



Diss Town Council Agenda

Meeting of the Council
17th September 2025

Mrs. Sarah Villafuerte-Richards
Town Clerk



Council Prayer

“Guide our Council tonight as we seek to serve our fellow residents of Diss. Guard us from prejudice and self-interest. Help us to faithfully discharge the duties of our office and pursue our projects with clarity and compassion.”

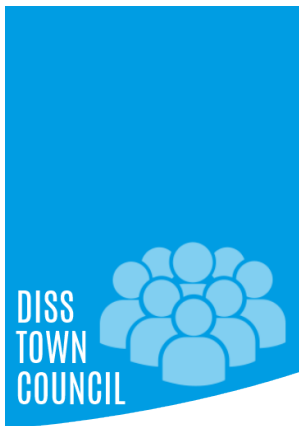
Diss Town Council's Vision

To make Diss a successful, vibrant, attractive town, where people want to live, work and visit.

Our Mission

To support the community and promote Diss as the heart of East Anglia for Business, Leisure and the Arts





Town Clerk (CEO)
Mrs S. Villafuerte-Richards (CiLCA)

Our Ref: FC 17.09.25
Date: 12/09/2025

For Information:
Town Clerk

Diss Express

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

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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 17th September 2025** at **7:15pm** to consider the business detailed below.

Town Clerk / Chief Executive Officer

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 30th July 2025 (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 July 2025 and August 2025 (copies herewith).
- To note the Income & Expenditure reports for July 2025 and August 2025 (copies herewith).
- To note the Earmarked Reserves reports for July 2025 and August 2025 (copies herewith).
- To receive the bank reconciliations for May & June 2025 reviewed by the Council's Internal Control Councillor (copies herewith).

7. Budget

To consider the first budget report (reference 23/2526 herewith) following two Budget Action Group meetings.

8. Emergency Plan

To review an updated Emergency Plan (report reference 24/2526 herewith refers).

9. Council Sites / Premises

To receive a report (reference 25/2526 herewith) summarising the current situation with three of the Council's sites / premises.

10. Clerk & Town Mayor Reports

To receive the Clerk & Town Mayor's updates on activities since their last reports (copies herewith)

11. Progress Report

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

12. Date of Next Meeting

To note that the next meeting of Full Council is scheduled for Wednesday 15th October 2025 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 30th July 2025** at **7.15pm**.

Present: Councillors: S. Browne, D. Collins, D. Craggs (Chair), C. Dente, A. Goulder, S. Kiddie (remotely), A. Kitchen, K. Murphy, J. Robertson (ex-officio), R. Peaty, L. Sinfield.

In attendance: Sarah Villafuerte-Richards (Town Clerk/CEO)
County / District Councillor Kiddie
District Councillor Minshull
3 members of the public

FC0725/01 Apologies

Councillor's Name	Apologies Received	Absent Without Apology	Reason / Approval
J. Welch	☐	☒	

FC0725/02 Declarations of Interest

There were none.

FC0725/03 Minutes

Members received the minutes of the Full Council meeting on Wednesday 18th June and Wednesday 2nd July 2025. It was

Resolved: To approve the minutes of the meetings of the Full Council held on Wednesday 18th June and Wednesday 2nd July 2025 (extraordinary) as a true record and were signed by the Chair. An amendment was made to minute reference EFC0725/08, adding the estimated cost of the works at £30,000.

FC0725/04 Public Participation

There were five members of the public in attendance. County councillor Kiddie reported that the footpath surfacing along Shelfanger Road is now complete, and members were encouraged to report any potholes that need to be filled online. There is a focus on reducing fly tipping, which requires strong evidence and is a costly process. He has been involved in further discussions on Devolution with a decision expected in September. Central government has not confirmed the available funding, parliament is in recess, and all three models are being debated. He will be addressing fading road signage between Roydon & Diss, and the A140 will be closed this weekend to complete the Long Stratton bypass, before opening next week. This development is key to supporting the delivery of much-needed growth in the area (4,000 new houses), making Long Stratton the second largest market town in Norfolk. There were questions regarding a 20mph speed limit and proactively publicising postcodes where fly tipping occurs.

District councillor Minshull promoted the Mindful Towns & Villages initiative, where free mental health training is being offered at Roydon village hall on 23rd October. He will forward details to Clerk for forwarding to members.

(Action – GM / Clerk)

The rumour regarding three weekly bin collections is still going around but is untrue. Cllr Minsfull will be considering the first three building premises in Diss to write to under the new High Street Rental Auctions legislation to revitalise long-term vacant properties and support local economic growth. The criteria include that the building has been unoccupied for a minimum of two years. If the landlord does not rent out within a couple of months, the District Council can acquire the building for rental. The care home developer has been asked to revisit plans to make the application more acceptable to the Planning Officers.

He provided an update regarding the Park hotel. He talked about the integration of the current families (including 46 children) into the community, the request with minimal notice from the Home Office to replace current residents with single males and the peaceful protest that took place, albeit frightening residents. The hotel owner was not made aware of the proposed change and is not prepared to house the proposed new occupants. The contract is due to finish in September, and the owner is happy to renew on existing terms. Another meeting with the Home Office is expected and the protest organiser has agreed there will not be any further protests.

FC0725/05 Items of Urgent Business

There were no items of urgent business raised.

FC0725/06 Finance

- a) Members noted bank outgoings for June 2025.
- b) Members noted the Income & Expenditure report for June 2025.
- c) Members noted the Earmarked Reserves report for June 2025.
- d) Members received the 1st quarterly financial report (reference 20/2526).

FC0725/07 CPRE Norfolk Anti Mega Solar Alliance

Members considered joining the CPRE Norfolk Anti-Mega Solar Alliance. It was noted that the Diss & District Neighbourhood Plan Monitoring & Review Group is responding to the East Pye Solar Scheme consultation with concerns about the extent and local concentration of the solar farms and their impact on the landscape and the most versatile agricultural land. The District Council has passed a similar motion and is consulting on a Landscape Susceptibility study and there are a lot of unhappy farmers despite the financial incentives, due to the impact on food production. Discussion favoured roof solar panels, it was agreed that the CPRE is a well-respected organisation for over 50 years, that there should be joined up thinking with other Councils, and we should be realistic about expectations as the initiative is part of a national, not regional strategy. It was

Resolved: that Diss Town Council joins the CPRE Norfolk Anti Mega Solar Alliance.

(Action: Clerk; immediately)

FC0725/08 Diss Youth & Community Centre

Members received a project update from the DYCC Action Group. We are continuing to have regular meetings with the District Council's Officer to understand the facility provision and layout of the John Grose site, with a decision on the final configuration expected in September. The group will reconvene to take stock of where we are, review options and how they fit into a wider strategic template and a plan of action for member consideration.

(Action: DYCC AG; update by 17.09.25)

FC0725/09 Clerk & Town Mayor Reports

Members received the Clerk & Town Mayor's updates on activities since their last reports, which were favourably received. It was noted that the local small charities could be invited to the planned volunteer thank you event.

(Action: DC / Clerk; by 31.12.25)

FC0725/10 Progress Report

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

FC0725/11 Date of Next Meeting

Members noted that the next meeting of the Full Council is scheduled to take place on Wednesday 17th September 2025 at 7.15pm.

FC0725/12 Public Bodies (Admissions to Meetings)

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

FC0725/13 Staffing Review

Members considered further recommendations from the staffing review undertaken by Local Council Consultancy (confidential report 21/2526 referred). The Chair of Executive provided an update on the work of the Executive Action Group including the appointment of a Responsible Finance Officer to replace both a Finance Officer and RFO previously, with back-up support from an Office Administrator, the internal appointment of a Projects & Grants Officer and the subsequent Office Administrator vacancy for which there is potentially an internal candidate and a further development opportunity.

There was a lengthy discussion regarding the recommendations to back pay two members of staff and pay-scale range increases. Cllr Goulder requested a recorded vote against the recommendations as she felt that the strategic plan should inform any recruitment. Together with three further votes against and two abstentions, it was

Resolved:

1. That the start date of the Projects & Grants Officer would be agreed by the Clerk and Chair of the Executive committee.
2. To fill the Office Administrator vacancy.
3. To appoint the Finance Officer as the Council's Responsible Finance Officer on SCP 24 (range 24-28) on 30 hours per week from 1st September 2025.
4. To back pay the Finance Officer at SCP18 from August 2024 and the Clerk at SCP40 from November 2024 for covering the additional responsibilities following the departure of the RFO & Deputy Clerk, and to exclude the time the Locum RFO was in post.
5. To approve the incremental contractual increases for 8/11 staff members & make arrangements for the government staff pay increases back paid to April 2025, which includes:
 - a) Increasing the Office Administrator - Cemetery Lead's SCP range from 7-12 to 13-17.
 - b) Increasing the Marketing & Communications Administrator's SCP range from 7-12 to 13-17 once the top of the scale has been reached.
 - c) Increasing the Clerk's SCP range from 37-41 to 40-42 as per the Associate's recommendation.

(Action: Clerk / RP / FO; by 30.09.25)

Meeting closed: 21.18.

Councillor D. Craggs
Chair / Town Mayor

BANK OUTGOINGS JULY 2025				
<u>Date Paid</u>	<u>Payee Name</u>	<u>Bacs Ref</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
01.07.2025	Red5 Networks Ltd	DD714	£ 114.57	Phone & Broadband June 2025 - Council Office, Skatepark Broadband for CCTV June 25
04.07.2025	British Gas Trading Ltd	DD715-23	£ 1,161.79	Electricity 1st to 18th June 2025 - All Sites
07.07.2025	Barclays Bank Plc	B.Net	£ 20.00	Monthly Barclays.Net Charges
09.07.2025	Unity Trust Bank	112302/3	£ 1,000.00	2x £500 Deposit Cheques for Opening of the New Unity Trust Bank Accounts
17.07.2025	BNP Paribas Leasing Solutions	DD724	£ 531.37	Photocopier Rental July to October 2025
21.07.2025	Anglian Water Business Ltd (National)	DD725-29	£ 903.63	Water Supplied April to July 2025 - All Sites
21.07.2025	Barclaycard	Jun-25	£ 341.09	Mobile Phone - Clerk, Key Cutting - Container, Laminating Pouches - Council Office
24.07.2025	Alliance Disposables Ltd	Bacs2695	£ 269.14	Sanitary Products - All sites
24.07.2025	Anglian Tree Solutions Ltd	Bacs2696	£ 462.00	Remove Tree at Meres Mouth
24.07.2025	Ashill Fire Protection Ltd	Bacs2697	£ 800.40	Annual Fire Extinguisher Servicing & Replaces required - All Sites
24.07.2025	Broadland Group Ltd	Bacs2698	£ 648.00	Asbestos Checks - Council Offices, DYCC and Sports Pavilion
24.07.2025	Diss Cornhall Trust	Bacs2699	£ 50.00	Council Chamber Hire June 2025
24.07.2025	ESPO	Bacs2700	£ 90.91	Gas Supplied June 2025 - Council Office & DYCC
24.07.2025	Hillside Office Supplies Ltd	Bacs2701	£ 42.00	Stationery - Council Office
24.07.2025	LR Wyard-Scott Ltd	Bacs2702	£ 304.51	Van & Machinery Fuel - June 2025
24.07.2025	Norfolk Parish Training & Support	Bacs2703	£ 234.00	Chairing Successful Meetings Online Training x3 Councillors
24.07.2025	P.Cottrell	Bacs2704	£ 59.00	Bus Shelters & Window Cleaning - Museum & Council Office
24.07.2025	Screwfix Direct Ltd	Bacs2705	£ 113.41	Doorbell - Council Offices, Hoselock Hose & Fittings - All Sites
24.07.2025	Sonata Security Ltd	Bacs2706	£ 372.00	Annual Services of Fire Alarms & Emergency Lighting - Council Office & DYCC
24.07.2025	Top Garden Services	Bacs2707	£ 4,819.28	Grass Cutting & Ground Maintenance March - June 2025 - Sportsground & Cemetery
24.07.2025	Travis Perkins Trading Co Ltd	Bacs2708	£ 133.47	Woodstain & Hammerite - Benches, Paint - Council Offices
24.07.2025	Trustees Diss Museum	Bacs2709	£ 126.62	Market Electricity Reimbursement April - June 2025
24.07.2025	Worknest Ltd	Bacs2710	£ 709.56	E-Learning Platform
24.07.2025	Vmit Ltd	Bacs2711	£ 1,033.03	IT Support & Software July 2025 - Council and DDNP
25.07.2025	Employees	BACS	£ 17,992.30	Salaries Month 3
28.07.2025	EE Ltd	DD729	£ 52.90	Mobile Phones June 2025 - Clerk, Building & Facilities Manager, Maintenance Team
31.07.2025	HM Revenue & Customs	BACS	£ 5,212.18	NI/PAYE Month 3
31.07.2025	Norfolk Pension Fund	BACS	£ 6,206.36	Pension Contributions Month 3
			£ 43,803.52	

