



TOWN CLERK
Mrs S Villafuerte-Richards, CILCA

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

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Our ref: FC 12.07.23
Date: 5th July 2023

NOTICE OF MEETING

Dear Members of the Public and Press,

You are cordially invited to attend a meeting of **Full Council** to be held in the **Council Chamber** at **Diss Corn Hall** on **Wednesday 12th July 2023** at **7.15pm** to consider the business detailed below.

Town Clerk

AGENDA

1. **Apologies**
To receive and consider apologies for absence.
2. **Declarations of Interest and Requests for Dispensations**
To note any declarations of members' pecuniary and/or non-pecuniary/other interests pertaining to items on the following agenda, to note any dispensations granted in respect of business to be discussed and to consider any requests for dispensations.
3. **Minutes**
To confirm as a true record, the minutes of the meeting of Full Council on 14th June 2023 (copy herewith).
4. **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, 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*).
5. **Items of URGENT business**
To discuss any item(s) of business which the Town Mayor or Town Clerk has previously been informed at least 24 hours before the meeting and decides should be considered as a matter of urgency (*councillors are reminded that no resolutions can be made under this agenda item*).
6. **Finance**
 - a) To note bank outgoings for June 2023 (copy herewith).
 - b) To note Income & Expenditure reports for June 2023 (copy herewith).
 - c) To note Earmarked Reserves for June 2023 (copy herewith).
 - d) To note the reconciliations of income and expenditure with the Council's bank account statements for February – June 2023 (copies herewith).
 - e) To consider a payment of £42.50 to Diss Museum to cover the purchase of Diss-related gifts to support a cultural exchange trip by students from a local school to Japan (report reference 09/2324 herewith).
 - f) To approve the use of the new Lloyds bank account to make cash transactions following the closure of Barclays in August 2023 (report reference 12/2324 herewith refers).
7. **Audit**
 - a) To receive report reference 10/2324 herewith regarding recommendations to address the Council's internal Audit report for the financial year to 31st March 2023.
 - b) To note that the Council's Year End Accounts have been submitted to the Council's external auditor.

- 8. Beacon Extension Grant Application**
To review a Pride in Place grant application to extend the beacon in Diss Park (copy details herewith).
- 9. Clocks**
To consider whether to retain or auction the two Council owned clocks (copy details herewith).
- 10. Strategic Plan**
To appoint an action group to review the Council's existing strategic plan to inform future strategic planning.
- 11. Progress Report**
To note the progress on decisions made at the last meeting of Council (copy herewith).
- 12. Member Forum**
To consider information or issues relevant to Council from members for brief discussion, action or inclusion on a future agenda.
- 13. Date of Next Meeting**
To note that the next meeting of Full Council is scheduled for Wednesday 13th September 2023 at 7.15pm.
- 14. Public Bodies (Admissions to Meetings)**
To consider a resolution under the Public Bodies (Admissions to Meetings) Act 1960 and Standing Orders 3d to exclude members of the public and press in order to discuss the following item which is properly considered to be of a confidential nature.
- 15. Staffing**
To consider a report reference 11/2324 herewith from the Responsible Finance Officer regarding the continuation of her temporary assignment at Bungay Town Council.

NOTES

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

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

DISS TOWN COUNCIL
MINUTES
DRAFT

Item 3

Minutes of the meeting of the **Town Council** held in the **Council Chamber** at **Diss Corn Hall** on **Wednesday 14th June 2023** at **7.15pm.**

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

In attendance: S. Villafuerte-Richards (Town Clerk)
A. Jamieson (Responsible Finance Officer)
County / District Councillor Kiddie
District Councillor Minshull
10 members of the public

FC0623/01 APOLOGIES

Apologies received from Cllrs Peaty (Holiday) & Sinfield (ill health).

FC0623/02 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

Minute No.	Councillors Name	Personal/Other Interest	Pecuniary Interest	Reason
FC0623/11	D. Collins	X		This councillor is a member of the Diss Community Team and of the working group reviewing a feasibility study on former Beales building.
FC0623/11	S. Kiddie	X		Member of the working group reviewing a feasibility study on former Beales building.
FC0623/11	J. Welch	X		Member of the working group reviewing a feasibility study on former Beales building.

FC0623/03 MINUTES

Members considered the minutes of the May meeting. It was noted that there was a query reference FC0523/01 regarding whether the presiding Chairman has the casting vote during the election of Chairman. It was agreed this would be added and the Clerk confirmed that this was the correct legal procedure.

Post meeting note – legal reference is LGA 1972, 15 (3). It was

RESOLVED: To approve the minutes of the meeting of Full Council held on 17th May 2023 as a true record subject to the amendment to be signed by the Town Mayor post meeting.

(Action: Clerk; immediately)

FC0623/04 **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 were 9 members of the public in attendance regarding item 11 on the agenda, which would be brought up the agenda.

County / District Councillor Kiddie spoke of the great success of Diss Carnival, which did not cost the Diss taxpayer anything with expenditure offset by income.

The highways works to Denmark Street have been scheduled for two Sundays later in the season. Due to several recent incidents on the S-bend on the A1066 at Freezen Hill (Roydon) a pre-warning sign will be installed and resurfacing undertaken. Norfolk County Council will do as much white lining during the summer as possible including the cycle path along Victoria Road. The utilities emergency works at Sunnyside and Walcot Green were completed late due to the follow up resurfacing works.

Cllr Kiddie has just met the District Council's new 'Ditchwalker' Officer who deals with surface drainage schemes, riparian rights, and flooding. They looked at flooding issues at Frenze Beck and Sawmills Road and the contact details will be passed on to the Clerk. Cllr Kiddie requested confirmation of the cycle trail signage positioning.

A flag will be raised at County Hall and District Council Offices on Monday to mark the start of Armed Forces week and a Go For It Grant should be available to the Diss Litterpicking group. It was agreed that the Town Council's flag would also be raised at the same time.

(Action: Clerk; immediately)

There was a question regarding the Animal Rescue (Pride) shop. It was noted that the owner was convicted, has served time and is now out. It is not a registered charity; anyone can set up a business and that any law infringement would be a matter for Norfolk Police.

There were further questions regarding 4 & 5G broadband provision for Diss and Cllr Waterman volunteered to review the cycle route signage with cllr Kiddie.

(Action: GW / KK; by 06.07.23)

District Councillor Minshull reported on District Council matters. It was noted that cllr Kiddie has been appointed to waste and environment and cllr Minshull to people & communities, which includes council tax, housing benefits and Early Help. They both have £1k each to spend in grants for Diss & Roydon.

He reported that Diss has fewer empty shops when compared with the rest of the District. Cllr Minshull agreed to follow up with the Planning department to determine whether the Orchard Croft estate off Frenze Hall Lane had been signed off as planning consent required that the roadways would be brought back to previous standard.

(Action: GM; by 06.07.23)

FC0623/05 **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.

FC0623/06 **FINANCE**

Councillors noted:

- a) the bank outgoings for May 2023.
- b) the summary of Income & Expenditure for May 2023.
- c) the Earmarked Reserves for May 2023. It was noted that General Reserves are just within the six months minimum stated in the Council's Financial Reserves policy.

FC0623/07 **ANNUAL ACCOUNTS 2022/23**

Members considered report reference 04/2324 regarding the annual accounts for the financial year to the 31st March 2023. It was

RESOLVED: to approve the annual accounts for the financial year to the 31st March 2023.

FC0623/08 **ANNUAL AUDIT 2022/23**

Members considered the following documents and cllr Kitchen thanked the RFO for managing the Council's accounts. It was

RESOLVED: To approve:

- a) The Annual Internal Audit report of the Annual Governance & Accountability Return.
- b) Section 1 of the Annual Governance & Accountability Return (Annual Governance Statement) for the Financial Year ending 31st March 2023.
- c) Section 2 of the Annual Governance & Accountability Return.
- d) The dates for the notice of public rights and publication of unaudited Annual Governance & Accountability Return.

(Action: RFO; immediately)

The RFO left the meeting.

This item was brought forward to allow the members of the public to speak.

FC0623/11 **MARKET**

Councillors considered a business plan from representatives of the Diss Community Team (DCT) regarding the feasibility of supporting the use of the former Beales building for an indoor market. The Chair of the DCT spoke regarding the opportunity to increase the footfall to the Friday market, one of the Council's strategic objectives. He believes there is a lot of support for the proposal partly evidenced by those present in the public gallery in support of the proposal.

Another member of the public spoke about the loss of empty shops in the town centre and the opportunity to have a community market in an existing building. He spoke of the Council's support for Diss Corn Hall / Heritage Triangle Project, the successes of the Octagon, 35E Mere Street and DesignerMakers21 on St Nicholas St, all innovative projects to try and revive the town centre.

A former art teacher from Diss High School spoke about Diss' potential and the opportunity to have space central to Diss for small enterprises. A member of DM21 spoke about the positive feedback received from tourists regarding the town's arts and craft offering and met someone who is excited about the possibility of Diss having a vintage / antique style market and would be willing to help with marketing it for free.

It was reiterated that the decision at this meeting was solely about taking the empty space in the former Beales building to trial an indoor market for three months, which should help to support the town and 40 or so local independent traders.

A long-term resident of the town spoke of his experience working alongside the Council on many imaginative initiatives, supportive of the community.

A trader with 40+ years of experience in the town spoke on behalf of a number of traders explaining their concerns over shop closures, appreciation for the work of the DCT and likened the longer-term proposal to the Forum in Norwich. Her concern was around the careful consideration of market stallholders to ensure they do not compete directly with existing traders in the town.

It was considered that the forecasted electricity bills have been underestimated along with other bills associated with such a building. It was confirmed that these costs would be underwritten by the DCT removing the financial risk from the Council.

Councillors discussed a Norfolk Market Town Centre report published in 2022 by Norfolk County Council, which provides data regarding shop vacancies, both in Diss and Norfolk. It was noted that there were more shop vacancies between 2011-2014 compared with 2022 with a vacancy rate of 6.4%, below the Norfolk average. It was noted that the data was collated a year ago, that the situation on the ground has changed and it would be useful to compare the current vacancy rate across the other 20 towns submitted in report.

There was discussion regarding the impact of this project on the Council's staffing team. Following a recent staff restructure, the Council is reviewing disparity of work within the operational team with workloads already at capacity. Supporting this project will require consideration for which non-statutory projects (e.g. Carnival) the Council can put on hold, additional staffing hours and / or significant external volunteer support (members and community).

Councillors also discussed the proposed stall cost of £35, which was reported to be based on the Council's existing square metre rate plus 10% for the indoor space. It was felt this may be unrealistic, but the price would reduce for a smaller space so is flexible.

It was noted that previous projects such as the HTP project also had the support of both the District and County Councils, and that the Town Council's commitment is to residents and not to businesses as the latter falls within the remit of the District Council. The former Beales building is privately owned whereas the Corn Hall is owned by the Town Council.

One councillor spoke of his experience of a successful indoor and outdoor market operating 6 days and 2 days per week in another town which drew shoppers into town.

It was noted that the landlord would not hold the offer beyond this meeting and that a decision was needed immediately. There was discussion regarding the importance of Council determining the decision without undue pressure from members of the public and that Council can provide justification for the decision it takes.

The Chair had to request a member of the public to moderate their conduct (as per Standing Orders 2a).

Cllr Waterman said he'd be willing to support DCT to identify the hours required to support the initial stage of the project.

There was a motion put forward to support the principle of the proposal with reservations around the staffing impact. With five abstentions from councillors Browne, Gingell, Murphy, Olander and Waterman, it was

RESOLVED: to trial the indoor market for three months subject to minimum staffing impact and further discussions with higher tier authorities.

(Action: Clerk; immediately)

FC0623/9

CODE OF CONDUCT

The model Code of Conduct for Diss Town Councillors adopted in March 2022 was reviewed following the re-election of members. It was

RESOLVED: to adopt the revised model Code of Conduct for the electoral term subject to including reference to the Nolan principles on Appendix A.

(Action: Clerk; immediately)

FC0623/10 **DISPENSATION POLICY**

Members reviewed the Council's revised Dispensation policy. It was

RESOLVED: To adopt the revised dispensation policy as presented.

(Action: Clerk; immediately)

FC0623/12 **STRATEGIC PLAN**

Members considered report reference 05/2324 regarding the review of the Council's strategic plan. It was noted that the timeline would not allow for the full budgetary impact to be known across all projects but that some of them would have medium – long term budgetary implications.

There were several projects that were not listed in the feedback form to residents requesting their views on the Council's next strategic plan for example the proposal to purchase a site on Denmark Lane, clear the rubbish and rogue vegetation to excavate the Blacker Bombard and place an information board by it so that it becomes a community green space and / or supporting a project to repair St Mary's church's clock. It was noted that these projects can be considered again as part of the Infrastructure committee's deliberations and consulted on as per the proposed timeline. It was

RESOLVED: To approve the timeline for committee / Full Council review of the strategic plan and staff and community consultation phases.

(Action: Clerk / DepTC; as per timeline)

FC0623/13 **PROGRESS REPORT**

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

FC0623/14 **MEMBER FORUM**

Councillors considered information or issues relevant to Council from members for brief discussion, action, or inclusion on future agendas.

Cllr Waterman confirmed availability of members for the first Park Enhancement working group meeting on 20th July at his workplace and advised all of the date for the BBQ social of Friday 14th July.

There was further discussion regarding empty shops. It was noted that the proposal to install large-scale artwork on buildings in Diss should be ready to start in September and the graphics can be applied to specifications for empty shops. The District Council Officers for Economic Development are being re-engaged since the restructure and move and that members could lobby the District Council and central government to engage with landlords particularly those who are owned by pension funds.

It was also noted that Diss Town Council now sits in the low 60s of top precepts in the country and has moved out of the top 50.

FC0623/15 **DATE OF NEXT MEETING**

Councillors noted that the next meeting of Town Council is scheduled for Wednesday 12th July 2023 at 7.15pm.

FC0623/16 **PUBLIC BODIES (ADMISSIONS TO MEETINGS)**

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

FC0623/17 TELEPHONE AND BROADBAND CONTRACT

Members considered further information from contractors regarding the Council's telephone & broadband provision (confidential report 06/2324 referred). There was discussion regarding landline phones moving to digital technology and it was agreed that this would be followed up by the Clerk. It was

RESOLVED:

(Action: Clerk; by 30.06.23 / 01.09.24)

Meeting Closed 9.09pm.

