

Town Clerk
Mrs S. Villafuerte-Richards (CiLCA)

Our Ref: FC 29.07.2026
Date: 23/07/2026

For Information:
Diss Express

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

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

Notice of Meeting

Dear Members of the Public and Press,

You are cordially invited to attend a meeting of **Full Council** to be held in the **Council Chamber** at **Diss Corn Hall** on **Wednesday 29th July 2026** 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 Dispensations¹

To note any declarations of members' pecuniary and/or non-pecuniary/other interests pertaining to items on the following agenda, to note any dispensations granted in respect of business to be discussed and to consider any requests for dispensations.

3. Minutes

To confirm as a true record, the minutes of Full Council on Wednesday 24th June 2026 (copy herewith).

4. Public Participation

To consider a resolution under Standing Orders 3d to 3h to suspend the meeting to hear comments from members of the public on items to be discussed on the agenda (*The period of designated time for public participation is 20 minutes, unless directed by the Chair of the meeting, and individual members of the public are entitled to speak for a maximum of five minutes each*).

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

- To note bank outgoings for June 2026 (copy herewith).
- To note the Income & Expenditure report for June 2026 (copy herewith).
- To note the Earmarked Reserves report for June 2026 (copy herewith).
- To note internal control councillor bank reconciliation for April, May and June 2026 (copies herewith).
- To receive the 1st quarterly financial report (reference 21/2627 herewith).

7. Diss Park

To consider a revised proposal for the provision of a sauna on Diss Park (copy herewith).

8. Gas Contract Renewal

To consider recommendations for renewal of the Council's gas contract (report reference 22/2627 herewith).

9. Community Grant Scheme

- a) To approve a revised grant scheme policy and associated application forms (report reference 23/2627 herewith).
- b) To consider the Grant Panel's recommendation regarding an application from the Diss Primary Academy Partnership (report reference 24/2627 herewith).

10. Youth Provision

To consider a recommendation to support additional youth provision in Diss (report reference 25/2627 herewith).

11. Policies

- a) To consider and adopt a new Information Technology (IT) Policy to ensure compliance with AGAR Assertion 10 (Digital and Data Compliance) requirements (copy herewith).
- b) To adopt revised policies following a recent review (report reference 26/2627 herewith).

12. Events

- a) To consider a rationale for postponing Diss Carnival in 2027 and returning in 2028 (copy herewith).
- b) To note the minutes of the last Events committee meetings held on 2nd and 16th June & 21st July 2026 (copies herewith).

13. Items for Noting

- a) The Clerk's updates on activities since the last report (report 27/2627 herewith).
- b) The Town Mayor's updates on activities since the last report (report 28/2627 herewith).
- c) The Facilities & Buildings Manager updates on activities since the last report (report 29/2627 herewith).
- d) To note progress on decisions made at the last meeting of Council (copy herewith).

14. Date of Next Meeting

To note that the next meeting of Full Council is scheduled for Wednesday 23rd September 2026 at 7.15pm.

Notes

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

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

Diss Town Council

Minutes

Draft

Minutes of the meeting of the **Town Council** held in the **Council Chamber** at **Diss Corn Hall** on **Wednesday 24th June 2026** at **7.15pm**.

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

In attendance: S. Villafuerte-Richards (Town Clerk)
District Councillor Kiddie
County Councillor Porteous
13 members of the public

FC0626/01 Apologies

Councillor's Name	Apologies Received	Absent Without Apology	Reason / Approval
C. Dente	☒	☐	Work commitment

FC0626/02 Declarations of Interest

There were none.

FC0626/03 Minutes

Members received the minutes of the Full Council meeting on Wednesday 20th May 2026.

Resolved: To approve the minutes of the meeting of the Full Council held on Wednesday 20th May 2026 as a true record and were signed by the Chair.

FC0626/04 Public Participation

Thirteen members of the public were in attendance. Approximately half were present in relation to item 7, with the remainder attending for items 8 and 9.

Apologies were reported on behalf of District Councillor Minshull. It was noted that groundworks had commenced at the leisure centre. Members were advised that the county-wide Police and Crime Commissioner election would take place in July, with polling cards being distributed. Works to refurbish Shelfanger Road car park were ongoing, although progress had been impacted by weather conditions.

The Community Action Fund was now open, offering grants of up to £15,000 per project, with a deadline in mid-August. A secondary infrastructure grant was also referenced which may be applicable to the DYCC project. It was noted that the District Council had submitted objections in relation to proposals under the Government review across three areas, which were expected to delay proceedings.

The Clerk advised that apologies had also been received from District Councillor Murphy. County Councillor Porteous provided an update, noting that his report had been tabled and acknowledging his absence from the previous meeting. Updates were primarily in relation to highways matters, including concerns regarding road safety at Roydon (S-bends) and traffic issues at Sunnyside. Engagement had taken place with NCC Highways regarding the potential for a bus route through the new Shelfanger Road estate to alleviate traffic pressures.

Further updates included a proposed dropped kerb at Bombard Copse, subject to budget approval, scheduled road markings at Morrisons and Tesco (June), and at Park Hotel (September), and improvements at Diss Library.

It was noted that the River Waveney Trust had secured funding to raise awareness of water quality and sewage issues, and members of the public were encouraged to engage. An update was also noted regarding ongoing highways discussions in relation to the Mere.

FC0626/05 Items of Urgent Business

There were none.

FC0626/06 Finance

- a) Members authorised bank outgoings for May 2026 retrospectively.
- b) Members noted the Income & Expenditure report for May 2026.
- c) Members noted the Earmarked Reserves report for May 2026.

FC0626/07 Diss Mere

Members considered report 16/2627 regarding proposals to improve water quality at Diss Mere.

A member of the public outlined the ecological and historical significance of the Mere, including evidence of long-term environmental change and the impact of nutrient loading, sewage runoff, and other pollutants. Members noted that these factors were contributing to blue-green algal blooms, reduced water clarity, and low dissolved oxygen levels.

It was reported that short-term measures, including the potential use of barley straw extract as a preventative treatment, could assist in reducing algal blooms if applied at an appropriate time. Members also noted the importance of establishing baseline data, including dissolved oxygen monitoring, to inform future interventions.

Discussion took place regarding the need for a long-term, ecological approach to restoration, including improved monitoring, water sampling, and consideration of reed beds and wider habitat recovery. It was noted that the River Waveney Trust may be able to support water sampling and ongoing awareness work.

Members considered a range of additional factors affecting the Mere, including drainage inputs, historic contamination within sediments, and current usage. Reference was made to the activities of Diss & District Angling Club and the potential impact of fishing practices and equipment use.

The potential establishment of a dedicated group to coordinate activity was discussed, including the benefits of a structured, longer-term approach to oversight, data management, and project delivery.

Members noted comparable long-term environmental projects and the extended timescales required to achieve meaningful ecological improvement.

- Resolved:**
- 1. To appoint a Mere Working Party comprising members, officers and volunteers. (a sign-up list was circulated).
 - 2. To approve a pilot trial of barley straw extract within the boardwalk area, with expenditure to be allocated from the Earmarked Reserve – Mere Fountain, subject to advice on appropriate timing and approval of costs by the Assets & Infrastructure Committee.
 - 3. To undertake a review of Diss & District Angling Club's use of, and fees for, the Mere.

(Action: Clerk / Office Admin; by 29.07.26)

FC0626/08 Diss Park – Sauna Proposals

Members considered proposals for the provision of a sauna facility within Diss Park or an alternative Council site. The proposals included a temporary, portable sauna operating on a limited basis and a permanent or semi-permanent wellbeing hub incorporating sauna and co-working facilities.

A tabled report was received outlining a potential siting option for a permanent facility on the footprint currently occupied by the pavilion adjacent to the Leisure and Community Centre. This location was noted for its central position, proximity to existing infrastructure, and alignment with health and wellbeing objectives. It was further noted that the proposal would be privately funded, with no capital cost to the Council, and could include wider public realm enhancements and community benefits.

Members discussed the need to engage with the Pavilion Working Group and South Norfolk Council, to consider future provision of pavilion-type facilities, and to undertake further feasibility work including site dimensions and design integration.

Comments raised included concerns regarding safety and environmental impact of temporary wood-fired saunas within the park setting, the potential carbon footprint, and the appropriateness of allocating parkland for commercial use. Reference was made to previous leisure facilities in the town and the potential to generate income balanced against public use of the park. Consideration was also given to likely demand, the relationship with the forthcoming leisure facility, and the proposed lease terms.

Members acknowledged the potential social and community benefits of such a facility and noted that the Pavilion Working Group had considered options including income-generating uses. It was noted that some members considered the temporary pop-up proposal to be less appropriate for the park setting. It was

Resolved: To endorse further engagement with the permanent sauna provider, the pavilion working group and South Norfolk Council to explore feasibility, siting, design integration and next steps.
(Action: Clerk; to arrange meeting and progress discussions)

FC0626/09

Diss Youth & Community Centre

Members considered report 17/2627 regarding quotations received for architectural services to undertake RIBA Stages 0–2 for the Diss Youth & Community Centre project.

It was noted that two compliant submissions had been received, both offering a comparable scope covering feasibility development, concept design, and appraisal of procurement routes and construction methodologies. The key distinction between the submissions was cost, with Contractor 2 submitting a significantly lower fee whilst meeting the Council's requirements.

Members noted that the purpose of the appointment was to develop existing feasibility work into deliverable proposals to inform future decision-making.

Discussion included reference to the Council's previous decision to pursue demolition and re-building of the facility, with acknowledgement of earlier albeit relatively minimal consultation feedback which had indicated more support for refurbishment. Members considered the longer-term benefits of a new build in the context of asset consolidation and future service provision.

There was a query regarding the file formats provided and the Clerk will request this is included prior to approving the quote.

(Action: Clerk; immediately)

It was

Resolved: To appoint Contractor 2 to undertake RIBA Stages 0–2 for the Diss Youth & Community Centre project at a cost of £15,870, to be allocated from Earmarked Reserves (DYCC).
(Action: Clerk / G&PA; to confirm appointment and progress project work)

FC0626/10

Representatives on Outside Bodies

Members considered the appointment of a fourth representative to the Diss Parochial Charity. It was

Resolved: To appoint Doreen Collins as Diss Town Council's fourth representative on the Diss Parochial Charity.
(Action: CW to update membership on website / inform the DPC; immediately)

FC0626/11

Items for Noting

Members received the following updates and reports:

a) The Town Clerk's update on activities since the last report (report 18/2627). It was noted that approximately £200 remains in the Floral Diss bank account, which can be transferred to the Town Council and then closed.

(Action: Clerk; immediately)

b) The Town Mayor's update on activities since the last report (report 19/2627). Cllr Craggs recently attended an event to unveil the newly decorated Mayor's chains, which a 17-year-old student had designed using key Diss sites.

c) The Facilities & Buildings Manager's update on activities since the last report (report 20/2627)

- d) Members also considered the appointment of two councillor representatives to join the Remembrance Committee. It was

Resolved: to appoint Cllrs Kiddie and Wilson to the Remembrance Committee along with Cllr Craggs.
(Action: CW; to update committee membership; immediately)

- e) The Greater Norwich Local Plan – Call for Sites.

- f) Progress on decisions made at the previous meeting of Council.

FC0626/12

Date of Next Meeting

Members noted that the next meeting of the Full Council is scheduled to take place on Wednesday 29th July 2026 at 7.15pm.

Meeting closed: 20.55.

Councillor D. Craggs
Chair / Town Mayor

BANK OUTGOINGS JUNE 2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Bacs Ref</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
01.06.2026	Red5 Networks Ltd	DD868	£ 149.36	Phone/Broadband May 2026 - Council Office, DYCC and Skatepark CCTV
02.06.2026	British Gas Trading Ltd	DD869	£ 120.17	Electricity 1st-21st May 2026 - Sportsground
12.06.2026	Waterplus	DD870-875	£ 392.69	Water Supplies May 2026 - All Sites
12.06.2026	Broadland Group Ltd	Bacs3004	£ 660.00	Annual Asbestos Inspections - DYCC, Council Offices and Sports Pavilion
12.06.2026	C&H Cleaning Services Ltd	Bacs3005	£ 141.60	Onsite Cleaning Operative for Park Toilets & Portaloos - Carnival 2026
12.06.2026	CM Ready - PRTY	Bacs3006	£ 150.00	Additional 30 Minute Performance at Diss Carnival 2026
12.06.2026	ETC (East Anglia) Ltd	Bacs3007	£ 1,954.80	2 New CCTV Cameras with Wireless Bridge at Holland & Barrett and Sandas
12.06.2026	Fair Green Neighbourhood Associations	Bacs3008	£ 200.00	Use of Fair Green for Parking during Carnival 2026
12.06.2026	LR Wyard-Scott Ltd	Bacs3009	£ 197.89	Van Fuel May 2026
12.06.2026	Park Radio Ltd	Bacs3010	£ 350.00	Compere at Diss Carnival 2026
12.06.2026	Paws Print & Web Ltd	Bacs3011	£ 108.00	Domain Renewal for Diss.gov.uk to 31.01.2027
12.06.2026	P Cottrell	Bacs3012	£ 29.00	Window Cleaning June 2026 - Council Office and Museum
12.06.2026	Pearce & Kemp Ltd	Bacs3013	£ 750.00	Installation of Town Bunting 2026
12.06.2026	Screwfix Direct Ltd	Bacs3014	£ 54.44	Toilet Seat - Meres Mouth WC, Cable Ties - General Use
12.06.2026	South Norfolk Council	Bacs3015	£ 70.00	Alcohol Licence - Diss Park
12.06.2026	SueLala	Bacs3016	£ 500.00	Aerial Performance and Workshop at Diss Carnival 2026
12.06.2026	The Foolhardy Folk	Bacs3017	£ 460.00	Circus Skills Entertainment & Workshop at Diss Carnival 2026
12.06.2026	Top Garden Services	Bacs3018	£ 1,500.00	Annual Groundworks Contract for all Sites - Month 3 of 12
12.06.2026	Travis Perkins Trading Co Ltd	Bacs3019	£ 21.71	Sealant, Grit Fill and New Waste Trap - Park Toilets
12.06.2026	Triple Guard Security Services	Bacs3020	£ 1,650.00	Security and Radio Hire for Diss Carnival 2026
16.06.2026	British Gas Trading Ltd	DD876-879	£ 192.62	Electricity May 2026 - Park & Meres Mouth Toilets, Cemetery and Marketplace
18.06.2026	Iliffe Media Publishing Ltd	Bacs3021	£ 604.66	Disposal of Land publication in Diss Express for Park and Madgetts Walk
22.06.2026	Barclaycard	May-26	£ 2,101.16	Bunting - Town, 3x Mobile Phones - RFO, Mayor & Executive Committee Chair
22.06.2026	British Gas Trading Ltd	DD880-883	£ 829.84	Electricity May 2026 - DYCC, Fountain, Park & Council Offices
25.06.2026	Employees	BACS	£ 19,317.99	Salaries Month 3
26.06.2026	EE Ltd	DD884	£ 79.08	Mobile Phones x5 - 18th June-17th July 2026
30.06.2026	Alliance Disposables Ltd	Bacs3022	£ 43.20	Hand Soap Dispensers - Council Office
30.06.2026	Broxap Ltd	Bacs3023	£ 451.20	Replace Broken Finger Post Sign
30.06.2026	C&H Cleaning Services	Bacs3024	£ 1,645.88	Cleaning and Opening Park & Meres Mouth WC June 2026, Cleaning Council Offices June 26
30.06.2026	Clarkes of Walsham Ltd	Bacs3025	£ 128.05	New Gate for Sportsground
30.06.2026	ESPO	Bacs3026	£ 182.55	Gas Supplied May 2026 - Council Office & DYCC

30.06.2026	Glasdon UK Ltd	Bacs3027	£ 526.83	Replacement Bin at Meres Mouth following Arson
30.06.2026	JML Events	Bacs3028	£ 2,216.80	Hera Fencing Hire for Skatepark Refurbishment, Sound & Lighting for Carnival 2026
30.06.2026	Latta Hire Ltd	Bacs3029	£ 1,500.00	Hire of Portable Toilets at Park and High School for Carnival 2026
30.06.2026	Norwich Office Supplies Ltd	Bacs3030	£ 118.80	High Backed Office Chair - Council Office
30.06.2026	Proludic Ltd	Bacs3031	£ 1,581.77	Repairs to Aerial Runway on Mere Park
30.06.2026	Rural Services Partnership Ltd	Bacs3032	£ 156.12	Annual Subscription to the Rural Services Partnership for 2026/27
30.06.2026	Sonata Security Ltd	Bacs3033	£ 372.00	Fire Alarm and Emergency Lighting Servicing for 2026/27 - Council Office and DYCC
30.06.2026	Vmit Ltd	Bacs3034	£ 1,056.00	IT Software & Support June 2026
30.06.2026	When In Home	Bacs3035	£ 85.00	Replacement parts to repair Gazebo
30.06.2026	HM Revenue & Customs	BACS	£ 6,041.80	NI/PAYE Month 3
30.06.2026	Norfolk Pension Fund	BACS	£ 6,053.33	Pension Contributions Month 3
			£ 54,744.34	

Income Expenditure June 2026

	Budget 26-27	Actual YTD 26-27	Percentage Spend
Agency Services			
Total Income	£0	0	0%
Overhead Expenditure	-£100	£0	0%
Income Less Expenditure	-£100	£0	0%
Allotments			
Total Income	£1,017	£0	0%
Overhead Expenditure	-£1,030	-£30	3%
Income Less Expenditure	-£13	-£30	231%
Amenities			
Total Income	£3,000	£2,339	78%
Overhead Expenditure	-£84,297	-£15,642	19%
Income Less Expenditure	-£81,297	-£13,303	16%
Mini Recycling Centre Adopter			
Total Income	£0	0	0%
Bank Interest rec'd/Bank Charges			
Total Income	£18,000	£13,890	77%
Bank Charges	-£550	-£93	17%
Income Less Expenditure	£17,450	£13,797	79%
Capital Expenditure - Loans	-£14,170	£0	0%
Cemetery			
Total Income	£37,800	£6,205	16%
Overhead Expenditure	-£13,727	-£3,125	23%
Income Less Expenditure	£24,073	£3,080	13%
General Equipment			
Overhead Expenditure	-£4,618	-£1,873	41%
Christmas Lights			
Total Income	£0	0	0%
Overhead Expenditure	-£19,083	-£4,057	21%
Income Less Expenditure	-£19,083	-£4,057	21%
Corn Hall			
Overhead Expenditure	-£8,655	-£3,041	35%
Council Offices			
Total Income	£7,034	£1,611	23%
Overhead Expenditure	-£24,417	-£6,567	27%
Income Less Expenditure	-£17,383	-£4,956	29%
Other Council Properties			
Health & Safety	-£1,500	-£309	21%
PK Toilets	-£15,209	-£2,728	18%
Mere's Mouth Toilet	-£15,500	-£3,052	20%
Staff Uniforms/Replacements	-£500	£0	0%
Total Expense	-£32,709	-£6,089	19%
Diss Youth & Community Centre			
Total Income	£0	0	0%
Overhead Expenditure	-£24,166	-£5,304	22%
Income Less Expenditure	-£24,166	-£5,304	22%
Grants			
Grants Expenditure	-£10,000	£0	0%
Highways - Parish Partnership Bid			
Income	£0	0	0%
Parish Partnership Bid	£0	0	0%
DDNP Contribution	£0	-£12	0%
Income Less Expenditure	£0	-£12	0%

Income Expenditure June 2026

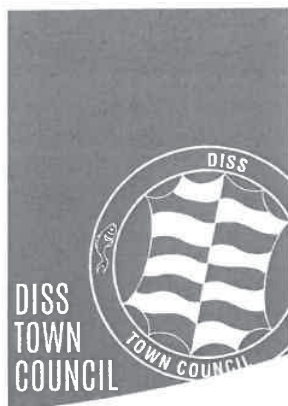
	Budget 26-27	Actual YTD 26-27	Percentage Spend
Market			
Total Income	£21,000	£5,196	25%
Overhead Expenditure	-£3,170	-£1,151	36%
Income Less Expenditure	£17,830	£4,045	23%
Promotion			
Overhead Expenditure	-£600	-£163	27%
Precept			
Total Income	£752,684	£376,342	50%
General Expenditure (inc IT)			
Total Income	£0	£0	0%
Overhead Expenditure	-£62,315	-£23,073	37%
Sports Ground			
Total Income	£9,000	£2,463	27%
Overhead Expenditure	-£21,192	-£3,997	19%
Income Less Expenditure	-£12,192	-£1,534	13%
Events			
Event Income	£0	£0	0%
Overhead Expenditure	-£1,300	-£501	39%
Income Less Expenditure	-£1,300	-£501	39%
Christmas Switch-On Event			
Total Income	£4,000	£0	0%
Overhead Expenditure	-£5,250	£0	0%
Income Less Expenditure	-£1,250	£0	0%
Carnival			
Total Income	£10,000	£9,986	100%
Overhead Expenditure	-£12,750	-£12,297	96%
Income Less Expenditure	-£2,750	-£2,311	84%
Wages			
Recharge	£0	£5,152	0%
Recharge	£0	-£5,176	0%
Wages Admin	-£216,812	-£50,557	23%
Wages Maint	-£202,624	-£43,540	21%
Income Less Expenditure	-£419,436	-£88,945	21%
Town Mayors Charity			
Total Income	£0	0	0%
Overhead Expenditure	£0	-£1,643	0%
Income Less Expenditure	£0	-£1,643	0%
CIL			
Total Income	£0	£1,656	0%
Overhead Expenditure	£0	£0	0%
Sec 106 Income	£0	0	0%
Sec 106 Expenditure	£0	0	0%
Streetlighting			
Total Income	£0	0	0%
Overhead Expenditure	-£18,000	-£1,790	10%
Income Less Expenditure	-£18,000	-£1,790	10%
Earmarked Reserves Budgeted			
Income Less Expenditure	-£82,000	£0	0%
Total Income	£863,535	£424,840	49%
Total Expenditure	-£863,535	-£227,547	26%

SUMMARY REPORT OF EARMARKED RESERVES 2026-27

NC	Committee	Site	EMR	Balance as at 1st April 2026	Less: Actual Year to date Expense	Balance	Add: Year to date receipts	Balance as at 30th June 2026
320	AIE	Cemetery	Cemetery Bungalow Sale	£ 268,841.60		£ 268,841.60		£ 268,841.60
330	Exec	By-election	By-election costs	£ 5,000.00		£ 5,000.00		£ 5,000.00
335	AIE	Mere	Flock Project	£ 8,296.07	£ 180.00	£ 8,116.07		£ 8,116.07
340	Exec	Council Offices	IT Hardware	£ 3,141.36	£ 503.85	£ 2,637.51		£ 2,637.51
342	AIE	Events	Christmas Lights switch on	£ 2,456.21		£ 2,456.21		£ 2,456.21
344	AIE	Events	Carnival	£ 7,058.23		£ 7,058.23		£ 7,058.23
350	AIE	Events	Additional Events	£ 529.58		£ 529.58		£ 529.58
370	AIE	Cemetery	Cemetery Grounds (Inc Monuments)	£ 5,951.80		£ 5,951.80	£ 5,000.00	£ 10,951.80
375	AIE	Corn Hall	Corn Hall	£ 24,455.21		£ 24,455.21		£ 24,455.21
384	AIE	Council Offices	Council Office Building Maint	£ 24,889.58		£ 24,889.58		£ 24,889.58
390	AIE	DYCC	Van Replacement	£ 10,000.00		£ 10,000.00	£ 5,000.00	£ 15,000.00
392	AIE	DYCC	Replacement Ride-On Lawnmower	£ 6,345.00		£ 6,345.00		£ 6,345.00
396	AIE	DYCC	CAB Community Space	£ 10,000.00		£ 10,000.00		£ 10,000.00
398	AIE	DYCC	DYCC	£ 84,860.24		£ 84,860.24	£ 14,000.00	£ 98,860.24
400	AIE	Market	Maintenance Market	£ 21,500.00		£ 21,500.00		£ 21,500.00
410	AIE	Mere	Anglian Gardens	£ 503.00		£ 503.00	£ 1,000.00	£ 1,503.00
412	AIE	Mere	Boardwalk	£ 5,000.00		£ 5,000.00	£ 5,000.00	£ 10,000.00
414	AIE	Mere	Maintenance Mere's Mouth	£ 20,165.00		£ 20,165.00	£ 1,000.00	£ 21,165.00
416	AIE	Mere	Mere Fountain	£ 31,815.00	£ 44.65	£ 31,770.35		£ 31,770.35
420	AIE	Rectory Meadow	Rectory Meadow Fencing	£ 1,808.86		£ 1,808.86		£ 1,808.86
422	AIE	Park	Park General - Beacon Project	£ 16,168.03		£ 16,168.03	£ 10,000.00	£ 26,168.03
424	AIE	Park	Play Equipment	£ 34,316.82		£ 34,316.82		£ 34,316.82
426	AIE	Park	Park Toilets	£ 15,028.30		£ 15,028.30		£ 15,028.30
430	AIE	SPG	SPG Improvement Project	£ -		£ -	£ 20,000.00	£ 20,000.00
434	AIE	SPG	SPG Pav maintenance	£ 6,695.57		£ 6,695.57		£ 6,695.57
436	AIE	SPG	SPG - Skateboard Park	£ 53,029.03	£ 42,273.20	£ 10,755.83	£ 5,000.00	£ 15,755.83
440	AIE	St Marys	Closed churchyard repairs	£ 6,434.00		£ 6,434.00		£ 6,434.00
445	AIE	Town	Parish Partnership Works	£ 5,000.00		£ 5,000.00		£ 5,000.00
450	AIE	Facilities	Tree Management	£ 8,600.00		£ 8,600.00		£ 8,600.00
455	AIE	HTP	HTP	£ 4,867.59		£ 4,867.59		£ 4,867.59
460	AIE	Town	Bus Shelters maintenance	£ 15,571.04		£ 15,571.04		£ 15,571.04
462	AIE	Town	Streetlights	£ 24,858.33		£ 24,858.33	£ 15,000.00	£ 39,858.33
464	AIE	Town	Community Infrastructure Levy (CIL)	£ 78,085.52		£ 78,085.52		£ 78,085.52
466	AIE	Town	CCTV	£ 3,025.75		£ 3,025.75	£ 1,655.92	£ 4,681.67
468	AIE	Town	D&D Neighbourhood Plan	£ 6,918.68	£ 12.00	£ 6,906.68		£ 6,906.68
469	AIE	Maintenance	5 Yr Electrical Testing	£ 3,300.00		£ 3,300.00	£ 1,000.00	£ 4,300.00
472	AIE	Town	Parking Scheme	£ 15,000.00		£ 15,000.00		£ 15,000.00
			TOTAL	£ 839,515.40	£ 43,013.70	£ 796,501.70	£ 83,655.92	£ 880,157.62

30.06.2026	Current Year End balance (Precept)	£ 197,295.00
	General Reserves	£ 317,710.00
	EMR	£ 880,157.62
	Total Funds	£ 1,395,162.62

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



TOWN CLERK
Mrs S Villafuerte-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

APRIL 2026

Bank Accounts:

Cashbook 11 - Unity Trust Current Account - 20535144

Cashbook 12 - Unity Trust Instant Access – 20535160

Cashbook 13 – Unity Trust 6month Fixed - 80190655

Cashbook 6 - Barclaycard – 547676 07843 38272

Cashbook 7 - Nationwide Account – 90187011

Cashbook 8 - Lloyds Current Account – 83534868

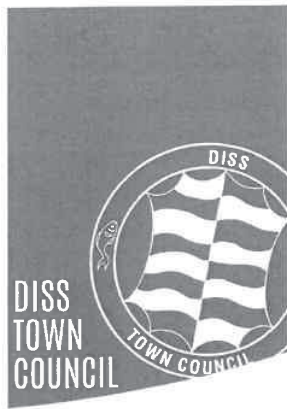
Cashbook 9 - Lloyds 95 day Notice Account – DITOCODGB

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

Signed

Date

07/07/26



TOWN CLERK
Mrs S Villafuerte-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

MAY 2026

Bank Accounts:

Cashbook 11 - Unity Trust Current Account - 20535144

Cashbook 12 - Unity Trust Instant Access – 20535160

Cashbook 13 – Unity Trust 6month Fixed – 80190655 Matured / 80194185 Reinvested

Cashbook 6 - Barclaycard – 547676 07843 38272

Cashbook 7 - Nationwide Account – 90187011

Cashbook 8 - Lloyds Current Account – 83534868

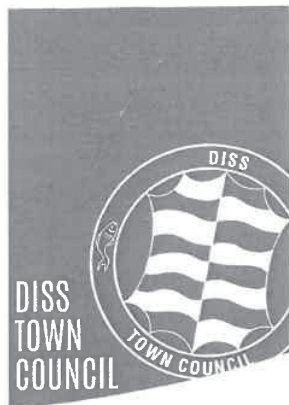
Cashbook 9 - Lloyds 95 day Notice Account – DITOCODGB

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

Signed

Date

08/07/26



TOWN CLERK
Mrs S Villafuerte-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

June 2026

Bank Accounts:

Cashbook 11 - Unity Trust Current Account - 20535144

Cashbook 12 - Unity Trust Instant Access – 20535160

Cashbook 13 – Unity Trust 6month Fixed – 80190655 Matured / 80194185 Reinvested

Cashbook 6 - Barclaycard – 547676 07843 38272

Cashbook 7 - Nationwide Account – 90187011

Cashbook 8 - Lloyds Current Account – 83534868

Cashbook 9 - Lloyds 95 day Notice Account – DITOCODGB

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

Signed

Date

08/07/26



DISS TOWN COUNCIL

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

Report Number:
21 / 2627

Report to:	Full Council
Date of Meeting:	Wednesday 29 th July 2026
Authorship:	Responsible Finance Officer
Subject:	Accounts Quarter 1 – 2026/2027

1. Introduction

- 1.1 As per Financial Regulations, clause 4.8, it is the duty of the Responsible Financial Officer to report on variances in income and expenditure exceeding 15% from the budget. Therefore, interest to the council is those codes with variances beyond the tolerances of 21.25% and 28.75% at the end of quarter 1.
- 1.2 The detailed income and expenditure report is provided in Item 6b.
- 1.3 The annual budget comprises a precept of £752,684 and an additional income of £110,851 for the year ending 31st March 2027, resulting in a total expenditure budget of £823,050.