BANK OUTGOINGS AUGUST 2025				
<u>Date Paid</u>	<u>Payee Name</u>	<u>Bacs Ref</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
01.08.2025	South Norfolk District Council	DD731	£ 2,156.96	Waste & Recycling Collections July - September 2025 - All Sites
01.08.2025	Red5 Networks Ltd	DD732	£ 120.80	Phone/Broadband July 2025 - Cncl Office , Skatepark Broadband CCTV July 2025
04.08.2025	Barclays Bank Plc	B.Net	£ 20.00	Barclays.net Monthly Charges July 2025
05.08.2025	British Gas Trading Ltd	DD733-741	£ 1,863.87	Electricity July 2025 - All Sites
15.08.2025	AGR Interiors Ltd	Bacs2712	£ 1,787.50	DTC Refurbishment of Windows and Rear Door - Final Installment
15.08.2025	Alliance Disposables Ltd	Bacs2713	£ 185.48	Sanitary Products - All sites
15.08.2025	Baldwin Skip Hire Ltd	Bacs2714	£ 276.90	8 Yard Mixed Waste Skip Hire - All Sites
15.08.2025	Ben Burgess Groundcare Equipment	Bacs2715	£ 401.99	Annual Service of Billy Goat with Collection and Delivery
15.08.2025	Cemetery Development Services Ltd	Bacs2716	£ 1,140.00	Water Testing of Land Adjacent to Cemetery
15.08.2025	CPRE Norfolk	Bacs2717	£ 36.00	Annual Subscription to Campaign to Protect Rural England 2025/26
15.08.2025	Diss Cornhall Trust	Bacs2718	£ 130.00	Council Chamber Hire July 2025
15.08.2025	Diss United Reform Church	Bacs2719	£ 46.00	Hire of Hall and Kitchen on 11.12.2025 for Staff First Aid Training
15.08.2025	Diss Van Centre	Bacs2720	£ 394.14	Rear Door Repairs and Replace Rear Light on VW Caddy GM16 OSL
15.08.2025	Ella-Rose O'Grady	Bacs2721	£ 120.00	Singing at VE and VJ Day events 2025
15.08.2025	First Connect Fire & Security Ltd	Bacs2722	£ 278.04	Annual Service of Intruder Alarm at Council Office
15.08.2025	Glasdon UK Ltd	Bacs2723	£ 393.18	Replacement Dog Waste Bins for Factory Lane and Victoria Road
15.08.2025	LR Wyard-Scott Ltd	Bacs2724	£ 116.65	Van Fuel - July 2025
15.08.2025	Mary Moppins Ltd	Bacs2725	£ 1,897.20	Opening and Servicing of Park and Meres Mouth Toilets - July 2025
15.08.2025	Norfolk County Council	Bacs2726	£ 46.35	Road Closure for Christmas Lights Switch-On Event 2025
15.08.2025	PAT Test Plug Ltd	Bacs2727	£ 242.40	Pat Testing Call Out and Item Testing - Council Office, DYCC and Cemetery
15.08.2025	P.Cottrell	Bacs2728	£ 29.00	Window Cleaning August 2025 - Council Office & Museum
15.08.2025	PHS Group Ltd	Bacs2729	£ 2,160.55	Sanitary Waste Collections September 2025-26 - All Public Toilets
15.08.2025	Proludic Ltd	Bacs2730	£ 7,438.02	Full Service & Repairs to Park Play Equipment, Including Wetpour Surfaces
15.08.2025	Screwfix Ltd	Bacs2731	£ 126.90	Rivet Gun, First Aid Kit Refills and Eyewash Kits
15.08.2025	South Norfolk Symphonic Band	Bacs2732	£ 16.51	Refund PRS/PPL charge for 3rd August - event then cancelled due to Weather
15.08.2025	Treadfirst Ltd	Bacs2733	£ 30.00	Puncture Repair VW Caddy - GM16 OSL
15.08.2025	Vmit Ltd	Bacs2734	£ 1,033.03	IT Support & Software August 2025 - Council and DDNP
15.08.2025	Employees	BACS	£ 20,332.35	Salaries Month 5
18.08.2025	Evolve Business Solutions (EA)	DD739	£ 105.68	Photocopier Costs May - July 2025
19.08.2025	Barclays Bank Plc	B.Net	£ 20.00	Final Barclays.net charges to August 2025
20.08.2025	Barclaycard	Jul-25	£ 535.88	VJ Day Flags & Signs, Dry Cleaning of Mayoral Robes, Stationery & Key Cutting
26.08.2025	EE Ltd	DD742	£ 52.90	Mobile Phones x3 - 18th August to 17th September 2025
29.08.2025	Norfolk Pension Fund	BACS	£ 7,202.37	Pension Contributions Month 5
29.08.2025	HM Revenue & Customs	BACS	£ 6,673.68	NI/PAYE Month 5
			£ 57,410.33	

	Budget 25-26	Actual YTD 25-26	Percentage Spend
Agency Services			
Total Income	£3,848	£3,983	104%
Overhead Expenditure	-£100	-£17	17%
Income Less Expenditure	£3,748	£3,966	106%
Allotments			
Total Income	£525	£0	0%
Overhead Expenditure	-£1,030	-£30	3%
Income Less Expenditure	-£505	-£30	6%
Amenities			
Total Income	£2,000	£4,504	225%
Overhead Expenditure	-£76,137	-£18,356	24%
Income Less Expenditure	-£74,137	-£13,852	19%
Mini Recycling Centre Adopter			
Total Income	£450	£0	0%
Bank Interest rec'd/Bank Charges			
Total Income	£14,000	£106,463	760%
Bank Charges	-£400	-£135	34%
Income Less Expenditure	£13,600	£106,328	782%
Capital Expenditure - Loans	-£27,589	-£2,179	8%
Cemetery			
Total Income	£33,000	£14,454	44%
Overhead Expenditure	-£13,320	-£8,879	67%
Income Less Expenditure	£19,680	£5,575	28%
General Equipment			
Overhead Expenditure	-£4,596	-£702	15%
Christmas Lights			
Total Income	£0	0	0%
Overhead Expenditure	-£19,083	-£3,817	20%
Income Less Expenditure	-£19,083	-£3,817	20%
Corn Hall			
Overhead Expenditure	-£8,846	-£2,970	34%
Council Offices			
Total Income	£6,536	£3,287	50%
Overhead Expenditure	-£19,080	-£6,969	37%
Income Less Expenditure	-£12,544	-£3,682	29%
Other Council Properties			
Health & Safety	-£2,500	-£289	12%
PK Toilets	-£18,205	-£5,607	31%
Mere's Mouth Toilet	-£18,500	-£4,647	25%
Staff Uniforms/Replacements	-£500	£0	0%
Total Expense	-£39,705	-£10,543	27%
Diss Youth & Community Centre			
Total Income	£0	£1,227	0%
Overhead Expenditure	-£19,880	-£6,402	32%
Income Less Expenditure	-£19,880	-£5,175	26%
Grants			
Grants Expenditure	-£10,000	£0	0%
Highways - Parish Partnership Bid			
Income	£0	0	0%
Parish Partnership Bid	£0	0	0%
DDNP Contribution	-£1,000	-£13	1%
Income Less Expenditure	-£1,000	-£13	1%

Income Expenditure July 2025

	Budget 25-26	Actual YTD 25-26	Percentage Spend
Market			
Total Income	£21,000	£9,686	46%
Overhead Expenditure	-£3,180	-£1,413	44%
Income Less Expenditure	£17,820	£8,273	46%
Promotion			
Overhead Expenditure	-£1,300	-£280	22%
Precept			
Total Income	£717,191	£358,596	50%
General Expenditure (inc IT)			
Total Income	£0	£500	0%
Overhead Expenditure	-£53,725	-£26,690	50%
Income Less Expenditure			
Sports Ground			
Total Income	£10,500	£2,729	26%
Overhead Expenditure	-£21,522	-£4,219	20%
Income Less Expenditure	-£11,022	-£1,490	14%
Events			
Event Income	£0	£846	0%
Overhead Expenditure	-£1,300	-£1,013	78%
Income Less Expenditure	-£1,300	-£167	13%
Christmas Switch-On Event			
Total Income	£4,000	£0	
Overhead Expenditure	-£5,250	£0	
Income Less Expenditure	-£1,250	£0	
Carnival			
Total Income	£10,000	£11,434	114%
Overhead Expenditure	-£12,750	-£11,901	93%
Income Less Expenditure	-£2,750	-£467	17%
Wages			
Recharge	£0	£751	0%
Recharge	£0	-£613	0%
Wages Admin	-£219,705	-£53,693	24%
Wages Maint	-£205,552	-£64,087	31%
Income Less Expenditure	-£425,257	-£117,029	28%
Town Mayors Charity			
Total Income	£0	£40	0%
Overhead Expenditure	£0	-£1,172	0%
Income Less Expenditure	£0	-£1,132	0%
CIL			
Total Income	£0	£261	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	-£16,000	-£236	1%
Income Less Expenditure	-£16,000	-£236	1%
Total Income	£823,050	£518,761	63%
Total Expenditure	-£781,050	-£243,989	31%

Income Expenditure August 2025

	Budget 25-26	Actual YTD 25-26	Percentage Spend
Agency Services			
Total Income	£3,848	£3,983	104%
Overhead Expenditure	-£100	-£17	17%
Income Less Expenditure	£3,748	£3,966	106%
Allotments			
Total Income	£525	£0	0%
Overhead Expenditure	-£1,030	-£30	3%
Income Less Expenditure	-£505	-£30	6%
Amenities			
Total Income	£2,000	£4,617	231%
Overhead Expenditure	-£76,137	-£24,801	33%
Income Less Expenditure	-£74,137	-£20,184	27%
Mini Recycling Centre Adopter			
Total Income	£450	£0	0%
Bank Interest rec'd/Bank Charges			
Total Income	£14,000	£109,447	782%
Bank Charges	-£400	-£206	52%
Income Less Expenditure	£13,600	£109,241	803%
Capital Expenditure - Loans	-£27,589	-£2,179	8%
Cemetery			
Total Income	£33,000	£17,647	53%
Overhead Expenditure	-£13,320	-£9,653	72%
Income Less Expenditure	£19,680	£7,994	41%
General Equipment			
Overhead Expenditure	-£4,596	-£1,037	23%
Christmas Lights			
Total Income	£0	0	0%
Overhead Expenditure	-£19,083	-£3,817	20%
Income Less Expenditure	-£19,083	-£3,817	20%
Corn Hall			
Overhead Expenditure	-£8,846	-£2,970	34%
Council Offices			
Total Income	£6,536	£3,287	50%
Overhead Expenditure	-£19,080	-£7,921	42%
Income Less Expenditure	-£12,544	-£4,634	37%
Other Council Properties			
Health & Safety	-£2,500	-£403	16%
PK Toilets	-£18,205	-£6,920	38%
Mere's Mouth Toilet	-£18,500	-£6,694	36%
Staff Uniforms/Replacements	-£500	£0	0%
Total Expense	-£39,705	-£14,017	35%
Diss Youth & Community Centre			
Total Income	£0	£1,227	0%
Overhead Expenditure	-£19,880	-£7,146	36%
Income Less Expenditure	-£19,880	-£5,919	30%
Grants			
Grants Expenditure	-£10,000	£0	0%
Highways - Parish Partnership Bid			
Income	£0	0	0%
Parish Partnership Bid	£0	0	0%
DDNP Contribution	-£1,000	-£16	2%
Income Less Expenditure	-£1,000	-£16	2%