Councillor Murphy
TOWN MAYOR

BANK OUTGOINGS JUNE 2023				
<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
01.06.2023	Red5 Networks Ltd	DD407	£ 199.22	Phone/Broadband May 2023 - Council Office, DYCC and Sports Pavilion
06.06.2023	Barclays Bank Plc	B.NET	£ 40.00	Barclays.Net Charges for May and June 2023
08.06.2023	Carl Barker	Bacs1870	£ 130.00	Bubble Mania at Carnival Procession
08.06.2023	Creature Events	Bacs1871	£ 250.00	Additional Transformer time at Carnival 2023
15.06.2023	Alliance Disposables Ltd	Bacs1872	£ 812.64	Sanitary Products - All Sites
15.06.2023	Allmake Motor Parts Ltd	Bacs1873	£ 53.36	Engine Oil, Gearbox Oil & Spark Plugs - Council Vans
15.06.2023	CGM Group (East Anglia) Ltd	Bacs1874	£ 572.40	Grass Cutting At Prk & Sportsground - May 2023
15.06.2023	Cooleraid Ltd	Bacs1875	£ 37.20	4x Water Bottles - Council Office
15.06.2023	Dayburst Couriers	Bacs1876	£ 303.00	Delivery of Carnival Brochures to Diss Residents
15.06.2023	Dissigns Signmakers	Bacs1877	£ 78.00	Coronation Event Corex Sign Panel With Applied Graphics
15.06.2023	Diss Garden Centre	Bacs1878	£ 374.79	Plants & Bark for Meres Mouth & Anglian Gardens
15.06.2023	Diss Parochial Charity	Bacs1879	£ 100.00	Annual Rent of Meres Mouth to June 2024
15.06.2023	Diss Van Centre	Bacs1880	£ 411.60	Repairs to Water Leak in front Cab of Ford Transit Connect
15.06.2023	East Angles Brass Band	Bacs1881	£ 600.00	Carnival Performance of Brass Band
15.06.2023	ESPO	Bacs1882	£ 477.98	Gas Supplied April 2023 - Council Office & DYCC
15.06.2023	Fine City Samba	Bacs1883	£ 700.00	Performance of Fine City Samba at Kings Coronation Event
15.06.2023	HCL Safety Ltd	Bacs1884	£ 493.20	Service of Man-Safe System at Cornhall
15.06.2023	LR Wyard-Scott Ltd	Bacs1885	£ 332.77	Van/Machinery Fuel - May 2023
15.06.2023	MLP Traffic Ltd	Bacs1886	£ 584.40	Road Closure and Traffic Management at Carnival
15.06.2023	Online Playgrounds (Fenland Leisure T/A)	Bacs1887	£ 268.80	2x Cradle Swing Seats - Infant Equipment on Mere Park
15.06.2023	Paul Preston Mills	Bacs1888	£ 200.00	Compere at Carnival Fun Day Event
15.06.2023	Paul Rackham	Bacs1889	£ 1,053.60	Grave Digging x 4 - April and May 2023
15.06.2023	P Cottrell	Bacs1890	£ 100.00	Window & Bus Shelter Clean May 23 - DYCC, Council Office & Museum
15.06.2023	Phoenix Events (East) Ltd	Bacs1891	£ 795.60	Carnival Security & Radio Hire less Silver Sponsorship
15.06.2023	Proludic Ltd	Bacs1892	£ 89.40	Steel Springs for Mere Park Trampoline
15.06.2023	Screwfix Ltd	Bacs1893	£ 229.69	Dust Masks & Anti Vibration Glove, General Sundries - Maintenance
15.06.2023	South Norfolk District Council	Bacs1894	£ 70.00	Premises Alcohol Licence for Park
15.06.2023	South Norfolk District Council	Bacs1895	£ 168.00	Domestic Monthly Council Tax - Cemetery Bungalow
15.06.2023	Toolstation Ltd	Bacs1896	£ 10.80	Orbital Sanding Discs - General Equipment
15.06.2023	Town & County Printers	Bacs1897	£ 725.00	Printing of Diss Carnival Brochures x5100
15.06.2023	Travis Perkins Trading Ltd	Bacs1898	£ 564.00	Blue Double Bullnose Bricks - Meres Mouth Refurbishment

15.06.2023	Treadfirst	Bacs1899	£	67.08	New Tyre & Rebalance on VW Caddy Van
15.06.2023	Vmit Ltd	Bacs1900	£	1,123.08	IT Software May 2023 and IT Support April 2023
15.06.2023	Zurich Municipal	Bacs1901	£	90.92	Insurance for Flock Art Installation at Meres Mouth
20.06.2023	Barclaycard	May-23	£	1,038.89	Orbital Sanders - Gen Equipment, Council Webiste Hosting 3 Years
22.06.2023	Corona Energy Retail 4 Ltd	DD409	£	104.97	Electricity May 23 - Meres Mouth WC
23.06.2023	Employees	BACS	£	20,259.22	Salaries Month 3
26.06.2023	EE Ltd	DD410	£	43.79	Mobiles Phones June - July 2023 - R.Ludkin, S.Richards & A.Rolfe
27.06.2023	Cash Cheque Sundries	105181	£	19.52	Milk - Council Office, Superglue - General Use
29.06.2023	Corona Energy Retail 4 Ltd	DD411	£	1,276.99	Electricity May 23 - All Sites
29.06.2023	Norfolk Pension Fund	BACS	£	7,256.23	Pension Contributions Month 3
30.06.2023	HM Revenue & Customs	BACS	£	4,870.65	NI/PAYE Month 3
30.06.2023	Alison Block (Bella Ciao)	Bacs1902	£	80.00	Refund of Overpayment of Carnival Stall
30.06.2023	Ben Burgess Groundcare Equipment	Bacs1903	£	360.50	Repairs to Faulty Ride-On Lawnmower
30.06.2023	Birgitta Kenyon (The Voice Squad)	Bacs1904	£	50.00	Opera Singing at Kings Coronation Event
30.06.2023	Diss Garden Centre	Bacs1905	£	616.39	Plants & Compost for Town Planters
30.06.2023	Electric Caberet	Bacs1906	£	965.00	Chaplin & Oscars Statue at Carnival
30.06.2023	E.On Next	Bacs1907	£	16.22	Electricity 22nd May to 18th June 2023 - Cemetery Bungalow
30.06.2023	ESPO	Bacs1908	£	316.87	Gas Supplied May 2023 - Council Office & DYCC
30.06.2023	Eyre Bulding Services Group Ltd	Bacs1909	£	1,720.80	Repairs to High Level Heater & Servicing at DYCC
30.06.2023	Mary Moppins Ltd	Bacs1910	£	1,755.00	Meres Mouth & Park Toilet Opening & Cleaning June 2023 inc Carnival
30.06.2023	Miss Natalia Stepanova	Bacs1911	£	50.00	Opera Singing at Kings Coronation Event
30.06.2023	MLP Traffic Ltd	Bacs1912	£	840.00	Chemical Toilet Hire x10 - Carnival
30.06.2023	Norfolk Association of Local Councils	Bacs1913	£	45.60	Planning for Parish Councils Training - J.Welch
30.06.2023	Simply Sound & Lighting	Bacs1914	£	871.20	Main Arena Sound System at Carnival Event
30.06.2023	Sonata Security Ltd	Bacs1915	£	336.00	Annual Maintenance of Fire Alarm and Emergency Lights
30.06.2023	Tatiana Belousova	Bacs1916	£	50.00	Opera Singing at Kings Coronation Event
30.06.2023	Travis Perkins Trading Co Ltd	Bacs1917	£	87.32	Duct Tape - General Use, Timber & Evo-Stick - Carnival, Syphon - SPG
			£	55,137.69	

04/07/2023

Diss Town Council

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Detailed Income & Expenditure by Budget Heading 01/06/2023

Month No: 3

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Agency Services							
1000 Agency Services Income	3,848	3,456	(392)			111.3%	
Agency Services :- Income	3,848	3,456	(392)			111.3%	0
4000 NCC Grasscutting	19	100	81		81	18.9%	
Agency Services :- Indirect Expenditure	19	100	81	0	81	18.9%	0
Net Income over Expenditure	3,829	3,356	(473)				
120 Allotments							
1120 Allotment Rent	0	500	500			0.0%	
Allotments :- Income	0	500	500			0.0%	0
4020 Allotments - Insurance	28	28	0		0	100.0%	
Allotments :- Indirect Expenditure	28	28	0	0	0	100.0%	0
Net Income over Expenditure	(28)	472	500				
140 Amenities							
1140 Amenities Income	11,974	2,085	(9,889)			574.3%	
Amenities :- Income	11,974	2,085	(9,889)			574.3%	0
4030 Park Enhancement Costs (470)	42	0	(42)		(42)	0.0%	42
4040 Gardens/Floral Scheme	827	1,300	473		473	63.6%	
4060 Town/Park - R&R	6,451	20,000	13,549	1,229	12,321	38.4%	30
4061 Play Equipment R&R	2,799	5,000	2,202		2,202	56.0%	
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	1,043	3,500	2,457		2,457	29.8%	
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	16	30	14		14	53.2%	
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	723	4,830	4,107		4,107	15.0%	
4102 Mere Fountain/Kiosk -Insurance	155	155	0		0	100.0%	
4110 Park - Water Rates	16	100	84		84	15.9%	
4115 Park - Electricity	283	1,841	1,558		1,558	15.4%	
4120 Mere's Mouth - Rent	100	100	0		0	100.0%	
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	16,125	55,567	39,442	1,229	38,213	31.2%	72
Net Income over Expenditure	(4,151)	(53,482)	(49,331)				
7000 plus Transfer from EMR	72						

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Detailed Income & Expenditure by Budget Heading 01/06/2023

Month No: 3

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	(4,079)						
<u>145</u> <u>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</u> <u>Bank Interest</u>							
1090 Interest Received	2,155	500	(1,655)			431.0%	
Bank Interest :- Income	2,155	500	(1,655)			431.0%	0
4202 Bank Charges	63	240	177		177	26.3%	
Bank Interest :- Indirect Expenditure	63	240	177	0	177	26.3%	0
Net Income over Expenditure	2,092	260	(1,832)				
<u>160</u> <u>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</u> <u>Cemetery</u>							
1180 Cemetery Interment/Chapel Fees	6,363	25,000	18,637			25.5%	
1185 Cemetery Memorial Fees	1,835	10,500	8,665			17.5%	
Cemetery :- Income	8,198	35,500	27,302			23.1%	0
4250 Cemetery - Grounds - R&R	2,574	8,000	5,426		5,426	32.2%	
4260 Cemetery - Chapels - R&R	45,284	1,000	(44,284)		(44,284)	4528.4%	11,456
4270 General Equipment	899	3,000	2,101		2,101	30.0%	
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	77	472	395		395	16.3%	
4285 Cemetery - Insurance	496	496	0		0	100.0%	
Cemetery :- Indirect Expenditure	49,921	13,672	(36,249)	0	(36,249)	365.1%	11,456
Net Income over Expenditure	(41,723)	21,828	63,551				
7000 plus Transfer from EMR	11,456						
Movement to/(from) Gen Reserve	(30,267)						

Detailed Income & Expenditure by Budget Heading 01/06/2023

Month No: 3

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	1,245	0	(1,245)			0.0%	
Cemetery Gravedigging :- Income	<u>1,245</u>	<u>0</u>	<u>(1,245)</u>				<u>0</u>
4300 Cemetery Gravedigging Exp.	1,054	0	(1,054)		(1,054)	0.0%	
Cemetery Gravedigging :- Indirect Expenditure	<u>1,054</u>	<u>0</u>	<u>(1,054)</u>	<u>0</u>	<u>(1,054)</u>		<u>0</u>
Net Income over Expenditure	<u>191</u>	<u>0</u>	<u>(191)</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	1,996	6,000	4,004		4,004	33.3%	
4360 Corn Hall - Insurance	2,588	2,582	(6)		(6)	100.2%	
Corn Hall :- Indirect Expenditure	<u>4,583</u>	<u>8,582</u>	<u>3,999</u>	<u>0</u>	<u>3,999</u>	<u>53.4%</u>	<u>0</u>
Net Expenditure	<u>(4,583)</u>	<u>(8,582)</u>	<u>(3,999)</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	1,484	2,500	1,016		1,016	59.3%	
4405 Office Building Maintenance	505	0	(505)		(505)	0.0%	505
4410 Office Stairlift	0	340	340		340	0.0%	
4415 Cemetery Bungalow	603	2,000	1,397		1,397	30.2%	
4420 Electricity Testing 5 Yrly	798	0	(798)		(798)	0.0%	798
4425 Health & Safety	43	2,500	2,457		2,457	1.7%	
4435 Pk Toilets Servicing	2,244	12,000	9,756	731	9,024	24.8%	
4445 Pk Toilets - Insurance	384	384	0		0	100.0%	
4450 Pk Toilet- Electricity	421	1,720	1,299		1,299	24.5%	
4460 Pk Toilets - Water Rates	(1,051)	2,070	3,121		3,121	(50.8%)	
4465 Mere's Mouth Toilets	3,137	15,000	11,863	731	11,131	25.8%	
4466 Mere's Mouth Electricity	207	1,500	1,293		1,293	13.8%	
4475 Staff Uniforms/Replacements	0	250	250		250	0.0%	
Council Properties :- Indirect Expenditure	<u>8,775</u>	<u>40,264</u>	<u>31,489</u>	<u>1,463</u>	<u>30,026</u>	<u>25.4%</u>	<u>1,303</u>
Net Income over Expenditure	<u>(7,141)</u>	<u>(34,764)</u>	<u>(27,623)</u>				
7000 plus Transfer from EMR	1,303						
Movement to/(from) Gen Reserve	<u>(5,838)</u>						

Detailed Income & Expenditure by Budget Heading 01/06/2023

Month No: 3

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	740	0	(740)			0.0%	
1260 DYCC Hire Fees	7,986	20,000	12,014			39.9%	
Diss Youth & Community Centre :- Income	8,726	20,000	11,274			43.6%	0
4500 DYCC - Electricity	1,816	7,758	5,942		5,942	23.4%	
4505 DYCC - Gas	151	830	679		679	18.2%	
4510 DYCC - Business Rates	2,520	5,200	2,680		2,680	48.5%	
4515 DYCC - Water Rates	186	710	524		524	26.2%	
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	3,022	4,000	978	156	821	79.5%	
Diss Youth & Community Centre :- Indirect Expenditure	8,790	21,330	12,540	156	12,384	41.9%	0
Net Income over Expenditure	(63)	(1,330)	(1,267)				
<u>280</u> <u>Administrative Overheads</u>							
1285 Photocopying Income	21	0	(21)			0.0%	
Administrative Overheads :- Income	21	0	(21)				0
4610 Council Office Business Rates	2,426	4,860	2,434		2,434	49.9%	
4615 Council Office - Gas	839	1,230	391		391	68.2%	
4620 Council Office - Electricity	222	956	734		734	23.3%	
4625 Council Office - Telephone	409	2,000	1,591		1,591	20.5%	
4630 Council Office - Insurance	882	882	0		0	100.0%	
4657 IT Equipment, Software & Suppo	5,469	14,000	8,531		8,531	39.1%	
Administrative Overheads :- Indirect Expenditure	10,248	23,928	13,680	0	13,680	42.8%	0
Net Income over Expenditure	(10,227)	(23,928)	(13,701)				
<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	6,221	20,000	13,779			31.1%	
Market :- Income	6,221	20,000	13,779			31.1%	0

