RFO	Immediately	As per report on agenda item 8d
Full Council	FC0423/08a)	CEMETERY	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.			Completed WP appointed. Clerk signed contract.

Progress Report

Committee	Minute Reference	Subject	Action	Assigned to	Timescale	Comments or further action
Full Council	FC0423/08b)	CEMETERY	1) To approve expenditure of £15,295.44 to mail every tile as per Appendix B. 2) To approve expenditure of £7,656 for the additional timbers and fascia decoration as per Appendix D. 3) To approve the request for payment of £24,826 from General Reserves to Earmarked Reserves Cemetery Chapel roof at years end to cover the shortfall in total project costs.	RFO	Immediately	Working group met with contractors today to sign-off project. They will be on site tomorrow and will check the central roof section as there appeared to be an opening. Scaffolding will be taken down tomorrow assuming all is well and then the final invoice will be paid next week.
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/COO/FBM RFO	12/07/23 Immediately	
Full Council	FC0423/10	ELECTION OF TOWN MAYOR AND COUNCIL LEADER	Cllrs to submit their nominations for Town Mayor and Council Leader role by 11.05.23	Councillors	11.05.23	On agenda
Full Council	FC0423/12	MEMBER FORUM	Given that all 14 councillors were elected unopposed, the Council is in a position at the May meeting to adopt the General Power of Competence and more information would be provided to members prior to the May meeting.	Clerk	Immediately	On agenda
Full Council	FC0423/15	TELEPHONE & BROADBAND CONTRACT	To include this item on the May Full Council agenda with more information regarding a timeline for the Council Offices refurbishment and requirement for a wired telephone system.	Clerk	11.05.23	Further info has been received from Vmit. Info is awaited from existing provider. The Clerk will be speaking to the Deputy regarding the timeline for refurbishment before the June meeting of Council.