Income Expenditure August 2025

	Budget 25-26	Actual YTD 25-26	Percentage Spend
Market			
Total Income	£21,000	£10,201	49%
Overhead Expenditure	-£3,180	-£1,413	44%
Income Less Expenditure	£17,820	£8,788	49%
Promotion			
Overhead Expenditure	-£1,300	-£280	22%
Precept			
Total Income	£717,191	£358,596	50%
General Expenditure (inc IT)			
Total Income	£0	£500	0%
Overhead Expenditure	-£53,725	-£29,709	55%
Income Less Expenditure			
Sports Ground			
Total Income	£10,500	£2,729	26%
Overhead Expenditure	-£21,522	-£5,471	25%
Income Less Expenditure	-£11,022	-£2,742	25%
Events			
Event Income	£0	£846	0%
Overhead Expenditure	-£1,300	-£1,163	89%
Income Less Expenditure	-£1,300	-£317	24%
Christmas Switch-On Event			
Total Income	£4,000	£0	
Overhead Expenditure	-£5,250	-£46	
Income Less Expenditure	-£1,250	-£46	
Carnival			
Total Income	£10,000	£11,434	114%
Overhead Expenditure	-£12,750	-£11,901	93%
Income Less Expenditure	-£2,750	-£467	17%
Wages			
Recharge	£0	£751	0%
Recharge	£0	-£625	0%
Wages Admin	-£219,705	-£69,315	32%
Wages Maint	-£205,552	-£82,620	40%
Income Less Expenditure	-£425,257	-£151,184	36%
Town Mayors Charity			
Total Income	£0	£40	0%
Overhead Expenditure	£0	-£1,172	0%
Income Less Expenditure	£0	-£1,132	0%
CIL			
Total Income	£0	£261	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	-£16,000	-£236	1%
Income Less Expenditure	-£16,000	-£236	1%
Total Income	£823,050	£525,566	64%
Total Expenditure	-£781,050	-£304,809	39%

SUMMARY REPORT OF EARMARKED RESERVES 2025-2026

NC	Committee	Site	EMR	Balance as at 1st April 2024	Less: Actual Year to date Expense	Balance	Add: Year to date receipts	Balance as at 31st July 2025
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	£ 9,999.00		£ 9,999.00		£ 9,999.00
342	AIE	Events	Christmas Lights switch on	£ 4,262.42		£ 4,262.42		£ 4,262.42
344	AIE	Events	Carnival	£ 5,441.93		£ 5,441.93		£ 5,441.93
370	AIE	Cemetery	Cemetery Grounds (Inc Monuments)	£ 8,699.30	£ 4,785.00	£ 3,914.30	£ 2,987.50	£ 6,901.80
375	AIE	Corn Hall	Corn Hall	£ 24,455.21		£ 24,455.21		£ 24,455.21
384	AIE	Council Offices	Council Office Building Maint	£ 30,589.58	£ 1,787.50	£ 28,802.08		£ 28,802.08
390	AIE	DYCC	Van Replacement	£ 8,000.00		£ 8,000.00	£ 2,000.00	£ 10,000.00
392	AIE	DYCC	Replacement Ride-On Lawnmower	£ 6,345.00		£ 6,345.00		£ 6,345.00
398	AIE	DYCC	DYCC	£ 14,860.24		£ 14,860.24		£ 14,860.24
400	AIE	Market	Maintenance Market	£ 21,500.00		£ 21,500.00		£ 21,500.00
410	AIE	Mere	Anglian Gardens	£ 5,396.00	£ 4,893.00	£ 503.00		£ 503.00
412	AIE	Mere	Boardwalk	£ -		£ -	£ 5,000.00	£ 5,000.00
414	AIE	Mere	Maintenance Mere's Mouth	£ 1,530.00		£ 1,530.00		£ 1,530.00
416	AIE	Mere	Mere Fountain	£ 22,815.00		£ 22,815.00	£ 5,000.00	£ 27,815.00
420	AIE	Rectory Meadow	Rectory Meadow Fencing	£ 7,000.00	£ 4,475.00	£ 2,525.00		£ 2,525.00
422	AIE	Park	Park General - Beacon Project	£ 1,229.46		£ 1,229.46		£ 1,229.46
424	AIE	Park	Play Equipment	£ 3,557.57		£ 3,557.57	£ 5,000.00	£ 8,557.57
426	AIE	Park	Park Toilets	£ 16,000.00		£ 16,000.00		£ 16,000.00
430	AIE	SPG	Athletics maintenance	£ 11,000.00		£ 11,000.00		£ 11,000.00
432	AIE	SPG	SPG Floodlights	£ -		£ -	£ 5,000.00	£ 5,000.00
434	AIE	SPG	SPG Pav maintenance	£ 1,919.58		£ 1,919.58		£ 1,919.58
436	AIE	SPG	SPG - Skateboard Park	£ 8,012.80	£ 1,325.00	£ 6,687.80		£ 6,687.80
440	AIE	St Marys	Closed churchyard repairs	£ 18,579.00		£ 18,579.00		£ 18,579.00
445	AIE	Town	Parish Partnership Works	£ 5,000.00		£ 5,000.00		£ 5,000.00
455	AIE	HTP	HTP	£ 8,633.59		£ 8,633.59		£ 8,633.59
460	AIE	Town	Bus Shelters maintenance	£ 15,571.04		£ 15,571.04		£ 15,571.04
462	AIE	Town	Streetlights	£ 8,116.06	£ 3,700.00	£ 4,416.06	£ 15,000.00	£ 19,416.06
464	AIE	Town	Community Infrastructure Levy (CIL)	£ 81,327.35		£ 81,327.35	£ 261.24	£ 81,588.59
466	AIE	Town	CCTV	£ 1,674.99		£ 1,674.99		£ 1,674.99
468	AIE	Town	D&D Neighbourhood Plan	£ 5,393.08	£ 12.80	£ 5,380.28		£ 5,380.28
469	AIE	Maintenance	5 Yr Electrical Testing	£ 3,300.00		£ 3,300.00		£ 3,300.00
470	AIE	Park	Park Enhancement Project	£ 12,139.67		£ 12,139.67		£ 12,139.67
472	AIE	Town	Parking Scheme	£ 10,000.00		£ 10,000.00	£ 5,000.00	£ 15,000.00
			TOTAL	£ 656,189.47	£ 20,978.30	£ 635,211.17	£ 45,248.74	£ 680,459.91

31.07.2025	Current Year End balance (Precept)	£ 276,017.00
	General Reserves	£ 268,676.00
	EMR	£ 680,459.91
	Total Funds	£ 1,225,152.91

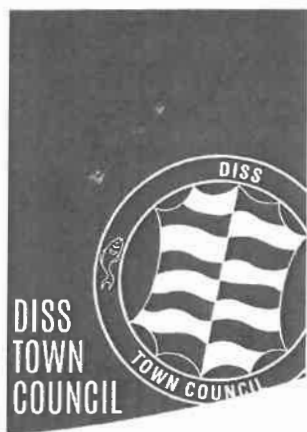
	Streetlighting Funds Breakdown	
	Capital Reserves (ring fenced)	£ 4,096.11
	EMR General	£ 319.95
		£ 4,416.06

SUMMARY REPORT OF EARMARKED RESERVES 2025-2026

NC	Committee	Site	EMR	Balance as at 1st April 2024	Less: Actual Year to date Expense	Balance	Add: Year to date receipts	Balance as at 31st July 2025
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	£ 9,999.00		£ 9,999.00		£ 9,999.00
342	AIE	Events	Christmas Lights switch on	£ 4,262.42		£ 4,262.42		£ 4,262.42
344	AIE	Events	Carnival	£ 5,441.93		£ 5,441.93		£ 5,441.93
370	AIE	Cemetery	Cemetery Grounds (Inc Monuments)	£ 8,699.30	£ 5,735.00	£ 2,964.30	£ 2,987.50	£ 5,951.80
375	AIE	Corn Hall	Corn Hall	£ 24,455.21		£ 24,455.21		£ 24,455.21
384	AIE	Council Offices	Council Office Building Maint	£ 30,589.58	£ 3,575.00	£ 27,014.58		£ 27,014.58
390	AIE	DYCC	Van Replacement	£ 8,000.00		£ 8,000.00	£ 2,000.00	£ 10,000.00
392	AIE	DYCC	Replacement Ride-On Lawnmower	£ 6,345.00		£ 6,345.00		£ 6,345.00
398	AIE	DYCC	DYCC	£ 14,860.24		£ 14,860.24		£ 14,860.24
400	AIE	Market	Maintenance Market	£ 21,500.00		£ 21,500.00		£ 21,500.00
410	AIE	Mere	Anglian Gardens	£ 5,396.00	£ 4,893.00	£ 503.00		£ 503.00
412	AIE	Mere	Boardwalk	£ -		£ -	£ 5,000.00	£ 5,000.00
414	AIE	Mere	Maintenance Mere's Mouth	£ 1,530.00		£ 1,530.00		£ 1,530.00
416	AIE	Mere	Mere Fountain	£ 22,815.00		£ 22,815.00	£ 5,000.00	£ 27,815.00
420	AIE	Rectory Meadow	Rectory Meadow Fencing	£ 7,000.00	£ 4,475.00	£ 2,525.00		£ 2,525.00
422	AIE	Park	Park General - Beacon Project	£ 1,229.46		£ 1,229.46		£ 1,229.46
424	AIE	Park	Play Equipment	£ 3,557.57		£ 3,557.57	£ 5,000.00	£ 8,557.57
426	AIE	Park	Park Toilets	£ 16,000.00		£ 16,000.00		£ 16,000.00
430	AIE	SPG	Athletics maintenance	£ 11,000.00		£ 11,000.00		£ 11,000.00
432	AIE	SPG	SPG Floodlights	£ -		£ -	£ 5,000.00	£ 5,000.00
434	AIE	SPG	SPG Pav maintenance	£ 1,919.58		£ 1,919.58		£ 1,919.58
436	AIE	SPG	SPG - Skateboard Park	£ 8,012.80	£ 1,325.00	£ 6,687.80		£ 6,687.80
440	AIE	St Marys	Closed churchyard repairs	£ 18,579.00		£ 18,579.00		£ 18,579.00
445	AIE	Town	Parish Partnership Works	£ 5,000.00		£ 5,000.00		£ 5,000.00
455	AIE	HTP	HTP	£ 8,633.59		£ 8,633.59		£ 8,633.59
460	AIE	Town	Bus Shelters maintenance	£ 15,571.04		£ 15,571.04		£ 15,571.04
462	AIE	Town	Streetlights	£ 8,116.06	£ 3,700.00	£ 4,416.06	£ 15,000.00	£ 19,416.06
464	AIE	Town	Community Infrastructure Levy (CIL)	£ 81,327.35	£ 464.41	£ 80,862.94	£ 261.24	£ 81,124.18
466	AIE	Town	CCTV	£ 1,674.99		£ 1,674.99		£ 1,674.99
468	AIE	Town	D&D Neighbourhood Plan	£ 5,393.08	£ 16.00	£ 5,377.08		£ 5,377.08
469	AIE	Maintenance	5 Yr Electrical Testing	£ 3,300.00		£ 3,300.00		£ 3,300.00
470	AIE	Park	Park Enhancement Project	£ 12,139.67	£ 294.99	£ 11,844.68		£ 11,844.68
472	AIE	Town	Parking Scheme	£ 10,000.00		£ 10,000.00	£ 5,000.00	£ 15,000.00
			TOTAL	£ 656,189.47	£ 24,478.40	£ 631,711.07	£ 45,248.74	£ 676,959.81