Detailed Income & Expenditure by Budget Heading 01/06/2023

Month No: 3

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4805 Mere's Mouth - Maintenance	470	0	(470)		(470)	0.0%	470
4810 Market Place - Water Rates	9	63	54		54	14.2%	
4815 Market Place - Business Rates	1,235	2,800	1,565		1,565	44.1%	
4830 Market Expenditure	112	365	253		253	30.7%	
Market :- Indirect Expenditure	1,826	3,228	1,402	0	1,402	56.6%	470
Net Income over Expenditure	4,395	16,772	12,377				
7000 plus Transfer from EMR	470						
Movement to/(from) Gen Reserve	4,865						
<u>340 Promotion</u>							
4840 Promotion	0	250	250		250	0.0%	
4845 Website/Intranet Hosting/Maint	252	150	(102)		(102)	168.0%	
Promotion :- Indirect Expenditure	252	400	148	0	148	63.0%	0
Net Expenditure	(252)	(400)	(148)				
<u>360 Precept</u>							
1076 Precept	295,989	591,978	295,989			50.0%	10,000
Precept :- Income	295,989	591,978	295,989			50.0%	10,000
Net Income	295,989	591,978	295,989				
8001 less Transfer to EMR	10,000						
Movement to/(from) Gen Reserve	285,989						
<u>370 General Expenditure</u>							
4600 Town Mayor's Allowance	133	1,500	1,367		1,367	8.9%	
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	396	2,180	1,784		1,784	18.2%	
4645 Training	3,238	4,500	1,262		1,262	72.0%	
4646 Liability Insurance	4,635	4,536	(99)		(99)	102.2%	
4655 Printing & Stationery	1,489	3,500	2,011		2,011	42.5%	
4660 Postage	0	100	100		100	0.0%	
4665 Wages - General Admin.	49,575	199,557	149,982		149,982	24.8%	
4666 Wages - General Maint.	47,189	197,102	149,913		149,913	23.9%	
4667 Staff Mileage	62	300	238		238	20.7%	
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%	

Detailed Income & Expenditure by Budget Heading 01/06/2023

Month No: 3

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4992 Annual Town Meeting	40	200	160		160	20.1%	
General Expenditure :- Indirect Expenditure	108,203	420,975	312,772	0	312,772	25.7%	0
Net Expenditure	(108,203)	(420,975)	(312,772)				
<u>375 Rechargeable</u>							
1280 Rechargeable Exp. Refunded	624	0	(624)			0.0%	
Rechargeable :- Income	624	0	(624)				0
4685 Rechargeable Expenditure	134	0	(134)		(134)	0.0%	
Rechargeable :- Indirect Expenditure	134	0	(134)	0	(134)		0
Net Income over Expenditure	490	0	(490)				
<u>400 Sports Ground</u>							
1400 Sports Ground Hire Fees	3,397	10,000	6,603			34.0%	
Sports Ground :- Income	3,397	10,000	6,603			34.0%	0
4900 Track Maintenance	0	4,000	4,000		4,000	0.0%	
4910 Pavilion Maintenance	318	0	(318)		(318)	0.0%	
4915 General Sports Ground Maint.	559	3,000	2,441	1,584	857	71.4%	
4920 Ground Maintenance	26	2,500	2,474		2,474	1.0%	
4930 Sports Grnd-Water Rate	172	553	381		381	31.2%	
4935 Sports Ground - Electricity	584	3,730	3,146		3,146	15.7%	
4940 Sports Ground - Phone	44	300	256		256	14.6%	
4945 Sports Ground - Insurance	1,334	1,332	(2)		(2)	100.2%	
4955 Skateboard Pk - Insurance/Insp	500	499	(1)		(1)	100.2%	
4965 Skateboard Pk-Maint. Materials	4,118	0	(4,118)		(4,118)	0.0%	2,059
Sports Ground :- Indirect Expenditure	7,656	15,914	8,258	1,584	6,674	58.1%	2,059
Net Income over Expenditure	(4,259)	(5,914)	(1,655)				
7000 plus Transfer from EMR	2,059						
Movement to/(from) Gen Reserve	(2,200)						
<u>420 Events</u>							
1330 Coronation Income	3,192	0	(3,192)			0.0%	
Events :- Income	3,192	0	(3,192)				0
4760 Remembrance Service Costs	0	800	800		800	0.0%	
4991 Coronation Expenditure	6,811	0	(6,811)		(6,811)	0.0%	
Events :- Indirect Expenditure	6,811	800	(6,011)	0	(6,011)	851.3%	0
Net Income over Expenditure	(3,619)	(800)	2,819				

Detailed Income & Expenditure by Budget Heading 01/06/2023

Month No: 3

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>425</u> <u>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>
4990 Christmas Switch on Event	90	2,800	2,710		2,710	3.2%	90
Christmas Switch on Event :- Indirect Expenditure	<u>90</u>	<u>2,800</u>	<u>2,710</u>	<u>0</u>	<u>2,710</u>	<u>3.2%</u>	<u>90</u>
Net Income over Expenditure	<u>(90)</u>	<u>(1,400)</u>	<u>(1,310)</u>				
7000 plus Transfer from EMR	90						
Movement to/(from) Gen Reserve	<u>0</u>						
<u>430</u> <u>Carnival</u>							
1435 Carnival Income	12,814	10,000	(2,814)			128.1%	13,038
Carnival :- Income	<u>12,814</u>	<u>10,000</u>	<u>(2,814)</u>			<u>128.1%</u>	<u>13,038</u>
4996 Carnival	12,887	11,455	(1,432)		(1,432)	112.5%	12,937
Carnival :- Indirect Expenditure	<u>12,887</u>	<u>11,455</u>	<u>(1,432)</u>	<u>0</u>	<u>(1,432)</u>	<u>112.5%</u>	<u>12,937</u>
Net Income over Expenditure	<u>(73)</u>	<u>(1,455)</u>	<u>(1,382)</u>				
7000 plus Transfer from EMR	13,004						
8001 less Transfer to EMR	12,971						
Movement to/(from) Gen Reserve	<u>(40)</u>						
<u>440</u> <u>Town Mayor's Charity</u>							
1440 Town Mayor's Charity	179	0	(179)			0.0%	
Town Mayor's Charity :- Income	<u>179</u>	<u>0</u>	<u>(179)</u>				<u>0</u>
4795 Town Mayor's Charity Exp	2,558	0	(2,558)		(2,558)	0.0%	
Town Mayor's Charity :- Indirect Expenditure	<u>2,558</u>	<u>0</u>	<u>(2,558)</u>	<u>0</u>	<u>(2,558)</u>		<u>0</u>
Net Income over Expenditure	<u>(2,379)</u>	<u>0</u>	<u>2,379</u>				
<u>460</u> <u>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%	8,966
CIL :- Indirect Expenditure	<u>6,907</u>	<u>0</u>	<u>(6,907)</u>	<u>0</u>	<u>(6,907)</u>		<u>8,966</u>
Net Income over Expenditure	<u>(3,445)</u>	<u>0</u>	<u>3,445</u>				
7000 plus Transfer from EMR	8,966						
8001 less Transfer to EMR	3,462						
Movement to/(from) Gen Reserve	<u>2,059</u>						

Detailed Income & Expenditure by Budget Heading 01/06/2023

Month No: 3

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>470 Streetlighting</u>							
4730 CCTV Costs	3,950	2,425	(1,525)		(1,525)	162.9%	3,950
4970 Streetlighting	0	7,575	7,575	10,111	(2,536)	133.5%	
Streetlighting :- Indirect Expenditure	<u>3,950</u>	<u>10,000</u>	<u>6,050</u>	<u>10,111</u>	<u>(4,061)</u>	<u>140.6%</u>	<u>3,950</u>
Net Expenditure	<u>(3,950)</u>	<u>(10,000)</u>	<u>(6,050)</u>				
7000 plus Transfer from EMR	3,950						
Movement to/(from) Gen Reserve	<u>0</u>						
Grand Totals:- Income	363,678	701,369	337,691			51.9%	
Expenditure	253,137	701,369	448,232	14,542	433,690	38.2%	
Net Income over Expenditure	<u>110,541</u>	<u>0</u>	<u>(110,541)</u>				
plus Transfer from EMR	41,370						
less Transfer to EMR	26,433						
Movement to/(from) Gen Reserve	<u>125,478</u>						

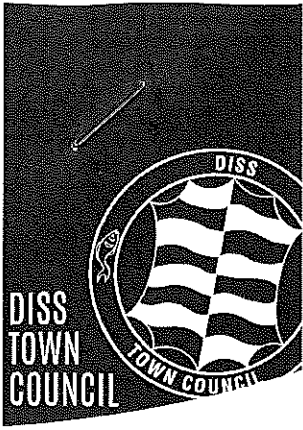
SUMMARY REPORT OF EARMARKED RESERVES 2023-24

Project Ref	NC		Committee	Site	EMR	Balance as at 1st April 2023	Less:Actual Year to date Expense	Balance	Add: Year to date receipts	Balance as at 30th June 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	£ 13,762	£ 9,781	£ 13,639	£ 3,858
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	£ 470	£ 1,530		£ 1,530
G	416	15	Facilities	Mere	Mere Fountain	£ 22,815		£ 22,815		£ 22,815
A	422	16	Facilities	Park	Park General - Beacon Project	£ 6,842		£ 6,842		£ 6,842
B	424	17	Facilities	Park	Play Equipment	£ 500		£ 500		£ 500
Y	426	18	Facilities	Park	Park Toilets	£ 16,000		£ 16,000		£ 16,000
Q	430	19	Facilities	SPG	Athletics maintenance	£ 11,000		£ 11,000		£ 11,000
R	432	20	Facilities	SPG	SPG Floodlights	£ -		£ -		£ -
S	434	21	Facilities	SPG	SPG Pav maintenance	£ -		£ -		£ -
T	436	22	Facilities	SPG	SPG - Skateboard Park	£ 2,059	£ 2,059	£ -		£ -
F	440	23	Facilities	St Marys Churchyard	Closed churchyard repairs	£ 18,579		£ 18,579		£ 18,579
E	450	24	Facilities	Facilities	Tree Management	£ 1,000		£ 1,000	£ 9,000	£ 10,000
N	469	25	Facilities		5 Yr Electrical Testing	£ 4,098	£ 798	£ 3,300		£ 3,300
U	470	26	Facilities		Park Enhancement Project	£ 12,181	£ 42	£ 12,140		£ 12,140
RF	455	27	HTP	HTP	HTP	£ 9,109		£ 9,109		£ 9,109
RF	460	28	Infrastructure	Infrastructure	Bus Shelters maintenance	£ 15,721	£ 30	£ 15,691		£ 15,691
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	£ 3,950	£ 3,234		£ 3,234
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	£ 42,079	£ 322,469	£ 27,101	£ 349,570

	% of EMR	Balance year end 2022/23	YTD Balance
Facilities	59%	£210,391.34	£205,061
HTP	3%	£9,108.59	£9,109
Infrastructure	35%	£132,386.40	£122,903
Executive	4%	£12,661.14	£12,497
TOTAL		£364,547.50	£349,570

Balance as at 30/06/2023	General Reserves	£ 438,917
	EMR	£ 349,570
	Total Funds	£ 788,487

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



TOWN CLERK
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BANK RECONCILIATIONS COUNCILLOR CHECK

February 2023

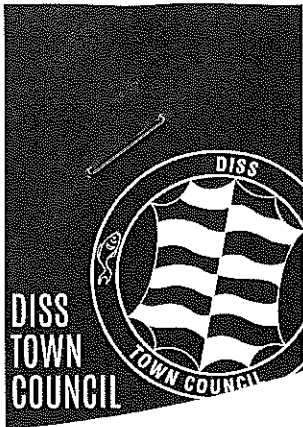
Bank Accounts:

- Cashbook 1 - Current Account - 00361127 ✓
- Cashbook 2 - Wages & Petty Cash - 00361135 ✓
- Cashbook 3 - Active Saver - 10271985 ✓
- Cashbook 4 - Town Mayors Charity - 00997250 ✓
- Cashbook 5 - Rate Reward - 03508641 ✓
- Cashbook 6 - Barclaycard - 547676 07843 38272 ✓
- Cashbook 7 - Nationwide Account - 90187011 ✓

I, Councillor Richard Peaty as Internal Control Officer, can confirm that the above bank reconciliations are all correct.

Signed

Date



TOWN CLERK
Miss S Richards,

DISS TOWN COUNCIL
Council Offices, 11-12 Market Hill,
Diss, Norfolk, IP22 4JZ.
Telephone/Fax: (01379) 643848

Email: towncouncil@diss.gov.uk

Web: www.diss.gov.uk

Facebook: @DissTC

Twitter: @DissTownCouncil

BANK RECONCILIATIONS COUNCILLOR CHECK

March 2023

Bank Accounts:

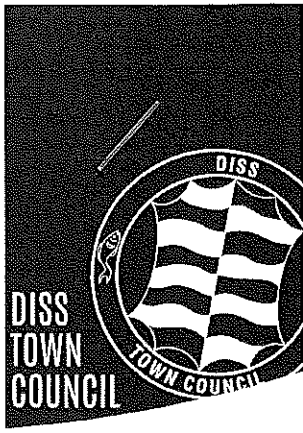
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I, Councillor Richard Peaty as Internal Control Officer, can confirm that the above bank reconciliations are all correct.

Signed

Date

5th May 2023



TOWN CLERK
Miss S Richards,

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BANK RECONCILIATIONS COUNCILLOR CHECK

April 2023

Bank Accounts:

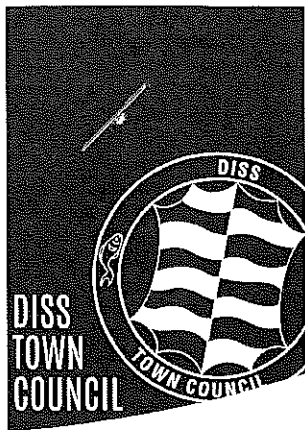
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- Cashbook 7 - Nationwide Account - 90187011 ✓

I, Councillor Richard Peaty as Internal Control Officer, can confirm that the above bank reconciliations are all correct.