2. Expenditure

- 2.1 The expected expenditure within this threshold for the first quarter should be £205,762.
- 2.2 As of 30th June 2026, marking the end of the first financial quarter of the 2026/27 budget year, Diss Town Council's spending is £227,545. This is above the expected expenditure for this quarter due to the Skatepark upgrades from Earmarked Reserves.
- 2.3 Variances during this quarterly reporting period are expected due to the routine patterns of expenditure spread over the financial year, resulting in some budget headings being outside the specified tolerances. However, it is important to note that these variances are neither unexpected nor cause for concern.

3. Income

- 3.1 The budgeted income for the current financial year is £110,851. By the end of the first quarter, income received from our property portfolio should total £27,713 based on a pro-rata calculation.
- 3.2 The current income for the first quarter is £48,497. Income received is typically closer to 40% of the annual budget by this point in the year, as some payments are made annually and are received at the beginning of the financial year.

4. Summary at End of Quarter 1

- 4.1 The budget is performing as expected for this time of the year. There are no concerns that the council should be aware of at this time.



THE SANCTUARY

Diss

Community Sauna & Wellness

Rest. Built properly.

An affordable, year round community sauna for Diss, **privately funded, at no capital cost to Diss Town Council.**

A proposal for [Diss Town Council](#) · prepared for the Council

[Read the proposal ↓](#)

[Email Sauna Box](#)



5 years in business

35 operators launched UK wide



Handcrafted in Suffolk

British Sauna Society member

Executive summary

The Sanctuary is an affordable, year-round community sauna for Diss. Phase 1 brings the town's Pavilion into year-round use as a sauna sanctuary and wellness café: one authentic sauna, two plunge pools, two showers, a relaxation area and a coffee hatch. It is **privately and debt funded, at no capital cost to Diss Town Council**, built and operated by Sauna Box.

How the Council can help:

- 1 Support our applications.** Back our planning and grant-funding applications with a letter of support and a steer from your planning colleagues.
- 2 Build it with us.** Work with us to turn the Pavilion into a thriving community wellbeing centre for the town.
- 3 Champion it.** Help us bring the community with us and give Diss a place to be proud of.

No capital cost to the Council

35 operators launched UK-wide

Open by November 2026

Clean, relocatable exit

£0

capital cost to the Council

35

operators launched UK-wide

7 days

open & fully staffed

Nov 2026

target opening

Proposal at a glance

IN SHORT A warm, affordable community sauna for Diss, **refurbishing the Pavilion into a sauna sanctuary and wellness café, fully funded by us at no cost to the Council.**

The Sanctuary is a community sauna and wellness café for Diss: one authentic sauna, two plunge pools and two showers for contrast therapy, a relaxation area and a coffee hatch, an affordable, welcoming, year-round place for the people of Diss to recover and connect. Phase 1 refurbishes the town’s Pavilion, with room to grow the offer over time.

THE OFFER

One authentic sauna, two plunge pools, two showers, a relaxation area and a wellness café from the coffee hatch

WHO RUNS IT

Sauna Box, a Suffolk builder operator; 35 sauna businesses launched UK wide

OPENING HOURS

Seven days a week, morning to evening, run by a trained local team

LOCAL JOBS

Local jobs and self-employed instructors, recruited and hired locally

COMMUNITY PRICING

Membership from £45/month; drop-in 55-min sessions £15; concessions & free community sessions

SET-UP COST

£10,000–£20,000 Phase 1 fit-out, privately funded, no capital cost to the Council

Why now: communal saunas are one of the UK’s fastest-growing wellbeing trends. Public saunas rose from 45 in 2023 to roughly 147 in 2025.¹ Diss is a thriving market town on the Norfolk–Suffolk border, with a strong community spirit and the vision set out in its adopted Neighbourhood Plan, yet it has no dedicated community sauna.

What we’re asking of the Council

- Support for our planning and grant-funding applications, and a letter of support where appropriate
- Introductions to the partners and teams who can help us deliver
- A working partnership to make the Pavilion a thriving community wellbeing centre the whole town can enjoy

A. About Sauna Box

IN SHORT You're backing a **proven Suffolk builder-operator**, 35 sauna businesses launched UK-wide, featured in The Times, The Guardian and Men's Health. **We build them and we run them.**

Organisation: [REDACTED] Registered office: [REDACTED]

About us: Sauna Box is a vertically integrated sauna business that handcrafts its saunas in Suffolk and operates them too. We have helped launch 35 sauna businesses across the UK, hands-on operating experience, not just manufacturing, with our work featured in The Times, The Guardian and Men's Health. Our ethos is simple: *rest, built properly.*

Our mission: to bring rest to people. As we say at Sauna Box, *the world will not slow down on its own, so we build places where it can.*

Key people

[REDACTED] **Founder, Builds, Product & Community.** Founded Sauna Box and has spent five years handcrafting and operating saunas across Norfolk and Suffolk; leads the build, the product and the community programme. Lead contact.

[REDACTED] **Head of Commercials, Partnerships & Coaching.** Fifteen years in human performance, coached elite and esports athletes and built and sold a performance-coaching agency; now leads partnerships, commercial deals and operator coaching.

[REDACTED], **Head Architect.** Lead designer of the space and its layout, translating the Pavilion into a workable, beautiful sauna space.

[REDACTED], **COO / CFO.** Runs commercials, financials and operations, and builds the booking system and our AI and data-driven tools.

[REDACTED] **Head of Marketing & Brand.** Leads brand, marketing and the pre-launch membership campaigns that build a community before each site opens.

[REDACTED] **Operations & Admin.** Keeps the company running day to day across operations, administration and team coordination.

[REDACTED] **General Manager, Sauna Master & Trainer.** A local yoga teacher who runs the site day to day, leads the sauna ritual and trains the host team, and will run classes too.

Insurance & accreditation: public liability insurance up to £5 million, and official members of the British Sauna Society. Certificates available on request.

B. The proposal

IN SHORT More than a sauna: a **heat, cold and rest ritual with a sober, welcoming café**, a year-round “third place” that gives Diss a reason to gather, unwind and stay.

We propose to bring Diss’s much-loved Pavilion into year-round use as *The Sanctuary*: a community sauna and wellness café overlooking the Mere. Phase 1 is a focused, affordable pop-up that proves the idea and gives the town a genuine wellbeing space, with room to grow it over time.



An authentic, wood-finished sauna, handcrafted in Suffolk.

The experience follows a simple ritual, **heat, cold, rest, return**. There is a kind of tired that sleep does not fix; this is not escape, it is a return.

1. The sauna

One authentic, wood-finished container sauna (6–8 people), with a premium electric heater

Two plunge pools and two cold showers for contrast therapy

A relaxation and seating area, changing, lockers and WC

A Scandi / industrial-chic feel, a genuine sanctuary with a community focus rather than a commercial-spa feel

Overlooking Diss Mere, with a mirrored-glass window framing the view from the sauna

2. The wellness café

A wellness café served from the kiosk and coffee hatch: good coffee and simple, healthy food

A non-alcoholic drinks offering at the heart of welcoming, sober social sessions

Somewhere for members and the wider community to linger, meet and connect

Beyond Phase 1. The Pavilion pop-up is designed to prove the idea. As the community grows, there is scope to extend the sanctuary and its programme over time, always led by what serves Diss best.

c. Community benefits & social value

IN SHORT This is community infrastructure, not just a business, local jobs, tackling loneliness, men's mental health, social prescribing and free community sessions, all mapped to the Council's own priorities.

This is the heart of the proposal. The Sanctuary is conceived as community infrastructure, not just a business.

"In the sauna, egos are left at the door. You aren't a CEO or a labourer; you are just a person on a bench. It creates a warm bubble of humanity that we've lost elsewhere."

Island Sauna Shack, a Sauna Box community operator



Connection before and after the sauna, community at the heart of it.

Jobs and the local economy

Local jobs and self-employed instructors, recruited and hired locally as the sauna grows

Local trades engaged for the fit-out and ongoing maintenance

Money that stays local: spend on local trades, supplies and staff that recirculates in Diss, plus added town-centre footfall

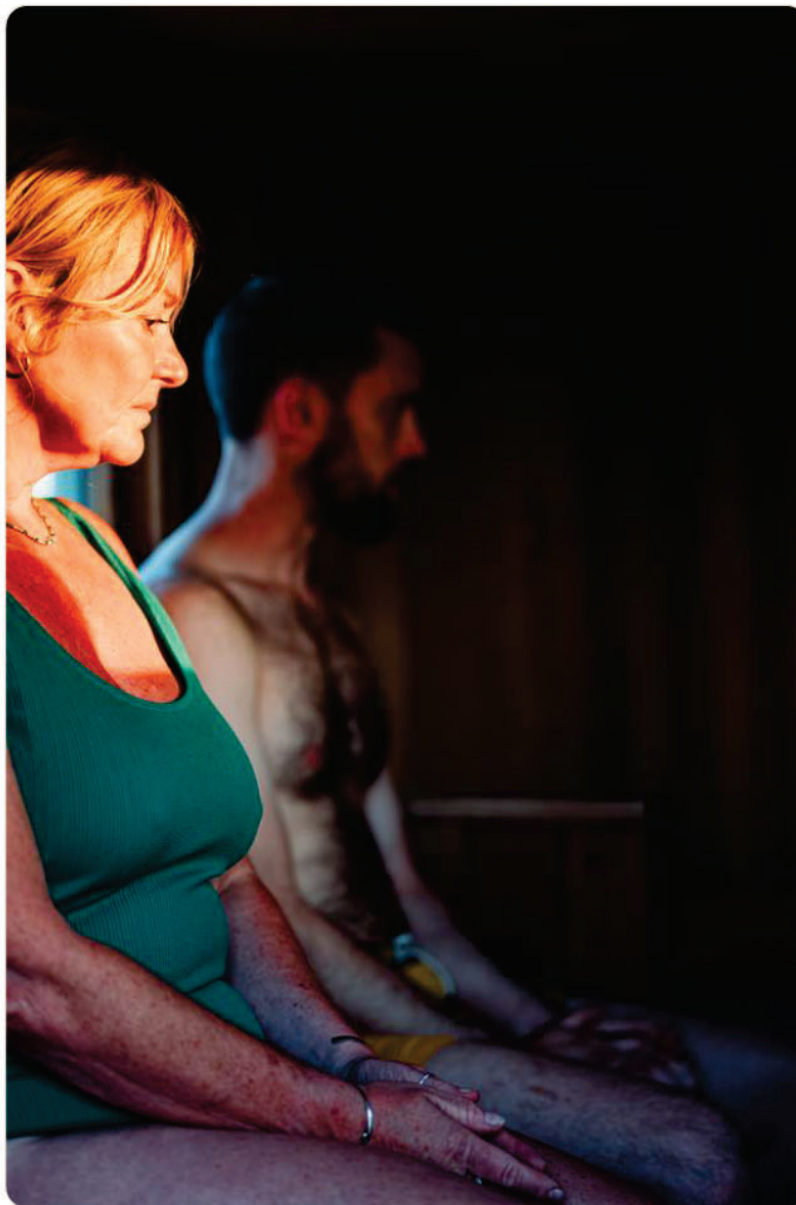
Health and wellbeing

A major review in Mayo Clinic Proceedings found regular sauna bathing is associated with substantially lower cardiovascular risk and benefits for blood pressure, mental health and cognitive decline.² The Sanctuary makes those benefits affordable and accessible to Diss residents, supporting the health, wellbeing and leisure aims of the Diss & District Neighbourhood Plan.³

A warm, social, screen-free space that helps tackle loneliness and isolation

A weekly programme of community activity: yoga, a run club, men's wellbeing sessions and networking

Inclusive sessions: women-only and men-only, quiet/neurodiverse-friendly slots, and links with GP social prescribing



Time to switch off, the restorative heart of the Sanctuary.

Social value commitments

Concrete commitments (scaling with the site): at least 8 free or subsidised community sessions a month; 20+ funded “sauna on prescription” places a year; and 2–4 apprenticeship or work-experience placements a year

Affordable community pricing well below commercial-spa rates, with concessions for students, over-65s, carers and those on lower incomes

A social-prescribing programme with local GP surgeries and link workers, so those who would benefit most can access the sauna regardless of ability to pay

Men’s mental health, young people & safe spaces

Men’s wellbeing sessions as a genuine safe space for open conversation, a real alternative to the pub for under-35s

A focus on young people: work-experience, training and apprenticeship pathways with local colleges and community groups

We run a Community Interest Company (CIC) for these initiatives, supporting eligibility for community funding such as the Movember men’s mental-health initiative

Alignment with Diss’s priorities

PRIORITY	HOW THE SANCTUARY DELIVERS IT
“A vibrant community around a thriving market town”	An inclusive, year-round hub that brings residents together and builds belonging
Sports & leisure	Affordable wellbeing and recovery facilities that get more residents active
Health & wellbeing	Affordable, accessible recovery and relaxation for residents of every age
The town-centre experience	A distinctive new use that adds footfall, vitality and dwell time to the town centre
Addressing climate change	Adaptive re-use of existing space, energy-efficient operation and active-travel programming

D. Technical setup & capacity

IN SHORT **Handcrafted, high-spec and built to last**, installed to UK electrical and building standards and designed for the Pavilion.

ELEMENT	SPECIFICATION	CAPACITY
Sauna	1 × 10ft container sauna (6-8 person), premium electric heater	6-8 people at a time
Cold therapy	2 plunge pools + 2 cold showers	Supports sauna throughput
Sessions	Multiple 55-minute sessions a day, seven days a week	Sized to local demand
Support	Changing, lockers, WC, relaxation area, kiosk & coffee hatch	–

Build quality: our saunas are own-built in Suffolk to last years if not decades, installed to UK electrical and building standards. Because we manufacture the units ourselves, we control quality and tailor the layout to the Pavilion.

Site services required: mains water supply, drainage and an adequate power supply (single/three-phase confirmed at survey). Full mechanical and electrical detail provided at the design stage.



In and out of the heat, the sauna in everyday use.

E. Operations plan

IN SHORT **Open 7 days, fully staffed and professionally run by us**, a weekly programme of yoga, run clubs and wellbeing events, with no operational burden on the Council.

Hours: seven days a week, morning to evening, fully staffed by a trained local host team

Model: a membership base supplemented by drop-in sessions and private hire

Staffing & training: hosts trained on Sauna Box's operating playbook; we train and employ a local team and operate the site ourselves

Booking & data: an online booking and membership system manages sessions, capacity and payments

Programming: a weekly calendar of yoga, a run club, men's wellbeing sessions and networking; larger events in partnership with local business groups and the Diss Town Team

Maintenance & cleaning: daily cleaning, scheduled servicing and a replacement reserve

F. Safety & compliance

IN SHORT **Safety designed in from day one**, risk assessments, legionella control, trained first-aiders and £5m public liability insurance already in place.

Risk assessments and documented operating procedures, with clear health guidance and capacity limits

Trained, first-aid-qualified hosts on site during all opening hours

Water hygiene management (including legionella control) for cold plunges and showers, with regular testing

Electrical safety, fire risk assessment, fire detection and a tested evacuation plan

Food-hygiene compliance for the kitchenette/café

Accessibility, inclusive design and safeguarding procedures for vulnerable users and any youth sessions

GDPR-compliant data handling; public liability insurance up to £5 million already in place

G. Environmental impact

IN SHORT **Low-carbon by design**, adaptive re-use of an existing building, energy-efficient operation and active travel, supporting the Council's net-zero goals.

We aim to run The Sanctuary to a high environmental standard, supporting the climate-change aims of the adopted Diss & District Neighbourhood Plan.

Adaptive re-use of an existing building keeps embodied carbon low and brings the building into active year-round use

Energy-efficient heaters, well-insulated cabins and smart scheduling; we will explore on-site renewables (solar PV with battery storage)

Water-efficient cold-therapy systems with recirculation/filtration where practical

Low-waste, sustainably-sourced consumables and refillable retail lines

Active-travel programming (run club, walkable/cyclable town-centre location) reduces car dependency

H. The Pavilion

IN SHORT

A much-loved Pavilion, brought into year-round use. Phase 1 refurbishes the Pavilion overlooking Diss Mere into a welcoming community sauna, at no capital cost to the Council.

The Pavilion is a much-loved building in the heart of Diss, used today mainly for occasional summer events. Phase 1 puts it to work year-round, around those events rather than instead of them: a considered, sympathetic refurbishment that turns it into a sauna sanctuary and wellness café for the town, keeping the building's distinctive character while bringing warmth, activity and footfall to the space through every season.



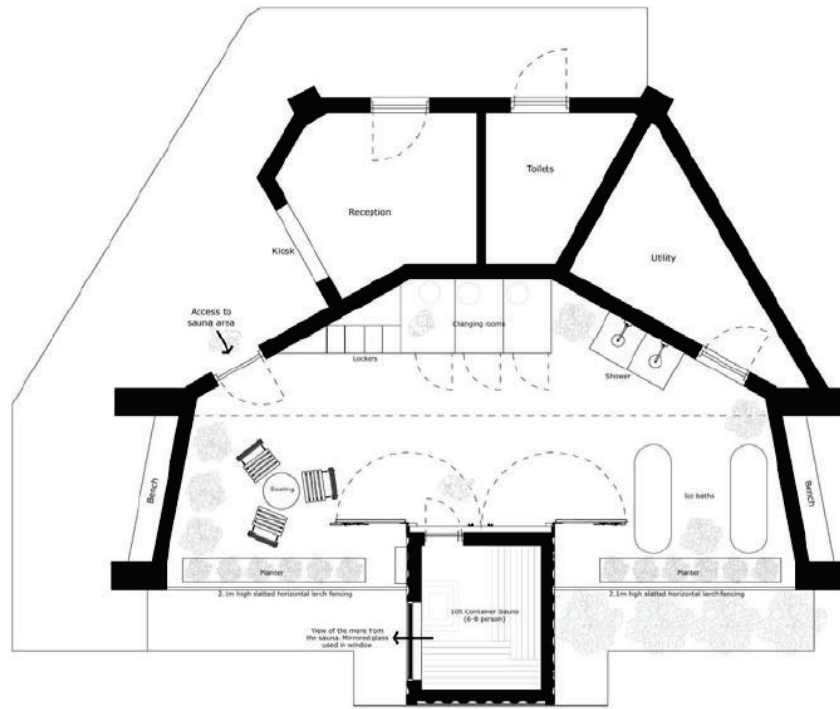
The Pavilion today: a much-loved landmark overlooking Diss Mere.



The Sanctuary at the Pavilion: our Phase 1 concept. Hot, cold, relax, repeat.

General arrangement

The Phase 1 layout places a single container sauna at the heart of the space, with two plunge pools, two showers, changing and lockers, a relaxation and seating area, and a kiosk with a coffee hatch. A mirrored-glass window frames the view of the Mere from the sauna.



SAUNA BOX
Rest, Bulk Properly.
www.saunabox.co.uk
info@saunabox.co.uk

PROJECT: One Community Sauna
CLIENT: Community Sauna One CIC
ADDRESS: 31 Castle Market Street,
Macclesfield,
NR1 3DY

Note:
Do not scale from this drawing electronically or manually, use written dimensions only. All
dimensions are in millimetres unless stated otherwise.
This drawing is intended for use in this project only and may not be used for any other purpose.
Sauna Box accepts no liability for the use of this drawing other than the purpose for which it was
intended in connection with this project.
This drawing may not be reproduced in any form without prior written agreement from Sauna Box.

Phase 1 - Pavilion
General Arrangement Plan
July 2024

SCALE: 1:50 @ A3 JOB DRAWING NO.
DRAWN BY: 2671 - GA - 00 - 001

REVISION
C

General arrangement, Phase 1: sauna, two plunge pools, two showers, changing, relaxation area and kiosk.

I. Pricing, set-up cost & funding

IN SHORT

Affordable for residents, zero capital cost to the Council, £15 drop-ins and £45 memberships, privately and debt funded, with grant routes we'll pursue together.

Community pricing

OFFER	INDICATIVE PRICE	NOTES
Sauna membership	from £45 / month	Unlimited or generous session allowance; concessions available
Drop-in sauna session	£15	55-minute session; well below commercial-spa rates
Private hire (whole sauna)	£120 / session	Groups, clubs, celebrations
Community sessions	Free / discounted	Monthly allocation for community groups and key workers

Set-up cost

Fit-out: £10,000–£20,000 for the Phase 1 Pavilion refurbishment, funded privately by Sauna Box, **no capital cost to the Council**

Running it: operated and maintained by Sauna Box at our own cost, on fair terms agreed with the Council

Funding & partnership we'd welcome exploring

Community and wellbeing grant funding, including the Movember men's mental-health initiative (18–35), for which our Community Interest Company supports eligibility⁴

Our asks are about support, partnership and grant funding, not Council cash

Partnership with the Council and local community and business groups on events, programming and town-centre activation

Why this is low-risk for the Council

Privately and debt funded, no capital cost to the Council

We build and operate it ourselves, not a facility the Council has to run, staff or subsidise

A proven model, 35 sauna businesses launched across the UK

A flexible, low-commitment start: Phase 1 is a modest, affordable pop-up that proves demand before anything larger

A clean exit, our saunas are high-quality, relocatable assets that we own

J. Demand evidence

IN SHORT **The demand is real and growing**, a UK market heading from ~£80m to ~£120m, our own profitable reference sites, and an exceptional Diss catchment.

Market growth: the UK now has roughly 147 public saunas, up from 45 in 2023, with communal, affordably-priced sites driving the trend

The UK sauna market was worth about USD 80.8m in 2024 and is forecast to reach ~USD 120.4m by 2030⁵

Our own track record: 35 sauna businesses launched, with an average operator-reported payback of around 14 months and reference sites generating £30k–£45k annual profit

Real-world benchmark: at the top end a single community sauna has turned over more than £200,000 in a year; at the modest end our Dunwich site, open just 10–15 hours a week, still achieved around £65,000. A Diss hub would be open seven days a week

Catchment: Diss is a busy market town serving a wide rural catchment across south Norfolk and north Suffolk, with strong year-round footfall and a loyal local community

Momentum: we are already developing sister community hubs in nearby Ipswich and Bury St Edmunds. For Diss we are building a pre-launch waitlist, targeting 100 founding members before opening

K. Programme (timing)

IN SHORT **A clear, near-term path:** planning in September, fit-out in October, open in November 2026.

STAGE	TIMING
Planning & approvals	September 2026
Site set up & fit out at the Pavilion	October 2026
Open to the community	November 2026

Once open: seven days a week, morning to evening, with a weekly events calendar building through the first year.

Questions a council might ask

Will it cost the Council anything?

What about planning and use class?

The use is leisure/wellbeing (typically Class E or sui generis). We work within policy and would value early guidance and support from your planning team on the Pavilion refurbishment.

Noise, neighbours and traffic?

Is it safe, water hygiene, fire, safeguarding?

What if it doesn't work, what's the exit?

What's in it for the local economy?

Local jobs and trades, money recirculating locally, more footfall and dwell time for nearby businesses, and the Pavilion brought back into use, contributing town-centre vitality.

L. Partnership & next steps

THE ASK

One simple next step: back our planning and funding applications and help us build a thriving community wellbeing centre at the Pavilion. We'll bring the investment, the build and the community programme.

We are led by what serves Diss best, and happy to shape the phasing and programme with you

A low-risk first step. Phase 1 at the Pavilion is deliberately modest, proving local demand and building awareness before anything larger

People we'd value connecting with. The Town Clerk and Council, local GP surgeries and social-prescribing link workers, and community groups across the town

A working partnership with the Council and local community and business groups, on site, programming, social-prescribing links and local employment

Happy for this document to be shared internally, and to present in person to colleagues, members or committee

References, insurance certificates and design drawings available on request



A place for the whole community to gather.

Thank you for considering The Sanctuary. As local people, we would be genuinely proud to build it in Diss, and to do it with the Council, not just in the town.

Email Sauna Box

Call + 

Sources & notes

1. British Sauna Society data: 45 public saunas in January 2023 rising to 147 in January 2025 (reported via Fast Company, 2025, and IBISWorld UK Saunas & Solariums, 2025). ↩
2. Laukkanen et al., "Cardiovascular and Other Health Benefits of Sauna Bathing," Mayo Clinic Proceedings, 2018. ↩
3. Diss & District Neighbourhood Plan 2021–2038 (adopted 16 October 2023, 84% in favour at referendum). ↩
4. Funding routes: community and wellbeing grants, including the Movember men's mental-health initiative (18–35); Sauna Box's Community Interest Company supports eligibility for community funding. ↩
5. Grand View Research, UK Sauna Market Size & Outlook 2026–2033 (UK revenue USD 80.8m in 2024, ~USD 120.4m by 2030). ↩

SAUNA BOX

Rest, built properly. · The Sanctuary, a proposal for Diss Town Council



Handcrafted in Suffolk · 35 operators launched across the UK · Member of the British Sauna Society



DISS TOWN COUNCIL

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

Report Number:
22 / 2627

Report to:	Full Council
Date of Meeting:	29 th July 2026
Authorship:	Responsible Finance Officer
Subject:	Gas Contract Renewal

Introduction

1. The Council's Gas contract with Broker One to supply the Council Offices and Diss Youth & Community Centre (DYCC) is due to expire at the end of March 2027. The current prices were fixed back in 2021, for the start of the contract on 1st April 2022.
2. We have sought quotes from Broker One (Appendix A) and another energy broker (Appendix B), who have searched the markets to provide their best findings.
3. The total cost to the Council over the past 12 months was £2,513.21. Expenditure across the two sites has been minimal due to the partial closure of the DYCC.
4. The energy markets are still volatile, and all figures quoted are subject to global changes, fluctuations and are unlikely to remain as quoted.