31.08.2025	Current Year End balance (Precept)	£ 220,759.00
	General Reserves	£ 272,176.00
	EMR	£ 676,959.81
	Total Funds	£ 1,169,894.81

	Streetlighting Funds Breakdown	
	Capital Reserves (ring fenced)	£ 4,096.11
	EMR General	£ 319.95
		£ 4,416.06



TOWN CLERK
Miss S Richards,

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

Email: towncouncil@diss.gov.uk
Web: www.diss.gov.uk
Facebook: @DissTC
Twitter: @DissTownCouncil

BANK RECONCILIATIONS COUNCILLOR CHECK

May 2026

Bank Accounts:

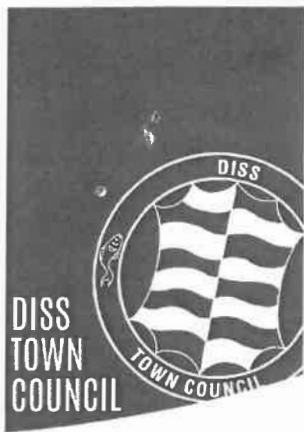
- Cashbook 1 - Current Account - 00361127 ✓
- Cashbook 2 - Wages & Petty Cash - 00361135 ✓
- Cashbook 3 - Active Saver – 10271985 ✓
- Cashbook 4 - Town Mayors Charity – 00997250 ✓
- Cashbook 5 - Rate Reward – 03508641 ✓
- Cashbook 6 - Barclaycard – 547676 07843 38272 ✓
- Cashbook 7 - Nationwide Account – 90187011 ✓
- Cashbook 8 - Lloyds Current Account – 83534868 ✓
- Cashbook 9 - Lloyds 95 day Notice Account – DITOCODGB ✓
- ~~Cashbook 10 - Lloyds Savings Account – 20255692LS -~~

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

Signed

Date

10/09/25



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BANK RECONCILIATIONS COUNCILLOR CHECK

June 2025

Bank Accounts:

Cashbook 1 - Current Account - 00361127 ✓
Cashbook 2 - Wages & Petty Cash - 00361135 ✓
Cashbook 3 - Active Saver – 10271985 ✓
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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
~~Cashbook 10 - Lloyds Savings Account – 20355092LS~~

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

Signed



Date

10/9/25



DISS TOWN COUNCIL

Council Offices, 11-12 Market Hill,
Diss, Norfolk, IP22 4JZ.
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Email: towncouncil@diss.gov.uk
Website: www.diss.gov.uk

Report Number:
23 / 2526

Report to:	Full Council
Date of Meeting:	Wednesday 17 th September 2025
Authorship:	Responsible Finance Officer
Subject:	Annual Budget 2026/27 – First Draft

1. Introduction

- 1.1 Following two meetings held on 1st September with the Clerk, the Buildings & Facilities Manager, Cllr Goulder (Chair of Assets, Infrastructure and Events), Cllr Robertson (Council Leader), Cllr Peaty (Chair of Executive) and Responsible Finance Officer (RFO), and on the 4th September with members cllr Craggs (Vice-Chair of Executive committee), Cllr Peaty, the Clerk and RFO, an initial budget has been drafted (Appendix).
- 1.2 This has considered increases in inflation, staffing costs, and any savings which have been implemented during 2025/26.

2. Future Actions

- 2.1 The Council has already received the cost-of-living increase from Government for the 2025/26 period, which has given us a more accurate figure to start basing our 2026/27 forecast.
- 2.2 The DYCC Action Group is considering options for the future of the DYCC, Sports Ground and Council Office sites and funds have been provisionally allocated to respective Earmarked Reserves.
- 2.3 A further meeting of the Budget Action Group will be held to discuss any cost savings and income generating activities before the next meeting of Full Council.
- 2.4 Any amendments to the budget will be made, and a revised budgets can be submitted to Full Council in its next meetings on 15th October 2025 and 19th November 2025.
- 2.5 In early December Council should receive confirmation of its tax base, so a penultimate revised budget will be sent to Full Council on 17th December.
- 2.6 Any final amendments will be made before the Full Council meeting on 14th January, when the budget will be approved in full to be submitted to the District Council from 15th January 2025.

3. Summary of First Draft

- 3.1 The current expected increase to precept is 3.68%, with funds also being added to various Earmarked Reserves, but this figure is subject to change. This is in line with inflation.

	Last Year		Current Year				Next Year
	Budget 24-25	Actual 24-25	Budget 25-26	Actual YTD 25-26	Projected 25-26	Forecast 25-26	
Agency Services							
Total Income	£4,040	£3,848	£3,848	£3,983	£0	£3,983	£3,983
Overhead Expenditure	-£100	-£80	-£100	-£17	-£54	-£71	£0
Income Less Expenditure	£3,940	£3,768	£3,748	£3,966	-£54	£3,912	£3,983
Allotments							
Total Income	£525	£1,525	£525	£0	£0	£0	£525
Overhead Expenditure	-£30	-£3,629	-£1,030	-£30	-£1,000	-£1,030	-£1,030
Income Less Expenditure	£495	-£2,104	-£505	-£30	-£1,000	-£1,030	-£505
Amenities							
Total Income	£2,000	£6,208	£2,000	£4,565	£0	£4,565	£2,000
Overhead Expenditure	-£73,243	-£90,085	-£76,137	-£24,791	-£42,021	-£66,812	-£87,297
Income Less Expenditure	-£71,243	-£83,877	-£74,137	-£20,226	-£42,021	-£62,247	-£85,297
Mini Recycling Centre Adopter							
Total Income	£450	£450	£450	£0	£0	£0	£0
Overhead Expenditure	£0	£0	£0	£0	£0	£0	£0
Income Less Expenditure	£450	£450	£450	£0	£0	£0	£0
Bank Interest rec'd/Bank Charges							
Total Income	£6,500	£24,216	£14,000	£6,463	£0	£6,463	£14,000
Bank Charges	-£350	-£386	-£400	-£155	-£245	-£400	-£400
Income Less Expenditure	£6,150	£23,830	£13,600	£6,308	-£245	£6,063	£13,600
Capital Expenditure - Loans	-£41,007	-£41,007	-£27,589	-£2,179	-£25,409	-£27,588	-£14,170
Cemetery							
Total Income	£35,000	£39,216	£33,000	£17,572	£24,586	£42,158	£35,000
Overhead Expenditure	-£12,146	-£14,880	-£13,320	-£9,653	-£10,616	-£20,269	-£13,327
Income Less Expenditure	£22,854	£24,336	£19,680	£7,919	£13,970	£21,889	£21,673
General Equipment							
Overhead Expenditure	-£6,580	-£4,926	-£4,596	-£1,037	-£2,000	-£3,037	-£4,618
Christmas Lights							
Total Income	£0	£250	£0	0	£0	£0	£0
Overhead Expenditure	-£21,081	-£19,920	-£19,083	-£3,817	-£14,939	-£18,756	-£19,083
Income Less Expenditure	-£21,081	-£19,670	-£19,083	-£3,817	-£14,939	-£18,756	-£19,083
Corn Hall							
Overhead Expenditure	-£8,846	-£5,749	-£8,846	-£2,970	-£3,600	-£6,570	-£8,655
Council Offices							
Total Income	£6,864	£6,653	£6,536	£3,287	£3,287	£6,574	£6,536
Overhead Expenditure	-£17,160	-£16,249	-£19,080	-£7,921	-£9,326	-£17,247	-£19,482
Income Less Expenditure	-£10,296	-£9,596	-£12,544	-£4,634	-£6,039	-£10,673	-£12,946
Other Council Properties							
Health & Safety	-£2,500	-£297	-£2,500	-£403	-£600	-£1,003	-£2,500
PK Toilets	-£16,205	-£14,939	-£18,205	-£4,663	-£10,400	-£15,063	-£18,209
Mere's Mouth Toilet	-£15,722	-£13,515	-£18,500	-£6,694	-£8,800	-£15,494	-£18,500
Staff Uniforms/Replacements	-£250	-£344	-£500	£0	-£350	-£350	-£500
Total Expense	-£34,677	-£29,095	-£39,705	-£11,760	-£20,150	-£31,910	-£39,709
Diss Youth & Community Centre							
Total Income	£5,181	£13,616	£0	£1,227	£935	£2,162	£0
Overhead Expenditure	-£32,387	-£25,327	-£19,880	-£7,116	-£8,220	-£15,336	-£36,666
Income Less Expenditure	-£27,206	-£11,711	-£19,880	-£5,889	-£7,285	-£13,174	-£36,666
Grants							
Grants Expenditure	-£10,000	-£10,000	-£10,000	£0	-£10,000	-£10,000	-£12,000
Highways - Parish Partnership Bid							
Income	£0	£705	£0	0	£0	£0	£0
Parish Partnership Bid	£0	£0	£0	0	£0	£0	£0
DDNP Contribution	-£1,000	-£489	-£1,000	-£16	-£400	-£416	£0
Income Less Expenditure	-£1,000	£216	-£1,000	£16	£400	-£416	£0
Market							
Total Income	£21,000	£21,570	£21,000	£9,752	£9,752	£19,504	£21,000

Annual Budget 2025/2026

	Last Year		Current Year				Next Year
	Budget 24-25	Actual 24-25	Budget 25-26	Actual YTD 25-26	Projected 25-26	Forecast 25-26	Budget 26-27
Overhead Expenditure	-£3,378	-£3,089	-£3,180	-£1,413	-£1,635	-£3,048	-£3,170
Income Less Expenditure	£17,622	£18,481	£17,820	£8,339	£8,117	£16,456	£17,830
Promotion							
Overhead Expenditure	-£600	-£1,455	-£1,000	-£70	-£450	-£520	-£600
General Expenditure	-£52,634	-£54,985	-£53,725	-£25,209	-£21,263	-£46,472	-£56,190
Sports Ground							
Total Income	£10,500	£14,843	£10,500	£2,729	£0	£2,729	£9,000
Overhead Expenditure	-£20,184	-£11,762	-£21,522	-£5,297	-£8,785	-£14,082	-£44,692
Income Less Expenditure	-£9,684	£3,081	-£11,022	-£2,568	-£8,785	-£11,353	-£35,692
Events							
Event Income	£0	£0	£0	£46	£0	£46	£0
Overhead Expenditure	-£1,200	-£507	-£1,300	-£289	-£550	-£839	-£1,300
Income Less Expenditure	-£1,200	-£507	-£1,300	-£243	-£550	-£793	-£1,300
Christmas Switch-On Event							
Total Income	£1,400	£4,360	£4,000	£0	£0	£0	£4,000
Overhead Expenditure	-£2,650	-£5,195	-£5,250	-£46	-£800	-£846	-£5,250
Income Less Expenditure	-£1,250	-£835	-£1,250	-£46	-£800	-£846	£6
Carnival							
Total Income	£10,000	£11,506	£10,000	£11,434	£0	£11,434	£10,000
Overhead Expenditure	-£12,750	-£14,100	-£12,750	-£11,901	-£200	-£12,101	-£12,750
Income Less Expenditure	-£2,750	-£2,594	-£2,750	-£467	-£200	-£667	-£2,750
Wages							
Recharged	£0	£2,835	£0	£751	£0	£751	£0
Wages Admin	-£217,272	-£179,583	-£219,705	-£69,315	-£120,904	-£190,219	-£221,748
Wages Maint	-£187,033	-£185,931	-£205,552	-£82,620	-£132,192	-£214,812	-£214,200
Income Less Expenditure	-£404,305	-£362,679	-£425,257	-£151,184	-£253,096	-£404,280	-£435,948
Town Mayors Charity							
Total Income	£0	£1,172	£0	£40	£0	£40	£0
Overhead Expenditure	£0	-£1,172	£0	-£1,172	-£1,278	-£2,450	£0
Income Less Expenditure	£0	£0	£0	-£1,132	-£1,278	-£2,410	£0
CIL Income	£0	£1,505	£0	£261	£0	£261	£0
CIL Expenditure	£0	-£11,814	£0	£0	£0	£0	£0
Sec 106 Income	£0	£0	£0	0	£0	£0	£0
Sec 106 Expenditure	£0	£0	£0	0	£0	£0	£0
Streetlighting Income	£0	£14,600	£0	0	£0	£0	£0
Streetlighting Expenditure	-£13,500	-£9,779	-£16,000	-£236	-£13,400	-£13,636	-£33,000
	-£13,500	£4,821	-£16,000	-£236	-£13,400	-£13,636	-£33,000
EARMARKED RESERVE PROJECTS	£0	£0	-£42,000	-£27,673	£0	£0	£0
Total Income	£103,460	£168,373	£105,859	£62,110	£38,560	£100,670	£106,044
Total Expenditure	-£771,308	-£741,585	-£822,750	-£324,376	-£449,437	-£746,140	-£849,337
Precept	-£667,848		-£716,891				-£743,293
Tax Base	2,834		2,903				2,903
Band D Householder	£235.66		£246.95				£ 256.04
Estimated Increase in Band D Equivalent							3.68%