Signed

Date

5th July 2023



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BANK RECONCILIATIONS COUNCILLOR CHECK

May 2023

Bank Accounts:

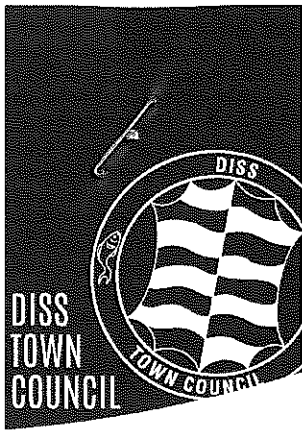
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- Cashbook 7 - Nationwide Account - 90187011 ✓

I, Councillor Richard Peaty as Internal Control Officer, can confirm that the above bank reconciliations are all correct.

Signed

Date

31 July 2023



TOWN CLERK
Miss S Richards,

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BANK RECONCILIATIONS COUNCILLOR CHECK

June 2023

Bank Accounts:

- Cashbook 1 - Current Account - 00361127 ✓
- Cashbook 2 - Wages & Petty Cash - 00361135 ✓
- Cashbook 3 - Active Saver – 10271985 ✓
- Cashbook 4 - Town Mayors Charity – 00997250 ✓
- Cashbook 5 - Rate Reward – 03508641 ✓
- Cashbook 6 - Barclaycard – 547676 07843 38272 ✓
- Cashbook 7 - Nationwide Account – 90187011 ✓
- Cashbook 8 - Lloyds Current Account – 83534868 ✓
- Cashbook 9 - Lloyds Savings Account - 19344524 ✓

I, Councillor Richard Peaty as Internal Control Officer, can confirm that the above bank reconciliations are all correct.

Signed

Date

5th June 2023

**DISS TOWN COUNCIL**

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Diss, Norfolk, IP22 4JZ.
Telephone & Fax: (01379) 643848
Email: towncouncil@diss.gov.uk
Website: www.diss.gov.uk

Report Number:
09 / 2324

Report to:	Full Council
Date of Meeting:	12 th July 2023
Authorship:	Town Clerk
Subject:	Expenditure on gifts for student exchange

1. A request was received by the Town Council and forwarded on to all councillors regarding donating gifts to students from Hartismere Sixth Form College in Eye, for their cultural exchange trip to Japan (see Appendix).
2. The Council Leader responded favourably to the request promoting links with the neighbouring town via the school and councillor Peaty volunteered to contact the lead student to find out more about the types of donations that were being sought.
3. Cllr Peaty has sourced £42.50 worth of Diss-related merchandise from the Museum (see Appendix B).
4. Given there is not a precedent for such expenditure, that although the funds would support the local Museum (for which cllr Peaty has a non-pecuniary interest), the gifts are ultimately going out of the local area.
5. Having said this, some of the students on the exchange live in Diss, it would be promoting Diss internationally and supporting local children in their educational pursuits and some councils have twinning arrangements where their budgets are spent on this type of activity.
6. Advice has been sought from the County Officer at the Norfolk Association of Local Councils who has confirmed that the power to encourage tourism to the council's area (Local Government Act 1972, s.144) can be used for this expenditure but that now the Council has adopted the General Power of Competence, this would be optimal.

Recommendation

To authorise expenditure of £42.50 on Diss-related merchandise from the Museum as a donation to Hartismere Sixth Form College students undertaking a cultural exchange to Japan allocated to 4840 Promotion (Power / statutory authority - General Power of Competence).



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Report Number:
12 / 2324

Report to:	Full Council
Date of Meeting:	12 th July 2023
Authorship:	Responsible Finance Officer (RFO)
Subject:	Banking with Barclays and Lloyds

Introduction

- 1) The RFO has been informed that the Market Hill branch of Barclays bank will be closing in August.
- 2) In order to open the Lloyds fixed term deposit account (FC0323/10) a business current account was required to be opened.
- 3) The withdrawal and depositing of physical cash will no longer be possible if there is coinage. Many of the council run events and activities generate cash in this form.
- 4) As per financial regulations 5.1 "The Council's banking arrangements, including the bank mandates, shall be made by the RFO and approved by Full Council; banking arrangements may not be delegated to a committee."

Banking Cash

- 5) Barclays bank is suggesting that cash deposits and withdrawals can be transacted by ATM machine (cash notes and cheques only) or by operating via the post office. The RFO believes that using the post office service will not be a simple or efficient alternative to the Barclays counter service.
- 6) To set up the post office deposit system will involve both the Town Clerk (CEO) and the RFO for 2-3 hours and the ongoing time spent queuing in the post office could be significant.
- 7) To enable the withdrawal and deposit of cash the RFO is proposing to utilise the Lloyds current account and transfer the funds electronically to the Barclays account once cleared. The CEO and RFO have delegated authority to make fund transfers within the Councils banking arrangements (Financial Regulations 5.5 b) up to £10K.
- 8) Visits to the bank were made 31 times in the past 12 months with an average deposit of £750 and average withdrawal of £20. By using the ATM, the finance department expects to deposit or withdraw funds at Lloyds once a month and only when necessary. The two methods can be used in parallel.

Lloyds Bank mandate

- 9) The bank mandate for dual authority on the Lloyds bank currently has the RFO and the CEO.

10) It is requested that councillors who are available to make the application, supply identity verification and be available for payment authorisations make themselves known to the RFO for addition to the Lloyds banking mandate. (The Internal Controls Councillor is prohibited from being a signatory due to the role's independence).

Recommendation

To approve the current banking mandate of the Lloyds current account and the Lloyds fixed term deposit account.

To approve the use of the Lloyds current account to deposit and withdraw cash up to £10K

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Report Number:
10 / 2324

Report to:	Full Council
Date of Meeting:	12 th July 2023
Authorship:	RFO
Subject:	Internal Audit Report 2022-23 (Final)

Introduction

1. The Council has received the final internal audit, which evaluates the effectiveness of its risk management, control and governance processes and considers internal auditing guidance for smaller authorities.
2. The executive committee has reviewed and considered the report before resolving to approve proposed actions as appropriate responses to the internal audit report's recommendations (EX0623/10).
3. The final internal report was conducted in person, on 9th May 2023, by the auditor Mrs Victoria Waples. This is the second audit by the new auditor and the appropriate letters of engagement were completed.
4. The full interim internal audit report and recommendations response sheet is shown in the Appendix.

Report Recommendations

5. Recommendation 1 – subject VAT page 2
The relevant invoices should be added to the next VAT reclaim and a review of the timing of the submission of the VAT reclaim undertaken to ensure that whilst submission is within a timely manner, that it is in line with the underlying records.
6. Comment and action (RFO) – This is in relation to two invoices with £343.09 worth of VAT included which were included in the year-end figures but where the VAT return had been submitted previously. The RFO will review the timing of VAT submissions with specific emphasis on the final quarter and year end processing date.
7. Recommendation 2 – subject Standing orders page 5 (standing orders)
Council might also wish to note that NALC have updated LTN 87 Procurement which contains the current procurement threshold figures.
8. Comment and action (CEO) - NALC do not appear to have updated LTN 87 Procurement on their website, but the statutory instrument (legal reference) has been identified and it is proposed that the standing orders section 18 relevant to financial controls and procurement is amended accordingly. £30,000 replacing £25000 to be inclusive of VAT as per The Public Contracts (Amendment) Regulations 2022.

9. Recommendation 3 – subject Standing orders page 5 (financial regulations)
At the next annual review, Council might wish to also review the Procurement Thresholds amendments (SI 2022/139) of the Public Contracts (Amendment) Regulations 2022 which came into force on 21st December 2022 and make the changes to the contract value limits from £25000 to £30000 for non-central government authorities. The contract value limits are to be calculated inclusive of VAT (effective from 1st January 2022).
10. Comment and action (RFO) – as per previous response but in relation to Financial Regulations, it is proposed that section 13b on procurement is amended accordingly. £30,000 replacing £25000 to be inclusive of VAT as per The Public Contracts (Amendment) Regulations 2022.
11. Recommendation 4 - subject Standing orders page 6
Upon a review of the FR's as seen on the website, it is noted that the thresholds as written as footnotes under contracts have been mislaid and should be reinstated. FR11.1b and 11.1c refer.
12. Comment and action (RFO) – The footnotes have been missing from the financial regulations since at least October 2019. The model regulations that the Councils are based upon state in 11.1b that “The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts.” This is set out in section 13b(i) instead of being in the footnotes, so duplication of this information is not suggested as per the recommendation. 11.1c states “Thresholds currently applicable are: a) For public supply and public service contracts 209,000 Euros (£181,302) b) For public works contracts 5,225,000 Euros (£4,551,413) Based on NALC's Model Standing Order 18d ©NALC 2018”. This should be reinstated immediately.
13. Recommendation 5 – subject Year-end Governance Procedures page 18
For Council to positively demonstrate that it has provided for the exercise of elector's rights and that the dates set are in accordance with the period specified within the Accounts and Audit Regulations 2015 it is advised to not only publish the dates set but to also record in the minutes the agreed dates. Evidence of the proper provision for the exercise of the public rights is usually by means of publication of the supplied form on the Council's website and a minute reference at the meeting at which the RFO confirms the dates set.
14. Comment and action (RFO) – Although the exercise of elector's rights was published on the website it was removed after 6 months and should remain available until at least the auditor's final end of year audit. The plan to include this in the reconfiguration of the finance section of the website is scheduled for July as this has previously been agreed during the interim audit process.
15. Recommendation 6 – subject 17 Additional Comments page 21
Council should consider the adoption of a Document and Data Retention Policy to cover all records and documentation, whether analogue or digital, retained in hard copy or electronic form to allow the elimination of paper and electronic records that are no longer necessary and will not impede on the Council's ability to meet its statutory functions and provisions for services.
16. Comment and action (COO) – The COO has provided the Council with a new policy for data retention which was adopted at the June 23 Executive meeting (EX0623/12b). It is noted that prior to this the Council did have a document retention policy which was utilised from NALC.
17. Recommendation 7 - subject 17 Additional Comments page 22
Council should undertake a cookie audit to ascertain whether its website uses cookies and if in use, provide information to users of its website about cookies in such

a way that the user will see it when they first visit the site. Detailed information should also be included about cookies in a cookie policy accessed through a link within the consent mechanism and at the top or bottom of the website.

18. Comment and action (COO) – The COO confirmed with the Council’s website provider that all Wix websites use cookies and that a detailed explanation could be found at <https://support.wix.com/en/article/cookies-and-your-wix-site>. The Diss Town Council website already displays a cookie consent notice at the foot of the page when a user first visits the site so a regular visitor would not always see it, but it does meet all the requirements. With regard to the cookie policy the website provider was unsure what use it would serve. But a request for examples of other council’s cookie policies that could provide a useful template has been made to the auditor.

Recommendations

1. To note the contents of the final internal audit report 2022/23 (Appendix)
2. To approve the proposed actions as appropriate responses to the internal audit report’s recommendations.

Report to Diss Town Council

Internal Audit of the Accounts for the Period Ending 31st March 2023

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

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

The Accounts for the period year ending 31st March 2023 can be summarized as follows:

Income for the year:	£773,128
Expenditure for the year:	£916,343
Precept figure for the year:	£585,714
General Reserves for the year:	£336,601
Earmarked Reserves for the year:	£341,345

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

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

DISS ANNUAL INTERNAL AUDIT – 2022 – 2023

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

Subject & tests carried out	Comments/Recommendations
<p>1. Proper book-keeping. Examination of</p> <ul style="list-style-type: none"> • Cashbook • Reconciliations of cashbook 	<p>As previously confirmed, the council uses the RBS Rialtas Omega accounting package which produces reports on an Income and Expenditure basis. Council follows Proper Practices in ensuring that its accounting procedure gives a more accurate presentation of an authority's true financial position by focusing on the balance of economic benefits that it has under its control, rather than just its bank balance.</p> <p>The cashbook is reconciled on a monthly basis, regularly verified against bank statements and contains entries from day to day of all sums of money received and expended by the council along with matters to which the income and expenditure relates. All receipts and expenditure transactions are referenced with a description as to the expenditure and income being incurred to ensure the integrity of data being input and processed. The RFO has ensured that the full range of the financial package has been used for the preparation of the end-of year accounts.</p> <p>Spot checks were made and were found to be correct. Journal entries between cost codes for the period under review were seen and verified. The Responsible Financial Officer has ensured that the cash book is the focus for day-to-day accounting and is aware that the balancing off and reconciliation to the bank statement remains the most important control over the accounting system.</p>
<p>2. Payment controls. Examination of:</p> <ul style="list-style-type: none"> • Understanding of the process involved for reclaiming VAT • Expenditure controls • Internet Banking controls • Procurement controls • Tenders submitted • General power of competence • S137 of the 1972 Act 	<p>VAT is identified in the cash book and reclaimed on an annual basis. The VAT Assessment File for the three quarters to 31st December 2022 were seen as produced by the accounting package operated by the Responsible Financial Officer. Settlement of the account submitted for these quarters was seen and verified within the cashbook and was evidenced from the Council's bank statements. At year-end It is noted that the claim for the last quarter of 2022-2023 in the sum of £34,775.61 was submitted for settlement after the year-end. It is however noted that this figure does not reflect the year-end position of £35,118.70 (as verified and evidenced on the Trial Balance) and is due to the submission of two invoices into the accounting system after the year-end VAT claim had been run and submitted.</p> <p>Recommendation: the relevant invoices should be added to the next VAT reclaim and a review of the timing of the submission of the VAT reclaim undertaken to ensure that</p>