Gas Quote One

5. Broker One purchases gas in bulk at current market rates and secures supply for participating organisations over the next five years. This approach can be considered cost-effective, as it may provide greater price certainty and protection against market volatility. However, the overall value for money will depend on the price which the gas was purchased at and how energy prices fluctuate during the contract period.
6. Based on the figures provided, the annual cost to the Council would be approximately £1,661 for the DYCC site and £2,458 for the Council Offices, and this would be for a 5-year contract.
7. The increases proposed by Broker One would be 145% for the DYCC and a 32% increase for the council offices. This is mainly due to a considerable increase in the daily charges rather than unit price.

Gas Quote Two

8. Broker Two has gone out to five different suppliers, with contracts varying between 18-36 months. They have also looked at suppliers with lower daily standing charges due to the usage at each site being low.
9. The recommendation from Broker Two is to have a 3-year fixed rate supply for both sites.

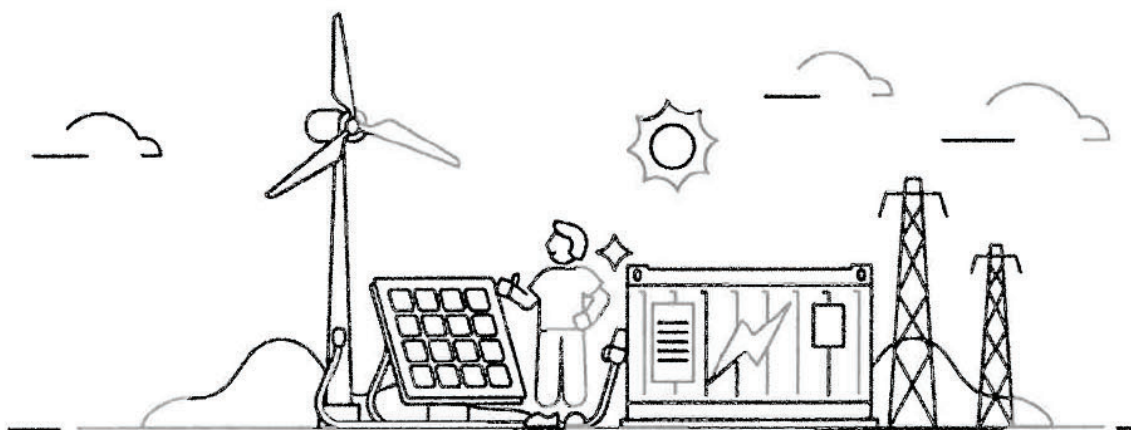
10. Based on the figures provided, the annual cost to the Council would be approximately £751 for the DYCC site and £2,235 for the Council Offices, and this would be for a 5-year contract.
11. The increases proposed by Broker Two would be 11% for the DYCC and a 20% increase for the Council Offices.
12. It has also been confirmed that Broker Two will cease the DYCC contract without charge, should the supply is removed.

Conclusions

13. The Council has maintained its gas supply contract through Broker One for over 10 years, providing a long-established and familiar procurement arrangement.
14. The Council currently procures its electricity and water supplies through Broker Two. Benefits of this arrangement include access to competitive market tendering, multi-utility procurement, contract management support, energy monitoring tools, and specialist market expertise to help secure value for money and manage energy costs effectively.
15. We explored the option of aligning the gas contract renewal with the electricity contract renewal in 18 months' time, which would have enabled the Council to consider a dual-fuel contract and potentially achieve further cost savings. However, following a review, this option was not considered economically viable at this time.

Recommendation

To approve the recommended contract for a fixed 3-year contract from Broker Two, with a lower daily standing charge.

[About us](#)[Our frameworks](#)[Contact us](#)

GAS PRICE NOTIFICATION

APRIL 2027 – 5 Year Contract

MPR	Unit Rate 2026/27 (P/kWh)	Daily Charge (£/Per Day)
3080394604 - DYCC	3.4462p	£ 3.68
3080423304 – Council Office	3.4462p	£ 3.68



Customer Name Diss Town Council
Meter Number 3080394604
Contract Start Date 01/04/2027
Site reference Youth and Community Centre
Annual Consumption 9,222

Supplier	Duration	Standing Charge (pence per day)	Unit Rate (p/kWh)	Annual Cost	Annual Saving	Saving %
CURRENT		93.00	3.6607	£ 677.04		
				£ -		
	18m	43.04	8.7100	£ 960.33	-£ 283.29	-42%
	36m	42.94	8.4600	£ 936.91	-£ 259.87	-38%
	24m	45.00	6.4000	£ 754.46	-£ 77.42	-11%
	36m	45.00	6.4000	£ 754.46	-£ 77.42	-11%
	24m	48.00	9.2000	£ 1,023.62	-£ 346.58	-51%
	36m	48.00	9.1000	£ 1,014.40	-£ 337.36	-50%
	24m	50.00	8.9390	£ 1,006.85	-£ 329.81	-49%
	36m	50.00	8.9947	£ 1,011.99	-£ 334.95	-49%
	24m	38.20	6.7080	£ 758.04	-£ 81.00	-12%
	36m	38.19	6.6230	£ 750.17	-£ 73.13	-11%
	24m	0.00	12.1560	£ 1,121.03	-£ 443.99	-66%
	36m	0.00	11.5690	£ 1,066.89	-£ 389.85	-58%
				£ -	£ 677.04	100%

TUS RECOMMENDATION

Prices exclude VAT & CCL and are subject to supplier acceptance



Customer Name	Diss Town Council
Meter Number	3080423304
Contract Start Date	01/04/2027
Site reference	Council Office
Annual Consumption	32,345

Supplier	Duration	Standing Charge (pence per day)	Unit Rate (p/kWh)	Annual Cost	Annual Saving	Saving %
CURRENT		186.00	3.6607	£ 1,862.95		
	18m	52.56	7.1100	£ 2,491.57	-£ 628.62	-34%
	36m	51.95	6.9200	£ 2,427.89	-£ 564.94	-30%
	24m	50.00	6.5000	£ 2,284.93	-£ 421.97	-23%
	36m	50.00	6.4000	£ 2,252.58	-£ 389.63	-21%
	24m	30.00	6.7000	£ 2,276.62	-£ 413.66	-22%
	36m	30.00	7.0000	£ 2,373.65	-£ 510.70	-27%
	24m	50.00	7.4735	£ 2,599.80	-£ 736.85	-40%
	36m	50.00	7.6270	£ 2,649.45	-£ 786.50	-42%
	24m	37.23	6.5760	£ 2,262.90	-£ 399.94	-21%
	36m	37.23	6.4900	£ 2,235.08	-£ 372.13	-20%
	24m	0.00	7.9200	£ 2,561.72	-£ 698.77	-38%
	36m	0.00	7.8330	£ 2,533.58	-£ 670.63	-36%

TUS RECOMMENDATION

Prices exclude VAT & CCL and are subject to supplier acceptance



DISS TOWN COUNCIL

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

Report Number:
23 / 2627

Report to:	Full Council
Date of Meeting:	29 th July 2026
Authorship:	Clerk
Subject:	Community Grant Policy Review

Introduction

1. The current Grant Policy has been reviewed with the aim of simplifying the grant application process whilst maintaining appropriate controls over the award of public funds.
2. The revised policy has been redrafted in plain language and structured to improve clarity for applicants and Members.
3. The policy retains the Council's existing principles of fairness, transparency and accountability whilst reducing unnecessary complexity.
4. Full Council continues to be the decision-making body for all grant awards.

Key Changes

5. The principal changes are:
 - a) Simplified policy wording throughout.
 - b) Clearer eligibility and assessment criteria.
 - c) Introduction of two application routes:
 - i. Small Community Grants (up to £1,000).
 - ii. Standard Community Grants (over £1,000).
 - d) Inclusion of proportionate financial assessment, including consideration of unrestricted reserves.

Application Forms

6. The current Grant Policy uses a single application form for all grant requests, regardless of the value of funding sought.
7. The revised arrangements replace this with two separate forms:
 - a) Small Community Grant Application Form - for applications of up to £1,000.
 - b) Standard Community Grant Application Form - for applications over £1,000.

8. This change introduces a more proportionate application process, ensuring that the information requested reflects the value of the grant being sought.
9. Lower-value applications will be made using a shorter form, while larger applications will continue to require more detailed information to support the assessment of public funding applications.
10. The existing grant application form is a comprehensive document containing 35 detailed questions together with extensive terms and conditions and supporting document requirements. Applicants are currently required to provide substantial information about organisational governance, membership, affiliations, facilities, policies, safeguarding arrangements, activities, financial position and project delivery regardless of the size of the application.
11. The revised Standard Community Grant Application Form has been substantially redesigned rather than simply amended. It retains the core information required to assess grant applications while presenting it in a more logical structure aligned with the revised Grant Policy.
12. The principal changes include:
 - a) a clearer distinction between organisation details, project details, community benefit, funding and budget, financial position, governance and compliance, supporting documents, grant conditions and declaration;
 - b) removal of a number of administrative questions which are not directly relevant to grant assessment, including detailed membership information, organisational affiliations and premises-related questions;
 - c) clearer questions on who and how many people will benefit;
 - d) a more structured budget section, including details of other funding applications and funding secured;
 - e) a dedicated section on the applicant's financial position, including unrestricted reserves and the need to explain why grant funding is required where significant reserves are held;
 - f) a simplified governance and compliance checklist covering governing documents, management structure, organisational bank account, insurance, safeguarding arrangements and risk assessments where applicable;
 - g) a streamlined list of supporting documents tailored to the assessment of larger grant applications; and
 - h) simplified grant conditions and declarations presented in a clearer and more accessible format.
13. The revised approach reduces unnecessary complexity for applicants, improves the quality and relevance of information provided to the Council, and ensures that assessment requirements remain proportionate to the level of funding requested.

Comparing the Two Application Routes

Feature	Small Community Grant (up to £1,000)	Standard Community Grant (over £1,000)
Purpose	Simple application process for smaller awards	More detailed assessment process for larger awards
Primary Focus	Project outcomes and community benefit	Project outcomes, organisational capacity and governance
Information Required	Essential information only	More detailed organisational and project information
Supporting Evidence	Light-touch evidence requirements	Full supporting documentation where appropriate
Financial Assessment	Proportionate review of finances	Detailed financial scrutiny, including unrestricted reserves
Administrative Burden	Reduced for applicants	Greater level of detail proportionate to the award sought
Due Diligence	Basic checks	Enhanced due diligence and compliance checks

14. The introduction of two application routes ensures that smaller community organisations are not required to complete unnecessarily detailed applications for modest levels of funding, whilst providing the Council with sufficient information to assess larger grant requests responsibly and transparently.

Financial and Legal Implications

15. There are no direct financial implications arising from the adoption of the revised policy.
16. All grant awards will continue to be subject to the annual budget approved by Full Council.

Recommendation

That the revised Grant Policy, Small Community Grant Application Form and Standard Community Grant Application Form be adopted with immediate effect.



GRANT POLICY

1. Purpose

Diss Town Council recognises the valuable contribution made by voluntary, community and not-for-profit organisations to the wellbeing of the town and its residents.

The Council may provide grants to support projects, activities and initiatives that deliver a clear benefit to the people of Diss.

Grants are awarded at the Council's discretion and are subject to the availability of budgeted funds.

The Council may award grants using powers available to it under the Local Government Act 1972 and, where applicable, the General Power of Competence. The purpose of this policy is to provide a fair, transparent and consistent framework for the consideration and award of grants.

2. Types of Grant

The Council operates two grant schemes:

Small Community Grants

For applications of up to **£1,000**.

A simplified application process applies.

Standard Community Grants

For applications over **£1,000**.

A more comprehensive application process applies, and additional supporting information may be required.

3. Eligibility

Applications will normally be accepted from:

- Registered charities
- Community groups
- Voluntary organisations
- Community interest organisations
- Sports, arts and cultural organisations
- Other not-for-profit organisations

Applicants should normally operate within Diss or be able to demonstrate a significant benefit to the residents of Diss. Applications from organisations based outside the town may be considered where a clear benefit to Diss residents can be demonstrated.

4. What the Council May Fund

The Council will consider applications for projects or activities that benefit the residents of Diss including:

- Community projects and activities
- Equipment and facilities
- Environmental improvements
- Community events
- Cultural, recreational and sporting initiatives
- Projects that improve community wellbeing

Applications from schools and educational establishments will be considered on their individual merits. The Council will not normally fund expenditure that would ordinarily be met through statutory education funding.

5. What the Council Will Not Normally Fund

The Council will not normally fund:

- Political activities or organisations
- Private businesses operating for profit
- Projects or activities that have already started or where expenditure has already been incurred
- General donations to individuals
- Activities that should ordinarily be funded through statutory services
- Projects that would be contrary to equality legislation
- Routine operating costs, including salaries, rent, utilities and insurance, unless exceptional circumstances can be demonstrated

The Council reserves the right to refuse any application that it considers falls outside the purpose of the grant scheme.

6. Application Process

Applications must be made using the appropriate Diss Town Council grant application form.

Applicants must provide all information reasonably requested by the Council in support of their application.

Applications may be submitted throughout the year and will normally be considered at the next appropriate meeting of Full Council.

Incomplete applications may be deferred until the required information has been provided.

7. Assessment Criteria

Applications will be assessed taking into account:

- Benefit to the residents of Diss
- Number of people likely to benefit
- Value for money
- Demonstrated need
- Availability of alternative funding
- The level of unrestricted reserves held by the applicant organisation and the extent to which those reserves may reasonably be available to support the proposed project or activity
- Deliverability of the project
- Any previous grants awarded by the Council
- Availability of Council funds

The Council may request financial information to support its assessment of an applicant's financial position and funding requirements.

The Council reserves the right to award all, part or none of any amount requested.

8. Decision Making

Applications will be reviewed initially by a panel of councillors with a recommendation to Full Council.

The decision of Full Council shall be final.

9. Conditions of Award

Successful applicants must:

- Use the grant solely for the purpose stated in the application.
- Notify the Council of any significant changes affecting the project or activity.
- Provide monitoring information or evidence of expenditure when reasonably requested.
- Acknowledge support from Diss Town Council where appropriate.

The Council reserves the right to request repayment of all or part of a grant where funding has not been used for the approved purpose or where grant conditions have not been met.

10. Monitoring

Grant recipients may be required to provide information demonstrating how the grant has been used and the outcomes achieved.

The level of monitoring required will be proportionate to the value and nature of the grant awarded.

Failure to provide reasonable monitoring information may be taken into account when considering future grant applications.

11. Review

This policy shall be reviewed every four years or sooner if required by changes in legislation, local circumstances or Council decisions.

Approved by: Full Council

Date Approved: [Insert Date]

Minute Reference: [Insert Minute Reference]

Next Review Date: July 2030

SMALL COMMUNITY GRANT APPLICATION FORM

For grant applications of up to £1,000

This form should be used by community groups, voluntary organisations, charities and other not-for-profit organisations applying for a grant of up to £1,000 from Diss Town Council.

Applicants should read the Council's Grant Policy before completing this form.

Grants are awarded at the discretion of Diss Town Council and are subject to the availability of funds. Applications will normally be considered at the next appropriate meeting of Full Council.

1. Applicant Details

Name of organisation:

[Insert details]

Organisation address:

[Insert details]

Website or social media page, if applicable:

[Insert details]

Name of main contact:

[Insert details]

Position in organisation:

[Insert details]

Telephone number:

[Insert details]

Email address:

[Insert details]

2. About Your Organisation

Type of organisation:

Please tick all that apply:

- ☐ Registered charity
- ☐ Community group

- ☐ Voluntary organisation
- ☐ Sports, arts or cultural organisation
- ☐ Community interest organisation
- ☐ Other not-for-profit organisation
- ☐ Other — please state: [Insert details]

Charity number, if applicable:

[Insert details]

Please briefly describe your organisation, its aims and main activities.

[Insert details]

Does your organisation have a bank account in the organisation's name?

- ☐ Yes
- ☐ No

If no, please explain how any grant funding would be received, held and managed on behalf of the organisation:

3. Project Details

What are you applying for?

Please describe the project, activity or item for which funding is requested.

[Insert details]

How will this benefit the residents of Diss?

Please explain who will benefit and what difference the funding will make.

[Insert details]

Where will the project or activity take place?

[Insert details]

When will the project or activity take place?

[Insert details]

Approximately how many people are expected to benefit?

- ☐ Up to 10
- ☐ 11–25
- ☐ 26–50
- ☐ 51–100
- ☐ More than 100

4. Funding Request

How much funding are you requesting from Diss Town Council?

£[Insert amount]

What is the total cost of the project or activity?

£[Insert amount]

Please provide a simple breakdown of costs:

Item or activity	Cost
[Insert details]	£[Insert amount]
[Insert details]	£[Insert amount]
[Insert details]	£[Insert amount]
Total	£[Insert amount]

Have you applied for, or received, funding from any other source for this project or activity?

☐ Yes

☐ No

If yes, please provide details.

Funding Source	Amount Applied For	Amount Secured
	£	£
	£	£
	£	£

Is your organisation contributing any funding, resources or volunteer time towards the project?

☐ Yes

☐ No

If yes, please provide details:

[Insert details]

If unrestricted reserves exceed the amount requested from Diss Town Council, please explain why external funding is required.

[Insert details]

5. Supporting Information

Please provide the following where available:

- ☐ Evidence of the proposed expenditure (e.g. quotation, estimate or simple budget)
- ☐ Evidence of other funding, if applicable
- ☐ Any supporting information that will help the Council understand the project or activity

The Council may request additional information where this is considered necessary to assess the application.

6. Conditions of Grant

If awarded funding, the organisation agrees:

- To use the grant solely for the purpose stated in this application.
- To notify the Council of any significant changes to the project.
- To provide monitoring information when requested.
- To acknowledge support from Diss Town Council where appropriate.
- To return any grant funding not used for the approved purpose.
- To provide evidence of expenditure if requested by the Council.
- That unused grant funding may be returned to Diss Town Council.
- That grant awards may be recorded in Council minutes and published in line with normal transparency requirements.

Failure to comply with grant conditions may affect future applications and may result in a request for repayment of all or part of the grant.

7. Declaration

I confirm that:

- I am authorised to submit this application on behalf of the organisation named above.
- The information provided in this application is accurate to the best of my knowledge.
- The organisation agrees to comply with the conditions of grant.

Name:

[Insert details]

Position in organisation:

[Insert details]

Signature:

[Insert details]

Date:

[Insert details]

8. Submission

Please return the completed form to:

The Town Clerk

Diss Town Council

11–12 Market Hill

Diss

Norfolk

IP22 4JZ

Email: towncouncil@diss.gov.uk

STANDARD COMMUNITY GRANT APPLICATION FORM

For grant applications over £1,000

Applicants should read the Diss Town Council Grant Policy before completing this form.

Applications may be submitted throughout the year and will normally be considered at the next appropriate meeting of Full Council.

1. Applicant Details

Name of organisation:

[Insert details]

Organisation address:

[Insert details]

Website or social media page, if applicable:

[Insert details]

Name of main contact:

[Insert details]

Position in organisation:

[Insert details]

Telephone number:

[Insert details]

Email address:

[Insert details]

2. About Your Organisation

Type of organisation:

Please tick all that apply:

- ☐ Registered charity
- ☐ Community group
- ☐ Voluntary organisation
- ☐ Sports, arts or cultural organisation
- ☐ Community interest organisation

- ☐ Other not-for-profit organisation
- ☐ Other — please state: [Insert details]

Charity number, if applicable:

[Insert details]

Company number, if applicable:

[Insert details]

Year established:

[Insert details]

Please briefly describe your organisation, its aims and main activities.

[Insert details]

Approximately how many people are involved in running the organisation?

[Insert details]

Approximately how many people currently benefit from your activities?

[Insert details]

3. Project Details

Project title:

[Insert details]

Amount requested from Diss Town Council:

£[Insert amount]

Total project cost:

£[Insert amount]

Project start date:

[Insert details]

Project completion date:

[Insert details]

Please describe the project or activity for which funding is requested.

[Insert details]

4. Community Benefit

Who will benefit from the project?

[Insert details]

How will the project benefit the residents of Diss?

[Insert details]

Approximately how many people will benefit?

- ☐ Under 25
 - ☐ 25–50
 - ☐ 51–100
 - ☐ 101–250
 - ☐ More than 250
-

5. Funding and Budget

Please provide a breakdown of project costs.

Item	Cost
	£
	£
	£
	£
	£
	£
Total Project Cost	£

Have you applied for, or received, funding from any other source for this project or activity?

- ☐ Yes
- ☐ No

If yes, please provide details.

Funding Source	Amount Applied For	Amount Secured
	£	£
	£	£
	£	£

Is your organisation contributing any funding, resources or volunteer time towards the project?

☐ Yes

☐ No

If yes, please provide details:

[Insert details]

6. Financial Position

Please state the value of your organisation's unrestricted reserves.

£[Insert amount]

If unrestricted reserves exceed the amount requested from Diss Town Council, please explain why external funding is required.

[Insert details]

Please provide a summary of your current financial position.

[Insert details]

7. Governance and Compliance

Please confirm that your organisation has:

Requirement	Yes	No
Constitution or governing document	☐	☐
Committee or management structure	☐	☐
Bank account in organisation name	☐	☐
Public liability insurance (where applicable)	☐	☐
Safeguarding arrangements (where applicable)	☐	☐
Risk assessment for the project (where applicable)	☐	☐

8. Supporting Documents

Please provide:

- ☐ Most recent accounts or financial statement
- ☐ Latest bank statement
- ☐ Constitution or governing document
- ☐ Budget breakdown
- ☐ Evidence of the proposed expenditure (e.g. quotations, estimates or project budget)
- ☐ Evidence of other funding applications (if applicable)
- ☐ Any other supporting information that will help the Council understand the project or activity

The Council may request additional information where this is considered necessary to assess the application.

9. Conditions of Grant

If awarded funding, the organisation agrees:

- To use the grant solely for the purpose stated in this application.
- To notify the Council of any significant changes to the project.
- To provide monitoring information when requested.
- To acknowledge support from Diss Town Council where appropriate.
- To return any grant funding not used for the approved purpose.
- To provide evidence of expenditure if requested by the Council.
- That unused grant funding may be returned to Diss Town Council.
- That grant awards may be recorded in Council minutes and published in line with normal transparency requirements.

Failure to comply with grant conditions may affect future applications and may result in a request for repayment of all or part of the grant.

10. Declaration

I confirm that:

- I am authorised to submit this application on behalf of the organisation named above
- The information provided in this application is accurate to the best of my knowledge.
- The organisation agrees to comply with the conditions of grant.

Name:

[Insert details]

Signature:

[Insert details]

Date:

[Insert details]

Submission

Please return completed applications to:

The Town Clerk

Diss Town Council

11–12 Market Hill

Diss

Norfolk

IP22 4JZ

Email: towncouncil@diss.gov.uk

Office Use Only

Date received:

[Insert details]

Application complete:

- ☐ Yes
- ☐ No

Additional information requested:

- ☐ Yes
- ☐ No

Panel review date:

[Insert details]

Full Council meeting date:

[Insert details]

Decision:

- ☐ Approved
- ☐ Approved in part
- ☐ Refused
- ☐ Deferred

Amount awarded:

£[Insert amount]

Minute reference:

[Insert details]

Monitoring required:

- ☐ Yes
- ☐ No

Notes:

[Insert details]

**DISS TOWN COUNCIL**

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

Report Number:

24 / 2627

Report to:	Full Council
Date of Meeting:	29 th July 2026
Authorship:	Grant Panel
Subject:	Grant application – Diss Primary Academy

Introduction

1. One application has been received from the Diss Primary Academy Partnership for Council grant funding (see Appendix).
2. There is currently £10k remaining in the grant budget of a total annual budget of £10k.
3. The total request for funding is £3,900.
4. The Grant Panel has met to consider the application and puts forward the following summary and recommendation to Full Council.

Diss Primary Academy Partnership

5. The Grants Panel supports this application for the following reasons:
 - a) The application seeks funding for the provision of emergency anaphylaxis kits at both Diss Infant Academy and Nursery and Diss CE Junior Academy in response to the forthcoming implementation of Benedict's Law and associated allergy management requirements for schools.
 - b) The scheme provides specialist anaphylaxis kits and support compliance with new statutory requirements for allergy management in educational settings.
 - c) The project supports the safety and wellbeing of children and young people attending both schools and may also assist adults in emergency situations, as the larger adrenaline pens are suitable for adult use.
 - d) The applicant has advised that the kits could be made accessible to the public during school opening hours, extending the potential community benefit beyond the school population.
 - e) The applicant has confirmed that all staff will receive allergy awareness training and that appropriate monitoring arrangements will be put in place to ensure equipment remains in date and available for use.
 - f) The project directly benefits children and young people and provides additional protection for residents who may experience anaphylaxis due to previously unknown allergens.

- g) The Grant Panel considers the application to be consistent with the Council's objective of supporting projects which benefit vulnerable members of the community and improve existing services available within Diss.

Response from Applicant to questions regarding application

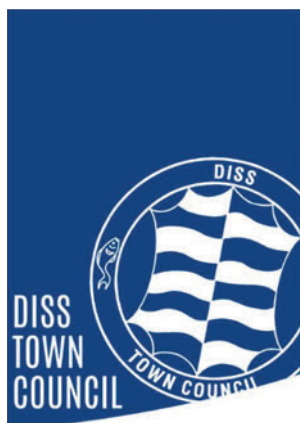
6. Ref question 22 - please confirm that the school intends to budget for the replacement AAls from the end of year 3 onwards. [We will budget from year 4. We have already paid for 8 staff members to receive AAI training at paediatric level in July 2026 and other support staff receive Emergency First Aid at Work training annually \(booked for 1 Sept 2026\) which is also funded by school.](#)
7. Ref question 25 – please confirm how the 100+ figure was arrived at. [Diss Infants has circa 120 pupils: Diss Juniors circa 150 pupils and circa 50 staff across both schools.](#)
8. Ref question 30 – I would like to think this request might be supported by District / County Councillors and match-funded projects are preferable. Have you spoken to either and if not, I have a meeting with them next week so could enquire on your behalf? [Yes please that would be most kind.](#)
9. Ref question 33 – we may require financial information. [The Trust's accounts are on the St Benet's website which are in the public domain but we will try to supply what is needed although we do not have profit and loss accounts or balance sheets or bank statements in the school's name. The Trust is responsible for the accounts for the group of schools in the MAT.](#)

Financial Considerations

10. The total grant requested is £3,900, representing the cost of providing two anaphylaxis kits for a period of three years.
11. The applicant has advised that central government is not providing funding to support schools in meeting this requirement, that the school's budget for 2026/27 was prepared prior to the announcement and that no reserves are available to meet the cost.
12. Historically, maintained schools were funded by Norfolk County Council. The Clerk has asked the new County Councillor to consider contributing to the first year's costs. His initial response noted that member grants have been withdrawn and that he will investigate whether an alternative funding mechanism is available.
13. South Norfolk Council has indicated that they would not be able to support this application as they consider it the responsibility of Norfolk County Council.
14. The Council's revised grant policy states "Applications from schools and educational establishments will be considered on their individual merits. The Council will not normally fund expenditure that would ordinarily be met through statutory education funding."
15. One member of the Panel also suggested that the Friends of Diss High School could be approached to contribute towards costs.