Earmarked Reserves

Project Description	current	26/27 Budget	Notes
320 Cemetery Bungalow Sale	£ 268,841.60	£ -	Only spend on Buildings
330 By Election	£ 5,000.00	£ -	to be looked at
370 Cemetery Grounds	£ 5,951.80	£ -	
375 Cornhall capital refurb	£ 24,455.21	£ -	
384 Council Office refurbishment	£ 27,014.58	£ -	
390 Van Replacement	£ 10,000.00	£ 5,000.00	Looking at vehicles currently
392 Ride on mower renewal	£ 6,345.00	£ -	If contract church and lose verges, then no grass so no ride-on required
398 DYCC Refurbishment	£ 14,860.24	£ 20,000.00	Project still pending
400 Market Maintenance	£ 21,500.00	£ -	
410 Anglian Gardens	£ 503.00	£ -	Transfer funds to 436 Skatepark
412 Boardwalk Renovation	£ 5,000.00	£ 5,000.00	
414 Meres Mouth Resurfacing	£ 1,530.00	£ -	
416 Mere Fountain Renewal	£ 27,815.00	£ -	
420 Rectory Meadow Fencing	£ 2,525.00	£ -	Only hedging remaining, left over to 436 Skatepark
422 Park General - Beacon Project	£ 1,229.46	£ -	
424 New Play Equipment	£ 8,557.57	£ -	
426 Park Toilets Improvements	£ 16,000.00	£ -	Hold pending completion of John Grose site
430 SPG Track Renewal	£ 11,000.00	£ 20,000.00	Merge 430 and 432 to create a
432 SPG Flood Lights	£ 5,000.00	£ -	Sportsground Improvement Project EMR
434 SPG Pavilion/Nursery	£ 1,919.58	£ -	
436 Skateboard Park renewals	£ 6,687.80	£ 5,000.00	
440 St Marys Churchyard Repairs	£ 18,579.00	£ -	
445 Parish Partnership Bid	£ 5,000.00	£ -	
450 Tree Management	£ -	Bal at Y/End	
464 CIL	£ 81,124.18	£ -	
466 CCTV	£ 1,674.99	£ -	
469 5 yr Electrical Testing	£ 3,300.00	£ 1,000.00	
470 Park Enhancement	£ 11,844.68	£ -	Possible funds to Skatepark
472 Residents Parking Scheme	£ 15,000.00	£ -	
	£ 608,258.69		

RINGFENCED - (not saving up for)

335 Flock	£ 9,999.00	£ -	
342 Christmas Lights Event	£ 4,262.42	Bal at Y/End	
344 Carnival	£ 5,441.93	Bal at Y/End	
455 HTP Mgt	£ 8,633.59	£ -	
460 Bus Shelter Maintenance	£ 15,571.04	£ -	
462 Street Lighting Capital	£ 19,416.06	£ 15,000.00	Will need over 300k by 2042
468 DDNP	£ 5,377.08	Bal at Y/End	



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 / 2526

Report to:	Full Council
Date of Meeting:	17 th September 2025
Authorship:	Office Administrator
Subject:	Diss Town Emergency Plan

Introduction

1. The Diss Town Emergency Plan was last reviewed in April 2024. Upon review, in July 2025 by the Clerk, it contained staff and councillors who are no longer with Diss Town Council and various other outdated information.
2. Cllr Welch identified some low-cost items missing from the emergency boxes, which have since been purchased and are stored at the Council Offices in two boxes alongside a trolley for ease of transporting.
3. The updated plan was sent to South Norfolk District Council's (SNDC) Emergency Planning Officer to review. It's been confirmed that it aligns with their wider plan and is fit for purpose.

Updates to the Plan

4. The updated emergency plan is attached with the following changes highlighted:
 - a) Contents page to reflect the changes to the page numbers after editing.
 - b) Contact details for the Emergency Coordinator, Deputies and Control Centre (Appendix A, pages 13/14).
 - c) Replaced the Diss Town map with the most recent version showing locations of defibrillators (Appendix B, page 15).
 - d) Councillor and Staff Contact Details (Appendix C, page 16).
 - e) Activation Call Tree for Coordinators (Appendix D, page 17).
 - f) Emergency Boxes - Contents and Location (Appendix I, page 22).
 - g) Local Skills and Resources (Appendix J, page 23)
 - h) Care Homes and Contact Numbers (Appendix M, page 27).

Corn Hall as primary control centre

5. A discussion has taken place with the Operations Manager of the Corn Hall regarding the use of this venue as a primary control centre. It is well known to residents, has good communication links, with Park Radio soon operating from the premises, and has cooking, washing and toilet facilities along with a large hall.
6. Given the Corn Hall's town centre location and potential for being within an emergency exclusion zone, Diss Football Club acts as the secondary control centre.

7. We have also been asked to consider financial compensation to the Corn Hall for loss of income should an event have to be cancelled at short notice, as they would need to refund all ticket holders. This has been added to clause 16.1 of the Plan.
8. There are no storage facilities at the Corn Hall to accommodate the emergency boxes or beds.

Recommendation:

To approve the updated Town Emergency Plan and publish.



Diss Emergency Resilience Plan

Date of Issue: November 2021
Latest Version: September 2025

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Plan Distribution List

Information redacted in public version – full details held with Town Council

Name	Role	Contact Details	Issued on
Jenny Bloomfield	Emergency Planning Officer	01508 533801	
Keith Kiddie	County/District Councillor		
Graham Minshull	District Councillor		
Kieran Murphy	District Councillor		
Diss Town Councillors	Town Councillors	See attached at Appendix C	
Diss Police Inspector	Norfolk Police (Diss)	101	
Fire Officer (Diss)	Fire Service	999	
NRF	Norfolk Resilience Forum	norfolkresilienceforum@norfolk.gov.uk	

This Plan is also published online and available on Diss Town Council website at www.diss.gov.uk.

Amendment List

Date for Next Revision	Details of Changes Made	Changed By
1 st February 2022	NRF Telephone number changed	Deputy Town Clerk
10 th February 2022	Emergency coordinator changed	Deputy Town Clerk
11 th March 2022	NCC Emergency Duty Officer & contact number added	Town Clerk
28 th April 2022	Changes to emergency coordinator. A new telephone number added for Corn Hall contact. Page numbers and appendices changed. Removal of Clare House residential home from list.	Deputy Town Clerk
15 th December 2022	Updating of telephone numbers and updating information	Deputy Town Clerk
19 th October 2023	Updated plan/emails and telephone numbers	Deputy Town Clerk
18 th January 2024	Updated Plan with new details of rest centre, telephone numbers and councillors	Deputy Town Clerk
July & August 2025	Full emergency plan review. Updated contact lists, formatted all pages and updated all information.	Office Administrator

1. Introduction

The purpose of this plan is to:

- 1.1 Document the actions to be taken and the resources to be mobilised, by the Town Emergency Group (TEG), when assistance is requested from the emergency services or local authorities (South Norfolk Council (SNC)) etc., in response to a significant incident affecting Diss or nearby communities. **(Emergency Incident)**
- 1.2 and, to provide a list of local people and resources which may be called upon during incidents of lesser significance which would not normally trigger emergency plans but have the potential to impact on the health and wellbeing of residents. **(Community Incident)**
- 1.3 This plan will give only general guidance to the local community, the plan outlines actions to be taken by the Town Emergency Group (TEG), Councillors and volunteers recognises that it is complementary to any County, District, or multi-agency emergency plans which are in existence.

**The first point of call in any emergency should always be the relevant emergency service(s). Nothing in this plan should interfere with notification of emergency situations.
If in doubt always call 999**

- 1.4 The Town Emergency Group consists of an Emergency Coordinator, Deputies, Town Councillors, Town Clerk / Chief Operations Officer, and Facilities & Buildings Manager.
- 1.5 The range of incidents which may be encountered by the community and which may see the activation of the TEG are wide and varied and as such it is not the intention of this plan to seek to be prescriptive in the nature and extent of any response to a call for assistance, rather this document seeks to pre-identify available and deployable resourced so that they can be called upon easily in times of demand.
- 1.6 Given the location of Diss, it is possible that a major incident could occur as a result of flooding from severe weather events, power outages or events caused by disease. In any eventuality that this Plan is activated, dynamic risk assessments will be carried out by the Maintenance Manager or any other competent qualified person at Diss Town Council, to ensure that persons carrying out local impact assessments are adequately protected and resourced.
- 1.7 The Lead and Deputy Coordinators are registered to receive all flood, power outage and weather warning alerts.

2. Aims and Objectives

- 2.1 The aim of this plan is to enhance community resilience by ensuring that if an emergency occurs the Town Council will be able to perform its functions so far as necessary or desirable for the purposes of providing local assistance and information in support of the emergency services

- 2.2 The objectives are to:
- a. Identify resources and key contacts in the community
 - b. Provide a local single point of contact for emergency responders (The Emergency Coordinator) to aid them in the delivery of their services.
 - c. Provide a communication link between professionals and the public to aid the flow of relevant information.
 - d. Provide a link between the responders and vulnerable residents within the Town, (Details of Care Homes, Residential Managers and Telephone Numbers are available at Appendix O).

3. **Emergency Coordinator Roles & Responsibilities**

- 3.1 The role of Emergency Coordinator, Clerical Support to Emergency Coordinator (and Deputies) will be fulfilled by Members or Officers of Diss Town Council.

Contact details for the Emergency Coordinator and Deputies are provided in Appendix A.