	<p>whilst submission is within a timely manner, they it is in line with the underlying records.</p> <p><i>Comment: VAT has been appropriately identified in relation and correctly coded according to the Council's business and non-business activities within the financial records of the software used by council and the Council has robust arrangements in place for handling its responsibilities regarding VAT.</i></p> <p>In accordance with its own Financial Regulation 5.2, all expenditure is presented to Council on a monthly basis for review and authorisation for payment is made by resolution. Council has ensured that, for the settlement of its invoices by the BACS system, and in accordance with Financial Regulation 6.10, there is a two-tier authorisation system which ensures that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories. A review of the procedures followed for receipt of invoices, agreement of invoice detail and confirmation of goods or services delivery along with approval for payments was undertaken on 20 individual payments in the period between 1st September 2022 and 31st March 2023. In the actions undertaken in committing the Council's resources, Council is operating within Financial Regulations 5.2; 6.9 through to 6.10.</p> <p>Council continues to show good practice by ensuring that, on receipt of invoices, verification that the relevant goods or services have been received is obtained and invoices checked to ensure that the arithmetic is correct, agreed discounts have been deducted and everything is acceptable regarding reclaiming the VAT.</p> <p><i>Comment: this system continues to protect the Responsible Financial Officer as well as fulfilling an internal control objective to ensure the safeguarding of public money thereby allowing Council to ensure that it has maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.</i></p> <p>A further spot check of items paid via Direct Debit system from the Council's Accounts were cross checked against cashbook, bank statements and invoices. All were found to have an underlying audit trail with appropriate documentation in place.</p> <p><i>Comment: in accordance with Financial Regulation 6.8, payments for utility supplies which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation may be made by variable Direct Debit provided that the instructions are signed by two Officers and any payment made are reported to Council.</i></p>
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	<p>The Council’s Purchase Order file for items ordered in accordance with Council’s own Financial Regulations was reviewed during the internal audit visit. A random sample of orders placed during the period under review shows that Council has operated within its own Financial Regulations within the limits set for the purchase of goods and services above which three estimates or quotes should be invited from persons or firms competent to do the work.</p> <p><i>Comment: Council follows good practice by ensuring that an official order is issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Council further demonstrates good practise by understanding that official orders both commit a supplier to a price and help prevent unauthorised credit being granted in the authority’s name. In accordance with proper practises, on receipt of invoices, verification that the relevant goods or services have been received is obtained and invoices are checked to ensure that the arithmetic is correct, agreed discounts have been deducted and everything is acceptable regarding reclaiming the VAT. The Purchase Order file is numerically held and controlled by the Responsible Financial Officer/Clerk. All orders are authorised in accordance with Financial Regulation 10.1.</i></p> <p>During the period under review one new significant contract was awarded for the Meres Mouth and Park Toilets submitted. It is noted that the website does not show any procurement contracts that are currently in operation by the Council.</p> <p><i>Comment: Council might wish to review this provision of the Transparency Code 2015 noting that certain information is to be published quarterly - details of any contract, commissioned activity, purchase order, framework agreement and any other legally enforceable agreement with a value that exceeds £5,000.</i></p> <p>Council does not fulfil the criteria to be eligible to use the General Power of Competence (at least two-thirds elected members and a qualified Clerk (CiLCA or higher)) and relies upon statutory legislation as well as the regulatory limits and guidelines of s137 of the Local Government Act of 1972.</p> <p>The Schedule of Grants made during the year under review was reviewed and verified. Full Council to date has approved small grants to the sum of £1,363 covering a carried forward request from 21-22 for Parish Fields Friends (£643) and a grant of £720 to Dove Dementia Care (£720) for 22-23 against an annual budget of £20, 000.</p> <p><i>Comment: Council has a comprehensive Grant Policy outlining grant aid that will be awarded to applicants from voluntary and not-for-profit organisations that work for the</i></p>
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DISS ANNUAL INTERNAL AUDIT – 2022 – 2023

	<p><i>benefit of Diss residents supporting the town’s distinction and heritage, partnership and synergy, and community and people.</i></p> <p>Payments within the s137 Expenditure budget amount to £262 for the year under review which were within regulatory limits and guidelines.</p> <p><i>Comment: Council is aware that the use of s137 of the LGA 1972 (as amended by the Local Government and Housing Act 1989 s36) is a capped expenditure which gives the Council the power to incur expenditure which in their opinion is in the interests of and will bring direct benefit to their area or any part of it or all or some of its inhabitants. The benefit obtained must be commensurate with the expenditure incurred and the annual expenditure must not exceed the total electorate multiplied by the annual statutory limit per elector.</i></p> <p>The council has three Public Works Board Loan (Heritage Triangle Project and Boardwalk and Gardens). The balance outstanding as at 31st March 2023 was £119,493.10. Payments were made in accordance with the instalment repayment schedule and residual capital balance and totalled £36,649.64 (£18,324.82 in both September 2022 and March 2023) for the year under review. The schedule along with loan end dates were verified during the internal audit on year-end procedures (9th May 2023).</p>
<p>3. Standing Orders Examination of:</p> <ul style="list-style-type: none"> • Compliance • Annual Review • Adherence • Appointment of Responsible Financial Officer 	<p>Council’s Standing Orders, were formally adopted at the meeting of full Council of 9th November 2022 and are based on the latest model published by the National Association of Local Council (2018) with amendments relating to Procurement and Financial Thresholds. As such they are compliant with legislation and have been adapted (where they are not statutory requirements) to ensure that they are relevant to the Parish Council.</p> <p><i>Comment: Council is aware of the requirement to ensure that the SOs are fully tailored to the council and that in accordance with proper practices they need to be regularly reviewed, fit for purpose and adhered to.</i></p> <p>Recommendation: Council might also wish to note that NALC have updated LTN 87 Procurement which contains the current procurement threshold figures.</p> <p>Financial Regulations (FR), were reviewed at the meeting of 15th March 2023 and show amendments to spend thresholds and authority for the Facilities and Buildings Manager; the timing of BACS payment runs; balances to be held in the Wages and Petty Cash Account. Overall the Council’s Financial Regulations are based on the Model Financial Regulations produced by NALC in 2019.</p> <p>Recommendation: at the next annual review, Council might wish to also review the Procurement Thresholds amendments (SI 2022/139) of the Public Contracts</p>

	<p>(Amendment) Regulations 2022 which came into force on 21st December 2022 and make the changes to the contract value limits from £25,000 to £30,000 for non-central government authorities. The contract value limits are to be calculated inclusive of VAT (effective from 1st January 2022).</p> <p>Recommendation: upon a review of the FR’s as seen on the website, it is noted that the thresholds as written as footnotes under contracts have been mislaid and should be reinstated. FR11.1b and 11.1c refer.</p> <p>The Council, in accordance with proper practices and with reference to section 151 of the Local Government Act 1972, has employed a Responsible Financial Officer (RFO) who is responsible for the financial administration of the authority. Section 1.8 of the Council’s FR’s demonstrates that this a statutory office appointed by the Council.</p>
<p>4. Budgetary controls.</p> <p>Examination of:</p> <ul style="list-style-type: none"> • Verification of process of setting of budget • Monitoring of budget • Reporting of expenditure and variances • Monitoring reserves 	<p>As stated previously, the minutes of 12th January 2022 show that Council agreed to adopt a budget which would require a precept request of £585,714 equating to £208.59 for a Band D property. The meeting further determined that the minimum level of general reserves appropriate for the year 2020/2023 should be set at 6 months of expenditure. Evidence was seen of budget report to actual with committed expenditure and funds available for the year under review. Expenditure breakdown by heading was provided with detailed income and expenditure by account for currently funded projects. The income reports show income against specific budget headings. This is then further analysed to show percentage of income against budget.</p> <p>A review of the budget information submitted including detailed income and expenditure position was undertaken during the year and as verified at the internal audit reviews. The reports submitted by the Responsible Financial Officer provide clarity on the day-to-day functioning of the revenue budgets along with transactions to/from Earmarked Reserves allowing for an understanding of the use of the annual precept funds and existing funds in the context of the Council’s overall budget assessment process. The reports submitted show income and expenditure to date under each heading of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget and, in accordance with the Council’s FR 4.8, variations (whether overspends or underspends) of 15% are reported as “material” variances.</p> <p><i>Comment: Council shows good practice by following the recommended key stages as to the budgetary process to be followed for the year and ensures that in its monitored actual performance against its budget during the year taking corrective action where necessary.</i></p>

	<p>Council operates within the parameters of its own FR 4.2 by ensuring that virements between budgets are considered by the Council as and when they arise, “No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate (‘virement’).” The Clerk is authorised to incur expenditure in cases of extreme risk to the delivery of Council services, whether or not there is any budgetary provision for the expenditure, in accordance with the limits imposed under Financial Regulation 4.5 (£5,000).</p> <p><i>Comment: Council is mindful of the requirement for such authority to be evidenced by a minute or by an authorisation slip duly signed by the Clerk and where necessary also by the appropriate Chair.</i></p> <p>The Council, at year-end (31st March 2023) had overall reserves totalling £677,946.02 with the General Residual Fund of £336,600.68 and agreed Earmarked Reserves of £341,345.34. The Accounts Report for Quarter 4 & Year End Transfer Request to be submitted to full Council at its meeting on 17th May 2023 provides clarity on expenditure from General and Earmarked Reserves. Council has, within its own Reserve Policy, set a limit to be held for its general reserve and is aware that this will be subject to further reviews to include cash flow requirements, inflationary and interest rates, diversification of funds to spread risk and optimize interest returns prior to year-end adjustments to maintain the prescribed level.</p> <p><i>Comment: Council is aware of the guidance as issued by Proper Practices which states that it is regarded as acceptable for a council’s general (non-earmarked revenue) reserves to be maintained at between three and twelve months of Net Revenue Expenditure and that it should ensure that the level of general reserves adopted is in accordance with its General Reserve Policy. It is generally held that councils with income and expenditure in excess of £200,000 should plan towards three months equivalent general reserve.</i></p> <p>Council has noted that there is no upper limit for Earmarked Reserves, but they should be held for genuine and intended purposes and their level subject to regular review and justification (at least annually). During the previous year, the Council adopted a Reserve Policy, stating that, in line with guidance as issued under the Practitioners Guide, there will be a requirement to review the level and purpose of all Earmarked Reserves and provide explanations as to any high level of general reserves being held. Whilst this was</p>
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	<p>formally adopted at the meeting of full Council of 6th January 2022, the annual review for the year ending 31st March 2023 has not yet been undertaken.</p> <p><i>Comment: It is noted that the reserves and associated movements for the year ending 31st March 2023 will be reviewed at the meeting of 17th May 2023 prior to the submission of and formal approval of the year-end figures.</i></p>
<p>5. Risk Management.</p> <ul style="list-style-type: none"> • Annual Review and Minuted • Review of risks associated with <ul style="list-style-type: none"> ➤ Financial Management ➤ Cemetery ➤ Allotments ➤ Building/ Assets • Insurance in place <ul style="list-style-type: none"> ➤ Adequate ➤ Reviewed • Fidelity Guarantee Cover Insurance <ul style="list-style-type: none"> ➤ Adequate ➤ Reviewed • Internal Controls documented and regularly reviewed 	<p>The Council’s Risk Management Strategy adopted by the Council at the meeting of 18th August 2022 covers the year 1st April 2022 to 31st March 2023 and follows an internal review to ensure that there is protection in place for council’s assets and that the manner in which council operates is in conformity with its overall objectives. The document is regarded as a “live” register with evidence provided of reviews by both the Council and the Finance Risk and Compliance Committee (FRCC).</p> <p><i>Comment: Council continues to ensure that it acts within the sphere of the controls as set out in the Risk Register for 2022 – 2023 and has demonstrated that in accordance with Proper Practices and with reference to the Accounts and Audit Regulations 2015, it has in place safe and efficient arrangements to safeguard public money and that a regular review of the safety of the parish council’s assets and in particular its money, is part of the methodical manner in which Council addresses the risks associated with the activities and services it provides.</i></p> <p>A scan of the minutes did not give rise to any unusual financial activity and there were no actions of a potentially unlawful nature being considered.</p> <p>At its meeting of 15th March 2023, following a review by the Executive Committee, full Council reviewed and approved the insurance schedule for 2022-2023 with minor changes agreed to reflect assets acquired and disposed of and an understanding of the cover in place for council owned streetlights and CCTV. Such a review will allow cover to be continued through to the coming year in accordance with the long-term undertaking that will be in place until 1st April 2027. A review of the Council’s assets and risk required no significant amendments to the policy being proposed and the annual insurance premium offered for the year commencing 1st April 2023 has been approved.</p> <p>Core cover shows the following: Public Liability £15,000,000; Employer’s Liability £10,000,000; Hirer’s Liability £20,000,000 & Fidelity Guarantee Cover is £1,000,000 which meets the current recommended guidelines which provide that the cover should be at least the sum of the year-end balances plus 50% of the precept/grants. Ten premises are covered under material damage with business interruption for two premises. All Risks cover is in place for the council’s premises as noted and assets with</p>

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	<p>cover non-location specific. As part of its overall area of risk management, with particular reference to play equipment and associated areas, all play area inspection reports are submitted to and considered with relevant actions being undertaken where necessary. <i>Comment: in accordance with Proper Practices, Council has identified its key risks and taken steps to manage them in a way which it can justify to a level which is tolerable by transferring the risk and buying in services from specialist external bodies and taking out insurance. Overall Council has understood the requirement to have in place safe and efficient arrangements to safeguard public money.</i></p> <p>Council formally reviewed its Internal Controls during the year under review at its meeting of 15th March 2023 following a recommendation from the Executive Committee. Such a review confirms that the specific control procedures for payments by bank transfer or other electronic means were utilised and that it had in place an adequate process to protect the Council against payment of invoices which may show fraudulent bank account details. Such control measures are also replicated within the Governance and Management Risk Register of 2022-2023, which was reviewed and adopted at the same meeting. Such a review continues to demonstrate that Council has taken steps to ensure that it has processes in place to enable it to identify, assess and record the control mechanisms in place to ensure that all reasonable steps are taken to safeguard and protect public finances. Safe and efficient arrangements are also in place to cover how the council orders goods and services, incurs liabilities, manages debtors, makes payments and handles receipts.</p> <p>As part of its review of governance and internal control measures, Council has adopted an Internal Control Statement which covers the purpose of the system of internal control; the personnel involved with the internal control regime, internal and external audit remit, review of effectiveness of internal control along with an action plan to address issues raised within the internal control process. <i>Comment: Council has ensured conformity with the requirements of Regulation 6 of the Accounts and Audit Regulations 2015 and formally reviewed the effectiveness of its system of internal control.</i></p>
<p>6. Income controls. Examination of:</p> <ul style="list-style-type: none"> • Precept • Other income: <ul style="list-style-type: none"> ➤ CIL ➤ Burial and associated fees 	<p>Council received precept in the sum of £585,714 from South Norfolk District Council for the period under review in May and September 2022 as reported within the Income and Expenditure Reports for the months of May (submitted to the meeting of 15th June 2022) and September (submitted to the meeting of xxx October 2022). Evidence was provided showing a full audit trail from Precept being discussed and approved to being served on</p>