Recommendation

The Grant Panel recommends that Full Council supports the application from Diss Primary Academy Partnership and approves a contribution towards the first year's anaphylaxis kit subscription costs, with the final grant amount to be determined following confirmation of any contribution from Norfolk County Council.



Diss Town Council

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

Website: www.diss.gov.uk
Facebook: @DissTC

Community Grant Scheme – Application Form

(To be completed with reference to the accompanying grant policy)

Diss Town Council is committed to assisting voluntary and not-for-profit organisations working for the benefit of Diss residents and who deliver projects that will make a difference to people living in Diss. One of the ways this is done is through applying for funding through our Community Grant Scheme.

The Council's Financial Year runs from April to March, and applications for grants are considered at two points in the year: Applications received by 30th May will be considered in July for payment from September onwards. Applications received by 31st January will be considered in February for payment from March onwards.

Applicants are advised to read the accompanying grant policy before completing this form.

Organisation's / Individual's Details

1.	Nature of grant requested from DTC Is your organisation seeking a one-off Project grant, or a Development Grant?	☐ Project grant capital ☒ Development grant revenue
2.	Name of Organisation	Diss Primary Academy Partnership
3.	Organisation's Address and Website	Address: 1. Diss CE Junior Academy The Entry Diss IP22 4NT https://www.dissjunior.stbenets.org/index.asp 2. Diss Infant Academy and Nursery Fitzwalter Road Diss IP22 4PU https://www.dissinfant.stbenets.org/index.asp Website:
4.	Do we have an up-to-date copy of your organisations constitution or set of rules?	Yes ☐ No ☒ Educational Establishments – no constitution. However please see https://stbenets.org/about-us/trust-structure-and-governance/ <i>If you selected no,</i>

		We will need a copy of your organisation's constitution or set of rules. You may email a copy to towncouncil@diss.gov.uk or post this to us.
5.	Name and contact details of applicant	Name: [REDACTED] Executive Headteacher Address: Diss Primary Academy Partnership c/o The Entry Diss IP22 4NT Phone: [REDACTED] Email: [REDACTED]
6.	Position held in organisation	Executive Headteacher
7.	How long has this organisation been established? (if applicable)	2018 St Benet's MAT but the junior school has been open since 1860. Infant school since circa 1960.
8.	How would you describe your organisation / the applicant(s)? (tick all boxes that apply)	☐ Voluntary organisation or individuals ☐ Community/Residents' group ☐ Registered charity ☐ Company limited by guarantee ☐ Trust ☐ Other – please state: School within a Multi Academy Trust
9.	Is the organisation a charity registered with the Charity Commission for England and Wales	Yes ☐ No ☒ <i>If you selected yes,</i> What is your organisation's charity number?
10.	Company registration number (if applicable)	11276240
11.	How many members are involved in the running of the organisation? <i>Please provide an organisational structure chart to show how your organisation is managed</i>	At a school level, circa 50 employees, 6 of which are senior leaders. Please see the link below https://stbenets.org/about-us/trust-structure-and-governance/
12.	Does your organisation have a membership?	☒ Yes ☒ No ☐ N/A <i>If you selected yes,</i> Please state current number of members: Annual subscription cost per member:
13.	Please give details of any other organisation or umbrella group to which your organisation is affiliated (if applicable)	St Benet's MAT

14.	Please tick if your organisation / group has: <i>You do not have to provide any of these documents at the time of application, but they may be required before any grant funds are transferred.</i>	☐ A formal constitution ☐ A child protection policy ☐ A protocol for working with vulnerable adults ☐ Public Liability insurance – DFE RPA insurance ☐ A disability audit of its own premises ☐ A risk assessment relating to the activity to which the grant relates – not at present but we will have an updated medicines policy
15.	Please describe the activities undertaken by your organisation, including location and frequency of meetings or activities if applicable.	Educational Establishments Schools open for children during term time and 39 weeks per year.
16.	Does your organisation have its own premises? If yes, are they:	☐ Yes ☒ No ☒ N/A ☒ Owned by the organisation ☒ Rented ☐ Other (please state) – Both schools are under a 125 lease from Norfolk County Council
17.	Are there any restrictions on who can join the organisation?	Yes ☒ No ☐ <i>If you selected yes,</i> Please list the restrictions and why you have them? Published Admission Number set by Local Authority

Project

18.	Please describe your project / activity: its aims and objectives, what it will deliver, what difference will it make and outline how it will benefit the people of Diss. <i>Please continue on a separate sheet if necessary.</i>	BENEDICT'S LAW - ALLERGY MANAGEMENT You will probably be aware that the government are bringing in changes to the way that allergies are managed in schools: https://www.gov.uk/government/news/stronger-protections-for-children-with-allergies-in-school The finalized, official statutory guidance is scheduled to be published by July 2026, ahead of its implementation deadline, but we already know that the new statutory requirements mean that schools must: • stock “spare” adrenaline auto-injectors for use in emergency situations • provide allergy awareness training for all staff — covering recognition of symptoms, emergency response and the use of adrenaline devices
-----	---	---

		— alongside improved incident recording and lessons learnt processes • have a comprehensive policy for supporting children with medical conditions, including Individual Healthcare Plans to record specific arrangements for individuals like an allergy management plan Unfortunately the government has not given any additional funding to schools to implement the new scheme. Despite asking at Boots in the town, the pharmacist has informed me that they will not be able to supply schools as they require a named person for the prescription. When I challenged, as I know this to be incorrect, he was most adamant that Boots could not help us. WellCome Pharmacy were more helpful but it was a locum pharmacist who could not confirm either way. We also have concerns about supply and expiry dates when the pens themselves cost circa £100 each. We need a minimum of 8 pens (4 for each site) as they come in different volumes depending on a child's weight and if the expiry dates are less than a year, we could be looking at anything from £800-2400 per year for the pens themselves. I have been looking into a scheme from a company who first appeared in Dragon's Den. Kitt Medical will supply an anaphylaxis kit for schools at an annual subscription cost of £650 per year for a minimum of three years. The kit is like a defibrillator but is for allergies. I am writing to ask if the Town Council would be willing to support us by funding an anaphylaxis kit for both Diss Infant Academy and Nursery and Diss CE Junior Academy for three years. In return, we could make sure the kits are accessible for use by the public during school opening hours. The larger size epipen is also suitable for use by adults. I would be happy to speak to someone at the Town Council about the scheme if you felt it would help to support the request.
19.	When do you expect the project / activity to start?	1.9.2026
20.	When do you expect the project / activity to finish?	Never
21.	Is the grant for equipment or something else requiring ongoing maintenance?	☐ Yes ☒ No
22.	If yes, how will this ongoing maintenance be funded?	£650 per year covers replacement AAls.

23.	How long will the project actively involve residents of Diss?	☐ One day ☐ Up to one week ☐ Up to three months ☐ 3-6 months ☐ 6-12 months ☐ More than one year
24.	Which of the following categories of activity or groups apply to your grant application?	☐ Advice Services ☐ Arts and Culture ☐ Enhancing the environment of Diss ☐ Older People ☐ Sport and Recreation ☐ Transport ☐ Children and Young People ☐ Women (staff) ☐ Men (staff) ☐ People with a disability ☐ Black, minority or ethnic groups ☐ LGBTQ + ☐ People on low income ☐ Lone parents
25.	Approximately how many people will benefit from your grant? <i>You will be asked to provide evidence in your end of year report.</i>	<i>Select one option</i> ☐ 1 - 9 ☐ 10 - 19 ☐ 20 - 29 ☐ 30 - 49 ☐ 50 - 99 ☐ 100+
26.	Which of the following criteria does your grant application meet?	☐ Benefits the residents of Diss as a whole ☐ Benefits a specific category of residents of Diss, particularly disadvantaged or vulnerable sections of the population ☐ Provides a service or facility not currently provided elsewhere in Diss ☐ Adds to or improves existing facilities ☐ Makes better use of under-used Town Council facilities (i.e. DYCC, Sports Ground) ☐ Is freely available to all sections of the community

Financials

27.	Grant amount requested	£650 per school (2 schools) x 3 years = £3900
-----	------------------------	---

28.	Please provide the total cost of the project, so we can understand what proportion of funding is being requested	£3900
29.	Include a separate sheet showing a detailed budget breakdown, listing each item and its associated cost	Yes £650 per school (2 schools) x 3 years = £3900 ☒
30.	Do you intend to secure match funding for this project?	Yes ☐ No ☒ <i>If you selected yes, please list all sources and amounts:</i>
31.	Is your organisation making any non-financial contributions to the project/activity?	Yes ☒ No ☐ <i>If you selected yes, please list all non-financial contributions to the project/activity:</i> All staff, irrespective of job role, have to be trained on AAI use. Selected staff have been first aid trained and can administer AAI's. Admin staff will be maintaining strict registers to ensure AAIs remain in date and log their administration. If we purchase the KITT medical equipment, they automatically send replacements when near to expiry date.
32.	Do your current cash reserves exceed the amount of grant you are asking for?	Yes ☐ No ☒ The budget for 2026/27 is fully allocated with no reserves and was prepared prior to the expectation for schools to provide AAIs. <i>If you selected yes,</i> Please explain why you are not using your own funds.

24. If we sell any asset purchased with a Grant, we will notify Diss Town Council in writing and return an agreed proportion of the sale proceeds agreed with Diss Town Council.
25. If any equipment or asset is stolen, lost or damaged, we will replace it or return monies obtained from insurance to Diss Town Council.

Declaration by Main Contact

I confirm that the information I have given on this application form is accurate and complete and that I have authorisation to apply for a Grant on behalf of the organisation.

I acknowledge that if I give misleading or inaccurate statements on behalf of the group or organisation we may not receive any Grant, or it may be withdrawn and must be refunded to Diss Town Council.

I confirm that I have read and accept the Terms and Conditions of the Grant.

Please Print

Title: (Mr, Mrs, Ms, Miss)	[REDACTED]
First name:	[REDACTED]
Surname:	[REDACTED]
Signature:	[REDACTED]
Date:	15.07.2026
Position within the organisation:	Executive Headteacher

Please Note: This must be completed by the same person as named in Question 5 on the application form.

Co-signed by another member of your organisation:

Title: (Mr, Mrs, Ms, Miss)	[REDACTED]
First name:	[REDACTED]
Surname:	[REDACTED]

Signature:	[REDACTED]
Date:	15.07.2026
Home address:	[REDACTED] Diss [REDACTED]
Phone number:	[REDACTED] (personal – please do not share)
Email address:	[REDACTED]
Position within the organisation:	School Business Manager

Please Note: This must be a different person to the one named above.

Privacy Notice

Diss Town Council takes your privacy seriously and will only use your information in relation to your grant application. For further information, please refer to our GDPR Policy at www.diss.gov.uk.

Checklist

Before sending us your application, please check that you have done the following:

	<i>Please tick</i>
Answered all the applicable questions on the application form	☒
The main contact from Question 5 has signed the Declaration	☒
The Declaration has been co-signed by another member of your organisation	☒



DISS TOWN COUNCIL

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

Report Number:
25 / 2627

Report to:	Full Council
Date of Meeting:	29 th July 2026
Authorship:	Projects & Grants Administrator / Clerk
Subject:	Youth Provision Project

1. Introduction

- 1.1. At the last meeting of Council, Members were updated on progress towards securing funding to enhance youth provision in Diss.
- 1.2. An initial Expression of Interest was submitted to South Norfolk Council for funding to support improved youth provision within the town. Engagement work with young people has subsequently been undertaken to ensure any future provision reflects locally identified need.
- 1.3. This report provides an update on the work completed to date, outlines proposed delivery arrangements and seeks approval to progress the procurement process.

2. Expression of Interest

- 2.1. An Expression of Interest (EoI) was submitted to South Norfolk Council (SNC) seeking £30,000 to support the initial phase of a comprehensive youth provision programme.
- 2.2. The submission identified:
 - a) The current gap in youth provision within Diss.
 - b) Evidence of local need, including deprivation indicators and concerns relating to anti-social behaviour.
 - c) The need for regular youth sessions incorporating social, creative, wellbeing and life-skills activities.
 - d) A commitment to ensuring services are shaped by young people.
 - e) A longer-term ambition to develop a sustainable youth offer linked to future opportunities associated with the Diss Youth and Community Centre (DYCC) site.
- 2.3. The EoI proposed delivery through partnership working with an experienced youth provider and indicated that a formal procurement exercise would be undertaken to ensure value for money, quality assurance and appropriate safeguarding arrangements.
- 2.4. SNC has since requested that we reduce the funding available to £20k with £10k to follow so that all three bids received can be supported. The EoI has been updated to reflect this, and Members should note that the grant applications will be considered on 14th August 2026. The procurement arrangements proposed within this report would place the Council in a position to proceed promptly should the application be successful.

3. Engagement Work Undertaken

- 3.1. On 29th June 2026, YMCA facilitated engagement sessions at Diss High School involving Year Council representatives from Years 7 to 10 and Sixth Form.
- 3.2. The engagement work was supported by a survey designed to identify priorities for future youth provision.
- 3.3. Officers also met with MTM Youth Services, an existing provider of youth activities in the town, to discuss current provision and identify opportunities for future development.
- 3.4. Further discussions were held with CoLab, who expressed an interest in contributing to future youth engagement activities.
- 3.5. Consultation findings identified consistent demand for:
 - a) Safe social spaces for young people.
 - b) Sports, recreation and physical activity.
 - c) Creative and skills-based opportunities.
 - d) Wellbeing and mental health support.
 - e) Employment, volunteering and personal development opportunities.
- 3.6. The consultation findings provide a strong evidence base for the development of a coordinated youth programme.

4. Proposed Delivery Arrangements

- 4.1. The consultation feedback demonstrates the need for a coordinated youth programme offering:
 - a) Regular youth sessions in a safe and welcoming environment.
 - b) A mixture of social, creative and physical activities.
 - c) Opportunities for personal development, wellbeing support and employability skills.
 - d) Routes into volunteering, community participation and civic engagement.
- 4.2. The initial delivery base is proposed to be the former Citizens Advice building adjacent to the DYCC site.
- 4.3. The Council is currently seeking to secure lease arrangements for the building with SNC.
- 4.4. Subject to completion of the lease arrangements, the building would provide an immediate operational base for youth activities whilst longer-term options continue to be explored.
- 4.5. Any future refurbishment or adaptation requirements will be reported separately to Members as necessary.
- 4.6. The proposed programme will aim to engage a broad and diverse range of young people, including those who may not currently access existing youth services.

5. Tender Process

- 5.1. A tender specification has been prepared to enable the Council to appoint a suitably qualified organisation to design and deliver youth provision for young people aged 11 to 20 years living in Diss and surrounding communities.
- 5.2. The successful provider will be expected to demonstrate how its programme:

- a) Responds to locally identified needs.
- b) Delivers positive and measurable outcomes for young people.
- c) Maintains robust safeguarding arrangements.
- d) Demonstrates value for money.
- e) Creates sustainable benefits beyond the initial funding period.

5.3. The Council has identified experienced youth activity providers who will be invited to participate in the procurement exercise.

5.4. The procurement exercise is intended to identify the provider best placed to deliver the Council's objectives and establish a sustainable, high-quality youth service for the benefit of local young people.

5.5. Tender submissions will be evaluated against published criteria including quality, organisational experience, safeguarding arrangements, proposed delivery model, anticipated outcomes and value for money.

5.6. The procurement exercise will be undertaken in accordance with the Council's Financial Regulations and Standing Orders.

5.7. Following evaluation, a further report will be presented to Members setting out the results of the procurement exercise and recommending a preferred provider before any contract is awarded.

6. Financial Position

6.1. The EoI is being updated to reflect the consultation findings and project development work completed to date.

6.2. A condition of the funding is that the Council commits to supporting continuation of the programme for a minimum period of three years beyond the initial grant-funded phase.

6.3. Whilst the level of future financial commitment will depend on the outcome of the procurement exercise, Members should note that ongoing funding arrangements will need to be identified in order to sustain the programme.

6.4. Potential sources of future funding may include:

- a) External grant funding.
- b) Partnership contributions.
- c) Sponsorship opportunities.
- d) Future Council budget allocations.

6.5. Further reports will be brought to Council regarding the long-term financial implications once detailed delivery costs are known.

7. Risk Considerations

7.1. The principal risks associated with the project are summarised below:

Risk	Mitigation
Grant funding application unsuccessful	Alternative funding opportunities will be explored.
Insufficient tender responses received	Multiple experienced providers have been identified and will be invited to bid.
Low attendance or engagement levels	Programme design informed directly by consultation with local young people.
Safeguarding concerns	Providers must demonstrate robust safeguarding policies and procedures.

Long-term funding unavailable	Partnership and external funding opportunities will be actively pursued.
-------------------------------	--

8. Next Steps

8.1. Subject to Member approval, the next steps will be:

- a) Undertake the tender process in accordance with Financial Regulations (early August)
- b) Confirm the outcome of the South Norfolk Council EoI funding application (14th August)
- c) Finalise lease arrangements for the proposed delivery venue (August)
- d) Receive and evaluate tender submissions (early September)
- e) Prepare a further report recommending a preferred provider (Full Council - 23rd September)
- f) Commence programme mobilisation and delivery, subject to funding approval (Autumn).

9. Appendices

Appendix A - Expression of Interest: Youth Provision Funding

Appendix B - YMCA Diss Youth Voice Report

Appendix C - South Norfolk Youth Advisory Board Action Plan 2026 (Survey Data)

Appendix D – Tender including Appendix C – Stakeholder Engagement Summary

Recommendations:

1. Approve the draft tender documentation attached at Appendix D.
2. Approve commencement of a procurement exercise to appoint a suitably qualified organisation to deliver youth provision for 11 to 20-year-olds in Diss and surrounding communities, subject to the award of the anticipated £20,000 plus £10,000 at a later date.
3. Identify sustainable funding arrangements for a minimum period of three years beyond the initial grant-funded programme.
4. Receive a further report setting out the outcome of the procurement exercise and recommending a preferred provider prior to any contract award.



Expression of Interest – Youth Provision Funding (Diss, South Norfolk)

1. Overview

Diss Town Council (DTC), in partnership with local stakeholders, is seeking to secure funding to enhance and expand youth provision in Diss. This proposal responds directly to a clear and urgent need for accessible, inclusive and sustainable youth services in the town.

The funding will enable the development of a structured, youth-led programme that addresses current gaps in provision, supports personal development and improves long-term outcomes for young people.

2. Need for Investment

Youth provision in Diss has been significantly reduced following the closure of the Diss Youth and Community Centre (DYCC). Current provision is limited:

- MTM Youth Services now deliver a fortnightly youth club, reduced from weekly sessions
- Attendance averages around 20 young people, requiring a small fee
- Provision is therefore less frequent, less accessible and reaches relatively low numbers

There is also a lack of diversity in available activities:

- Existing opportunities are largely uniformed groups (Scouts, Cadets etc...) or sports clubs, which do not appeal to all young people
- There are limited informal, safe social spaces for young people to spend time after school

In addition:

- Diss is recognised as a relatively deprived area within South Norfolk
- Approximately 20% of students at Diss High School receive Free School Meals, with many more just above the eligibility threshold
- Norfolk Insight data shows clear evidence of deprivation affecting children and young people in Diss

- While South Norfolk appears moderately deprived overall, ward-level data reveals significantly higher local need
- Indicators such as low-income families and free school meal eligibility are higher at neighbourhood level, highlighting concentrated disadvantage
- Child-focused measures indicate substantial levels of financial hardship among young people
- Higher benefit dependency and claimant rates reflect underlying employment and income challenges
- Anti-social behaviour involving young people has been observed locally, indicating a lack of structured engagement opportunities

These factors clearly demonstrate a strong need for enhanced youth provision that is inclusive, accessible and engaging.

3. Proposed Approach

The proposed project will establish a coordinated, youth-centred programme that:

- Provides regular, accessible youth sessions in a safe and welcoming environment
- Offers a mix of:
 - Social activities (e.g. games, music, informal “hang-out” spaces)
 - Creative opportunities (e.g. arts, crafts, cooking)
 - Physical and wellbeing activities
- Integrates life skills and employability development, supporting young people to prepare for the future
- Encourages volunteering, community participation and civic engagement

A key principle of the project is that it will be shaped by young people. Face to face engagement sessions with Diss High School (Years 7 - 10 and 6th Form) are scheduled to ensure that provision reflects real demand and interests. A questionnaire has also been drafted to elicit views from the wider school community.

4. Delivery Model

DTC is exploring partnership working with experienced providers, including the YMCA, who:

- Deliver youth programmes tailored to local need
- Provide essential infrastructure including:
 - Staffing and safeguarding (DBS, training)
 - Back-office support (HR, insurance, marketing)
- Monitor outcomes and adapt programmes to maximise engagement

Delivery is likely to be secured through a formal tender process, ensuring quality and accountability.

5. Location and Facilities

Initial delivery will take place from the former Citizens Advice porta cabin, located in the car park adjacent to the DYCC, which DTC is in the process of leasing. This will provide an immediate base for provision.

In the longer term, the project aligns with the planned redevelopment of the DYCC site, enabling expansion to accommodate growing demand.

6. Partnership and Community Support

The project will be supported by a range of local organisations, including:

- MTM Youth Services
- Citizens Advice (including mental health support)
- Local churches and community groups
- Potential specialist contributors (e.g. health, wellbeing and skills-based organisations)

This collaborative approach will broaden the offer and strengthen impact.

7. Sustainability and Long-Term Vision

While this funding will support delivery in Year 1, DTC is committed to:

- Supporting the continuation of youth provision for a minimum of three years, subject to budget
- Seeking additional funding streams and partnerships
- Building a scalable model aligned with future infrastructure development

The long-term vision is to create a sustainable, high-quality youth offer that:

- Improves wellbeing and reduces anti-social behaviour
 - Builds skills and aspirations
 - Supports progression into employment, volunteering and civic life
-

8. Funding Request

We are seeking £30,000 to support the initial phase of delivery of a comprehensive youth programme.

This investment will:

- Establish a consistent and structured youth provision offer

- Enable professional delivery and safeguarding
 - Provide the foundation for long-term sustainability and growth
-

9. Conclusion

Diss currently faces a clear gap in youth provision at a time when need is increasing. This project represents a timely, collaborative and evidence-based response that will deliver meaningful outcomes for young people and the wider community.

We welcome the opportunity to secure this funding and to work in partnership to deliver a high-quality, sustainable youth provision for Diss.

10. Initial Next Steps

w/c 15th June – Diss High School questionnaire distributed to students

17th June – meeting with MTM Youth Services to gather data on existing provision

29th June – Diss High School face-to-face engagement sessions with Year Council representatives lead by YMCA

3rd July – catch up meeting SNBC / DTC & review of initial feedback from DHS / YMCA

w/c 6th July – analyse feedback and data from DHS engagement & scope out tender document

Diss Youth Voice and Youth Provision Report 2026**Combined Findings and Recommendations for Diss Town Council****Executive Summary**

This report brings together findings from two complementary pieces of youth engagement carried out in Diss during June and July 2026:

- A Youth Voice Survey completed by 73 young people.
- Focus groups, discussions and questionnaires involving students from Years 7 to 10 and Sixth Form at Diss High School.

The combined evidence presents a clear and consistent message. Young people generally view Diss as a positive place to grow up, but they believe there is insufficient provision specifically designed for teenagers and young adults.

Across all engagement activities, young people highlighted the need for:

- | | |
|---|--|
| • A dedicated youth hub or youth space | • Affordable and accessible provision |
| • Safe places to socialise | • Improved support for wellbeing and mental health |
| • More evening, weekend and holiday activities | • Greater variety beyond traditional sports |
| • Increased leisure and entertainment opportunities | • More opportunities for girls' football |

Activities shaped and designed with young people themselves. The strongest and most consistent finding was the desire for "somewhere to go", a welcoming youth-focused space where young people can spend time with friends, take part in activities, access support and feel part of their community

Introduction

Diss Town Council commissioned engagement with local young people to better understand their experiences of living in Diss, their views on current provision, and priorities for future youth development.

The findings presented in this report combine:

- Survey responses from 73 young people.
- Consultation sessions with young people from Years 7 to 10 and Sixth Form at Diss High School.

This combination of quantitative and qualitative evidence provides a robust picture of current experiences and future aspirations.

What Young People Told Us

Diss is Viewed Positively

Despite concerns regarding youth provision, most young people described Diss as a good place to grow up. Survey findings showed that 63% of respondents felt Diss was a good place for young people.

Young people valued:

- The community atmosphere
- Access to parks and outdoor spaces
- Existing sports clubs
- School activities
- Hope Church youth provision
- Scouts, Guides and Cadets
- Swimming and local leisure opportunities

However, many felt these opportunities were not sufficient to meet the needs of all young people, particularly older teenagers.

Young People Want More Opportunities

The demand for additional youth provision was overwhelming.

91.8% of survey respondents said they would like more things for young people in Diss, while 75.3% stated there is currently not enough for young people to do.

This view was reinforced throughout the consultation discussions where participants repeatedly stated:

"Nothing to do."

"The high street does not cater for young people."

Young people consistently described:

- Limited activity choices
- A lack of variety
- Insufficient evening provision
- Few opportunities during weekends and holidays
- A shortage of facilities specifically for teenagers

Key Themes

1. A Dedicated Youth Hub

The clearest message from both pieces of engagement was the desire for a dedicated youth facility.

Young people described wanting:

- Comfortable seating
- Beanbags and sofas
- Games consoles
- Pool tables
- Table tennis
- Wi-Fi
- Study areas
- Sports activities
- Creative spaces
- Food and refreshments
- Outdoor areas.

Importantly, these features were viewed as ways to support social interaction rather than ends in themselves.

Young people's primary request was simple:

"Somewhere to go."

2. Safe Places to Socialise

Young people consistently highlighted the need for safe, welcoming places where they could spend time with friends.

They wanted places that were:

- Youth-focused
- Inclusive
- Affordable
- Open after school
- Available during evenings and weekends
- Safe during winter months and poor weather.

Several participants identified concerns about public spaces, anti-social behaviour, poor lighting, vaping and drug use.

3. Leisure and Entertainment

A lack of local leisure options emerged repeatedly.

Frequently requested facilities included:

- Cinema
- Bowling alley
- Arcade
- Trampoline Park
- Roller skating
- Laser tag
- Go-karting
- Gaming facilities
- Activity centres.

Many young people reported travelling to Norwich and other towns to access these types of facilities.

4. Sport and Physical Activity

Sport remains an important aspect of young people's lives in Diss.

Young people expressed interest in:

- Football
- Girls' football
- Volleyball
- Basketball
- Rugby
- Netball
- Swimming
- Tennis
- Running groups
- Fitness clubs
- Skatepark improvements
- Bike tracks and bike parks.

A strong emphasis was placed on ensuring activities remain affordable and accessible to all young people.

5. Girls' Football

One of the strongest activity-specific findings was the demand for girls' football provision.

Young people requested:

- Dedicated girls' teams
- Female-only training opportunities
- Qualified coaching
- School partnerships
- Local fixtures and leagues
- Better promotion and visibility.

Support for this proposal extended beyond those who wished to participate themselves, reflecting wider recognition of the need for inclusive sporting opportunities.

6. Mental Health and Wellbeing

Mental health and wellbeing featured prominently throughout the consultation.

Survey responses showed an almost even split when asked whether young people in Diss are happy and healthy, suggesting significant opportunities to improve wellbeing support.

Young people highlighted the value of:

- Trusted adults
- Positive friendships
- Someone to talk to
- Activities that reduce boredom and isolation.
- Safe environments

The findings suggest youth provision should be viewed as a preventative wellbeing intervention, not simply a leisure offer.

7. Creative Opportunities

Many young people wanted opportunities beyond sport.