- 3.2 Their role is to:
- a. Facilitate the completion and maintenance of the Town Emergency Plan (this plan).
 - b. Call a Town Emergency Group (TEG) meeting during an Emergency or Community Incident.
 - c. Provide the focal point for the response to an Emergency or Community Incident and establish the Control Centre at the Corn Hall as a base location.
 - d. Provide a link between the community and other agencies responding, which, may include the emergency services and the Local Authorities.
 - e. Assist the Local Authorities and appropriate agencies in emergency preparedness through awareness-raising activities.
- 3.3 Diss Town Council will appoint the Emergency Coordinator who will lead a team of other volunteers during an Emergency/Community Incident. The TEG will be responsible for organising emergency activity within the town, under the direction of the emergency services where appropriate.
- 3.4 As emergencies can occur at any time, it is not possible to guarantee that all members of the TEG will be available within the town. Therefore, Deputy Emergency Coordinators have been appointed who should be familiar with the plan and can act as an Emergency Coordinator in their absence.
- 3.5 In addition, all Town Councillors, during the emergency, may be requested to attend the Control Centre to support the response and decision-making processes.

3.6 **Diss Town Councillor Role**

The primary role of Diss Town Councillors is to receive information from the Emergency Coordinator, and pass it on to residents within Diss. They may also help with the identification of vulnerable persons/groups and monitoring of their welfare, assist with transport and pass messages on foot when telecommunication networks are down.

Map of Diss is provided in Appendix B.

The Councillor and Town Council contact details are provided in Appendix C.

- 3.7 In a local emergency, the role of the TEG is to provide whatever support or information it can, potentially under the direction of the emergency services (police, fire brigade, ambulance), other authorities or in conjunction with the Norfolk Resilience Forum (NRF).

4. **Risks**

- 4.1 Diss Town Council acknowledges that risks are diverse. Diss Town Council will support the TEG to carry out dynamic risk assessments in the event of an incident to ensure that volunteers are adequately protected and resourced.

5. **Emergencies and Natural Events**

- a. Severe Weather: storms and gales; low temperatures and heavy snow; heat waves and drought.
- b. Flooding: river, tidal and inland flooding, (surface water flooding).
- c. Human Disease: pandemic influenza; new and emerging infectious diseases e.g. SARS, Covid 19.
- d. Loss of Utilities: loss of electric; gas; water and internet.
- e. List of Emergencies and Natural Events: these can be found at Appendix N.

6. **Major Accidents**

- a. Major Industrial Accidents: fires; contamination; technical failure e.g. power outages, electricity; water and sewerage; gas; communications; fuel.
- b. Major Transport Accidents: air; maritime; road and rail.

7. **Malicious Attacks**

- a. Attacks on Crowded Places: e.g. town centres, parks and sports grounds.
- b. Attacks on Critical Infrastructure: e.g. power stations, reservoirs and pipelines.
- c. Attacks on Transport Systems: e.g. rail, air and maritime.
- d. Electronic Attack: e.g. IT and communications systems

8. Plan Activation

- 8.1 The Community Emergency Resilience Plan will be activated and the Town Emergency Group will be convened in one of two ways:
- a. at the request of the emergency services/local (or other) authorities; or,
 - b. where any member of the Group becomes aware of an arising emergency or community situation which is likely to affect residents of Diss or its surrounding area.

The definitions of an emergency are provided in Appendix L.

- 8.2 In either case, once the plan is activated, the TEG will liaise with the SNC Emergency Planning Officers in office hours/NRF Duty Officer out of hours to fully appraise them of the situation.

Contact details are provided in Appendix A.

- 8.3 The emergency services/authorities which may request the activation of the Community Emergency Group are as follows:

- a. The Police
- c. Fire and Rescue Service
- d. Environment Agency
- e. Members of the Norfolk Resilience Forum (NRF)
- f. South Norfolk District Council
- g. Norfolk County Council

- 8.4 Council activation criteria include:

- a. Actual or threatened injury or loss of life, particularly if the threat is increasing or extensive.
- b. Actual or threatened damage to property, particularly if the threat is increasing or extensive.
- c. Having been requested to do so by the emergency services or the Emergency Response Team at South Norfolk District Council.

- 8.5 On being activated, the Group should convene a meeting to discuss the nature of the incident, potential or actual impact on the community and the community resources required.

A sample agenda for the initial meeting is provided in Appendix G.

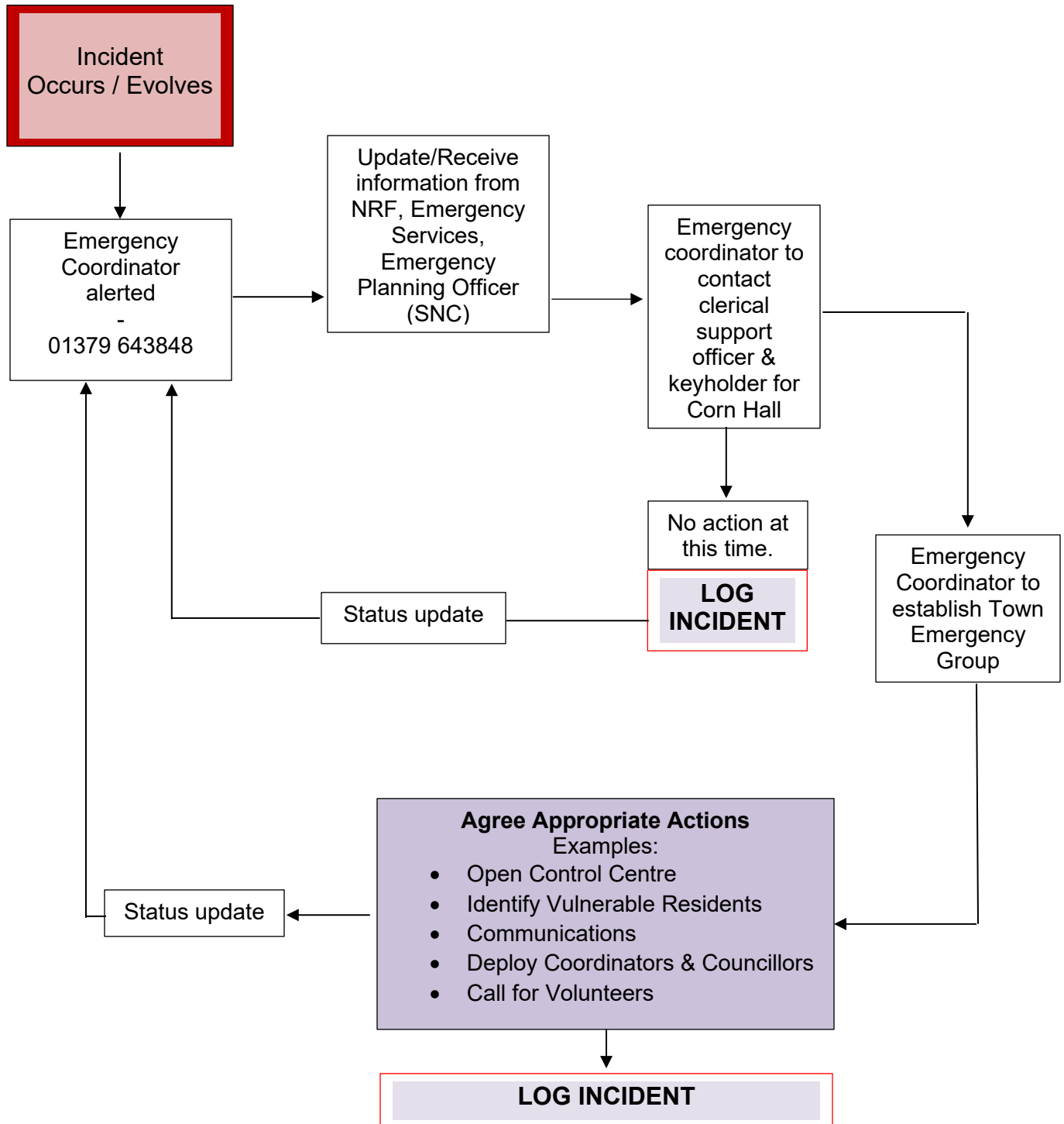
- 8.6 The Town Emergency Group should ensure that all key actions/decisions taken by the group are recorded.

A sample incident log page is provided in Appendix H.

- 8.7 On activation of the plan, the Group should deploy the Emergency Boxes and utilise their contents as necessary.

The contents and location of the boxes is provided in Appendix I.

Plan Process Flowchart



9. Vulnerable Persons/Groups

- 9.1 Where evacuation is required, it is essential for the emergency services to identify those people/groups that may require additional, or specialist assistance.
- 9.2 For the purpose of this plan, vulnerable persons are defined as people reliant upon:
 - a. Home visits by community nurses for healthcare
 - b. Formal or informal carers
- 9.3 Police and other agencies have access to a range of sources to provide the location of vulnerable persons, in particular community health and social services which may be available to be shared during an emergency. It is outside the scope of this plan to seek to identify each individual dwelling that may be home to a vulnerable person.

Details of care homes and retirement housing are provided in Appendix M.

10. Control Centre

- 10.1 The Corn Hall is designated as the primary Control Centre as this facility is capable of being utilised as a 24-hour emergency centre. It is well known to residents, has good communication links, with Park Radio operating from the premises, and has cooking, washing and toilet facilities along with a large hall.
- 10.2 The Diss Football Club is designated as the secondary Control Centre in the event of The Corn Hall being within an exclusion zone.

Contact details of the keyholders for the venues are provided in Appendix A.

11. Local Skills and Resources

- 11.1 Appendix J lists skills and equipment which are present in the community, and which may be available and required at the time of an emergency. They are offered on a 'best endeavour' basis.
- 11.2 If further equipment/skills are needed from the community, the Team Emergency Group will issue an appeal through social media, Park Radio, or other appropriate media.

Organisations in the community which may be able to provide volunteers, skills and resources are provided in Appendix J.

12. Key Locations Identified as Places of Safety

- 12.1 Respite centres, as may be required will be requested by the Emergency Services, SNC will co-ordinate the staffing and operation of the venue with assistance from volunteers if available.
- 12.2 If a localised evacuation is required within the community, the following locations have been selected as places of safety, in agreement with the local authority and the premises owners. Alternative places of safety can be selected by the emergency services or local authority at the time of the emergency based upon availability, suitability in respect of vicinity to the incident and the disruption that their use may cause to the community.

Information redacted in public version – full details held with Town Council

Premises	Location	Premises Type	Contact Details	Facilities	Capacity	Restrictions
Diss Football Club	Brewers Green Lane, Diss, IP22 4QP	Sports Ground	Telephone: 01379 641406 Out of Hours: Steve Flatman [REDACTED]	Function room, kitchen, toilets	150	None
The Corn Hall	10 St. Nicholas Street, Diss, IP22 4LB	Community & Arts Centre	Telephone: 01379 652241 Out of Hours: Lee Johnson: [REDACTED] Lindsey Booty: [REDACTED]	Medium sized main hall, kitchen, toilets, DDA compliant	120	No on-site parking Parking available on Shelfanger Road
Diss High School	Walcot Road, Diss, IP22 4DH	School	Telephone: 01379 642424 Out of Hours: David Mount [REDACTED]	Large hall, kitchen, toilets, DDA compliant	500	None

13. Communications

- 13.1 On activation of the Town Emergency Group, the Emergency Coordinator will make a register of all mobile numbers of volunteers, in addition to those of core members in the emergency box. It should be remembered that at the time of a major emergency, mobile telephone networks may exceed capacity, leading to overload and disruption. The Group should not rely on mobile phones as the sole means of communication. Text or WhatsApp is likely to be more effective at getting through.

The incident specific contact numbers form is provided in Appendix F.

14. Media/Public Information Strategy

- 14.1 All media enquiries and information releases should be agreed with the Emergency Coordinator.
- 14.2 The Town Clerk, Leader of the Council or Emergency Coordinator are responsible for issuing media releases on behalf of the Town Council,
- a. Press release to all Town Councillors, local authority partners, local newspapers, publications, radio stations and other identified partners via email.
 - b. News bulletins published on the Town Council website and highlighted on the front page of the site. This can be done instantly via The Town Council.
 - c. Social media and Diss Community Noticeboard posts to raise awareness of available information (also utilise partners social media information).
 - d. Where possible, printed copies will be displayed on noticeboards and made available at key locations such as the Town Council Offices and strategic places around the town.