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<ul style="list-style-type: none"> ➤ Allotment fees ➤ Hall hire fees ➤ Market fees ➤ Bank Interest • Aged Debtor Listings 	<p>the Charging Authority to remittance advice showing the Precept to be paid and receipt of same in the Council’s Bank Account.</p> <p>For the period under review Council received CIL Receipts in the sum of £20,362.44. CIL receipts are reported to full Council as part of its overall Income and Expenditure Reports. A copy of the annual report for the year ending 31st March 2023 showing retained balance of £48,045.41 which is still to be formally signed off by the Council and uploaded onto the Council’s website. From the Earmarked Reserves breakdown seen for the year-end review, it was noted that Council has allocated a specific reserve which has been set up for retained CIL balances to be ringfenced for infrastructure spending.</p> <p><i>Comment: Council is in conformity with its reporting duties (121B 2e i&ii The Community Infrastructure Levy (Amendment) (England) (No 2) Regulations 2019), in that it has allocated retained balances of CIL funds against an Earmarked Reserve specifically allocated and that the relevant timeframes for such expenditure be annotated.</i></p> <p>During the year under review, Council received income from a number of identified sources all of which was banked intact with the transactions identified within the accounting system operated by the Responsible Financial Officer. In accordance with Financial Regulation 9.3, Council continues to review all fees and charges annually, with increases where deemed appropriate, following a report as submitted by the Responsible Financial Officer. A sample review of the control rents for the market, allotments, hall hire and sports ground hire fees along with associated documentation was undertaken during the internal audit visit and all expected income was found to be based on the correct price, properly recorded and promptly banked with VAT (where appropriate) accounted for.</p> <p>In accordance with guidance within the Practitioners’ Guide, a sample review of transactions from the formal Burial Register entries was undertaken with the review demonstrating that the register was well maintained, up-to-date and that fees have been charged at the correct approved rate and have been recovered within a reasonable time. The treatment of the provision of these facilities for VAT purposes is in accordance with VAT Notice 701/32.</p> <p><i>Comment: In accordance with the Local Authorities’ Cemeteries Order 1977 (SI 1977/204, art 15(3), Council has maintained a table of the nature and amount of fee or charge payable in relation to Cemetery Interment and Memorial Fees.</i></p> <p>Further spot checks during the internal audit visit on further items paid under BACS / Direct Credit into the Council’s Accounts were cross checked against cashbook, bank</p>
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	<p>statements and invoices raised by the Council. A review of the Omega transaction reports was undertaken to ensure income was coded to the appropriate nominal income code and all were found to be in order with appropriate control procedures and documentation to provide a clear underlying audit trail through to invoicing and recovery of all such income. Overall income is recorded in accordance with Financial Regulations and reported to Full Council within the monthly Income and Expenditure reports.</p> <p>The outstanding sales ledger invoices for the period ending 31st March 2023 was reviewed and verified. The Responsible Financial Officer has advised that there are no irrecoverable accounts for consideration as bad debts and appropriate follow up action is in place for all debtor listings.</p> <p><i>Comment: Council is aware that Proper Guidance states that uncollectible amounts, including bad debts, should only be written off with the approval of members, or under delegated authority by the Responsible Financial Officer and that such approval should be shown in the accounting records.</i></p>
<p>7. Petty cash/expenses procedure.</p>	<p>The Council does not operate a petty cash system.</p>
<p>8. Payroll controls. Examination of:</p> <ul style="list-style-type: none"> • Management of payroll • PAYE/NIC system in place • Compliance with HMRC procedures 	<p>The council's payroll service is conducted using the Sage payroll software and has been operated properly and overseen by the council as an employer.</p> <p><i>Comment: There are robust payroll arrangements in place which ensures the accuracy and legitimacy of payments of salaries and wages, and associated liabilities and as such the Council has complied with its duties under employment legislation and has met its pension obligations.</i></p> <p>At year-end Council had 14 employees on its payroll, all which are members of the Local Government Pensions Scheme as operated by Norfolk County Council.</p> <p><i>Comment: Council should be aware that every three years an employer it must put certain staff back into a pension scheme. This is known as 're-enrolment'. This is an employer's legal duty and Council's must let the Pension Regulator know when they have completed the task by completing and submitting a re-declaration of compliance.</i></p> <p>In accordance with Proper Practices, PAYE taxes and employee and employer National Insurance contributions (NIC) are calculated and recorded for every employee. Salaries are paid in accordance with contracted hours worked, appropriate pay scales for staff and as per the relevant staff point on the national NJC scales.</p> <p><i>Comment: in accordance with Proper Practices, Council has ensured that the remuneration payable to all employees has been approved in advance by the Council.</i></p>

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	<p>Cross-checks were therefore completed on items each of salary, PAYE and pension contributions and reviewed against the relevant pay scales, appropriate tax and NI contributions deduction tables and pension deductions for staff. The verification of net pay to employees was undertaken in relation to the monthly payroll for October and November 2022 and March 2023 and all were found to be in order. The Internal Auditor can also confirm that PAYE taxes, employee and employer National Insurance contributions (NIC) and pension contributions are calculated and recorded for every employee. Deductions are paid to HM Revenue and Customs and Norfolk Pension Fund on or before the dates prescribed. Of the samples reviewed, gross pay due is correctly calculated in accordance with the approved spinal point on the NJC scale and also with the contracted hours.</p> <p>In accordance with Council’s FR 7.4 payments to employees and appropriate creditor of the statutory and discretionary deductions are recorded in a separate confidential record (cash book) which is only open to inspection or review under circumstances outlined under FR 7.4 a-d.</p>
<p>9. Asset control. Examination of:</p> <ul style="list-style-type: none"> • Asset Register • Checks on existence of assets • Recording of fixed asset valuations • Cross checking on insurance cover 	<p>The Asset Register is held on a computerised system and covers those items listed under insurance and within the parish council’s remit for maintenance and ownership. The Asset Register currently stands at £8,317,458.77 which shows overall movement of £27,724.92 to that declared at the year-end of 31st March 2022 taking into account acquisitions and disposals during the year under review. The Asset Register details assets held by the Council which have been defined as Fixed Assets broken down into Community assets (£7,379,820.86) and Equipment, Fixture and Fittings (£937,637.91). There is appropriate measures in place to allow for the tracking of additions and disposals from the previous year to the current year. The approved itemised list as at 31st March 2023 will form the basis of Box 9 of the Annual Governance and Accountability Guide.</p> <p><i>Comment: the council has understood the guidance issued ensuring that it maintains a formal asset register which is routinely updated to record new assets at historic cost price, net of BAT and to remove any disposed of / no longer servicable assets.</i></p> <p>The Asset Register was reviewed during the Internal Audit Visit and a spot check of assets against insurance valuations was undertaken and found to be in order. All assets were found to be appropriately insured or where appropriate, self-insured, by the Council. Where assets have been gifted or where there is no known value, assets have been given</p>

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	<p>the proxy value of £1. This value has also been applied to a number of Community Assets, which, in accordance with guidance, are treated in the same manner as gifted assets.</p> <p><i>Comment: This current valuation for assets commonly known as community assets is in line with requirements for smaller authorities to record each asset at its original purchase cost or where the original purchase cost is unknown at the time of first recording on the asset register, a current value is recorded, which acts as a proxy value to the original cost and will remain unchanged until disposal.</i></p>
<p>10. Bank reconciliation. Examination of:</p> <ul style="list-style-type: none"> • Reconciliations • Cashbook • Bank Statements • Credit Card Transactions • Monitoring of investments 	<p>Bank reconciliations are completed on a regular basis and reconcile with the cash sheets. Overall there is regular reporting of bank balances within the detailed financial reports submitted to Council. The importance of bank reconciliations is part of the mechanism by which proper management and monitoring of cash flow enables the Council to confirm the accuracy of its financial transactions at a given point in time.</p> <p>A review of sample of transactions from the cashbooks from the months of October 2022 through to March 2023 across the accounts held by the Council was undertaken to verify the detail held within the cashbooks to that shown on the bank statement. There were no matters arising from the review which suggested that there were errors in the entries and there was no identification of signs of fraud or duplicate entries (for which explanations or corrections were not forthcoming).</p> <p>Bank balances as at 31st March 2023 agree with the year-end bank statements and demonstrate that Council has ensured that its accounts remain in balance. Overall Council's has a year-end balance of £631,422.79 across the accounts held in the name of Diss Town Council.</p> <p><i>Comment: Council is aware that, in accordance with Proper Practices, the bank reconciliation is a key tool for management as it assists with the regular monitoring of cash flows which aids decision-making, particularly when there are competing priorities. In accordance with Proper Practices, Council has implemented a system whereby the monthly reconciled bank accounts are presented to the Council appointed Internal Controller ensuring that there is access to not only the reconciliation of the cash book to bank statements but also the underlying background evidence upon which the reconciliation is based. The full reconciliations for the months of September 2022 through to March 2023 were made available to the Internal Auditor for full scrutiny. Approval of the bank reconciliation by the authority or an authority nominee is not only good practice but is also a safeguard for the Responsible Financial Officer and fulfils one of the authority's internal control objectives.</i></p>

	<p>Spot checks were carried out on the Credit Card Statements (Barclaycard) for the period under review and statements were interrogated to ensure a clear audit trail from point of purchase to allocation on the statement. The account is subject to automatic payment in full at each designated date for the month-end.</p> <p><i>Comment: with reference to council's own FR 6.18, council has ensured that it adheres to the specific control procedure for the use of any payments by a credit card with the limits authorised by the Chairman of the Executive Committee.</i></p> <p>In accordance with Council's own Financial Regulation 5.5b (reviewed March 2023), the Clerk and Responsible Financial Officer are given delegated authorisation for fund transfers between the Council's savings and current accounts to cover expenditure due with a limit as to the reserve level that may be maintained. The minutes of 15th March 2023 demonstrate agreement to amendments to fund transfers between the Council operated bank accounts as outlined under FR5.5b to ensure that appropriate funds were held to account for wages as listed in the confidential cashbook. Where appropriate, Council approves the temporary suspension of financial regulations to allow transfer between the Council bank accounts of more than the current limit of the precept.</p> <p><i>Comment: Officers are aware that fund transfers within the councils banking arrangements as per Financial Regulation 5.5b are acceptable, provided that a list of such payments shall be submitted to the next appropriate meeting of the council and any such payment is in accordance with the limits set.</i></p> <p>At its meeting of 15th March 2023, Council, mindful that under statute it is required to maintain adequate financial reserves to meet its needs, reviewed its adopted Investment Policy and Financial Reserves Policy. The review confirmed that both policies were deemed to be appropriate and suitable for the coming financial year. Following agreement that the RFO be tasked to secure suitable alternative banks for the placement of surplus funds, the minutes of the 15th March 2023, evidence that the Council considered the report submitted by the RFO for the investment of £100,000 into a new Business Savings Account. Agreement was forthcoming to open a Lloyds bank 6-month fixed term deposit account with a £100,000 starting balance. In accordance with proper practices, the Council is aware that the temporary suspension of financial regulations will be required to allow the transfer of sums from the existing bank accounts for the purpose of opening a new bank account.</p> <p><i>Comment: Council might wish to note that long-term investments (i.e. those for more than 12 month terms) should be reported as Assets in the AGAR Section 2 Box 9.</i></p>
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<p>11. Internal Audit: Examination of:</p> <ul style="list-style-type: none"> • Reporting of Previous Internal Audit Reports • Review of internal audit • Appointment of internal auditor 	<p>The narrative Internal Audit Report to accompany the Annual Internal Audit Report (from the Annual Governance and Accountability Return) for the period ending 31st March 2022 was considered at a meeting of full Council on 13th July 2022. Members resolved to approve the proposals as submitted by the Responsible Financial Officer relating to the Internal Auditor’s recommendations with agreement that the Responsible Financial Officer would further investigate diversification of Council funds.</p> <p>The narrative Interim Internal Audit on the Council’s financial transactions and internal control system for the period ending 31st August 2022 was presented to and considered by Full Council at its meeting of 9th November 2022.</p> <p>There were seven recommendations which required the completion of an audit plan:</p> <p>Recommendation 1 - the RFO, Clerk or Deputy Clerk shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used (FR. 10.5 refers)</p> <p>Recommendation 2 - Council to ensure that it uploads data for 2022 following the publication guidelines outlined in the Transparency Code (particular reference to Grants approved for the year 2022).</p> <p>Recommendation 3 – Review of credit card limits to ensure that the ensure that the limitations of the use of the credit card accurately reflects the system currently in place in terms of use (Staff Members – Clerk, Responsible Financial Officer, Deputy Clerk and Facilities and Maintenance Manager) and limits imposed for each individual staff member (FR 6.18 refers).</p> <p>Recommendation 4 - Council should note Regulation 20 (in part) which states that the annual audit letter received from the auditor must be considered by the authority</p> <p>Recommendation 5 – Council to ensure that the Public Notice for the Exercise of Public Rights remains able to be viewed on its website for the current year until the year-end internal audit is carried out after 31st March 2023 to enable the control tests to be ascertained and for the Internal Auditor to be able to answer in the affirmative to Assertion M of the Annual Internal Audit Report.</p> <p>Recommendation 6 - Council to review the publication provisions contained with the Accounts and Audit Regulations 2015.</p> <p>Recommendation 7 - Council to review the frequency of information that is to be uploaded to its website which should include but is not limited to: Invitations to Tender exceeding £5,000 (publish quarterly), Contracts awarded exceeding £5,000 for (publish quarterly); Details of all grants given (publish annually); Details of all land and building assets (publish annually)</p>
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	<p>The meeting was provided with an audit plan which provided members with a comprehensive proposal to address the recommendations contained within the report and as outlined above.</p> <p><i>Comment: Council is aware that in accordance with Proper Practices, it should minute the annual review of internal audit and any actions planned from the outcomes of the tests undertaken along with the narrative reports from the Internal Auditors. The annual internal audit report will inform the Council’s response to Assertions 2 and 6 in the annual governance statement. Council has also complied with recommended guidance which states that the internal audit reports should be made available and published to support and inform members considering the council’s approval of the Annual Governance Statements.</i></p> <p>In accordance with the Accounts and Audit Regulations 2015, the Council formally reviewed the scope and effectiveness of its internal audit arrangements at its meeting of 15th March 2023 having first reviewed the provisions within the internal audit plan at its meeting of 16th March 2022. Agreement was forthcoming that there were no amendments required to the internal audit plan which had been reviewed and that existing arrangements were appropriate for the council and that the audit plan properly took account of all of the risks facing the Council.</p> <p><i>Comment: Council has noted the provision of Regulation 5 of the Accounts and Audit Regulations 2105 (internal audit) which states that the authority is required to maintain an adequate and effective system of internal audit, taking into account public sector internal auditing standards or guidance.</i></p> <p>Following the review of the original audit plan, and having regard to the statutory requirements for internal audit in terms of size, scope and current financial arrangements, Mrs Waples was appointed to act as the Council’s independent internal auditor, for the period October 2022 until March 2023. A letter of engagement has been provided to the Council detailing the provision of audit services for the year 2022-2023 covering the annual internal audit.</p> <p><i>Comment: Council has understood that it should have a letter of engagement detailing roles and responsibilities for internal audit, audit planning and timing of visits, reporting requirements; access to information; period of engagement and remuneration.</i></p>
<p>12. External Audit Examination of: <ul style="list-style-type: none"> • Reporting of External Audit Report </p>	<p>The External Audit Report and Certificate for the year ending 31st March 2022 having been received by the Council in September 2022 was submitted to and noted by Full Council with formal adoption at the meeting of 9th November 2022. There were no</p>