Suggested activities included:

- Arts and crafts
- Podcast production
- Music sessions
- Film nights
- Pottery
- Instrument tuition
- Painting
- Performance opportunities.
- DJ equipment

This demonstrates the importance of developing a balanced programme that caters to a variety of interests.

8. Food, Social Connection and Community

Food was frequently mentioned as part of young people's ideal youth provision.

Suggestions included:

- Affordable snacks
- Tuck shops

- Pizza evenings
- Hot food
- Cafés and informal meeting spaces.

Young people linked food with social activity, belonging and creating a welcoming atmosphere.

Strategic Recommendations

Priority 1: Develop a Dedicated Youth Hub

Establish a centrally located youth-focused facility offering:

- Safe social space
 - Informal recreation
 - Creative activities
 - Sports opportunities
 - Wellbeing support
 - Food and refreshments
 - Evening and weekend opening.
-

Priority 2: Expand Regular Youth Provision

Develop a consistent programme of activities:

- After school
 - Friday evenings
 - Weekends
 - School holidays.
-

Priority 3: Develop Age-Specific Provision

Create separate offers tailored to:

- Years 7 to 9
 - Years 10 to 11
 - Sixth Form and older young people.
-

Priority 4: Increase Girls' Football Opportunities

Work with schools, local clubs and sports organisations to establish:

- Taster sessions
 - Development programmes
 - Girls' teams
 - Local competitions.
-

Priority 5: Deliver a Balanced Youth Offer

Ensure future provision combines:

- Sport
 - Creative arts
 - Music
 - Social opportunities
 - Skills development
 - Trips and experiences
 - Wellbeing support.
-

Priority 6: Continue Youth Participation

Establish ongoing youth consultation mechanisms so that young people remain directly involved in shaping future provision.

Conclusion

The survey and consultation findings provide a compelling and consistent evidence base for investment in youth provision in Diss. Young people value their town and recognise existing opportunities, but they overwhelmingly feel there is not enough available specifically for teenagers.

The strongest conclusion emerging from both pieces of engagement is the need for a dedicated youth hub and a broader programme of youth activities that provide connection, belonging, recreation and support. Young people are not simply asking for more activities; they are asking for places where they feel welcome, safe, valued and able to build relationships within their community.

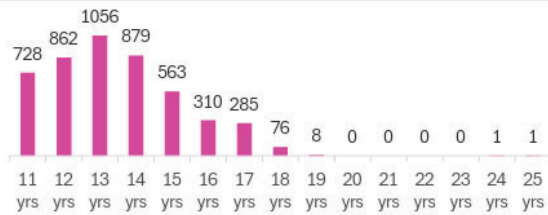
Collectively, the findings present a strong case for coordinated investment in youth provision, supporting the wellbeing, resilience and future prospects of young people across Diss.

If you'd like, I can also create this as a professionally formatted Word document with contents page, branding, consistent headings, and publication-ready layout.

The YAB Consultation received **15,692** responses across Norfolk, **4,769** of which were from the South Norfolk district (**36% of 11 – 19s**). These results came from young people who live and/or attend education in South Norfolk. The consultation was delivered through schools, colleges, at community groups and online during November and December 2025. YAB workers went into schools during lunchtimes and during particular lessons to ensure that as many young people as possible could give their views. Young Commissioners also supported the lunchtime stands.

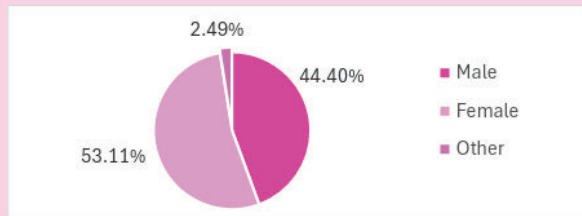
Age:

We had responses from young people aged 11 - 25 years old, with the majority coming from those aged 11 - 18 years old.



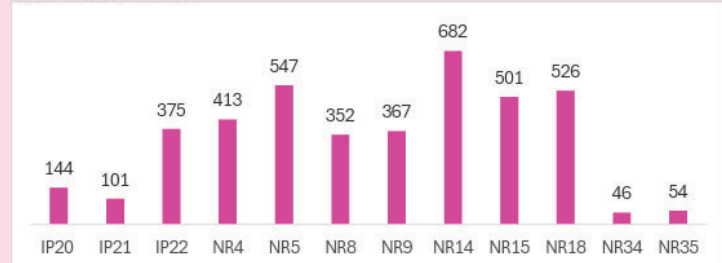
Gender:

We received responses from an approximately equal gender split. Those that answered **other** generally identified as non-binary or gender fluid.



Postcode:

4,007 responses came from young people in South Norfolk postcode areas, with **additional** responses coming from those living in the surrounding districts and Suffolk.



Schools and Education:

We received responses from **46 education settings**, not including home educated and NEET.

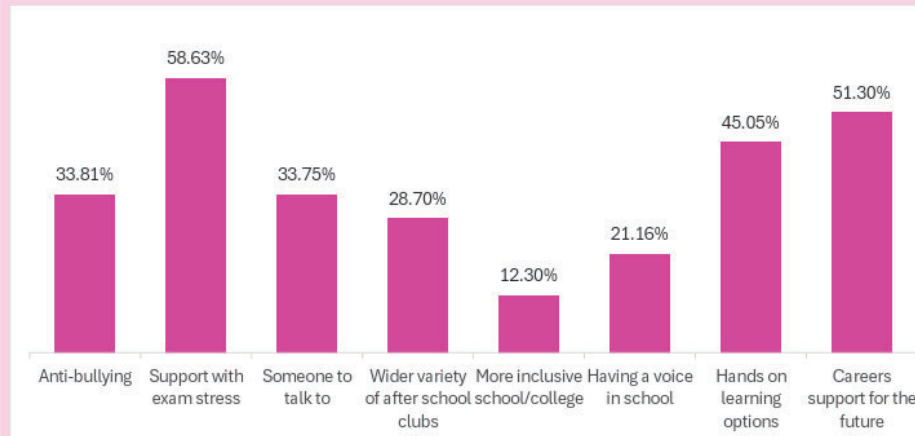
South Norfolk High Schools included Diss, Framingham Earl, Harleston Sancroft, Hethersett, Hobart, Langley, Long Stratton, Ormiston Victory Academy, Wymondham College and Wymondham High Academy.

Other providers included City College, Hewett, Notre Dame, Sir Isaac Newton Sixth Form, Easton College, City of Norwich School and UTCN which caters for Year 10 upwards.

YAB Consultation Data – Priority Results

The next 2 pages outline the results of the top issues for young people taken from the YAB Consultation Survey.

What would benefit you in your education?



The results for this section are:

1. Support with exam stress
2. Careers support for the future
3. Hands on learning options
4. Anti-bullying
5. Someone to talk to
6. Wider variety of after school clubs
7. Having a voice in school
8. More inclusive school/college

Young Commissioners felt that the issue ranking was about right and agreed to focus on the top five issues identified. It was also agreed that the community questions would look at after school activities and the Young Commissioner groups in schools were enabling more young people to have a voice about different issues, including inclusivity.

Collated Additional Comments from Young People on Education:

More support – someone to talk to, more understanding from teachers, help in particular subjects, support with medical diagnoses, girls groups

Better facilities – bike sheds, toilets open to students

More choice & life skills – careers help, apprenticeships, money, tax, future planning, work experience

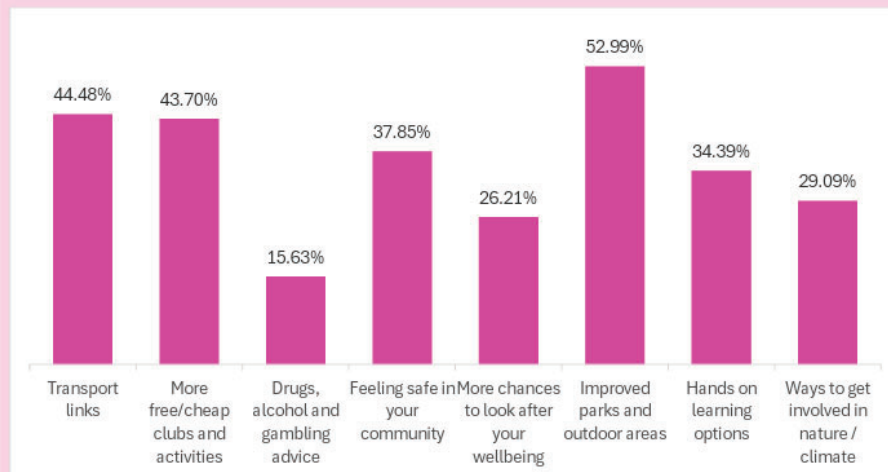
Cheaper food – free or cheaper school meals

More clubs, trips & activities – sports, arts, drama, music, trips, fun things to do

A better school day – longer breaks/lunch, shorter days, comfortable uniform, able to have phones



What would benefit your community?



The results for this section are:

1. Improved parks and outdoor areas
2. Transport links
3. More free/cheap clubs and activities
4. Feeling safe in your community
5. Hands on learning
6. Ways to get involved in nature/climate
7. More chances to look after your wellbeing
8. Drugs, alcohol and gambling advice

Young Commissioners have chosen to focus on the top four issues, as they felt these were the most important and would help young people find their place in their local communities.

Collated Additional Comments from Young People on Community:

Cheaper food & cost of living support – free/cheap food, affordable shops

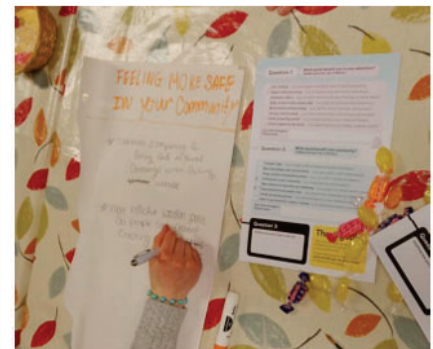
More safe places to go – parks, skate parks, sports pitches, bike tracks, gyms, dog parks, public toilets that are safe and open longer

Community - areas for young people, opportunities, good experiences, support and advice

Feeling safe – better lighting, safer parks, feeling safe at night

More green & clean spaces – nature, bins, litter picks, cleaner streets and parks

Life skills & education – money, jobs, careers, drugs/alcohol/gambling advice, real-life issues





YOUTH PROVISION TENDER 2026/27

Funding Available

£20,000¹

Target Group

Young people aged 11-20 living in Diss and surrounding communities.

Contract Period

Minimum 1 year

Submission Deadline

[Insert Date]

Contract Start Date

[Insert Date]

1. Introduction

Diss Town Council is seeking a suitably qualified organisation to design and deliver youth provision for young people in Diss.

This investment follows consultation with local young people and stakeholder engagement undertaken by Diss Town Council and partners. Applicants must review the evidence provided within the appendices and demonstrate how their proposal responds to the identified needs and aspirations of young people.

The Council is seeking a proposal that:

- Creates positive opportunities for young people.
- Improves wellbeing, confidence and social connection.
- Reaches young people who may not currently engage in activities.

¹ A further £10k should be available – date tbc. It would be helpful if this could stretch beyond year 1 due to the requirement to commit to 3 years of provision beyond year 1.

- Complements existing provision and community assets.
- Delivers lasting benefits beyond the funding period.

2. Evidence Base

Applicants should review:

Appendix A - Youth Advisory Board Consultation Survey Results (Dec 2025) – extract from South Norfolk YAB Action Plan 2026 (Dec 2025 - pages 7-9)

Appendix B – YMCA Diss Youth Voice Survey (July 2026)

Appendix C - Stakeholder Engagement Summary

These documents form the evidence base for this tender and should inform the proposed approach and delivery model.

3. Priorities for Delivery

Feedback from young people highlighted several consistent themes. The Council wishes to commission provision which:

1. Provides Safe and Inclusive Opportunities

Giving young people welcoming places to meet, socialise and participate in positive activities.

2. Improves Wellbeing and Resilience

Supporting confidence, mental wellbeing, social connection and personal development.

3. Develops Skills and Future Aspirations

Providing opportunities to develop practical life skills, employability skills, volunteering and leadership.

4. Strengthens Community Connections

Helping young people engage with their community and access opportunities already available within the town.

4. Expected Outcomes

The successful provider should contribute towards:

Young People	Community
--------------	-----------

Increased participation in activities	Better partnership working
Improved wellbeing and confidence	Increased youth voice
Greater sense of belonging	Better use of local assets
Development of new skills	Stronger community connections
Increased awareness of opportunities	Improved evidence for future investment

5. Tender Application Form

Section 1: Organisation Details

Information Required	Response
Organisation Name	
Contact Name	
Position	
Email	
Telephone	
Charity/Company Number	

Section 2: Experience and Capacity (10%)

Question 1

Please tell us about your organisation and experience of delivering youth work.

Include:

- Relevant experience.
- Similar projects delivered.
- Experience working with young people aged 11-20.
- Relevant qualifications, accreditations and partnerships.

Section 3: Understanding Local Need (15%)

Question 2

Using the evidence provided in Appendices A-C, explain how your proposal responds to the needs and priorities identified by young people and stakeholders.

Section 4: Delivery Proposal (25%)

Question 3

Describe the programme you would deliver.

Information Required	Response
Proposed activities	
Target age groups	
Anticipated participant numbers	
Frequency of delivery	
Holiday provision	
Outreach activity (if applicable)	
Proposed venues	

Section 5: Young People's Outcomes (20%)

Question 4

How will your proposal:

- Improve wellbeing and confidence?
- Develop skills and aspirations?
- Increase participation and inclusion?
- Support young people to feel connected to their community?

Section 6: Partnership Working (10%)

Question 5

How will your proposal complement existing activities and opportunities available to young people in Diss?

Please include any proposed partnerships and how you will add value rather than duplicate existing provision.

Section 7: Youth Voice, Monitoring and Impact (10%)

Question 6

Please explain:

- How young people will influence delivery.
 - How feedback will be gathered.
 - How outcomes will be measured.
 - How impact will be reported to Diss Town Council.
-

Section 8: Sustainability and Legacy (5%)

Question 7

How will your proposal create lasting benefits for young people beyond the initial funding period?

Section 9: Delivery Plan

Question 8

Provide a proposed timetable for delivery.

Activity	Date	Milestone
Mobilisation		
Programme launch		
Delivery phase		
Review points		
Final evaluation		

Section 10: Budget and Value for Money (15%)

Question 9

Provide a detailed breakdown of how the £20,000 will be spent.

Budget Heading	Amount (£)	Details
Staffing		

Delivery Costs		
Venue Costs		
Equipment/Resources		
Volunteer Costs		
Training		
Monitoring & Evaluation		
Management Costs		
Other		
Total	£20,000	

Please explain how the proposal represents value for money.

Question 10

Provide a detailed breakdown of how the further £10,000 will be spent.

Budget Heading	Amount (£)	Details
Staffing		
Delivery Costs		
Venue Costs		
Equipment/Resources		
Volunteer Costs		
Training		
Monitoring & Evaluation		
Management Costs		
Other		
Total	£10,000	

Section 11: Compliance

Requirement	Yes/No
Safeguarding Policy	
Health & Safety Policy	
Equality, Diversity and Inclusion Policy	
Data Protection Policy	
Public Liability Insurance	
Enhanced DBS Checks	
Risk Assessment Procedures	

Evaluation Criteria

Criteria	Weighting
Experience and Capacity	10%
Understanding Local Need	15%
Quality of Delivery Proposal	25%
Young People's Outcomes	20%
Partnership Working	10%
Youth Voice, Monitoring and Impact	10%
Sustainability and Legacy	5%
Value for Money	15%
Total	100%

Appendix C - Stakeholder Engagement Summary

Diss Youth Provision Tender 2026/27

Purpose

Diss Town Council has undertaken discussions with a range of local stakeholders to help inform future youth provision in Diss. Alongside the Youth Voice Survey and YMCA consultation, these discussions identified a number of common themes regarding current provision, unmet need, opportunities for partnership working and priorities for future investment.

This summary provides additional context for potential providers and should be considered alongside the wider evidence base provided within the tender documentation.

Key Messages from Stakeholders

Building on Existing Provision

Stakeholders recognised that there are already activities and opportunities available to young people in Diss and the surrounding area. Future investment should strengthen and complement existing provision, helping young people access opportunities already available while addressing identified gaps. There was strong support for collaborative approaches that maximise local resources and expertise.

The Need for Safe and Accessible Spaces

A consistent message was the need for more places where young people can meet friends, socialise and take part in positive activities in a safe and welcoming environment.

Whilst there is a longer-term aspiration to improve youth facilities within the town, stakeholders recognised that current funding should focus on creating opportunities for young people through the effective use of existing community spaces and assets.

Reaching Young People Who Are Not Currently Engaged

Stakeholders highlighted the importance of reaching young people who may not currently participate in organised activities or access existing support.

Particular concern was expressed about:

- Young people experiencing isolation or loneliness.
- Older teenagers and young adults.

- Young people facing financial barriers.
- Young people struggling with their mental health and wellbeing.
- Young people who may not feel that existing activities are relevant or accessible to them.

Future provision should demonstrate how these groups will be identified, engaged and supported.

Supporting Wellbeing and Positive Relationships

Stakeholders emphasised that youth provision should provide more than activities alone. Young people benefit from having trusted adults, positive peer relationships and opportunities to build confidence and resilience.

There was support for approaches that create opportunities for young people to feel heard, valued and connected whilst providing appropriate support for wellbeing and personal development.

Developing Skills and Future Aspirations

Stakeholders identified a need for more opportunities that help young people prepare for adulthood, employment and independent living.

Areas discussed included:

- Careers advice and employability.
- Work experience opportunities.
- Practical life skills.
- Cooking and healthy living.
- Financial awareness.
- Volunteering and leadership opportunities.
- Opportunities to meet and learn from local employers and community leaders.

Providers should consider how skills development can be embedded across their programme rather than delivered as standalone activities.

Strengthening Community Connections

Stakeholders highlighted the benefits of helping young people become active participants within their communities.

Suggestions included opportunities for:

- Volunteering.
- Environmental projects.
- Community improvement initiatives.
- Intergenerational activities.
- Civic participation and local decision-making.

Future provision should encourage young people to build positive connections with their community and contribute to local life.

Keeping Youth Voice at the Heart of Delivery

There was strong agreement that young people should continue to influence the development of youth provision in Diss.

Stakeholders supported approaches that enable young people to shape activities, provide regular feedback and play an active role in decision-making. Ongoing consultation and co-production were seen as essential to ensuring provision remains relevant and responsive to local need.

Considerations for Applicants

Applicants should demonstrate:

- An understanding of the needs and priorities identified through engagement activity.
 - How they will engage young people who are not currently participating in activities.
 - How their proposal complements and enhances existing provision.
 - How they will support wellbeing, confidence and belonging.
 - How they will provide opportunities for skills development and future aspirations.
 - How young people will influence and shape delivery.
 - How the project will create sustainable benefits for young people in Diss.
-

Summary

Across all engagement activity, stakeholders consistently highlighted the need for youth provision that is inclusive, youth-led and community-focused. There was strong support for a programme that combines positive activities, trusted relationships, personal development opportunities and stronger connections to the wider community whilst making effective use of existing assets and resources.

Last Reviewed: April 2026

Next Review: April 2029 (or sooner if legislation or guidance changes)



Diss Town Council – Information Technology (IT) Policy

Introduction

Diss Town Council relies on information technology to support its day-to-day operations, communicate with residents and stakeholders, and enable councillors, employees and others to carry out their duties effectively. The Council recognises that the use of IT brings both benefits and risks. A clear policy framework helps reduce those risks and promotes responsible, secure and lawful use of technology.

This policy is based on guidance issued by the National Association of Local Councils (NALC) and has been adapted for use by Diss Town Council. It should be read alongside the Council's Standing Orders, Financial Regulations, Data Protection Policy and other related policies.

Purpose of the IT Policy

The purpose of this policy is to establish clear parameters for how IT systems and equipment provided by Diss Town Council may be used. In particular, this policy aims to:

- Set expectations for appropriate and acceptable use of IT systems.
 - Protect the confidentiality, integrity and availability of Council data.
 - Reduce the risk of data loss, cyberattack or misuse of systems.
 - Ensure compliance with the UK GDPR, the Data Protection Act 2018 and other relevant legislation.
 - Clarify the responsibilities of councillors, employees, contractors and other authorised users.
-

Scope of this Policy

Last Reviewed: April 2026

Next Review: April 2029 (or sooner if legislation or guidance changes)

This policy applies to all councillors, employees, contractors, volunteers and any other persons authorised to use Diss Town Council IT systems. It applies to:

- All Council-owned computers, mobile devices and associated equipment.
 - All Council systems, including email, internet access and cloud services.
 - Personal devices where these are authorised for use in connection with Council business.
-

Monitoring of IT Use

As the provider of IT systems, Diss Town Council reserves the right to monitor the use of its IT equipment and services where there is a legitimate business or legal reason to do so.

Any monitoring undertaken will be proportionate and carried out in accordance with data protection legislation. Monitoring may be used for purposes including system security, maintenance, investigation of suspected misuse, or compliance with legal obligations.

Users should be aware that they do not have an expectation of absolute privacy when using Council IT systems.

Use of Computer Equipment

General Principles

IT equipment is provided primarily for Council business. Limited personal use may be permitted, provided that it:

- Takes place outside normal working hours or during breaks.
- Does not interfere with Council duties.
- Does not incur cost to the Council.
- Does not breach this or any other Council policy.

Users are expected to:

- Lock computers and devices when leaving them unattended.
- Shut down equipment at the end of the working day where appropriate.
- Take reasonable care of all IT equipment.

Failure to do so may result in disciplinary or other appropriate action.

Equipment Management

Last Reviewed: April 2026

Next Review: April 2029 (or sooner if legislation or guidance changes)

All Council IT equipment is recorded and asset-tagged. Users must not:

- Modify, dismantle or attempt to repair equipment without authorisation
- Install software, including screensavers and wallpapers, unless approved by the Council or its IT provider.
- Use personal storage devices unless permission has been given by the IT provider.
- Transfer files to a third party without the express permission of the Clerk.

Loss or damage caused through negligence may lead to disciplinary action or recovery of costs.

Portable Equipment and Mobile Devices

Portable equipment includes laptops, tablets and smartphones. Users must ensure that portable equipment:

- Is kept secure at all times
- Is not left unattended in vehicles or public places.
- Uses appropriate security controls, such as encrypted storage and strong authentication.
- Is reported to the Town Clerk as soon as possible if lost or stolen.
- Complies with the Council's Mobile Device Management and security requirements as set out in this policy.

Photography, audio recording or video recording at Council premises or at non-public meetings is not permitted without prior authorisation, unless statutory rights apply.

Mobile Phone and Telephony Use (Including Assertion 10 Compliance)

Diss Town Council recognises that mobile phones and telephony systems are essential tools for conducting Council business. Their use must be secure, proportionate and compliant with data protection, cybersecurity and governance requirements, including those aligned with Assertion 10 standards.

Use of Council-Issued Mobile Phones

Council-issued mobile devices must be used primarily for official business purposes. Limited personal use is permitted provided that it:

- Does not interfere with Council duties.

Last Reviewed: April 2026

Next Review: April 2029 (or sooner if legislation or guidance changes)

- Does not incur significant cost to the Council.
- Complies with all aspects of this IT Policy.

Excessive personal use of Council-issued phones is not permitted and may result in withdrawal of access or disciplinary action.

Use of Personal Mobile Phones for Council Business

Where personal mobile phones are authorised for Council business, users must:

- Use Council-approved applications and systems for communication.
- Not store Council data locally on the device unless authorised.
- Ensure Council data is only accessed via secure, approved platforms.
- Comply with the same standards as Council-issued devices.

Mobile Device Security Requirements (Assertion 10 Compliance)

To ensure compliance with recognised security and governance standards:

- All mobile devices used for Council business (Council-issued or authorised personal devices) must be enrolled in a Council-approved Mobile Device Management (MDM) system where required.
- Devices must be protected by:
 - Strong passwords or biometric authentication.
 - Automatic locking after a short period of inactivity.
 - Up-to-date operating systems and security patches.

The Council (or its IT provider) must be able to:

- Enforce security policies remotely.
- Remove Council data where necessary, including remote wipe.
- Restrict access to non-compliant devices.
- Certain devices may also require approved antivirus or endpoint protection software, as specified by the Council's IT provider.

Data Protection and Confidentiality

Users must ensure that:

- Confidential or personal data is not accessed, discussed or displayed in public or insecure environments.
- Phone calls involving sensitive matters are conducted in private where possible.
- Text messages, call logs or voicemail containing Council business are handled in accordance with data protection requirements.
- Council data is retained only for as long as necessary and deleted securely when no longer required.

Last Reviewed: April 2026

Next Review: April 2029 (or sooner if legislation or guidance changes)

Monitoring and Logging

Use of Council telephony systems, including mobile devices, may be monitored where there is a legitimate business or legal reason. This may include:

- Review of call usage patterns.
- Audit of device compliance with security requirements.

Loss, Theft or Misuse

Any loss, theft or suspected compromise of a mobile device used for Council business must be reported immediately to the Town Clerk and/or IT provider. Prompt reporting enables appropriate action, including remote locking or wiping of data.

Compliance and Enforcement

Failure to comply with this section may result in:

- Withdrawal of access to Council systems.
- Disciplinary action.
- Potential legal consequences where data protection legislation is breached.

Use of Personal Devices

The Council recognises that, in some circumstances, personal devices may be used for Council business. Any such use must be authorised in advance. Where permission is given, users must:

- Use a Council email account for Council business.
- Ensure Council data is not stored in personal cloud services.
- Keep devices up to date with security patches and updates.
- Ensure that Council data can be securely removed or remotely wiped if required.

In the event of legal proceedings or investigations, the Council may need temporary access to devices used for Council business.

Personal devices must not be configured to automatically forward Council emails or store Council data outside Council-approved systems.

Health and Safety

Last Reviewed: April 2026

Next Review: April 2029 (or sooner if legislation or guidance changes)

The Council will provide suitable workstations for employees who use display screen equipment as part of their role and will offer eye tests in accordance with health and safety legislation.

Any concerns relating to workstation safety or IT equipment must be reported to the Health and Safety Officer.

Passwords and Authentication

Password management software is provided by the IT Provider to ensure that passwords are strong and held securely. Passwords must not be shared, written down or stored insecurely.

Where available, Multi-Factor Authentication (MFA) must be enabled to provide additional protection against unauthorised access.

The Council's IT provider is responsible for managing system-level and service account credentials.

Remote Working

Additional care must be taken when working away from Council premises, including when working from home or while travelling. Users should:

- Use secure networks and approved devices.
- Avoid saving passwords on shared or public computers.
- Ensure screens cannot be overlooked by others.
- Save Council data to Council systems as soon as possible.

Confidential information must not be left unattended at any time.

Email

Council email facilities are provided to support effective communication on Council business. Users must use email in a professional and responsible manner. Users must not:

- Send offensive, discriminatory or inappropriate content.
- Commit the Council financially unless authorised to do so.
- Use Council email accounts for personal commercial activity.

Email use may be monitored in accordance with this policy.

Last Reviewed: April 2026

Next Review: April 2029 (or sooner if legislation or guidance changes)

Council Email Accounts and Domains

All Council business must be conducted using email accounts provided by Diss Town Council and hosted on a Council-owned domain.

The use of personal or free external email services for Council business is not permitted.

Email accounts, mailboxes and access rights remain the property of Diss Town Council and must be made available to the Council on request.

Use of the Internet

Internet access is provided to support Council business. Limited personal use may be permitted outside working hours where this does not interfere with duties. Internet use may be monitored by the Council.

The following activities are prohibited:

- Accessing illegal or inappropriate websites.
 - Downloading copyright material unlawfully.
 - Online gambling or illegal activities.
-

Use of Social Media

Social media includes social networking sites, blogs, forums and other online platforms. Users must ensure that their use of social media does not bring Diss Town Council into disrepute.