15. Insurance

- 15.1 The Town Emergency Group (TEG) and registered volunteers, will be covered by the Town Council and local District Authorities insurance under the following circumstances:
- a. The local authority has requested that Diss Town Council activate the plan and its volunteers.
 - b. The TEG volunteers are registered with the TEG.
 - c. The TEG volunteers are under the direction of a local authority member of staff (this can be remotely), and the local authority receives regular updates of task progress / issues arising from the TEG.
 - d. Volunteers only carry out the actions / activities that they have been authorised to do or agreed by the local authority or Emergency Planning Officers.
 - e. A record of the activities undertaken and volunteers employed in those tasks is maintained by the TEG Group.

- 15.2 Activities volunteers have been asked to undertake must be commensurate to their skills and competency.
- 15.3 Appropriate dynamic risk assessments are carried out by a qualified competent person.
- 15.4 The use of motor vehicles is not covered by the local authority or Town Council insurance and it is the responsibility of the individual to ensure that they have adequate and appropriate cover.

This is unless there is an emergency called by either the Local Authority or the TEG, in this instance the Local Authority or Town Council insurance would cover all registered volunteers.

16. Financial Compensation

- 16.1 Diss Town Council would consider financial compensation to the Corn Hall for loss of income should an event have to be cancelled at short notice due to an emergency that required the use of the Corn Hall.

Contact details for the Emergency Coordinator, Deputies and Control Centre

Information redacted in public version – full details held with Town Council

Role	Name	Contact Details
Emergency Coordinator	Sarah Villafuerte-Richards Town Clerk / CEO	c/o Diss Town Council Phone: [REDACTED] sarah.richards@diss.gov.uk
Emergency Coordinator Clerical Support Officer	Councillor Jim Welch Town Councillor	[REDACTED] Phone: [REDACTED] or councillorwelch@diss.gov.uk
Deputy Emergency Coordinator 1	Councillor Declan Craggs Town Mayor	[REDACTED] Phone: [REDACTED] councillorcraggs@diss.gov.uk
Deputy Emergency Coordinator 2	Councillor John Robertson Council Leader	[REDACTED] Phone: [REDACTED] or councillorroberson@diss.gov.uk
Public Information Officer	Kimberely Jaynes Marketing & Events Administrator	c/o Diss Town Council Telephone number available from Emergency Coordinators kimberely.jaynes@diss.gov.uk
Facilities & Buildings / Health & Safety	Robert Ludkin Facilities & Buildings Manager	c/o Diss Town Council Phone: [REDACTED] or robert.ludkin@diss.gov.uk

Continued next page.

Control Centres**Information redacted in public version – full details held with Town Council**

Control Centre 1	Diss Town Council office	11-12 Market Hill, Diss, IP22 4JZ Telephone: 01379 643848 Out of Hours: Town Clerk / CEO Sarah Villafuerte-Richards
Control Centre 2	The Corn Hall	10 St. Nicholas Street, Diss, IP22 4JZ Telephone: 01379 652241 Out of Hours: Lee Johnson: [REDACTED] Lindsey Booty: [REDACTED]
Control Centre 3	Diss Town Football Club	Brewers Green Lane, Diss, IP22 4QP Telephone: 01379 641406 Out of Hours: Steve Flatman [REDACTED]

On Activation of the Group, the Group will contact South Norfolk Council Emergency Planning Officer:

Office Hours:
01508 533701

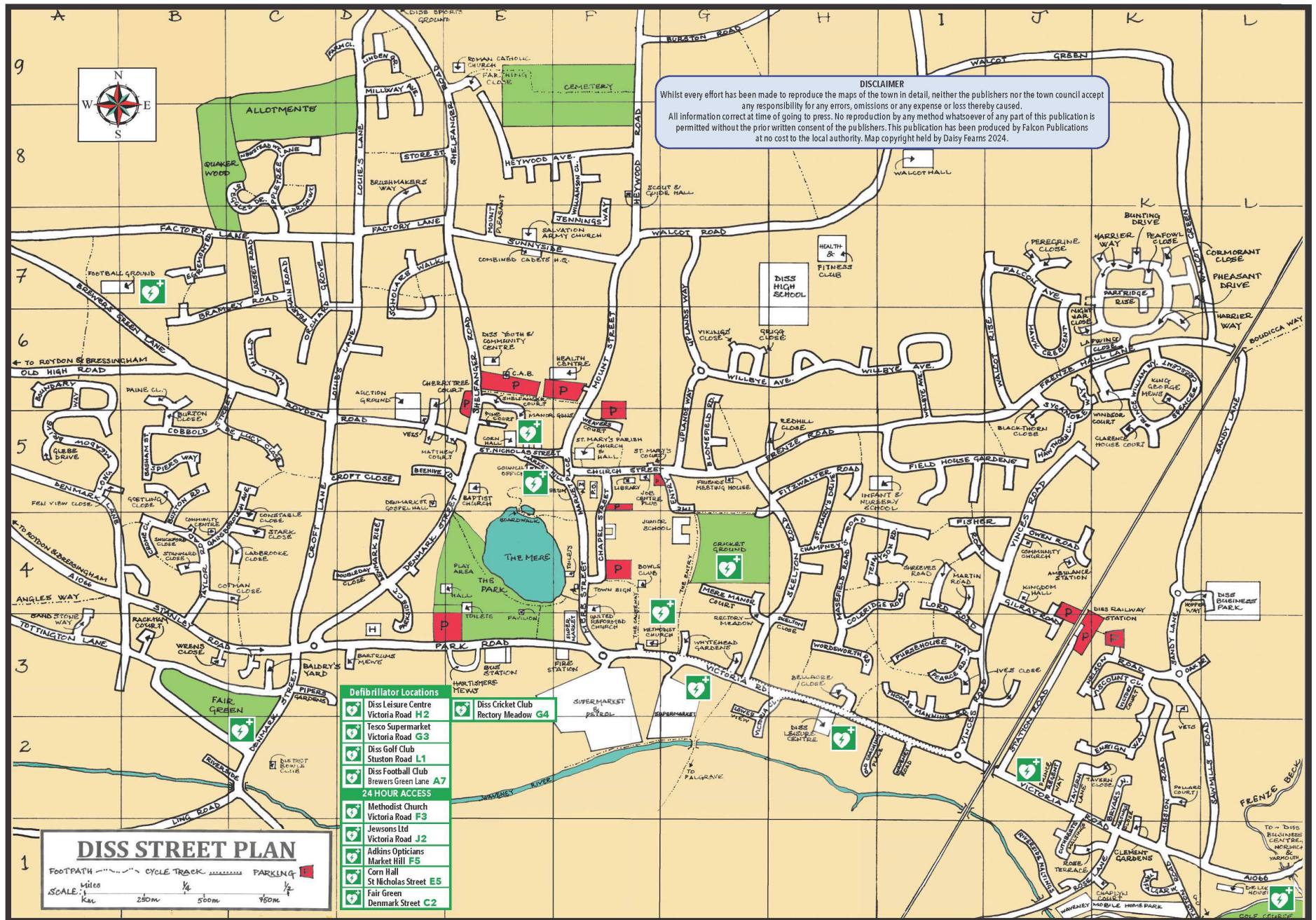
Out of Hours:

[REDACTED]

Ensure that the call taker has your name and appropriate contact details.
Please ensure that you get the call to contact the NCC Emergency Duty Officer immediately.

NOTE: In a widespread incident the South Norfolk Council Emergency Planning Officer is a single point of contact and may be supporting the wider district response across the County and may not be able to respond immediately.

Map of Diss



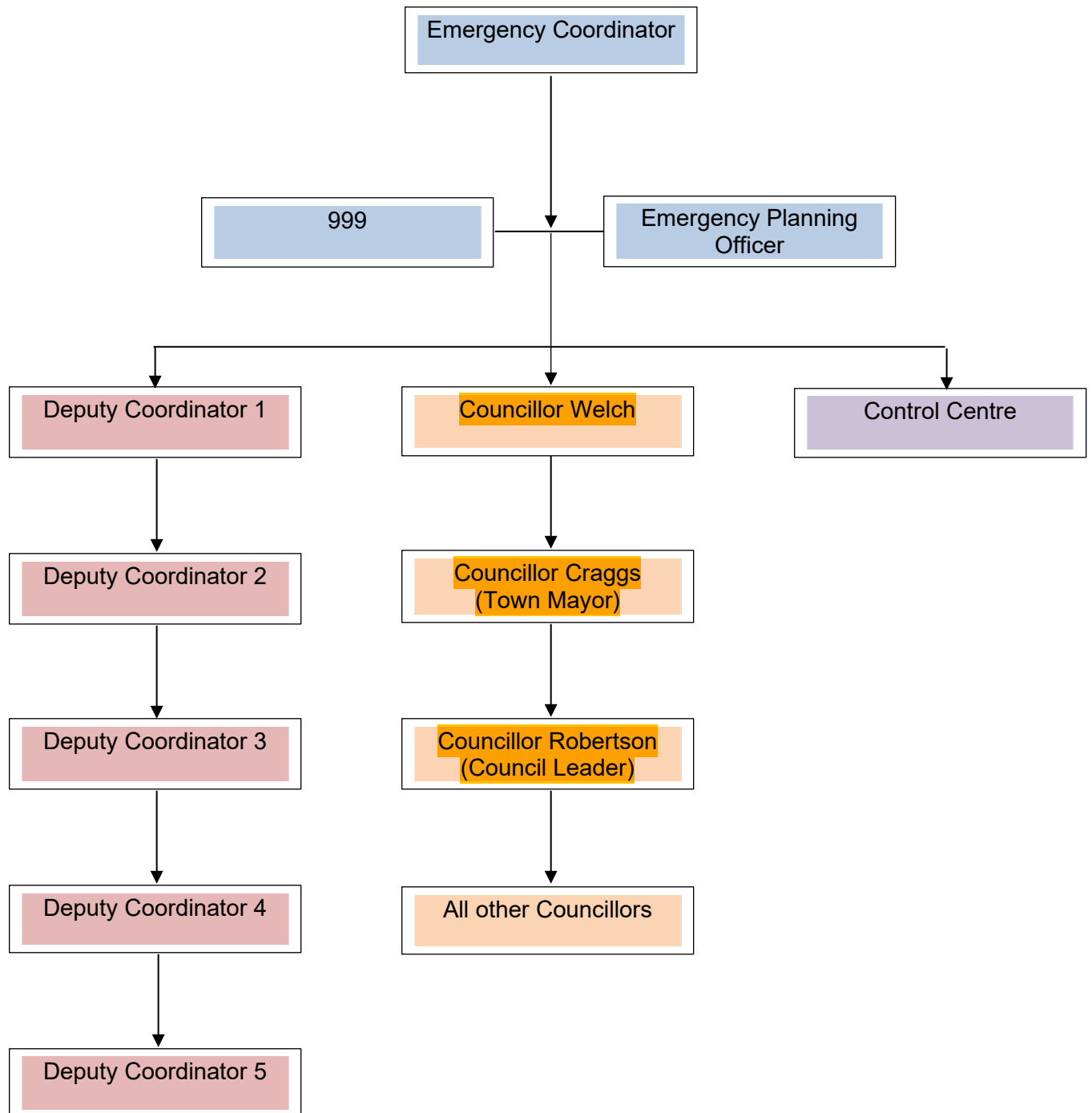
Councillors and Staff Contact Details

Information redacted in public version – full details held with Town Council

Town Councillors' Contact Details				
Browne, Sonia				councillorbrowne@diss.gov.uk
Collins, Doreen				councillorcollins@diss.gov.uk
Craggs, Declan				councillorcraggs@diss.gov.uk
Dente, Catherine				councillordente@diss.gov.uk
Goulder, Annie				councillorgoulder@diss.gov.uk
Kiddie, Sue				councillorkiddie@diss.gov.uk
Kitchen, Robert				councillorkitchen@diss.gov.uk
Murphy, Kieran				councillormurphy@diss.gov.uk
Peaty, Richard				councillorpeaty@diss.gov.uk
Robertson, John				councillorrobertson@diss.gov.uk
Sinfield, Liz				councillorsinfield@diss.gov.uk
Welch, Jim				councillorwelch@diss.gov.uk