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<ul style="list-style-type: none"> • Publication of final certificate 	<p>matters which came to the attention of the external auditor that gave cause for concern that relevant legislation and regulatory requirements that have not been met.</p> <p><i>Comment: Council has noted Regulation 20 (in part) which states that the annual audit letter received from the auditor must be considered by the authority and published (including publication on the authority’s website) and to permit copies to be purchased.</i></p> <p>The Internal Auditor is able to verify that the external auditor report and certificate along with the conclusion of the external audit have been published on the Council’s website. Details as to how copies may be purchased have also been included.</p> <p><i>Comment: in order to comply with the Regulation 16 of the Accounts and Audit Regulations 2015, Council has demonstrated that it is aware that, as soon as it is reasonably practical after the conclusion of the audit, it should publish a statement saying that the audit has been concluded, giving the details of the public’s rights of inspection under section 25 of the 2014 Act (Local Audit and Accountability Act 2014) and saying where and when those rights may be exercised.</i></p>
<p>13. Year-End Accounting Procedures</p> <p>Examination of:</p> <ul style="list-style-type: none"> • Appropriate accounting procedures used • Bank Statements and Cash Book agree • Debtors and Creditors properly recorded 	<p>At the end of each financial year, the RFO has the responsibility for preparing the annual accounts for the Council and ensures that the overriding principle in the council’s final accounts reflecting goods and services that have been received (for payments) or provided (for income) by 31st March 2023 is accurately applied. The Council has not applied any de minimis level on year-end accruals.</p> <p>Accounts are produced on an income and expenditure basis. All were found to be in order. There is a full underlying financial trail from financial records to the accounts produced. Debtors and creditors have been properly recorded and the RFO has continued to ensure that the Council’s accounting software contains and records details on its assets and liabilities including the asset and investment register and other debts.</p> <p>Year-end balances agree with cash book and bank reconciliations:</p> <p>Debtors: £9,029.30 VAT Account: £35,118.70 Prepayments: £13,448.48 Trade Creditors: £779.50 Receipts in Advance: £10,293.75 Bank Accounts: £631,422.79</p> <p>Represented by: Total Reserves: £677,946.02.</p>

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	<p>The Internal Auditor confirms that having reviewed the year-end files, it is confirmed that the financial detail to be reported at Section 2 of the AGAR accurately reflects the detail in the accounting records maintained for the financial year. As the Council’s annual turnover exceeds £200,000 appropriate records were maintained throughout the year on an income and expenditure basis and that appropriate accounting arrangements were in place to account for debtors and creditors during the year and at the financial year-end.</p>
<p>14. Year-end Governance Procedures: Examination of:</p> <ul style="list-style-type: none"> • Period for the Exercise of Public Rights set in accordance with the Audit & Accounts Regulations of 2015 • Has the appropriate end of year Annual Governance and Accountability Return (AGAR) been completed? • Intermediate level review procedures • Where an authority certified itself exempt for the previous year, did it met the exemption criteria and correctly declared itself exempt? • Have the publication requirements been met in accordance with the Audit & Accounts Regulations of 2015. 	<p>Whilst members approved the dates for the notice of public rights and the publication of the unaudited AGAR at its meeting of 15th June 2022, the internal audit was unable to view the notice of the website to confirm the dates set and the minutes fail to provide clarity on same. The documentation shown to the internal auditor does however confirm that they were in accordance with those recommended by the external auditor for Summer 2022 and have been mistakenly removed from the website.</p> <p>Recommendation: for Council to positively demonstrate that it has provided for the exercise of elector’s rights and that the dates set are in accordance with the period specified within the Accounts and Audit Regulations 2015 it is advised to not only publish the dates set but to also record in the minutes the agreed dates. Evidence of the proper provision for the exercise of the public rights is usually by means of publication of the supplied form on the Council’s website and a minute reference at the meeting at which the RFO confirms the dates set.</p> <p>As the Council is a smaller authority with gross income and expenditure exceeding £25,000 but not exceeding £6.5million it will be required to complete Part 3 of the AGAR. The draft Accounting Statements from the accounting software were submitted for internal audit review and it was confirmed that these will be transposed onto Section 2 Accounting Statements of Part 3 of the AGAR to be presented to full Council for approval prior to submission to the External Auditors.</p> <p>It should be noted that given its level of income, the Council meets the requirement for an intermediate level review. Details of the additional submission requirements for those meeting this level of review can be found within the Detailed Instructions Update for the year ending 31st March 2023.</p> <p>As the Council was a smaller authority with gross income and expenditure exceeding £25,000 during the year 2021/2022, it was not able to certify itself as an exempt authority.</p>

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	<p>The Internal Auditor is able to confirm that the Council has in the main complied with the requirements of the Accounts and Audit Regulations 2015 for smaller authorities with income and expenditure exceeding £25,000 and published the following for the year 2021/22 on a public website: <i>those in bold were not seen on the website for that year</i></p> <p>Annual Internal Audit Report of the AGAR Section 1 – Annual Governance Statement of the AGAR Section 2 – Accounting Statements of the AGAR Section 3 – The External Auditor Report and Certificate Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015. Notice of Conclusion of Audit Section 3 – External Auditor Report and Certificate Sections 1 and 2 of the AGAR as audited</p> <p>As stated within the interim audit report, Council has also noted best practice which states that the Annual Internal Audit Report (page 3 of the AGAR) should also be published. This is to avoid any potential confusion by local electors and interested parties.</p>
<p>15. Transparency Code. Examination of:</p> <ul style="list-style-type: none"> • Transparency code requirements 	<p>The Council is working towards ensuring compliancy with the minimum datasets that should be published as per the requirements as set out in the Local Government Transparency Code (2015), which provides that a larger parish/town council with a gross annual income and expenditure (whichever is the high) exceeding £200,000, must publish a number of documents relating to the current year. For Diss Town Council, the transparency code requirements include the publication of quarterly reporting of spending transactions valued over £500; quarterly reporting of invitation to tender for contracts over £5,000; quarterly publication of details of every transaction on a government procurement card; the annual reporting of organisational charts; annual reporting of details of remuneration and job title of certain senior employees whose salary is at least £50,000; annual reporting of all grants made to voluntary, community and social enterprise organisations and the annual reporting of the location of public land and assets.</p> <p><i>Comment: as per the recommendation made within the interim internal audit, Council should consider reviewing the frequency of information that is to be uploaded to its website which should include but is not limited to: Invitations to Tender exceeding £5,000 (publish quarterly), Contracts awarded exceeding £5,000 for (publish quarterly); Details of all grants given (publish annually); Details of all land and building assets (publish annually).</i></p>

DISS ANNUAL INTERNAL AUDIT – 2022 – 2023

<p>16. General Data Protection Regulations (GDPR) Examination of:</p> <ul style="list-style-type: none"> • ICO Registration • Model Publication Scheme • Compliance with GDPR requirements 	<p>The Council is correctly registered with the Information Commissioner’s Office (ICO) as a Data Controller in accordance with the Data Protection Legislation.</p> <p>During the year under review, the Council’s Publication Scheme was reviewed thereby ensuring that the information held by the Council is up to date and that such a scheme has been published proactively and in accordance with the Freedom of Information Act 2000.</p> <p>Council has taken active steps to ensure compliance with the GDPR requirements and has produced a GDPR Policy that provides clear responsibilities and obligations of Diss Town Council in respect of the collecting, using and protecting of personal information in accordance with the provisions of the GDPR. Appropriate Data Protection policies and procedures are in place along with the lawful basis for the processing of data covered by the regulations.</p> <p><i>Comment: see recommendation below relating to retention of documentation.</i></p>
<p>17. Responsibilities as a Trustee Examination of:</p> <ul style="list-style-type: none"> • Council’s role and responsibilities under Charity’s Acts • Submission of returns to Charity Commission 	<p>The Council acts as a sole trustee for the Diss Surveyor’s Allotment Charity (Charity Number 293613). The Council holds separate meetings to discuss matters covering the allocation and release of funds with accounts covering the Trust’s transactions and assets being held and filed in accordance with the trust’s documents. The accounts for the year ending 31st March 2022 were approved by the Trustees of the Charity at a meeting on 15th June 2022. The Charity Commission’s Register of Charities confirm that the annual update for 31st March 2022 was received by the Commission on 3rd August 2022 and that reporting requirements are currently up to date.</p>
<p>18. Additional comments. Examination of:</p> <ul style="list-style-type: none"> • Annual Meeting • Election of Chair and Vice-Chair and signing of Declaration of Acceptance of Office • Register of Interests • Code of Conduct • Review of Terms of Reference for Standing Committees • Minutes • Openness of Local Government Bodies Regulations 2014 • Policies • Accessibility for Websites and Mobile 	<p>Council held its Annual Meeting of the Parish Council on 18th May 2022 at which the Mayor and Council Leader for the coming year were elected as the first items on the agenda, in accordance with legislation.</p> <p>In accordance with section 83(4) of the 1972 Act, Council has ensured that all Councillors, on being elected to office, including that of Mayor and Deputy-Mayor have signed a declaration of acceptance of office in the presence of another councillor or the clerk.</p> <p>Evidence was seen on the Council’s website of a link to the Register of Interests for all serving members of the Council.</p> <p>At its meeting of 16th March 2022, Council resolved to adopt the Model Councillor Code of Conduct 2020 as produced by the Local Government Association (LGA) for the purposes of discharging its duty to promote and maintain high standards of conduct</p>

DISS ANNUAL INTERNAL AUDIT – 2022 – 2023

<p>Applications</p> <ul style="list-style-type: none"> • Cookie and Disclaimer Notices on Websites • Use of secure email 	<p>within its area. Council has also noted guidance that the Code, once adopted should be published on the Council’s website.</p> <p><i>Comment: during the coming year, Council might wish to consider the work that is being taken across the sector to combat bullying, harassment and intimidation with the sector and consider the commitment being undertaken to demonstrate positive changes which are being used to support civil and respectful conduct. Council might wish to consider the adoption of the Civility and Respect Pledge.</i></p> <p>Council reviewed the terms of reference for its standing committees along with membership at the Annual Council Meeting of 18th May 2022.</p> <p>In accordance with the Local Government Act 1972 Schedule 12 para 41 (1), Council is aware that the loose-leaf minutes and associated documents of the council should be initialled and signed by the person chairing the meeting at the time of signature which ensures their lawful provenance. During the year under review, at each meeting the Council has approved the minutes and given further approval for the minutes to be so signed.</p> <p>The Openness of Local Government Bodies Regulations 2014 were enacted on 5th August and came into force on 6th August 2014. These regulations allow for the filming and recording of Council meetings (and other specified public bodies) and provide for access to records (e.g. of decisions made by officers).</p> <p><i>Comment: Council has reviewed the provisions of the 2014 Regulations to ensure that, by publishing a range of information online, it is compliant with the provisions of the 2014 Act.</i></p> <p>Upon a review of the suite of policies as listed on the website, it is noted that Council does not appear to have adopted policies that deal with the effective management of its records thereby demonstrating that it has acted in compliance with its legal and regulatory obligations. Any such policy or policies relating to record management should also include a review of council documentation on an annual basis.</p> <p>Recommendation: Council should consider the adoption of a Document and Data Retention Policy to cover all records and documentation, whether analogue or digital, retained in hard copy or electronic form to allow the elimination of paper and electronic records that are no longer necessary and will not impede on the Council’s ability to meet its statutory functions and provisions of services.</p>
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	<p>The Regulations of the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 was enacted on 23rd September 2018. The regulations aim to ensure public sector websites and mobile apps are accessible to all users, especially those with disabilities. The Accessibility Statement should detail how information will be produced on a website and how to gain access to content that is readily accessible to view. Council has a website accessibility statement on its website detailing the technical information of the website along with the methods used for testing the website; the steps being taken to improve accessibility and how the site is being improved to ensure that content meets the WCAG 2.1 Standard under Regulation 8 of the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.</p> <p>The rules on cookies are covered by the Privacy and Electronic Communications Regulations 2003 (PECR). PECR also covers the use of similar technologies for storing or accessing information, such as ‘Flash cookies’ and device fingerprinting. The ICO is responsible for enforcing these rules and recommends that organisations have clear and comprehensive information about the way they use cookies, and ensure that for any cookie not strictly necessary for their website, they give you an appropriate means of consenting to that cookie being set on your device.</p> <p>Recommendation: Council should undertake a cookie audit to ascertain whether its website uses cookies and if in use, provide informaton to users of its webste about cookies is such a way that the user will see it when they first visit the site. Detailed information should also be included about cookies in a cookie policy accessed through a link within the consent mechansim and at the top o botom of the website.</p> <p>Council has a GOV.UK domain for its council website which also supports a secure and digitally managed email system. Council is aware of the importance of ensuring that it uses a secure e-mail system with a gov.uk address thereby identifying that it has local government status and demonstrating authenticity when building trust and credibility with the public. Council has also adhered to the guidance contain within proper practices which recommends that a GOV.UK domain name be used to support council’s official email accounts for officers and councillors.</p> <p><i>Comment: for the purposes of user management, it is recommended that the Council should ensure that the Proper Officer has the ability to add and remove member and staff email accounts.</i></p>
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DISS ANNUAL INTERNAL AUDIT – 2022 – 2023

<p>19. Summary</p>	<p>The Internal Auditor offers her appreciation for the assistance given by the Responsible Financial Officer and her staff in completing this audit.</p> <p>It is reconfirmed that overall Council has demonstrated effective governance arrangements and can show evidence of strong governance and good financial practice. The internal audit review, undertaken on the documentation provided during both visits to the Council's Offices, has provided evidence of the overall adequacy of the financial arrangements in place within the council.</p> <p>The examination of the year-end accounts and supporting documentation has further confirmed that the Responsible Financial Officer has satisfactorily undertaken the administration of the Council's financial affairs and produced satisfactory financial management information to enable the Council to make well-informed decisions.</p> <p>Recommendations made are to enhance the systems in place as opposed to detract from the positive assurance that can be given as to the manner in which the Council's finances are managed.</p> <p><i>For further information and for the year effective 1st April 2023 please refer to Governance and Accountability for Smaller Authorities in England - A Practitioners' Guide to Proper Practices to be applied in the preparation of statutory annual accounts and governance statements - March 2023.</i></p>
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Date of Internal Audit Visit: 11.10.2022 & 09.05.2023