Councillors and employees must not present themselves as speaking on behalf of the Council unless authorised and must comply with the Members' Code of Conduct, the Nolan Principles and other relevant Council policies.

Website, Accessibility and Transparency

Diss Town Council recognises its obligations under the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018, the Freedom of Information Act 2000 and the Transparency Code for Smaller Authorities.

Council information published online will be managed in accordance with the Council's Website Accessibility Statement, Publication Scheme and Data Protection Policy.

Last Reviewed: April 2026

Next Review: April 2029 (or sooner if legislation or guidance changes)

Misuse of IT Systems

Misuse of IT systems or equipment is not in line with the Council's standards of conduct and will be taken seriously. Any breach of this policy may result in disciplinary action or other appropriate action in the case of councillors or contractors.

Review of the Policy

This policy will be reviewed by the Council at least every three years, or sooner where required by changes in legislation, technology or Council operations.

Approved by: Diss Town Council

Minute Reference: _____

Date Approved: _____



DISS TOWN COUNCIL

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

Report Number:
26 / 2627

Report to:	Full Council
Date of Meeting:	29 th July 2026
Authorship:	Administrator
Subject:	Policy Review and Approval of Updated Policies

Introduction

1. The Council has undertaken a review of a number of its governance, operational and compliance policies to ensure they remain current, reflect legislative and best practice requirements, and continue to meet the needs of Diss Town Council.
2. The review exercise has resulted in two categories of policies:

Policies Reviewed and Updated Under Officer Delegated Authority

3. The following policies have been reviewed, updated where necessary and republished on the Council website - <https://www.diss.gov.uk/policies>:
 - Equal Opportunities Policy
 - Illegal Encampment Policy
 - Vexatious Complaints Policy
 - Elected Member Training Policy
4. These policies did not require significant policy changes and have been updated as part of the Council's routine review programme.

Policies Requiring Full Council Approval

5. The following policies have been reviewed and updated and are now presented to Full Council for consideration and adoption:
 - Virtual Meeting Policy
 - Protocol for Recording Meetings
 - Child Safeguarding Policy
 - CCTV Policy
 - Recording Officer Decisions Policy

Summary of Changes

6. The updates vary between policies but generally include:

- Clarification of responsibilities and procedures.
- Removal of outdated references and wording.
- Improvements to readability and accessibility.
- Alignment with current legislation, regulations and recognised good practice.
- Updates reflecting current Council operations and governance arrangements.

Financial Implications

7. There are no direct financial implications arising from the adoption of these policies.

Legal and Governance Implications

8. Regular policy review assists the Council in demonstrating good governance, maintaining compliance with relevant legislation and ensuring that policies remain effective and fit for purpose.

Recommendation

To approve 9 revised Council policies; Equal Opportunities; Illegal Encampment; Vexatious Complaints; Elected Member Training; Virtual Meetings; Protocol for Recording Meetings; Child Safeguarding; CCTV; Recording Officer Decisions.



Virtual Meeting Policy

1. Introduction

Diss Town Council recognises that virtual meetings can support accessibility, public engagement, partnership working and efficient Council business where their use is appropriate.

For the avoidance of doubt, formal meetings of the Council, its committees and sub-committees must be held in accordance with current legislation, the Council's Standing Orders and any relevant government guidance in force at the time. This policy does not authorise any formal meeting arrangement that is not permitted by law.

At the date of this review, virtual attendance at formal Council, committee and sub-committee meetings is not permitted unless current legislation allows it. The Government has indicated support for remote and hybrid attendance policies, but the Council must not adopt or operate such arrangements for formal meetings unless and until the necessary legislation and guidance are in force.

This policy therefore applies to informal Council business, briefings, training, officer meetings, working groups, public engagement sessions and other non-decision-making meetings held online.

2. Status of Virtual Meetings

Virtual meetings may be used where they support the work of the Council and where there is no legal requirement for the meeting to be held in person.

Examples may include:

- informal councillor briefings;
- officer and councillor liaison meetings;
- training sessions;
- working group discussions;
- public information or engagement sessions;

- meetings with external bodies or contractors; and
- other non-statutory meetings where no formal Council decision is being made.

Where a formal Council, committee or sub-committee meeting is required, the Town Clerk will confirm the lawful meeting arrangements before the meeting is called.

3. Agendas, Papers and Access to Documents

Where agendas or supporting documents are required, these will be published or circulated in accordance with the Council's normal procedures, Standing Orders, Publication Scheme and relevant access to information requirements.

Where a virtual meeting is being used for informal or engagement purposes, the Town Clerk or meeting organiser will determine what papers are required and how these should be circulated.

Anyone who is unable to access documents online may contact the Council to request an alternative format or copy, where appropriate.

4. Approved Virtual Meeting Platform

The Council will use an approved virtual meeting platform to host virtual meetings. This may include Zoom, Microsoft Teams or another suitable system approved by the Council.

Joining instructions will be issued by the Town Clerk or meeting organiser in advance of the meeting, where appropriate.

Participants must not share meeting links more widely unless authorised to do so by the Town Clerk or meeting organiser.

5. Meeting Management

The Chair or meeting organiser will manage the discussion and ensure that attendees have a fair opportunity to contribute.

Attendees should:

- join the meeting using their own name where possible;
- keep microphones muted when not speaking;
- use the meeting platform's "raise hand" function, or another agreed method, to indicate that they wish to speak;
- avoid background noise or disruption;
- follow the Chair's or meeting organiser's instructions; and

- behave in accordance with the Council's Code of Conduct, policies and expected standards of behaviour.

Where a meeting includes members of the public, arrangements for public participation will be confirmed in advance.

6. Public Participation and Engagement Sessions

Where public participation or public engagement is permitted, the Chair or meeting organiser will manage contributions in accordance with the purpose of the meeting and any relevant Council procedures.

Members of the public may be asked to submit comments or questions in advance, or may be invited to speak during the meeting at the Chair's discretion.

The Council may mute participants, remove disruptive attendees, or end a meeting where behaviour prevents the meeting from being conducted safely, respectfully or effectively.

7. Connectivity and Technical Difficulties

Participants are responsible for ensuring, as far as reasonably possible, that they have suitable access to the meeting platform.

If technical issues affect the running of the meeting, the Chair or meeting organiser may decide to:

- continue the meeting;
- pause the meeting;
- move to telephone or alternative arrangements, where suitable;
- defer the item under discussion; or
- end and rearrange the meeting.

Where the meeting is informal, loss of connection will not normally invalidate the meeting, but the Chair or meeting organiser may decide whether the discussion can reasonably continue.

8. Attendance

Attendance at virtual meetings may be recorded where appropriate.

For informal meetings, attendance records will be kept only where this is necessary for administrative, training, safeguarding, governance or audit purposes.

Attendance at virtual meetings does not amount to attendance at a formal Council, committee or sub-committee meeting unless legislation permits remote attendance for that type of meeting.

9. Confidentiality

Confidential or sensitive business must be managed carefully in virtual meetings.

Where confidential matters are discussed, the Chair, Town Clerk or meeting organiser must be satisfied that only authorised attendees are present and that the meeting arrangements protect confidentiality.

Participants must not record, broadcast, share, photograph or otherwise disclose confidential discussion or papers without authority.

Where confidentiality cannot be properly protected, the item should not proceed virtually.

10. Recording

Virtual meetings may only be recorded where this is lawful, appropriate and authorised.

Where recording takes place, attendees will be informed at the start of the meeting or in the meeting invitation. Any recording will be managed in accordance with the Council's Data Protection Policy and any relevant legal requirements.

This section does not remove any statutory rights relating to the filming, recording or reporting of formal public meetings where those rights apply.

11. Security

The Council will take reasonable steps to protect the security of virtual meetings. These may include:

- using waiting rooms or lobby functions;
- controlling admission to the meeting;
- restricting screen sharing;
- disabling file sharing where appropriate;
- removing disruptive or unauthorised attendees;
- locking the meeting once all expected attendees have joined; and
- using separate meeting links for confidential business where needed.

Meeting links should be treated as confidential unless the Town Clerk or meeting organiser confirms otherwise.

12. Data Protection and Information Governance

All virtual meetings must be conducted in a way that protects personal data, confidential information and Council records.

Participants must take care not to display or disclose confidential documents, personal data, private messages or other information that should not be shared.

Any records created from a virtual meeting, including notes, minutes, chat messages or recordings, will be managed in accordance with the Council's Data Protection Policy, document retention arrangements and any applicable legal requirements.

13. Accessibility

The Council will seek to make virtual meetings accessible where reasonably practicable.

Participants who need assistance to access a virtual meeting should contact the Council in advance so that reasonable arrangements can be considered.

14. Review and Legislative Change

This policy will be reviewed every four years, or sooner if there is a change in legislation, government guidance, Standing Orders or Council procedure.

If legislation is introduced to permit remote or hybrid attendance at formal Council, committee or sub-committee meetings, this policy should be reviewed before those arrangements are adopted by the Council.

Committee note

The existing Virtual Meeting Policy has been reviewed and rewritten to remove reliance on the temporary Covid-era remote meeting regulations and to clarify the lawful and practical use of virtual meetings by the Council.

The revised policy makes clear that, unless legislation permits otherwise, formal Council, committee and sub-committee meetings must continue to be held in accordance with current legislation, Standing Orders and relevant guidance. The policy is therefore focused on informal meetings, briefings, training, working groups, officer meetings, public engagement sessions and other non-decision-making meetings where virtual arrangements may be appropriate.

[Last Reviewed: Jun 2022](#)
[Next Review Date: Jun 2026](#) [Last Reviewed: June 2026](#)
[Next Review Date: June 2030](#)



Recording Council Meetings

1. The right to record, film and broadcast meetings of Local Councils, committees and sub committees was established following the Local Government Audit and Accountability Act 2014 with the "Openness of Local Government Bodies Regulations 2014" and was given Royal Assent on 6th August 2014. This is in addition to the rights of the press and public to attend such meetings.
2. Meetings or parts of meetings from which press and public are excluded may not be filmed or recorded.
3. Members of the public are permitted to film or record Council meetings ~~with prior agreement of the Clerk,~~ to which they are permitted access, in a non-disruptive manner and only from public areas. The Council requests that anyone intending to record a meeting notifies the Clerk in advance where possible.
4. The use of digital and social media recording tools, for example, blogging or audio recording ~~will be allowed with prior agreement of the Clerk if is permitted provided~~ it is carried out in a non-disruptive ~~mannerway~~. The Council requests that anyone intending to record a meeting notifies the Clerk in advance where possible.
5. In order to safeguard children and the vulnerable, a space will be provided where individuals cannot be filmed. In addition, ~~we ask that~~ the filming or recording of members of the public ~~is should be~~ kept to a minimum and focuses on those making representations to the meeting.
6. The Council will make the Council chamber available to the public 15 minutes before and after meetings for the setting up and removal of any filming equipment.
7. The Chair of the meeting has the authority to stop a meeting and take appropriate action if any person contravenes these principles or is deemed to be recording in a disruptive manner.
8. While those attending meetings are deemed to have consented to the filming, recording or broadcasting of meetings, those exercising the rights to film, record and broadcast must respect the rights of others attending under the ~~Data Protection Act 1998 and the General Data Protection Regulations 2018.~~ UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018
9. The Council asks those recording proceedings do not edit the film or recording in a way that could lead to misinterpretation of the proceedings or infringe the core values of the Town Council. This includes refraining from editing an image or views expressed in a way that may ridicule or show lack of respect towards those being filmed or recorded.

10. Any person or organisation choosing to film, record or broadcast a meeting of the Council, committee or sub-committee is responsible for any claims or other liability from them so doing.
11. The Council will display requirements as to filming, recording and broadcasting at its meeting venues and those undertaking these activities will be deemed to have accepted them whether they have read them or not.
12. This guidance on recording meetings is available on the Council's website.

Adopted by Diss Town Council – 16th March 2016

Review Date: Jun 2022 Last Reviewed: June 2026
Next Review Date: June 2030

Formatted: Right



CHILD SAFEGUARDING POLICY SAFEGUARDING CHILDREN AND ADULTS AT RISK POLICY

1. Purpose of Policy

~~The purpose of the Safeguarding Policy is to provide a framework for safeguarding and promoting the welfare of children, young people and adults. The policy aims to ensure that:~~

- ~~1a) All children, young people and adults are safe and protected from harm;~~
- ~~1b) Other elements of provision and policies are in place to enable children, young people and adults to feel safe and adopt safe practices; and~~
- ~~1c) Everyone [e.g. Councillors, staff, volunteers and contractors] are aware of the expected behaviours and the organisation's legal responsibilities in relation to safeguarding and promoting the welfare of children, young people and adults.~~

The purpose of this Safeguarding Policy is to provide a framework for safeguarding and promoting the welfare of children and adults at risk.

The policy aims to ensure that:

- a) all children and adults at risk are safe and protected from harm;
- b) appropriate procedures are in place to enable children and adults at risk to feel safe and adopt safe practices; and
- c) Councillors, staff and volunteers are expected to understand their responsibilities in relation to safeguarding and the actions to be taken where there are concerns.

2. Policy Statement

- 2.1 This policy develops procedures and good practice within the Council to ensure that each person can demonstrate that there is an understanding of the duty to safeguard and promote the welfare of children, young people and vulnerable adults. ~~Our organisation will not tolerate failure at any level to prevent harm, support victims and~~

<https://disstowncouncil.sharepoint.com/sites/DTCDoc/Shared Documents/Office Admin/Policies/Policy Reviews/Child Safeguarding>

[Policy.docx](https://disstowncouncil.sharepoint.com/sites/DTCDoc/Shared Documents/Office Admin/Policies/Archive - Policies/Policies to be archived/Child Safeguarding Policy.docx)~~<https://disstowncouncil.sharepoint.com/sites/DTCDoc/Shared Documents/Office Admin/Policies/Archive - Policies/Policies to be archived/Child Safeguarding Policy.docx>~~

Formatted: Right

~~bring offenders to justice. The Council will not tolerate failure at any level to prevent harm, support those affected, and report safeguarding concerns promptly to the appropriate authorities.~~

2.2 ~~This policy has been developed in line with government legislation, publications and guidance. This policy has been developed in line with current safeguarding legislation, statutory guidance and relevant Norfolk safeguarding procedures.~~

2.3 The Council takes seriously its responsibility under the current legislation to safeguard and promote the welfare of children, young people and adults; and to work together with other agencies to ensure that there are adequate arrangements within the Council to identify and support those who are suffering harm.

2.4 2.4 Safeguarding Lead

The Council will appoint a Safeguarding Lead and a deputy. The Safeguarding Lead will be responsible for:

Formatted: Indent: Left: 1.23 cm

a) receiving and acting upon safeguarding concerns;

b) ensuring concerns are reported to the appropriate external agencies without delay;

c) maintaining secure records of safeguarding concerns; and

d) supporting Councillors, staff and volunteers in applying this policy.

Details of the current Safeguarding Lead and reporting arrangements will be maintained separately and kept up to date.

2.5 Reporting safeguarding concerns

Formatted: Indent: Left: 0 cm, First line: 0 cm

Concerns should be reported immediately to the Safeguarding Lead.

Where appropriate, referrals will be made to Norfolk County Council Children's Services, the Local Authority Designated Officer (LADO), or Adult Social Services.

If a child or adult is in immediate danger, 999 should be called.

Formatted: Indent: Left: 1.23 cm

3. Individual responsibilities

3.1 The Council recognises that safeguarding is not just about protecting children, young people and adults from deliberate harm. It also relates to health and safety; meeting the needs of children, young people and adults with medical conditions; providing

<https://disstowncouncil.sharepoint.com/sites/DTCDDoc/Shared Documents/Office Admin/Policies/Policy Reviews/Child Safeguarding Policy.docx>
~~<https://disstowncouncil.sharepoint.com/sites/DTCDDoc/Shared Documents/Office Admin/Policies/Archive - Policies/Policies to be archived/Child Safeguarding Policy.docx>~~

first aid; visits organised or sponsored by the Council; internet or e-safety; appropriate arrangements to ensure security, taking into account the local context.

- 3.2 Additionally, the Council recognises that safeguarding can involve a range of potential issues such as: bullying, including cyberbullying (by text message, on social networking sites), peer on peer and prejudice-based bullying; racist and homophobic or transphobic abuse; sexting; substance misuse; issues which may be specific to a local area or population, for example gang activity and youth violence and other particular issues affecting children including domestic violence, sexual exploitation, female genital mutilation, extremist behaviour and radicalisation, forced marriage and modern slavery.
- 3.3 ~~Everyone associated with the Council-Councillors, staff and volunteers are expected to maintain~~ an attitude of 'it can happen here' and are aware of the signs and indicators of abuse.
- 3.4 Everyone has a responsibility to provide a safe environment for children, young people and ~~vulnerable~~ adults at risk.
- 3.5 The Council will endeavour to ensure that ~~everyone is-Councillors, staff and volunteers are~~ provided with opportunities to receive appropriate training, in order to develop their understanding and indicators of abuse and of the Council's safeguarding procedures.
- 3.6 The Council will endeavour to ensure that ~~everyone-Councillors, staff and volunteers~~ knows how to respond to someone who discloses abuse, or for whom they have a concern, and the procedure to be followed in appropriately sharing a concern of possible abuse or a disclosure of abuse.
- 3.7 ~~All residents are made aware of the Council's responsibilities with regard to safeguarding through publication of this safeguarding policy. This policy will be published so that residents can access the Council's safeguarding approach~~
- 3.8 When services are delivered by a third party or agency, the Council will follow the requirements of the Disclosure and Barring Service (DBS) and check that the person presenting themselves is the same person on whom appropriate checks have been made. The Council will seek to ensure the suitability of adults working with and in the presence of children at any time. Community users organising activities for children, young people and ~~vulnerable~~ adults at risk are aware of and understand the need for compliance with the Council's safeguarding procedures.
- 3.9 The Council operates safer recruitment practices including making sure that:
- a) ~~statutory duties to undertake required checks on staff who work with children are complied with in line with the Disclosure and Barring Service requirements for Regulated Activity; the Child Care Act 2006 and Childcare (Disqualification) Regulations 2009 where roles involve work with children or adults at risk, appropriate pre-appointment checks are carried out, including~~

<https://disstowncouncil.sharepoint.com/sites/DTCDoc/Shared Documents/Office Admin/Policies/Policy Reviews/Child Safeguarding Policy.docx>
~~<https://disstowncouncil.sharepoint.com/sites/DTCDoc/Shared Documents/Office Admin/Policies/Archive - Policies/Policy to be archived/Child Safeguarding Policy.docx>~~

Disclosure and Barring Service (DBS) checks where required and proportionate

- b) statutory guidance relating to volunteers is followed
 - c) recruitment panel members are properly trained.
- 3.10 Should the Council dismiss or remove someone because they have harmed a child or poses a risk of harm to a child or would have done so if they had not left, the Council will report this to the (DBS) and any appropriate professional or regulatory body.
4. **If a child, young person or adult makes an allegation or disclosure of abuse against an adult or other child or young person, The Council will:**
- 4.1 stay calm and listen carefully;
 - 4.2 reassure the person that ~~she/he has~~ they have done the right thing in telling you;
 - 4.3 not investigate or ask leading questions;
 - 4.4 let the person know that they will need to tell the Safeguarding Lead;
 - ~~4.5 not promise to keep what they have been told a secret;~~
 - 4.56 inform the Safeguarding Lead as soon as possible; and
 - 4.67 make a written record of the allegation, disclosure or incident which will be signed, and dated.
5. **Confidentiality and Information Sharing**
- 5.1 Information sharing is vital to safeguarding and promoting the welfare of children, young people and adults. A key factor identified in many ~~serious case~~ safeguarding practice reviews (SCRs) has been a failure by practitioners to record information, to share it to understand its significance and then take appropriate action.
- a) The Council recognises that all matters relating to protection are confidential;
 - b) The Council will disclose personal information about a child, young person or adult on a need to know basis only;
 - c) ~~everyone is~~ Councillors, staff and volunteers are aware that they have a professional responsibility to share information with other agencies in order to safeguard children, young person or adult;

- d) ~~everyone is~~ Councillors, staff and volunteers are aware that they cannot promise to keep secrets which might compromise the safety or well-being of a child, young person or adult, or that of another; and

6. Managing Allegations against individuals who work for the Council

- 6.1 The Council is aware of the possibility of allegations being made against its Councillors, staff or volunteers who are working with or may come into contact with children, young person or adults. They can be made by children, young person or adults or other concerned adults. Everyone in the Council and volunteers have been made aware of the process to be followed if such an allegation is made.

- 6.2 In such circumstances the Council will:

- a) Report the matter to Norfolk County Council's Children's Services report the matter through the appropriate Norfolk safeguarding route, including referral to the Local Authority Designated Officer (LADO) where the concern relates to an adult working with children, and to Adult Social Services where the concern relates to an adult at risk.
- b) consider the safeguarding arrangements of the child, young person or adult to ensure they are not in contact with the alleged abuser;
- c) consider the rights of the individual concerned for a fair and equal process of investigation;
- d) ensure that the appropriate disciplinary procedure is followed, including whether suspending that person from work or volunteering for us until the outcome of any investigation is deemed necessary;
- e) advise the (DBS) and any other appropriate regulatory or professional body where the individual has been disciplined or dismissed as a result of the allegations founded or would have been if they have resigned.

7. Whistleblowing

The Council recognises that a child, young person or adult cannot be expected to raise concerns in an environment where the Council fails to do so. ~~Everyone is~~ Councillors, staff and volunteers are advised of our Whistleblowing Policy and of how it can be implemented. ~~Everyone is~~ Councillors, staff and volunteers are aware of their duty to raise concerns about the attitude and actions of colleagues where these are inappropriate or unsuitable.

8. Supporting Staff and volunteers

- 8.1 ~~Everyone will be~~ Councillors, staff and volunteers are advised on the boundaries of appropriate behaviour – such matters form part of our staff and volunteer induction and they have access to support and guidance when required or requested

<https://disstowncouncil.sharepoint.com/sites/DTCDoc/Shared Documents/Office Admin/Policies/Policy Reviews/Child Safeguarding Policy.docx>
~~<https://disstowncouncil.sharepoint.com/sites/DTCDoc/Shared Documents/Office Admin/Policies/Archive - Policies/Policy to be archived/Child Safeguarding Policy.docx>~~

Review Date: Jun 2022 Last Reviewed: June 2026

Next Review Date: June 2030

Formatted: Right

- 8.2 The Council recognises that staff and volunteers working for the Council who have become involved in the case of a child who has suffered harm, or appears likely to suffer harm, may find the situation stressful and upsetting. The Council support this by providing an opportunity for them to discuss their anxieties with the Safeguarding Lead, or another person as appropriate.

9. Training

- 9.1 ~~Everyone has been provided with and signed to say that they have read and understood our Safeguarding Policy. This policy will be provided to Councillors, staff and volunteers, and the Council will maintain a record of issue and acknowledgement where appropriate.~~
- 9.2 ~~Everyone~~ Councillors, staff and volunteers -will have access to appropriate safeguarding training which is **regularly updated** in order to keep it updated in line with local and national guidance/legislation. The Council will also, as part of our induction, issue and promote information in relation to our Safeguarding Policy to all newly appointed individuals

<https://disstowncouncil.sharepoint.com/sites/DTCDoc/Shared Documents/Office Admin/Policies/Policy Reviews/Child Safeguarding>

~~Policy.docxhttps://disstowncouncil.sharepoint.com/sites/DTCDoc/Shared Documents/Office Admin/Policies/Archive - Policies/Policies to be archived/Child Safeguarding Policy.docx~~

Last Reviewed Jun 2022²⁶
Next Review Date Jun 2030²⁶



Diss Town Council CCTV Policy

1. Background

1.1 In order for Diss Town Council to comply with the requirements of the [General Data Protection Regulations, the Information Commissioners CCTV Code of Practice UK General Data Protection Regulation \(UK GDPR\), the Data Protection Act 2018, and guidance issued by the Information Commissioner's Office \(ICO\)](#), and the Freedom of Information Act 2000, the Council must have a policy on its use of CCTV for overt surveillance.

2. Purpose

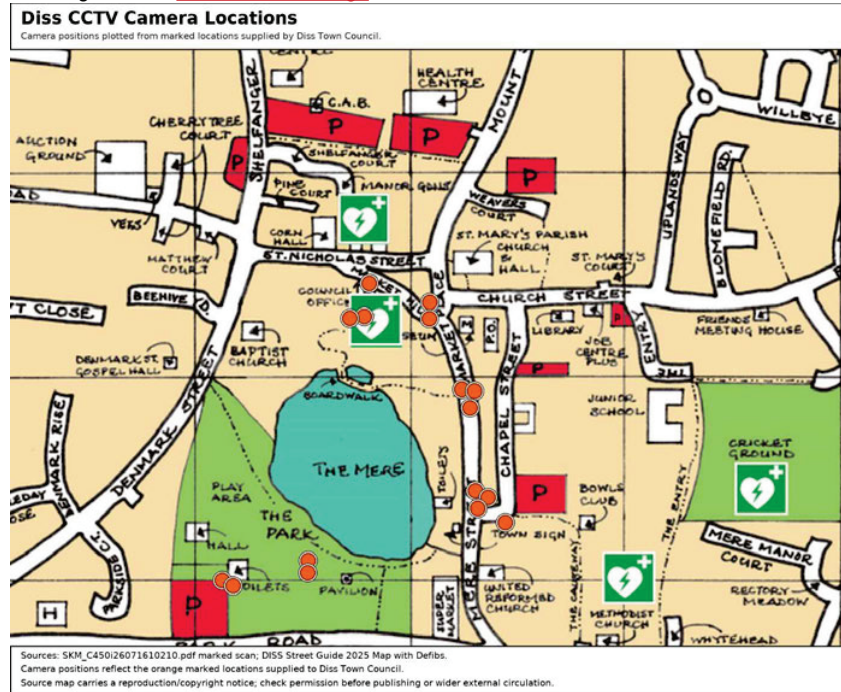
2.1 In order to adhere to legislative requirements and the confidential nature of the Council's CCTV operations this document sets out:

- the manner in which these operations will be carried out;
- the sites from which recordings will be made.

2.2 This policy sets out how the Council's CCTV system (the system) will be controlled and managed in a confidential manner.

2.3 [The Council operates CCTV under the lawful basis of public task, where processing is necessary for the performance of tasks carried out in the public interest, including the prevention and detection of crime and the protection of public safety and Council assets.](#)

2.4 Camera surveillance is maintained using static and moveable cameras with zoom* at the following locations as marked in orange:



- Camera 1 Mere's Mouth
- Camera 2 Faces Diss Publishing / Former Tourist Information Centre
- Camera 3 Faces outside Greggs / M&Co & Mere's Mouth
- Camera 4 Chapel St above charity shop looking up to barbers etc
- Camera 5 Situated above empty shop (was previously Feline Care Charity Shop) — looks at Museum
- Camera 6 Looks at the Museum / Market Place & Outside PACT charity shop
- Camera 7* Looks over Park toilets and can view most of Park / Pavilion etc
- Camera 8 Looks at the corridor on the first floor of the Council Offices
- Camera 9 Looks outside British Heart Foundation / Mere St area
- Camera 10* Situated above Holland & Barrett and can look over the Market Place & Mere Street
- Camera 11 Overlooks rear of DTC Council Offices
- Camera 12 Looks at the main entrance to the Council office from the Reception Area

2.54 The policy will be reviewed annually by the Executive Committee to ensure that it continues to reflect the public interest and meets with legislative requirements. The policy

<https://disstowncouncil.sharepoint.com/sites/DTCDoc/Shared Documents/Office Admin/Polices/Policy Reviews/CCTV Policy.docx>
<https://disstowncouncil.sharepoint.com/sites/DTCDoc/Shared Documents/Office Admin/Polices/Other policies/CCTV Policy.docx>

will be reviewed periodically and at least every four years by the Executive Committee to ensure that it continues to reflect the public interest and meets legislative requirements.

3. Objectives

The objectives of the system are to:

- Increase personal safety and reduce the fear of crime;
- Support the Police in the detection of crime;
- Assist in the identification, apprehension and prosecution of offenders;
- Protect our key buildings and their assets.

4. Statement of Intent

4.1 The CCTV system is registered with the Information Commissioner and is operated in accordance with the requirements of the General Data Protection Regulations and the Commissioner's Code of Practice. Its ICO Registration number is ZA140605.

4.2 Cameras will be used to monitor activities around Diss town centre, Diss park and on other Council owned sites and buildings to identify criminal activity or anti-social behaviour occurring, anticipated, or perceived, or reasonably suspected, for the purpose of securing the safety and well-being of the public or security of council property.

4.3. ~~Cameras do not point at private homes, gardens or other areas of private property.~~ Cameras are positioned to avoid, as far as reasonably practicable, viewing private homes, gardens or other areas of private property.

4.4 Data or knowledge secured from CCTV will not be used for any commercial purpose.

4.5 The planning and design of the system endeavours to ensure that it will give maximum effectiveness and efficiency, but it does not guarantee to cover or detect every incident taking place in the areas of coverage.

4.6 ~~7 Warning signs, as required by the Information Commissioner are positioned in each area covered by CCTV. Clear signage is in place to inform members of the public that CCTV is in operation as required by the ICO.~~

5. Operation of the System

5.1 The Scheme is managed by the Town Clerk, in accordance with the principles and objectives expressed in this policy.

5.2 The day-to-day administration of the system will be the responsibility of the Town Clerk.

5.3 The CCTV system will operate continuously 24 hours a day, every day of the year; subject to operational considerations such as maintenance and repair.

5.4 ~~The system is not routinely monitored and is only used to detect the possibility of events as shown in 3.~~ The system is not routinely monitored in real time. Recordings are reviewed only in response to reported incidents or identified concerns.

6. Control of Equipment

<https://disstowncouncil.sharepoint.com/sites/DTCDoc/Shared Documents/Office Admin/Policies/Policy Reviews/CCTV Policy.docx>
~~<https://disstowncouncil.sharepoint.com/sites/DTCDoc/Shared Documents/Office Admin/Policies/Other policies/CCTV Policy.docx>~~

Formatted: Indent: Left: 0 cm, First line: 0 cm

6.1 The system will be periodically checked to confirm the efficiency of the system, ensuring the equipment is properly recording and the cameras operational.

6.2 Access to the equipment will be restricted to the Town Clerk, other trained officers of the Town Council, maintenance contractors and approved monitors.

6.3 ~~Viewing of the recordings is restricted to those legally entitled to access (i.e., the Police for the prevention and detection of crime).~~ Viewing of recordings is restricted to authorised persons and organisations with a lawful basis for access, including the Police for the prevention and detection of crime. Appropriate evidence of authority will be required before access is allowed.

6.4 ~~A register of access is maintained by the Town Clerk. Full details of each access that has taken place shall be recorded including: name, reason for request, authority for request, time and date. The Town Clerk shall maintain a record of all access to CCTV recordings. The record shall include the date and time of access, the name of the person accessing the footage, the reason for access, the authority under which access was granted, and details of any disclosure, download or release of footage.~~

6.5 If a serious incident is viewed on the system, appropriate emergency services will be summoned.

7. Recordings used in Evidence

7.1 All staff required to operate CCTV equipment will receive training in the use of the equipment and shall comply with this policy and any CCTV operating procedure adopted by the Council.

7.2 Images are recorded onto secure servers and are viewable by authorised staff only. Recorded material will be stored in a way that maintains the integrity of the image and information to ensure that metadata (e.g., time, date and location) is recorded reliably, and compression of data does not reduce its quality.

7.3 The CCTV images are recorded and retained for no longer than 30 days, with the exception of images subject to a notification by the police for retention or subject to a request for disclosure or release by a third-party agency, which shall be retained for such a period as may be necessary to conclude an investigation or claim and then be deleted.

7.4 The Police will be permitted access to recording media if they have reason to believe that such access is necessary to investigate, detect or prevent crime.

7.5 Viewing of recordings by the Police must be recorded in writing (see Appendix A). Requests by the Police can only be actioned in accordance with the General Data Protection Regulations.

7.6 A record will be maintained of the release of copies of recordings to other authorised applicants (see Appendix B).

7.7 Should a recording be required as evidence; a copy may be released to the Police. The Town Council retains the right to refuse permission for the Police to pass to any other person the recording or any part of the information contained thereon.

7.8 Applications received from outside bodies (e.g., solicitors) to view or release recordings will be referred to the Town Clerk. In these circumstances electronic images/recordings will normally be released where satisfactory documentary evidence is produced showing that

<https://disstowncouncil.sharepoint.com/sites/DTCDoc/Shared Documents/Office Admin/Policy/Policy Reviews/CCTV Policy.docx>
~~<https://disstowncouncil.sharepoint.com/sites/DTCDoc/Shared Documents/Office Admin/Policy/Other policies/CCTV Policy.docx>~~

they are required for legal proceedings, a subject access request, or in response to a Court Order. ~~A fee can be charged in such circumstances. No fee will normally be charged for subject access requests. A reasonable fee may be charged only where permitted under data protection legislation, for example where requests are manifestly unfounded or excessive.~~

- ~~• £10 for subject access requests.~~
- ~~• a sum not exceeding the cost of materials in other cases.~~

8. Viewing Data

8.1 The General Data Protection Regulations provides Data Subjects (individuals to whom "personal data" relates) with a right to data held about themselves, including those obtained by CCTV.

8.2 Requests for Data Subject Access should be made to the Town Clerk.

9. Breaches of the Policy

9.1 Any breach of this policy including breaches of security will be initially investigated by the Town Clerk, in order for appropriate action to be taken. A report of the incident will be made to Council together with any recommended actions to remedy the breach. Note: A breach by council staff could lead to disciplinary action.

9.2 Any serious breach of the policy may be further investigated by an independent investigator reporting on recommendations to remedy the breach.

10. Complaints

10.1 Any complaints about the Town Council's CCTV system or its use should be addressed to the Town Clerk.

10.2 Complaints will be investigated in accordance with Section 9 of this policy.

11. Public information

11.1 A copy of this policy is available to the public on the Council's website or in paper form from the Council Office, Diss Town Council, 11-12 Market Hill, Diss IP22 4JZ.

Appendix A

Diss Town Council

Request to View - CCTV images

Date of recording	Place of recording	Time of recording

<https://disstowncouncil.sharepoint.com/sites/DTCDoc/Shared Documents/Office Admin/Policies/Policy Reviews/CCTV Policy.docx>
~~<https://disstowncouncil.sharepoint.com/sites/DTCDoc/Shared Documents/Office Admin/Policies/Other policies/CCTV Policy.docx>~~

Applicant's name and address		Evidence of description of applicant and any distinguishing features (e.g., clothing)	
Post Code:	Tel No:		
Signature of applicant (or parent/guardian if under 18)		A recent photograph may be necessary to aid identification	
Reason for request			
Were you alone? Yes/No If not please describe any accompanying persons			
For Official Use Only			
Received by:		Date Received	Time received
Fee Charged /N/A	Fee Paid	Request Approved YES / NO e	Date Applicant informed
Actioned By:	Image Identified On:		In the presence of:
On...../...../.....			
Applicant attended viewing on:	Result:		In the presence of:
On...../...../.....			

<https://disstowncouncil.sharepoint.com/sites/DTCDoc/Shared Documents/Office Admin/Policies/Policy Reviews/CCTV Policy.docx>
<https://disstowncouncil.sharepoint.com/sites/DTCDoc/Shared Documents/Office Admin/Policies/Other policies/CCTV Policy.docx>

Appendix B
Diss Town Council
CCTV Download Receipt Form

Date and Time of Recording:	Place of Recording:

<https://disstowncouncil.sharepoint.com/sites/DTCDoc/Shared Documents/Office Admin/Policies/Policy Reviews/CCTV Policy.docx>
<https://disstowncouncil.sharepoint.com/sites/DTCDoc/Shared Documents/Office Admin/Policies/Other policies/CCTV Policy.docx>

Last Reviewed: Jun 2026²
 Next Review Date: Jun 2030²⁶



Recording Officer Decisions Policy

1. Introduction

Transparency and openness should be the fundamental principle behind everything councils and other local government bodies do. The Openness of Local Government Bodies Regulations 2014 requires a written record of any decision ~~delegated to an officer under express authorisation or under general authorisation where the effect is~~ taken by an officer under delegated authority where the effect is:

- a) to grant permissions or licenses.
- b) to affects the rights of individuals.
- c) to awards contract or incurs expenditure which materially affects the financial position of the Town Council.

2. Material Expenditure

The Town Clerk ~~currently has authority to incur expenditure up to £2k has delegated authority to incur expenditure up to~~ £2,500 in accordance with the Council's Financial Regulations. Expenditure exceeding £2,500 and up to £10,000 must be approved by the relevant Committee. Expenditure exceeding £10,000 must be approved by Full Council. Such decisions will be recorded in the appropriate meeting minutes and, where required under the Openness of Local Government Bodies Regulations 2014, a written officer decision record will be maintained.

3. Examples of Decisions to be Recorded

- a) To award or renew a lease.
- b) To refuse a request for access to information.
- c) To award a contract or incur expenditure above ~~£5,000 the delegated financial limit~~.
- d) To withdraw or refuse any Council service, e.g., terminating a market trader's agreement.

4. Examples of Decisions not to be Recorded

- a) Routine administrative and organisational decisions. e.g., the purchase of office stationery.
- b) To allocate burial plots.
- c) To approve bookings for Council facilities.
- d) To approve works undertaken by a contractor.

<https://disstowncouncil.sharepoint.com/sites/DTCDoc/Shared Documents/Office Admin/Policies/Policy Reviews/Revised Recording Officer Decisions Policy.docx>
<https://disstowncouncil.sharepoint.com/sites/DTCDoc/Shared Documents/Office Admin/Policies/Council Meeting policies/Revised Recording Officer Decisions Policy.docx>

- e) ~~Any written decision that is already recorded by a written record and produced by virtue of other legislation, provided the record published includes the date the decision was taken and the reasons for the decision; decision already recorded and published under other legislation, provided the record includes the date the decision was taken and the reasons for the decision.~~
- f) Any decision that ~~would be~~ is exempt or confidential ~~in accordance with legislation!~~.

Formatted: Font: (Default) Arial

Formatted: List Paragraph, Indent: Left: 2.53 cm,
Hanging: 1.52 cm

5. Procedure for Recording

- 5.1 The decision-making officer will produce a written record as soon as practicable after taking the decision, and it will be made available on the Council's website, with hard copies available from the Council offices. The written record will include:
 - a) The decision taken and the date the decision was taken.
 - b) The reason(s) for the decision.
 - c) Any alternative options considered and rejected.
 - d) Any other background documents.
- 5.2 The record will be available for a minimum of six years from the date of the decision, with any supporting documentation ~~retained available~~ for a minimum of four years.

Rationale for Postponing Diss Carnival in 2027 and Returning in 2028

1. Introduction

1.1 Diss Carnival remains one of the town's most valued and recognisable community events, bringing together residents, schools, charities, businesses, community groups and visitors. The event contributes positively to community wellbeing, civic pride, volunteering and local economic activity. Feedback received following the 2026 Carnival demonstrated the significant affection and support that exists for the event within the community. At the same time, feedback also highlighted concerns regarding declining participation in some aspects of the Carnival, fewer parade entrants, reduced involvement from some community groups and independent traders, and challenges in maintaining the scale and variety seen in previous years.

1.2 The recommendation to postpone the Carnival in 2027 is therefore not a reflection of the event's value, nor a proposal to discontinue it. Rather, it is a strategic decision intended to safeguard the Carnival's long-term future by creating the capacity needed to improve sustainability, strengthen community involvement and allow focus on a number of significant priorities facing the town.

2. Financial Sustainability

2.1 The financial position of the Carnival has deteriorated between 2025 and 2026.

2.2 In 2025, event-generated income totalled £11,413.71 against expenditure of £12,567.41, resulting in a modest deficit of £1,153.70. For 2026, income reduced to £9,960.84 whilst expenditure increased to £13,679.87, creating a deficit of £3,719.03. This represents a deterioration of more than £2,500 in a single year, with the event deficit more than tripling.

2.3 Key trends include:

- Income falling by approximately 13%.
- Expenditure increasing by approximately 9%.
- Sponsorship income reducing from approximately £4,400 to £2,225, representing almost a 50% reduction.
- Fundraising income reducing significantly compared with previous years.

2.4 Although the Carnival remains deliverable through Council support and earmarked reserves, the underlying financial trajectory is moving in the wrong direction. Continued annual delivery without change risks further erosion of reserves and increasing reliance on public subsidy.

2.5 A pause would provide an opportunity to review the event's financial model, rebuild sponsorship, develop fundraising activity and return with a more sustainable funding structure.

3. Officer Capacity and Resource Demands

3.1 The most significant challenge facing the Council is not the direct financial cost of the Carnival, but the level of organisational capacity required to deliver it.

3.2 The 2026 Carnival required:

- The involvement of 11 members of staff.
- More than 550 staff hours.
- Approximately 14.5 weeks of Full Time Equivalent officer resource.

3.3 Those hours were committed across project management, procurement, finance, communications, sponsorship, health and safety, event management, traffic management, volunteer coordination, contractor liaison and regulatory compliance.

3.4 Members of the Events Committee highlighted that a number of important projects around the town are progressing more slowly than desired because officer capacity is being directed towards the delivery of a single-day event. Members specifically referenced the DYCC site, sports ground projects, Mere Water Quality initiatives, Mere Drain projects and neighbourhood planning work as areas which would benefit from additional officer focus.

3.5 The question therefore is not whether the Carnival is valued, but whether the Council can continue to commit this level of finite resource each year whilst also delivering an increasing number of strategic projects and responding to emerging priorities.

4. Reduced Staffing Capacity and Increased Regulatory Requirements

4.1 The resources available to organise and deliver the Carnival have changed significantly over recent years.

4.2 Whilst expectations and regulatory requirements have increased, staffing capacity has reduced.

4.3 Examples include:

- Marketing and Events staffing reducing from 37 hours per week to 24 hours per week.
- Finance staffing reducing from 48 hours per week to 30 hours per week.

- Remaining office staffing reducing by more than 10 hours per week overall.

4.4 The Council is therefore attempting to deliver an increasingly complex event with significantly fewer staffing resources than were available in previous years.

4.5 Alongside this reduction in staffing capacity, there has also been a significant shift in volunteer involvement. Previous Carnivals benefited from considerably greater volunteer leadership and practical support. In recent years, a greater proportion of administration, coordination, communications, procurement, compliance and follow-up actions has fallen to Council officers. As a result, staff now undertake a substantially larger proportion of the organisational workload than was historically the case.

4.6 At the same time, the regulatory environment surrounding public events has become considerably more demanding. Modern event delivery requires enhanced health and safety arrangements, safeguarding responsibilities, detailed Event Management Plans, greater contractor oversight, more complex traffic management arrangements, higher security expectations and substantially increased compliance requirements.

4.7 Particularly relevant is the impact of Martyn's Law and the wider national focus on event security, which has increased expectations around planning, risk assessment and public safety arrangements for public events.

4.8 Delivering the Carnival today is therefore fundamentally different from delivering the Carnival ten or fifteen years ago.

5. Strategic Priorities and Future Capacity

5.1 The Council has committed to progressing a number of important projects which have the potential to deliver lasting benefits for residents and the wider community.

5.2 These include:

- Development of the DYCC site.
- Porta cabin community facility.
- The Mere Water Quality Project.
- Park Pavilion Redevelopment.
- Sports Ground developments
- Enhancing Youth Provision
- Other strategic town improvement projects.

5.3 Members recognised that these projects are fundamentally different from an annual event. They are medium to long-term programmes with clearly defined objectives, delivery requirements and community outcomes.

5.4 Whilst often delivered in partnership with other organisations and stakeholders, they require significant officer and member involvement throughout their planning, consultation, funding, development and implementation phases. Progress cannot simply be paused and resumed without consequence.

5.5 Additional officer capacity during 2027 would allow meaningful progress to be made on projects that have been identified as priorities and which will deliver benefits for years to come.

Local Government Review

5.6 The Council must also plan responsibly in light of uncertainty surrounding Local Government Review and any future changes to local government structures.

5.7 Whilst the final implications remain unknown, preparing for change whilst continuing to deliver major projects will require flexibility, resilience and officer capacity. A temporary pause would help ensure that resources are available both to progress strategic priorities and to respond effectively to future organisational changes.

6. Operational Complexity and Sustainability

6.1 The Events Committee identified a number of operational issues arising from the 2026 Carnival which require review before future delivery. These included traffic management failings, road closure issues, contractor performance concerns, procession management challenges, volunteer pressures and declining participation from some community groups and sports clubs.

6.2 The Committee also acknowledged that volunteer recruitment and retention are becoming increasingly challenging. Members noted that the same small group of volunteers and organisers are repeatedly relied upon and that both volunteer and staff burnout are becoming significant risks.

6.3 A pause would provide an opportunity to:

- Recruit and develop new volunteers.
- Strengthen community ownership of the event.
- Re-engage schools, businesses and community organisations.
- Review sponsorship and participation incentives.
- Explore alternative delivery models.

- Begin planning considerably earlier for a future Carnival.

6.4 Rather than losing momentum, 2027 could become a development year focused on strengthening the foundations for a more successful Carnival in 2028.

7. Addressing Concerns About Pausing an Annual Tradition

7.1 It is recognised that residents, volunteers and councillors may be concerned about interrupting a long-established annual tradition.

7.2 The Events Committee acknowledged that Carnival is a much-loved event that would undoubtedly be missed if it did not take place in 2027.

7.3 However, members also have a responsibility to ensure that the event remains financially, operationally and organisationally sustainable.

7.4 The proposal is for a planned pause rather than a cancellation.

7.5 Under the proposed approach:

- Carnival reserves would remain protected.
- The Events Committee would continue to operate.
- Fundraising activity could continue throughout 2027.
- Sponsor relationships could be maintained and rebuilt.
- Volunteer recruitment could continue.
- Planning for a 2028 Carnival could begin significantly earlier than under the current model.

7.6 The intention is therefore to strengthen and secure the future of the Carnival rather than remove it.

8. Community Events in 2027

8.1 Postponing the Carnival would not leave Diss without major community events in 2027.

8.2 Events already anticipated include:

- The return of the Diss Organ Festival in May.
- The Diss Cyclathon in June.
- An opening event associated with the new leisure and community facility.
- Remembrance events.

- The Christmas Lights Switch-On and other established community activities.

8.3 The town would therefore continue to benefit from a strong programme of events and community activity whilst work is undertaken to strengthen the future Carnival model.

9. Conclusion

9.1 Diss Carnival remains an important and valued part of the town's identity. However, the evidence demonstrates that the current model of annual delivery is becoming increasingly difficult to sustain.

9.2 The Council now faces:

- A worsening financial position.
- Declining sponsorship income.
- Increased regulatory obligations.
- Reduced staffing capacity.
- Reduced volunteer capacity.
- Growing operational complexity.
- Significant strategic projects requiring officer support.
- Uncertainty associated with Local Government Review.

9.3 At the same time, the Council has committed to progressing major projects that have the potential to deliver long-term benefits for residents, including the future of the DYCC site, the proposed Porta Cabin community facility, the Mere Water Quality Project, development of the Park Pavilion, Sports Ground improvements, enhanced youth provision and other strategic town enhancement projects.

9.4 Taken together, these factors provide a compelling case for a planned pause in 2027. The recommendation is not based on a lack of support for the Carnival, but on the need to ensure that finite Council resources are directed appropriately and that the Carnival itself remains sustainable in the long term.

9.5 A return in 2028 would provide the opportunity for earlier planning, stronger community engagement, renewed volunteer recruitment, improved sponsorship and a more resilient delivery model. The proposal is therefore not about ending the Carnival, but about giving it the best possible opportunity to thrive in the future while enabling the Council to fulfil its wider commitments to the residents of Diss.

Diss Town Council

Minutes

Minutes of the meeting of the **Events Committee** held in the **Ceremony Room** at **Diss Town Council Offices** on **Tuesday 2nd June 2026** at **7pm**.

In attendance: M Cotton, Cllr C Dente (Chair), Cllr D Craggs, E Forsdyke, J Grint, K Jaynes, R Ludkin, B Rogers, G Waterman, Cllr T Knights, Cllr P Wilson, A Rackham, S Villafuerte-Richards.

E0626/01 Apologies

Apologies were received from Gabrielle Pagan, Cllr L Sinfield, Cllr T Shava and Corn Hall. No apologies from Sue Brazier.

E0626/02 Minutes

Members reviewed the minutes of the last meeting held on 12th May 2026. It was

Resolved: to approve the minutes of the events meeting held on Tuesday 12th May 2026 as a true record and were signed by the Chair.

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

E0626/03 Declarations of Interest

There were none.

E0626/04 Public Participation

There were no members of the public present. Matt and Louis were in attendance to support James as Park Radio representatives.

E0626/05 Items of Urgent Business

There were no items of urgent business.

E0626/06 Run Through Of The Day

Members discussed a run through of the whole event and noted roles on the volunteer schedule.

- **Set up** – Sarah will lead a briefing on the Park at 6.30am. Members will set up decorations on the Park and put out stall pitch cards ready for stallholder arrivals between 9am & 11am. The Scouts will arrive at 8am to set up the crockery smash.
- **Procession** - Sarah will lead the next briefing at 11am at the High School for procession stewards. Parade to depart at 12.30pm prompt.

SV-R to email the floats needing to unload at the end of the procession to make sure they do so at the Bus Station (Heywood, Girlguiding).

(Action: SV-R, immediately)

AR to bring barriers on the day for Fraser to block off balcony area on Market Place for judges.

(Action: AR, 07.06.26)

KJ to email Robert Powell from Fire Brigade to chase as Harry no longer there.

(Action: KJ, immediately)

- **Raffle** – Doreen is unable to help Tina to sell raffle tickets on the day – Tina to check if her friend can assist. Bob Rogers/Mary Cotton will help & RBL representative also offered services.

- **(Action: TK/BR/MC/MG, 07.06.26)**

- **Fun Day/ Entertainment -**

Members discussed teams for the Tug of war competition - 3 teams have confirmed so far – Diss Round Table, Diss Athletics Club and a team of present/past Councillors – Declan, Paul, George and Junior. All participants to come to arena by 1.45pm ready to take part. There is potential for another team if Tina's Brother and friends take part. TK to confirm.

(Action: TK, immediately)

Teams can join in on the day if they report to the OPS tent by 1.30pm to sign a disclaimer form to take part at 1.55pm. George has a suitable Tug Of War rope borrowing from Quaker Wood- he will collect this on Saturday. George happy to ref the tug of war in the arena.

(Action: GW, 07.06.26)

- KJ suggested a light-hearted "Dad Dance Off" fitting with Father's Day if we have any time to fill. Park Radio would play suitable Carnival themed songs and Dads & kids can show off their moves – audience to cheer for their favourite.

Pavilion entertainment – Committee agreed PRTY to do 1 x 1hr 30 min slot instead of 1hr. PRTY to start at 5.30pm when Fun Day arena area finishes and they will continue playing until 7pm. George to find out additional cost for the extra performance time and inform office.

(Action: GW, immediately)

KJ will amend timings schedule on digital programme and any documents these are mentioned on. KJ to update entertainment timings on Park Radio promo screen slides for Matt -Save as high resolution for Matt. He will convert to video.

(Action: KJ / Matt, immediately)

Bike Show meet and greet to take place at 4pm at pavilion in between their shows at 3.10pm and 4.45pm.

Emily to email any entertainment acts that need to set up in advance to confirm their arrival times for setting up equipment – RPM Bike Show and Suelala.

(Action: EF, immediately)

KJ to reply to email Tai Chi (Emma Huang) to let her know her performance time will be 4.30pm for a 20 minute slot.

(Action: KJ, immediately)

Catherine will park her vehicle in Park car park to use for running anyone around if needed.

- **Clear Down** – Once Fun Day main arena area finishes at 5.30pm, clear down can commence on this part of the Park. Stalls will clear away and stewards can escort off the Park safely. Park Radio will encourage Carnival crowd to move over to Pavilion for PRTY's set. Event will finish at 7pm.

E0626/07

Finance

Members received an update on Diss Carnival 2026 Finances. Income £8,639.16. Expenditure: £12,930.61. Money leftover £5,516.78. A final figure for the whole event will be shared at the De-Brief meeting on 16th June.

E0626/08

Entertainment

Members reviewed and finalised the entertainment schedule and timings: Already covered above.

Park Radio promo screens – 2 screens confirmed. – 1 by pavilion and 1 by arena.

E0626/09

Promotion

Members received an update on publicity for Diss Carnival. KJ to send Emily the Instagram login again.

(Action: KJ, immediately)

KJ and Declan promoted the event on Park Radio. Digital programme is available on our Carnival webpage for people to share via social. Facebook and Instagram posts are ongoing - KJ encouraged members to share.

E0626/10 Task List

Members noted outstanding jobs on the task list. Sarah will order 15 pizzas from Dominos for the day (enough for 3 pizza slices for each volunteer + 1 slice for each cadet).

(Action: SVR, immediately)

Final documents still needed from Funfair – RL to check outstanding documents.

(Action: RL, immediately)

RL informed members that the bunting was installed today by Pearce & Kemp.

E0626/11 Member Updates

Members received updates from committee members not reported elsewhere on this agenda.

AR said Palestinian flag protestors will not be turning up on Market Place this year like last year – Ray Bryant has confirmed.

E0626/13 Date of Future Meetings

Members noted the next meeting of this committee is scheduled for Tuesday 16th June for a de-brief post event.

Meeting closed: 20:25

Cllr Catherine Dente
Chair

Diss Town Council

Minutes

Item 12b App B

Minutes of the meeting of the **Events Committee** held in the **Ceremony Room** at **Diss Town Council Offices** on **Tuesday 16th June 2026** at 7pm.

In attendance: S Brazier, M Cotton, Cllr D Craggs, E Forsdyke, J Grint, K Jaynes, R Ludkin, G Pagan, B Rogers, Cllr T Shava, Cllr L Sinfield, S Villafuerte-Richards, G Waterman, Cllr P Wilson,

3 members of the public

Cllr Craggs stepped in as Chair of this meeting in Cllr Dente's absence.

E0626/01 Apologies
Apologies were received from Cllr C Dente (Chair). No apologies were received from Cllr T Knights.

E0626/02 Minutes
Members reviewed the minutes of the last meeting held on 2nd June 2026. It was
Resolved: to approve the minutes of the events meeting held on Tuesday 2nd June 2026 as a true record and were signed by the Chair.
(Action: KJ to un-draft minutes on website, immediately)

E0626/03 Declarations of Interest
There were none.

E0626/04 Public Participation
There were 3 members of the public present- Matt Smith (Park Radio), Lindsey Booty (The Corn Hall) and Andy Rackham.

A query was raised regarding a tabled document sent to members after the agenda pack was published online.
(Action: KJ to add item 6c to website agenda pack, immediately)

E0626/05 Items of Urgent Business
There were no items of urgent business.

E0626/06 Carnival Debrief
a) Members reviewed feedback received from Diss Carnival 2026, which was overwhelmingly positive.

Key points discussed:

Restricted toilet access at the Park after the cleaners had gone. Ensure toilets are left unlocked by cleaners until end of the event in future.