Date of Year-end Internal Audit Report: 14.05.23

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



HM Government

**LEVELLING
— UP —**

Pride in Place Community Grant Application Form

Project Applicant		
Name of organisation/group	Diss Town Council	
Lead contact Name, phone number & email address	Sarah Richards, Town Clerk 01379 673022 (direct dial) sarah.richards@diss.gov.uk	
Location of project Address and postcode Which District Council area:	Diss Park, IP22 4LE (easting – 611476 / northing – 279715)	
<input checked="" type="checkbox"/> South Norfolk <input type="checkbox"/> Broadland		
Which of these best describes your organisation?	Local Authority <input checked="" type="checkbox"/> Town/Parish Council <input type="checkbox"/> Charitable Organisation <input type="checkbox"/> Voluntary Organisation <input type="checkbox"/>	Charity no.
Are you VAT registered?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	VAT No. 192 9311 91

Project Description	
Type of project	Capital e.g. building improvements <input checked="" type="checkbox"/> Revenue e.g. community engagement <input type="checkbox"/> Feasibility <input type="checkbox"/>
Brief outline of the project 150 words maximum	<p>Phase 2 of the town's beacon of hope partnership project is to build on a legacy for the people of Diss following the challenges of the pandemic. It will provide a fully accessible space for the public to sit and enjoy the vista of the Mere and green open space of the Park, promote the town's history allowing visitors to reflect on key recent events including our community's resilience during Covid-19 as well as plaques acknowledging memories of the Queen's life and the King's Coronation. A unique material record will be contained within a time capsule buried in its base and project contributors will be acknowledged. The amenity will act as a key focal point for special occasions such as at an unveiling ceremony late 2023 and in 2024 to mark the 80th anniversary of D-day.</p> <p>Project specifics include site landscaping & construction of a foundation to support the installation of paving, a granite base, engraved panels and seating.</p> <p>Words: 159</p>
Project need Explain why the project is required, include data to support your views	<p>This project emanated from the desire to bring together the community following the pandemic with a place, landmark and focus for commemorating COVID-19; remembering those we have lost; honouring those who helped us through and encouraging us to hope for better times ahead. A dedicated group of volunteers alongside the Town Council including the local Rotary Clubs and school representatives have championed this project to both build on the legacy of the Beacon and deliver two hugely successful free and accessible family events in June 2022 'Glow in the Park' in honour of the late Queen's Platinum Jubilee and in May 2023 for the King's Coronation.</p> <p>Involving the community has been integral to this project. We are continuing to involve members of the community by asking them to contribute to the content for the beacon panels. The thoughts and ideas of young people on the Queen's life will also be captured in a time capsule alongside memories of the Coronation from older generations to create a unique intergenerational material record of this historic milestone in the country's history to be uncovered in years to come. We will be using social media to update the wider community about the project to encourage as many people as possible to get involved.</p> <p>A key component of the project are walking and cycling trails around Diss and the local area. These Beacon Trails have a twofold purpose:</p> <ol style="list-style-type: none"> 1. Looking back: as a remembrance of the "lockdown loops" of local exercise permitted during coronavirus,

		<p>which became a daily source of comfort and relief to so many</p> <p>2. Looking forward: promoting healthy outdoor exercise for all the family in and around our beautiful town, both as a good way to safeguard against the risk factors of covid (e.g. obesity) and as a helpful wellbeing strategy to combat the longer-term impacts of lockdown (e.g. isolation, depression: reconnecting us with nature and our community).</p> <p>There are three Beacon Trails:</p> <ul style="list-style-type: none"> • Short walking trail: 5km, fully accessible, around the historic centre of Diss • Long walking trail: 12km, accessible for pushchairs, incorporating the historic centre of Diss and its surrounding villages to the east and south • Cycling trail: 15km, incorporating the historic centre of Diss and its surrounding villages to the north and west. 	
Estimated project start date	September 2023	Project end date (forecast)	20.10.2023
<p>Project Outcomes</p> <p><input checked="" type="checkbox"/> New/improved community facilities</p> <p><input checked="" type="checkbox"/> Local events/activities</p> <p><input type="checkbox"/> Volunteering opportunities</p> <p><input checked="" type="checkbox"/> Improved community engagement</p>		<p>Explain how the project will benefit the community, when this will be achieved and how you will monitor progress</p> <p>The benefits to the community are:</p> <ol style="list-style-type: none"> 1. leisure activities which are free to use, easily available and also accessible for families and the disabled; 2. interaction with the natural environment and improve wellbeing; 3. promote history of the town through recent events; 4. economic benefit by encouraging footfall in the town; 5. providing scope for future projects with artists and schools (e.g. fundraising sculpture trail); 6. providing a focus point for civic commemoration of local and national events of significance; <p>The project is due to be completed in October 2023 with an unveiling ceremony later in the year. Town Council events that are held in the Park will also consider including the Beacon.</p> <p>Current interaction with the beacon is minimal only used for key events. By adding the additional features including a place to sit, people will engage with the beacon, the history surrounding it and the Park.</p> <p>We will endeavour to monitor interaction with the amenity post installation by installing a number counter and request feedback from the community through online and offline communications channels.</p>	

<p>Is this proposal part of a wider project? Please provide details</p>		<p>Information regarding the beacon will be added to our webpage at https://www.diss.gov.uk/diss-beacon-of-hope and once installed, will be publicised via social media streams and shared with 23k+ followers on Diss Community Noticeboard. We will promote the beacon & the unveiling ceremony through local radio, a feature in our Diss Matters publication delivered to all householders and press articles. We will also hone our project management skills during beacon extension phase for application in future projects.</p> <p>The heritage walking trail and cycle trail are part of the wider project and can be started and finished at the beacon.</p> <p>Our current strategic plan includes an objective to increase footfall into the town centre. We are currently reviewing this plan and will consider opportunities for other types of activities, which connect our facilities and amenities with the town centre.</p>	
<p>Project Partners Please explain their role</p>		<p>Diss Waveney Rotary Club – funded £300 Diss & District Rotary Club – helped with cycle trail routes / supported events by way of volunteers Diss Town Guide committee – sponsoring a small panel inscription ref the mere Diss High School – contributed to the time capsule contents Diss Junior School - contributed to the time capsule contents</p>	
<p>Outline the main areas of expenditure involved in this project Three comparable quotes must be provided.</p>		<ol style="list-style-type: none"> 1. Foundation and landscaping 2. Centre feature around beacon 3. Paving 4. Seating 5. Time capsule (plus content printing) <p>Quotes from three suppliers are attached. Also attached price of time capsule.</p>	
<p>Total project cost:</p>	<p>£12,188</p>	<p>Grant requested: See guidance for maximums</p>	<p>£5,346</p>
<p>Match funding Please provide evidence such as bank statement or offer letter</p>		<p>Funding source</p>	<p>Amount (Secured Y/N)</p>
		<p>Diss Town Council</p>	<p>£6,842 (includes £300 from Diss Waveney Rotary Club)</p>

		Yes/No	
		£	
		Yes/No	
Has the application been approved by the Parish or Town Council?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Date approved: include minutes	To be approved at the July Full Council meeting.
Does your project require any Permissions? Please provide evidence permission has been approved if applicable	Land/Building owner Planning Building Control Other (please specify)	Yes <input type="checkbox"/> N/A <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> N/A <input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Diss Town Council owns Diss Park and the beacon. Planning consent has been sought (see attached decision notice).
Environmental Impact Will this project have a positive/negative impact on the environment?	The environmental impact will be negligible given the removal of a small amount of turf, levelling out and turf replacement. Up to four weeks will be allowed following site landscaping & the construction of foundation to permit the restoration of area prior to further works. The project intends to increase the community's interaction with the park and natural surroundings and this amenity so should impact positively in this regard.		
Equalities Assessment Is it possible this project will impact on a protected group/characteristic?	The amenity will be a fully accessible space for all abilities to interact with it. Consideration will be given to creating an audio recording via a QR code on the beacon for partially sighted visitors.		
Sustainability Please explain how the project will continue once funding has ceased.	The amenity has been designed to be sustainable for the long term with an estimated 50 year + lifespan. It will be constructed of hardwearing, anti-vandal materials and will incorporate two additional panels for future inscriptions. The beacon is owned by Diss Town Council who will set aside a minimal ongoing maintenance budget. More and more people will visit and engage with the amenity and explore the walking / cycle trails.		



Applicant Declaration

Checklist for submission:

- Application form fully completed
- Three comparable quotes
- Evidence of relevant permissions approved
- Evidence of match funding
- Evidence of need/demand

Please declare any public sector funding received in the last 3 financial years (including the current year).

National Lottery Awards for All (Beacon first phase & Queen’s Platinum Jubilee event) - £10k
 £300 – South Norfolk District Council - Queen’s Platinum Jubilee event
 £300 – South Norfolk District Council - Coronation event

I/we confirm that all the information given in this form is correct to the best of my/our knowledge.

Successful applicants will be expected to acknowledge the support and involvement of Broadland & South Norfolk Councils and the UK Shared Prosperity Fund (UKSPF) in any communications regarding the project, as well as on all relevant marketing or promotional materials. This includes use of the Levelling up logo.

Progress on your project will be monitored by the Council’s Pride in Place team throughout, and possibly beyond, the period of its delivery. We reserve the right to visit any grant recipient to ensure the grant has been used for the purpose stated in the Offer Letter, inspect records to show that costs have been evidenced and make a formal assessment of the impact of the project. Grant recipients are obliged to cooperate with this process.

Please sign below. This document should be signed in accordance with the organisations normal signing arrangement.

Name (please print): Sarah Richards

Position: Town Clerk /CEO

Signed:

Date:

Wall Clock Marsh – CLOC002, Original cost £3,090, currently insured for £4,605.98



Wall Clock S Newman – CLOC001, Original cost £2,060, currently insured for £3,070.64



Progress Report

Item 12

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	Scheduled for 19th July.
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	2 x no climbing signs installed with one spare if needed. Interpretation panel being installed in July. Invoice sent to NCC for transfer of funds for ongoing maintenance 29.06.23
Full Council	FC1122/09	Civility & Respect Pledge	To sign up to the Civility & Respect Pledge .	Town Clerk	by 22.06.23	Executive Committee considered a draft Dignity at Work policy at its June meeting. This will be further reviewed for consideration by Exec in Sept. This should then enable the Clerk to commit the Council to the pledge statements online.
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. Chair of Exec has determined that new supply quotations are to be sought in July/ August to obtain optimal cost savings.
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	Fixed term deposit account opened and operational. See agebnda ref request for other signatories.
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	Completed
Full Council	FC0423/08a)	CEMETERY Bungalow	1)To remove the current condition of sale regarding the overage on the Cemetery bungalow. 2)To terminate the agreement with Abbots and appoint Whittley Parish to market the Cemetery Bungalow with an initial purchase price of offers of over £275k.			Completed. The purchaser's purchaser has pulled out (offer accepted was £290k - £285k for property & £5k for additional land). Email to be sent by COO to MG / JR / Clerk requesting next step. A) Put back on the market in the hope of another similar offer; B) Keep off the market (for an agreed period of time) to see if another buyer can be found.
Full Council	FC0423/08b)	CEMETERY Chapel	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	O&M Manual & 10 Year Workmanship Warranty received.
Full Council	FC0423/09	PARK	1) To appoint a working party of councillors Collins, Kiddie, Olander and Waterman and staff (Deputy Town Clerk / COO & Facilities & Buildings Manager) to work on the park enhancement project. 2) To fund up to £55k for the park enhancement project with the balance of the Park Security Earmarked Reserves allocation to be transferred alongside funds making up the difference from the EMR Community Infrastructure Levy.	DC/SK/SO/GW/CO O/FBM RFO	12/07/23 Immediately	The group is meeting on 20th July. Consider Green Flag award as part of process.
Full Council	FC0523/06	PUBLIC PARTICIPATION	An update was requested on the railway through road, and it has been reported via FixMyStreet that the drain grids are sinking into the road outside the Park hotel and opposite Diss High School on Walcot Road. Other matters raised included the use of the new hub in Diss to facilitate meetings, working together with the Town Council on highways schemes prior to authorisation to help ease traffic flow, roadside charging points and the availability of 5G as in other market towns.	KK	08.06.23	

Progress Report

Committee	Minute Reference	Subject	Action	Assigned to	Timescale	Comments or further action
Full Council	FC0523/14	AWARD SCHEMES	a) That the Clerk would apply for a Quality status of the Local Council Award Scheme with a plan for the Gold status to follow.	Clerk	07.09.23	Started to review requirements and determine tasks for completion.
Full Council	FC0623/04	PUBLIC PARTICIPATION	A flag will be raised at County Hall and District Council Offices on Monday to mark the start of Armed Forces week and a Go For It Grant should be available to the Diss Litterpicking group. It was agreed that the Town Council's flag would also be raised at the same time.	Clerk	immediately	Completed
Full Council	FC0623/04	PUBLIC PARTICIPATION	There were further questions regarding 4 & 5G broadband provision for Diss and Cllr Waterman volunteered to review the cycle route signage with cllr Kiddie.	KK / GW	by 06.07.23	
Full Council	FC0623/04	PUBLIC PARTICIPATION	Cllr Minshull agreed to follow up with the Planning department to determine whether the Orchard Croft estate off Frenze Hall Lane had been signed off as planning consent required that the roadways would be brought back to previous standard.	GM	by 06.07.23	
Full Council	FC0623/08	ANNUAL AUDIT 2022/23	to approve a)The Annual Internal Audit report of the Annual Governance & Accountability Return. b)Section 1 of the Annual Governance & Accountability Return (Annual Governance Statement) for the Financial Year ending 31st March 2023. c)Section 2 of the Annual Governance & Accountability Return. d)The dates for the notice of public rights and publication of unaudited Annual Governance & Accountability Return.	RFO	immediately	All documents sent to external auditor as per agenda.
Full Council	FC0623/11	Market	to trial the indoor market for three months subject to minimum staffing impact and further discussions with higher tier authorities.	Clerk	immediately	See notes attached to progress report ref meeting with DCT on 03.07.23.
Full Council	FC0623/9	CODE OF CONDUCT	to adopt the revised model Code of Conduct for the electoral term subject to including reference to the Nolan principles on Appendix A.	Clerk	immediately	Completed
Full Council	FC0623/10	DISPENSATION POLICY	To adopt the revised dispensation policy as presented	Clerk	immediately	Completed
Full Council	FC0623/12	STRATEGIC PLAN	To approve the timeline for committee / Full Council review of the strategic plan and staff and community consultation phases.	Clerk/Dep TC	as per timeline	On agenda
Full Council	FC0623/17	TELEPHONE & BROADBAND CONTRACT	a)To extend the Council's telephone and broadband contract with the existing supplier etc ... (EAST ANGLIA) LTD & Red5 Networks for another two years. b)To remove Park Radio Ltd from the Council's internet connection to improve the phone line quality at the Diss Youth & Community Centre. c)To review the Council's telephone and broadband requirements during the budgeting process for 2025-26.	Clerk	by 30.06.23/01.09.24	Contractors advised. Awaiting update from existing contractor regarding new contract & quote reference item b).