Cllr Sinfield queried less bunting on display around the town. RL confirmed this was due to previous bunting falling down in various places around the town centre. The fixing points are limited to keep above the height restrictions for lorries. Going forward, we would need additional brackets fitted so more bunting can be installed higher.
(Action: RL to note for 2027)

There were several issues with traffic management following similar issues for Remembrance 2025. Vehicles were exiting Morrisons & a Security Steward had to step in & close the A1066 while the procession was on route as the T/M was not stationed there as

agreed. A similar issue was experienced earlier on Heywood Road as the procession approached from Walcot Road. Mount Street residents did not receive road closure letters which were meant to be delivered by traffic management team. RL has provided feedback and an alternative contractor will need to be sourced for future albeit at a greater cost. It was suggested that part refund should be requested from them due to failings.

(Action: RL to liaise, by next meeting)

The issues with the end of the procession route and the funfair taking up more space than agreed were the same last year and need to be addressed for future events.

Both positive and negative feedback was received regarding sound including minimal commentary from the compere. Park Radio will review all feedback and address for improvements going forward.

(Action: JG/Park Radio for future events)

'What The Truck' reported a lack of footfall to their stall as they were placed by the Pavilion away from the other food vendors despite very good footfall reported by a neighbouring stall. Members shared that those who tried the food on the day were not very impressed with the quality. Committee agreed a refund would not be given on this occasion.

(Action: DTC Admin to reply, by next meeting)

Cllr Sinfield said she had received feedback from people who said there wasn't much to do at the Fun Day for families. Charity stalls were mainly selling things rather than offering activities for kids. Previously, forms have included a request for charity stalls to provide a free activity for families as part of their discounted pitch - SR requested this is added to future forms.

(Action: DTC Admin, for future event)

The climbing wall was a paid for activity from the committee for visitors to use but many weren't aware that this was actually free on the day. For future events, if we have paid for an activity, more promo is to be done to share this. Or there was discussion that we pay someone to take a small fee to generate income.

(Action: KJ, for future event)

It was noted that there was a stall selling fake toy goods at the Fun Day (the items didn't have trademarks underneath) which DTC has reported to trading standards & will be recorded for future events.

(Action: KJ, for future event)

Security stewards were great on the procession, but members found they were reluctant to take action with certain issues at the Fun Day. A member of the public entered the main area without consent while entertainment was taking place. They also frequently 'performed' directly in front of other paid pavilion performers. Security was asked several times to remove this individual by committee members and on one occasion, the steward was standing back watching and filming the individual on his phone. Park Radio asked them face to face to do something about it and they didn't move him on. Committee agreed that an email should be sent to the security asking for some money back due to these significant failings.

(Action: RL, by next meeting)

It was noted that despite it being a sports theme this year, there was a lack of involvement from local sports clubs and teams resulting in less floats in the parade. The shortage of floats was observed by members of the public on social media.

- b) Members received an update on finances for Diss Carnival 2026. It was noted that the current surplus stood at £6,089.20, with a further £500 expected from the funfair.
- c) Members considered a cost and benefit analysis report outlining the staffing and financial implications of delivering Carnival.

Discussion focused on:

- Staff resource requirements.
- Impact on other Council projects.

- Volunteer recruitment and retention challenges.
- Long-term sustainability of the event.

A proposal was made to pause the Carnival in 2027 and return in 2028.

Members noted that almost £16,000 of staffing costs were spent purely on doing work for Carnival 2026, equating to over 550 hours of staff time.

GW highlighted that a lot of projects around the town are delayed, held up or not completed because of time spent on organising this one-day event. Sites such as DYCC, sports ground, mere water quality and mere drain, DDNP review process.

Members noted there are lots of pending projects waiting in the background which could really benefit the town, if staff were allowed the time to focus on them.

All acknowledged that Carnival is a much-loved traditional event in the town held annually which will be greatly missed if it wasn't to take place next year. Members agreed that if more people were willing to actively get involved in the workload for organising the event, this would reduce the impact on Council staff.

Previous Carnivals have had more involvement from a few volunteers reducing the staff burden. This year, we had less volunteers, so all DTC staff were involved to organise and run the event.

A suggestion was made that the Town Council could consider bringing in an additional member of staff to specifically do events.

GP proposed that the town could rotate the big events so each year, a different event would take place. 1 big event each year on the Park – Organ Festival, Carnival, Life Fest, Transport Festival. This would allow some down time for event organisers in between events and may be more exciting for the public who have more variety.

EF highlighted that it's the same volunteers and staff helping with the event year on year which inevitably results in volunteer and staff burnout. It was noted that several of these volunteers have full time jobs separate to the voluntary role. Unless more volunteers come forward to help, the existing staff and volunteers cannot keep up the same level of work year on year.

A suggestion was made to consider having a volunteer recruitment open day to try and encourage help for town events.

Cllr Craggs said councillors have tough decisions to make such as sacrificing a one-day event for a year to allow the Council to catch up and focus on the town sites and projects. GW added that the Carnival doesn't cost anything if it doesn't take place but the sites do.

Doing Carnival every other year allows for longer planning time. It was noted that we couldn't book some of the brilliant performers we wanted to due to how late we were in contacting them. In previous years, the Carnival planning has started from September. This year, planning started much later due to other events and projects.

AR highlighted that if the town projects were able to be completed, the Mere water quality would finally be sorted meaning the dragon boats and raft race could be brought back again for future events.

In support of the proposal to have a break from Carnival next year and return in 2028, 11 (majority) voted in favour & a decision would be taken by Full Council.

Post meeting note - the minutes of this meeting will be sent out with the Full Council agenda in July for a final decision to be made.

(Action: DTC Admin, by 23.07.26)

E0626/07 Christmas Lights Switch-On

- a) Members reviewed and discussed a proposal for the Diss Christmas Lights Switch-On event, focused on reduced duration and a more compact layout. It was agreed to reduce the timings of the event to 4.30pm-7pm following feedback from previous years.

With the shorter event timings, it was proposed to move Santa's Grotto closer to the main event. The URC has been used previously but feedback from visitors last year was that the ceilings were very high and the space didn't have the cosy grotto feel. Suggestions of other locations to consider: No.8 Marketplace and Diss Museum.

Members highlighted that using No.8 Marketplace could be unfair to other businesses who have suitable buildings in the Market Place. Grotto queuing may be a little crowded if the rest of the building is open for shoppers. The Museum was a preferable location. DTC will enquire with the Museum.

(Action: DTC Admin, by next meeting)

AR has a grotto, used in a previous year, which could be considered but members needed costings first.

(Action: DTC Admin to email AR for quote, by next meeting)

Santa will be the same person as previous. Matt happy to do visuals for the promo screen if members choose to have it.

(Action: Matt/Park Radio, by event)

Shops are encouraged to open later for the event & put on activities that can be promoted as part of the event – members needed to go round and talk to shops to promote this.

(Action: DTC Admin to email members, by next meeting)

- b) Members confirmed infrastructure and entertainment acts for DTC to book. Park Radio would be happy to do staging and sound again – quote to be considered. The exact location of the stage can be confirmed at the next meeting once we know more about the nearby stall requirements for electric etc.

(Action: DTC Admin to email members, by next meeting)

- c) A proposed running order for entertainment was considered including 5 carols at 5 lead by the Churches Together around the Christmas tree, a performance at 4.30pm on stage (act tbc), 5-minute performance from the Corn Hall panto cast, the switch-on at 6pm and a live band to finish. Santa's grotto, food stalls and the usual parade will also take place in between. Members agreed this reduced schedule is better and more impactful.

Members suggested the Salvation Army could play the backing music for the carol singing at 5pm and/or the choir performance if the band is available. SR to speak with St Mary's Revd & choir then contact Salvation Army.

(Action: SV-R, by next meeting)

Panto cast is keen to be heavily involved – they would do a 5-minute performance on stage, then join the parade at the bottom of Mere Street. Cast member is Graham from The Bill and it was agreed he'd go up on the stage with Dinsdale and The Mayor to turn the lights on subject to agreement.

(Action: Lindsey Booty, by next meeting)

E0626/08 Member Updates

There were none.

E0626/09 Date of Future Meetings

Members noted the next meeting of this committee is scheduled for Tuesday 21st July 2026.

Meeting closed: 20:35.

Cllr Declan Craggs
Substitute-Chair

Diss Town Council

Minutes

DRAFT

Minutes of the meeting of the **Events Committee** held in the **Ceremony Room** at **Diss Town Council Offices** on **Tuesday 21st July 2026** at 7pm.

In attendance: E Forsdyke, K Jaynes, Cllr T Knights, S Villafuerte-Richards, Cllr P Wilson, R Ludkin.

E0726/01 Apologies

Apologies were received from Sue Brazier, Bob Rogers, Mary Cotton and Cllr D. Craggs (ex-officio).

No apologies were received from Cllrs Dente (Chair), Shava & Sinfield (Vice-Chair) & James Grint.

It was noted that George Waterman and Gabrielle Pagan have stepped down as committee members although both will support future events.

In the absence of the Chair and Vice-Chair, Sarah Villafuerte-Richards chaired the meeting.

E0726/02 Minutes

Members reviewed the minutes of the last meeting held on 16th June 2026. It was

Resolved: to approve the minutes of the events meeting held on Tuesday 16th June 2026 as a true record and were signed by the Chair.

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

E0726/03 Declarations of Interest

There were none.

E0726/04 Public Participation

There were no members of the public present.

E0726/05 Items of Urgent Business

There were no items of urgent business.

E0726/06 Christmas Lights Switch-On

a) Members received an update on infrastructure.

- RL to accept quote from SNC for 2 bins at £63.96
- A quote was received from Phoenix for 4 security staff & 10 radios for approximately £400. They have also offered a £120 sponsorship discount although committee had agreed not to offer sponsorship packages this year. This quote will be considered alongside another at the next meeting.
- The Rotary sleigh is privately owned & a response is awaited to confirm availability.
- A quote has already been received from Park Radio for staging, lighting and sound. RL will obtain comparison quotes for consideration at the next meeting, including provision of a compere and Lost Children's Point.
- Road closure timings were agreed as 12pm – 8.30pm. RL will obtain a quotation from Core Highways for barriers and cones to use on the day and submit the road closure application, which has been drafted.

(Action: RL, by August 2026)

b) Members received an update on stalls and reviewed the bar tender application.

- 6 food vendors have been approved by the committee; Em-Mazing Dinky Donuts, Harris Hogroast, Tikka Tonic, the Pig Pantry, Bucketlist Chips & Elsie's Pizza. KJ to send application forms, risk assessment forms, stallholder Ts & Cs and request the required documentation.
- KJ to send application form to Glow Lights and Balloons for their walkabout stall.

- Members agreed that the bar pitch fee will be £120 plus a 5% contribution of profits made on the day. KJ to amend the Bar Tender Form under the 'Fees' section and also update the 'Key Dates' as follows: Tender release: End of July, Submission deadline: End of August. Selection notification: w/c September committee meeting.
- KJ to issue the revised application to both bar vendors who have expressed an interest.
(Action: KJ, this week)

c) Members received an update on entertainment. Confirmed performers include:

- Graeme Syed / My Choir Rocks
- Churches Together (five carols at 5pm)
- Panto Cast from The Corn Hall
- Sound House (live band)

KJ to send application forms to all performers and request relevant documentation.

(Action: KJ, by next meeting)

The Salvation Army will confirm their availability with SV-R to accompany the community carols.

Members discussed the possibility of installing a Christmas tree on the flat roof of No.8 Marketplace. SV-R to ask Alan Franks to assess the roof's weight-bearing capacity. Other suggestions include utilising the three flag holders on No8 for smaller trees or finding an alternative location on the Market Place.

(Action: SV-R, by next meeting)

Members discussed the email received from Carla Balls to perform at the event. It was agreed to offer her a 20-minute solo performance on stage at approx. 5.35pm. Members also suggested Carla's group of students could lead Santa's sleigh procession by walking and performing with parents accompanying. KJ will amend the entertainment schedule accordingly & respond to the email.

(Action: KJ, immediately)

A quotation of £500 has been received from Sound House, payable in cash on the day of the event. SV-R will obtain the band's email address from James Grint.

(Action: SV-R, by Aug-26)

Post meeting note - James Grint to book Sound House in his name as DTC cannot pay by cash. James to submit an invoice to DTC for payment in advance so he can pay cash on the day.

(Action: JG, by October)

It was noted that Dinsdale cannot safely use the stage if a stage cover is in place and would therefore, need to be on the ground at the time of the Switch-On. RL will discuss this further with Park Radio.

(Action: RL, by next meeting)

SV-R will speak with Graham Minshull regarding the hire of SNC's trailer to be used as the event green room, Lost Children's Point and changing area for Dinsdale. The hire cost last year was £100.

(Action: SV-R, this week)

- d) Members agreed that Santa's Grotto will operate from 3.30pm to 5.30pm at Diss Museum. Families still waiting to see Santa at 5.30pm will be offered a ticket slip to return to the queue at 6.15pm. The grotto will re-open after the lights Switch-On from 6.15pm – 7.15pm for families holding ticket slips only.

Actions agreed:

- RL to ask the outdoor team to check stock of Santa's Grotto decorations.
(Action: RL, by next meeting)
- KJ to source and purchase three elf costumes.
- KJ to create 'holding' ticket slips for Santa's Grotto.
- KJ to identify suitable festive costume ideas for Cllr T Knights, who will act as Dinsdale's chaperone on the day.

(Action: KJ, by next meeting)

- Cllr Wilson expressed an interest in adorning the Dinsdale costume and will visit the office to try it on. EF to ask GW to contact Kieran Murphy as a back-up.

- Cllr Knights confirmed that she holds a DBS certificate and could act as a backup for the Lost Children's Point if required. She will provide a copy of her DBS certificate to the office.
- KJ to complete DBS check.

(Action: PW / EF / TK / KJ, by next meeting / before event)

E0726/07

Committee Tasks

Members reviewed the committee task list.

- RL and KJ will review the stock of children's books for Santa's Grotto gifts and ensure enough are available for all age groups.

(Action: RL / KJ, by next meeting)

- Members confirmed there will be no funfair rides this year. RL will notify Larry Gray not to attend as our event will be centered on the Market Place only this year.

(Action: RL, by next meeting)

- Members discussed fundraising opportunities. KJ suggested approaching Co-Lab to request use of the building for a Christmas craft session for families approximately two weeks before the event in return for donations towards the Diss Christmas Lights Switch-On. SV-R will introduce Cllr Knights to the Co-Lab team to explore ideas further. Children could decorate cardboard elves at the session which could then be displayed in shop windows to form an elf trail in the lead up to the event. KJ offered to host the session dressed as an elf.

(Action: SV-R/ TK, by next meeting)

(Action: KJ to consider craft session ideas and promo)

Post meeting note – Discovered on St Nicholas St hosts home educated children classes and already offers crafting activities so could be a second option. They won the Carnival window dressing competition through the work of the children who are very proud of this.

- Cllr Knights will visit local businesses to encourage late opening during the event and explore any special activities or offers they would consider for the event which can be promoted on the event poster / socials. Also gauge interest in support for an elf trail where businesses would decorate their windows and include the hidden elves.

(Action: TK, by next meeting)

E0726/08

Member Updates

There were none.

E0726/09

Date of Future Meetings

Members noted the next meeting of this committee is scheduled for Tuesday 15th September 2026.

Meeting closed: 20:44.

Sarah Villafuerte-Richards
Town Clerk / Substitute Chair



DISS TOWN COUNCIL

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

Report Number:
27 / 2627

Report to:	Full Council
Date of Meeting:	29 th July 2026
Authorship:	Town Clerk
Subject:	Update

Introduction

1. These updates cover matters not already included in the progress report.

DYCC Redevelopment

2. The initial meeting with Beech Architects went well last week. We agreed the following actions:
 - a) Provide access to all relevant documents on the DYCC to Beech for review (completed)
 - b) Beech will share an outline project programme; review the room sizes we provided & provide a simple bubble diagram to express the relationship between spaces and thereafter an initial simple concept design.
 - c) We need to carry out a topographical survey – Beech will source quotes (estimated cost £700).
 - d) Complete Memo of Agreement (awaiting confirmation from Beech)
 - e) Raise Purchase Order (awaiting confirmation from Beech)
 - f) Beech will review old mapping system to understand history of site
 - g) Review Biffa Land Trust for grants
 - h) Refine stakeholder list to determine priority conversations
 - i) Discuss build structure options with Council insurer
 - j) Next meeting to be booked w/c 17th August.

Stakeholder engagement

3. We have received 8 objections to the land transfer from the Park and Madgett's Walk for the Leisure & Community Centre development. We have asked our solicitor for advice regarding alternative mechanisms for providing access to both parcels of land. This should be an item on the September Full Council agenda.
4. Awaiting confirmation from Citizens Advice regarding information on services and documentation relating to the porta cabin to inform a project plan. Alterations will be required to accommodate the initial user groups including the community shed, larder and youth provision. We are hoping to get a set of keys to access the premises soon.
5. Declan and I were interviewed for the Love Your Market Town-funded project video case study promoting the partnership working effort to install flags, new self-watering planters, blue plaque historic trail, Post Office display and the Dinsdale trail.
6. I attended the official opening of Diss CoLab, a community-led initiative to encourage collaboration and practical support. We later met with volunteers to discuss a coordinated youth provision programme given their interest in engaging teenagers. Following the events committee meeting last night, we will also approach CoLab with an idea to involve young people in supporting the Christmas Lights Switch-On event.

7. I attended Designermakers21's 10th anniversary of its charity, a good opportunity to celebrate their achievements and continue to strengthen community links.
8. I attended the People's Emergency Climate Briefing at the Corn Hall early July, which was a stark reminder of the damage we have done and continue to do to our environment. I've since signed and shared the petition created by Chris Packham asking for a UK-wide briefing on climate and nature risks. It currently has over 37,000 signatures and requires 100,000 by 20th November. You can sign in here - <https://petition.parliament.uk/petitions/767687>. At the CoLab meeting I met a representative from Community Climate Action who has secured funding for Diss' Climate Action Plan. This will be an item on the September Full Council agenda.
9. We held the inaugural Diss Strategic Liaison Forum, bringing together the County Councillor, District Councillors, Roydon Parish Council, and Diss Town Council to strengthen collaboration and better coordinate our efforts across the area. Discussions covered a wide range of issues including youth provision, the Diss town centre parking scheme, the Norwich to Tilbury Community Fund, funding for allergy management at Diss Primary Academy Partnership, the Diss and District Tree Planting Project, the Nature Conservation Fund, Diss's inaugural Town Tidy initiative, Local Government Reorganisation (LGR), and new planning regulations. The forum will meet on a bi-monthly basis, helping to ensure that strategic plans and projects are aligned, complementary, and mutually supported for the benefit of the wider community.

Recommendation

To note the contents of this report.



DISS TOWN COUNCIL

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

Report Number:
28/2627

Report to:	Full Council
Date of Meeting:	29/07/2026
Authorship:	Cllr Declan Craggs
Subject:	Town Mayor's Report

Mayor's Charity Car Boot Sale

I hosted my Mayor's Car Boot Sale in Diss Park, which raised £260 for my chosen charity, Friends of Diss Primary Academy Partnership PTA. It was a great event, with plenty of sellers and strong attendance from the public. I am grateful to everyone who supported the event and helped make it such a success.

Diss CoLab Opening

I attended the official opening of Diss CoLab, a community-led initiative run by local residents, volunteers and partners. CoLab aims to encourage connection, fairness, collaboration and practical support, creating a welcoming environment where people and organisations can work together. It was a pleasure to help mark the beginning of an initiative with such positive ambitions for the town.

Fourth of July Event at Walcot Hall

I was invited to Walcot Hall Nursing Home for its Fourth of July event, which had an American Independence theme. It was a very enjoyable visit and a welcome opportunity to spend time speaking with residents and staff, who made me feel extremely welcome.

Love Your Market Town Interview

Alongside the Town Clerk, I was interviewed by Lesley van Dijk from the New Anglia Growth Hub as part of the Love Your Market Town initiative.

Diss Town Tidy

I took part in the first Town Tidy, which brought together local residents, the Diss Litterpicking Group and CoLab to improve several areas across the town. I joined other residents and Norfolk County Councillor Will Porteous outside Diss Library, where we worked together to tidy the area. The event was a good example of what can be achieved through community action.

Thetford Mayor's Civic Event

I attended the Thetford Mayor's Civic Event, which was a thoroughly enjoyable occasion with excellent food and live music. It also provided a valuable opportunity to meet fellow civic representatives and enjoy some very good conversations.

Designermakers21 Tenth Anniversary

I attended designermakers21 to celebrate the tenth anniversary of its charity. The visit was a valuable opportunity to explore its open studios, galleries and exhibition spaces, and to see the impressive range of art, craft and creative work produced and displayed there.



DISS TOWN COUNCIL

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

Report Number:
29 / 2627

Report to:	Full Council
Date of Meeting:	29 th July 2026
Authorship:	Facilities & Buildings Manager
Subject:	Maintenance Update

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

1. We are awaiting the fitting of the new carpets in the Cemetery Chapel.
2. Following fire damage within the town, a new litter bin has been installed and a replacement liner fitted to another damaged bin.
3. The Maintenance Team continues to carry out a programme of improvements across the town, including painting benches, litter bins, railings, posts, cycle stands and metal bollards.
4. A section of the Sports Ground gate has been replaced after the previous gate was damaged by a vehicle.
5. Staff are continuing to water planters and newly planted saplings to help them cope with the prolonged period of hot weather. We are having to find alternatives ways of filling water containers to comply with the recent hosepipe ban regulations.
6. Tracking devices have now been fitted to all three Council vehicles, providing enhanced security and supporting day-to-day fleet management.
7. All speed indicator signs are now back in service following the repair of two units that had developed faults. The signs have been returned to locations around Diss and are once again monitoring vehicle speeds.
8. Meetings have been held with the contractors responsible for grass cutting to review site conditions and discuss ongoing maintenance works.
9. Following the retirement of our former grave digger, I am now working closely with the new grave digging contractors appointed by the Funeral Directors to ensure a smooth transition of services.
10. We have replaced the cisterns in the ladies' toilets at the Sports Ground, as the existing units were no longer functioning reliably. In addition, paint has been provided to the nursery as they will be carrying out touch-up works within the pavilion during the summer period.

Progress Report

Minute Ref	Subject	Action	Assigned to	Timescale	Comments or further action
FC0325/14	Rectory Meadow	3. That the lease between Diss Town Council and Diss Cricket Club is reviewed to reflect any changes.	Clerk / FBM		Solicitor has been appointed for key legal tasks with all lease reviews to follows. This will be dealt with after more pressing legal matters. No update.
FC0325/17	Gas Contract Renewal	3. To review the gas contract in September 2026 aiming for an 18-month contract, so they and at the same time as the electricity.	RFO	30.08.26	On agenda
FC1025/05	Urgent Business/Street Cleaner	Members were keen to understand the cost implications for a street cleaner to be supplied by the District Council to help support town cleanliness.	Clerk / Grants & Projects Officer	Aug-26	June '26 - no decision made yet, sitting with their cabinet, correspondence with other Town Councils under South Norfolk to be sent out within a month. Chased 3rd July and no response.
FC1125/05	Councillor Vacancies	Members were encouraged to speak to people about the councillor vacancy opportunity	All	Immediately	Spoken to two potential candidates who plan to start attending Full Council meetings. Co-Option for one of these will be on the September agenda as he can't attend the July meeting.
FC0226/12	Memorial Safety Testing	2.That permission be sought from the Parochial Parish Council. 3.That a Memorial Testing Policy be drafted for submission with the faculty. 4.That an application be made for a List B faculty for the testing of memorials in St Mary's Churchyard.	Cemetery Lead	30.06.26	In progress. Report will be available to the September meeting along with Cemetery related recommendations.
FC0326/04	Public Participation	remove the reference to the gym on the Swim Centre sign on the A1066 opposite the facility.	KK	14.04.26	
FC0326/10c	Items for Noting	Add the biodiversity initiatives (native species planting, nunnery wall area, and related work) to the draft biodiversity plan	Clerk	30.07.26	This will be reviewed and updated following receipt of Norfolk Wildlife Trust's recommendations. For consideration by the Assets & Infrastructure committee.
FC0326/13	CADAT Porta Cabin	a) Approve the proposed Heads of Terms for the former CADAT porta cabin, subject to negotiation with South Norfolk District Council. b) Work with the Chair of the Executive Committee and Town Mayor to negotiate terms with the District Council. c) Arrange for footfall counters to be installed on the three entrances to the Mere's Mouth toilets from	Clerk / RP / DC / FBM.	31.05.26	Heads of Terms agreed. SNC advised that all of the information is with their solicitor for the drawing up of the lease. They have clarified the parking areas and plans have been produced to be attached to the lease for the leased area and the parking provision. All that can be done their side has been done, and they now await the production of the lease through the solicitors who are aware of the urgency of this matter.
FC0426/11	Street lighting – Shelfanger Road development	To approve the installation of a reduced number of streetlights for the Shelfanger Road development, with final positions to be agreed, prioritising locations nearest pedestrian footpaths.	Clrs Craggs / Peaty	31.05.26	Clerk has confirmed decision and provided indicative drawing of positioning of the 6 lights to Amey for review. Also updated Roydon PC & Norfolk Homes. No update.
ATM0426/06	Diss Railway Station	Reference was made to the need for improved accessibility, including lifts. It was noted that Network Rail progress had been slow and that previous usage figures had been cited as insufficient to justify investment. The matter was noted as being under review by Norfolk County Council. Diss Town Council will consider reviewing the proposals.	Clerk	31.07.26	No update.
FC0526/08e	Finance	Appoint Councillors T. Shava and J. Welch as signatories on the Unity Trust Bank account, in accordance with Financial Regulations	RFO	Immediately	In progress
FC0626/07	Diss Mere	1, Establish the Mere Working Party and invite members, officers and volunteers to participate.	Clerk/Admin	29.07.27	Email follow up made with working party following FC. Meeting poll distributed for meeting dates end of July. Insufficient support for any date so meeting has been postponed until September with an update on progress to the working party in the meantime. Clr Shava is working on a digital hub where we can store all documents project related.
FC0626/07	Diss Mere	2,Progress the pilot trial of barley straw extract within the boardwalk area, subject to advice on timing and Assets & Infrastructure Committee approval.	Clerk/Admin	29.07.27	Dissolved oxygen meter replacement purchased and delivered. Old one reached end of life. Volunteer already stepped forward to help with water sampling and data collection will start in August for initial review at the first meeting.
FC0626/07	Diss Mere	3.Undertake a review of Diss & District Angling Club's use of, and fees for, the Mere.	Clerk/Admin	29.07.27	Meeting took place 10.07.26. Vice-Chair really keen to support the project & has been invited to join working party.
FC0627/08	Diss Park Sauna Proposals	Arrange a meeting and continue discussions with the permanent sauna provider, Pavilion Working Group and South Norfolk Council to explore feasibility, siting, design integration and next steps.	Clerk	TBA	Meeting took place 07.07.26 with sauna provider and South Norfolk Council. Pavilion working group meeting took place 09.07.26. Revised proposal on agenda.
FC0627/09	Diss Youth & Community Centre	Confirm the appointment of Contractor 2 and progress RIBA Stages 0–2 for the Diss Youth & Community Centre project	Clerk/G&PA		Met with Beech Architects 15.07.26. Update in Clerk's report.
FC0627/10	Representatives on Outside Bodies	Update the Council website and notify the Diss Parochial Charity of Doreen Collins' appointment as the Council's representative.	CW	Immediately	Completed
FC0627/11a	Floral Diss Bank Account	Transfer the remaining balance from the Floral Diss bank account to Diss Town Council and close the account.	Clerk	Immediately	Awaiting confirmation from Floral Diss account manager.
FC0627/11d	Remembrance Committee	Update committee membership records to reflect the appointment of Councillors Kiddie and Wilson to the Remembrance Committee	CW	Immediately	Completed