District Councillors for Diss Contact Details				
Kiddie, Keith				keith.kiddie@southnorfolkandbroadland.gov.uk keith.kiddie.cllr@norfolk.gov.uk
Minshull, Graham				graham.minshull@southnorfolkandbroadland.gov.uk
Murphy, Kieran				kieran.murphy@southnorfolkandbroadland.gov.uk

Staff Contact Details			
Villafuerte-Richards, Sarah	Town Clerk	11-12 Market Hill, Diss, IP22 4JZ	sarah.richards@diss.gov.uk
Ludkin, Robert	Facilities & Buildings Manager	11-12 Market Hill, Diss, IP22 4JZ	robert.ludkin@diss.gov.uk

Activation Call Tree for Coordinators

Community Emergency Contact Numbers

Information redacted in public version – full details held with Town Council

Name	Role	Daytime Contact Number	24-Hour Contact Number
Emergency Services	Police / Ambulance / Fire Service	999	
Local GP Surgeries	Parish Fields	01379 642023	111
	The Lawns	01379 642021	
Environment Agency	Floodline	0845 988 1188	0800 807 060
	Incident hotline	0800 807 060	
Anglian Water	Local water authority	08457 145 145	
Norfolk Police	Non-emergency	101	
Norfolk Fire and Rescue	Non-emergency	0300 123 1669	
East Anglian Ambulance NHS Trust	Medical	01638 561616 0345 601 3733	
UKPN	Supply interruption	0800 316 3105	
	Substation issues	0800 587 3243	
National Grid	Reporting hazards on or near overhead electricity lines	0800 404 090	
Highways England	Roads	0300 123 5000	
Norfolk County Council / Highways	Roads	0344 800 8020	
Norfolk County Council	Emergency social care	0344 800 8020	
South Norfolk District Council		01508 533701	
NCC Emergency Duty Officer			

Incident Specific Contact Numbers

Sample Agenda for Initial Meeting of the Town Emergency Group

Example Town Emergency Group Meeting Agenda

Date:

Time:

Location:

Attendees:

1. What is the current situation?

You might want to consider the following:

Location of the emergency. Is it near a:

- School?
- Vulnerable area?
- Main access route?

Type of emergency:

- Is there a threat to life?
- Has electricity, gas or water been affected?

Are there any vulnerable people involved?

- Elderly?
- Disabled?
- Families with children?
- Non-English-speaking people?

What resources do we need?

- Food?
- Off-road vehicles?
- Blankets?
- Shelter?

2. Establishing Contact with the Emergency Planning Officer

3. Establishing Contact with the Emergency Services

4. How Can We Support the Emergency Services?

5. What Actions Can Safely Be Taken?

6. Who Is Going to Take the Lead for the Agreed Actions?

7. Any Other Issues?

Incident Log**Nature of Incident:****Name:****Date:****Sheet No.**

No.	Time	Name	Information	Done

Emergency Boxes - Contents and Location

Two Emergency Boxes, with a foldable hand truck are held at the Diss Town Council office in the archive room. (Access can be gained via the Town Clerk or Facilities & Buildings Manager). Contents are as follows:

Box 1:

- Document box:
 - Copy of Town Emergency Plan
 - 6 x A4 map of Diss
 - Copy of Electoral Register – held in Diss Town Council admin office fireproof safe
 - 14 x Welcome to Rest Centre Important Information Document and translations
- 3 x A3 map of Diss
- Accident report book
- 1 x Hole punch
- 1 x Stapler, including staples
- 6 x A4 Notebooks
- 1 x Pack of 100 punched pockets
- 6 x A5 envelopes
- 16 x Sheet of 16 sticky labels
- 500 x cloakroom tickets
- Stationary box: 4 x ballpoint pens, 1 x fine line pen, 2 x marker pens, 3 x highlighters, 3 x pencils, 3 x whiteboard markers, 1 x pack of 12 crayons, 1 x pack of road marker crayons, 1 x whiteboard eraser, 1 x pencil eraser, 1 x pencil sharpener, 1 x adhesive tack, 1 x adhesive tape, 2 x sticky notes, 1 x box of drawing pins, 1 x ruler, 1 x correction fluid, 1 x glue stick, 1 x bag of elastic bands, 1 x bag of paper clips, 1 x scissors.

Box 2:

- 2 x Torches
- 20 x Size C batteries for torches
- 2 x Wind up radio, including clock and torch
- Solar charger power bank
- 5 x High visibility vest: labelled – 1 x Rest Centre Manager, 1 x Assistant Manager, 2 x Rest Centre Assistant & 1 x Blank. 30 – 40 additional high visibility jackets are stored in the Events Container on the Park
- 3 x Black & yellow adhesive marking tape
- 4 x Red & white barrier tape
- First aid kit
- Box of disposable gloves
- 2 x Hand sanitiser
- 40 x Tealight candles
- 4 x Packs of waterproof matches
- 5 x Box of matches
- 1 x 4m extension reel

Larger items stored in Diss Town Council office archive room:

- 4 x Walkie talkies
- 6 x Camp beds
- 4 x Blankets
- 4 x Disposable pillows
- 2 x Ambulance pack

Local Skills and Resources

Information redacted in public version – full details held with Town Council

Name	Service	Contact
[REDACTED]	Travis Perkins	01379 687218 Out of Hours: [REDACTED]
[REDACTED]	Roydon Farmer (Tractor & Trailers)	[REDACTED]
[REDACTED]	Handyman/Builder	[REDACTED]
[REDACTED]	Land Rover owner	[REDACTED]
[REDACTED]	Electrician	[REDACTED]
Air Training Corps Army Cadets	Ministry of Defence volunteer youth organisations	[REDACTED] 01379 641247
Boots Well Hado	Chemist	01379 642436 01379 642053 01379 644001
Larter & Ford Little Movers	Hardware store Camping / outdoor supplies	01379 642720 01379 644070
Tesco Morrisons Aldi	Supermarket	N/A

Volunteer Driving

Until an Emergency Group is activated volunteers operate under their own or the Town Council's liability insurance. If an Emergency Group is activated on behalf of the Local Authority, the following guidance about insurance cover should be communicated to all the volunteers within the Emergency Group.

From: [Name of Local Authority Officer requesting activation]

To:

Date:

Time Of Request:

Please confirm receipt by telephoning (Local Authority) ECC on: [telephone number]

Do Not Put Your Life or the Lives of Others in Danger

If there is **ANY threat to life**, dial **999** and alert the emergency services (Police, Fire, or Ambulance). If there is no perceived threat to life, but you have information that may help the emergency services, please **dial 101**.

The Town Emergency Group has been activated on behalf of XXX (Local Authority) because of a Major Incident /local incident at [location] on [date].

The Town Emergency Group is now covered by XXX (Local Authority) liability insurance providing that the following conditions are met:

The Local Authority has requested that you activate the Town Emergency Group and your plan, including setting up your village hall as an Evacuation Centre [amend as necessary¹].

The TEG group operates under the direction of the Local Authority (can be remotely) and the Local Authority requires regular updates on the situation.

A record of the activities undertaken and the volunteers used will be maintained by the TEG. The action or activity is either contained in your plan or is approved by the Local Authority.

Definition of an emergency

An emergency / major incident is any event or circumstance (happening with or without warning) that causes or threatens death or injury, disruption to the community, or damage to property or to the environment on such a scale that the effect cannot be dealt with by the emergency services, local authorities and other organisations as part of their normal day to day activities.

Possible Emergencies and corresponding risk assessment and management include:

Type of Emergency	Potential Risks	Actions
Significant disruption to mains power services. (Gas or Electricity Failure) Failure of whole or part of GB's National transmission network. Damage to pipeline.	Residents with no access to power for a prolonged period. Residents reliant on electricity or gas for heating and cooking will require support. Cold is a threat to vulnerable people. Knock on effect may hamper communication systems.	Ensure all residents are given help to prepare themselves in advance (look at care homes/speak to SNC for list of vulnerable persons). If necessary, contact emergency services. Call Emergency coordinator and initiate Town Emergency Plan.
Significant disruption to communications infrastructure. Adverse weather conditions. (Heavy snow/storm, icy conditions and/or road closures)	Phones and/or broadband lost. Mobile phone reception very poor so few forms of communication available Power outages knock on effect to telephones. Difficult to contact emergency services.	If necessary, contact emergency services. Call Emergency coordinator and initiate Town Emergency Group.
Significant disruption to transport infrastructure Adverse weather conditions (Heavy snow/storm, icy conditions and/or road closures).	Roads impassable due to snow/fallen trees etc. Access to Town limited. Residents unable to access emergency and other services, e.g. carers, doctors, hospitals, pharmacies. Resident run out of food and other necessities. Injuries due to weather conditions. Non-residents/trapped or stranded in the Town.	Ensure all residents are given emergency telephone numbers and advice to help them prepare for adverse weather conditions. Ensure all gritting bins are full. Give residents lists of items to carry in their cars in case of adverse weather whilst out driving. (Pass through social media etc). If necessary, contact emergency services. Call Emergency coordinator and initiate Town Emergency Group.

Continued next page.

Flooding and Adverse Weather Of Homes and/or roads etc	Homes Flooded Rescue services may be required. Need to secure place of refuge. Need to support other services. Knock-on effect of disruption to the power supply, communication, or transport infrastructure,	Ensure all residents are given emergency telephone numbers and advice to help them prepare for adverse weather conditions. Ensure all gritting bins are full. Give residents lists of items to carry in their cars in case of adverse weather whilst out driving. (Pass through social media etc). If necessary, contact emergency services. Call Emergency coordinator and initiate Town Emergency
Accidents or Incidents in Travel Network	Emergency arising from incidents e.g. Train collision or crash, bridge failure on Victoria Road (A1066) Support of emergency services dealing with incident.	Alert Emergency Services Call Emergency coordinator and initiate Town Emergency Group. Support emergency services e.g., refreshments/shelter. Facilitate or help find refuge and/or evacuation.
Loss or contamination of water supply	Residents have no drinking or washing water. Contaminated water being used. Toilets cannot be used.	Alert Emergency Services Call Emergency coordinator and initiate Town Emergency Group. Anglian Water would provide bottled water or water bowsers. Help with distribution Provide access to sites to store clean water.
Miscellaneous emergencies Fire incl. drought, pollution. Infectious diseases (humans and animals/Covid/legionella/SARS) Food Chain contamination Disrupted fuel supply	Fire damage/hazard Danger to Health. Infection control	Alert Emergency Services Call Emergency coordinator and initiate Town Emergency Group. Support emergency services e.g., refreshments/shelter. Facilitate or help find refuge and/or evacuation.

Care Homes and Contact Numbers

Care Home	Address	Manager	Telephone
De Lucy House Care Home	40 Victoria Road, Diss, IP22 4HZ	Lucy Tubby	01379 777228
Weavers Court Norse Assisted Housing	Mount Street, Diss, IP22 4QH	Kirsty Forster	01379 643496
Walcot Hall Care Home	Walcot Green, Diss, IP22 5SR	Connie Hughes	01379 641030
The Croft (Priory) – Residential Support	17 Croft Lane, Diss, IP22 4NA	Luke Griffin	01379 651666
Heywood Grange Care Home	Burston Road, Diss, IP22 5SX	Suzanne Van Der Lek	01379 652265
Peverels Retirement Sheltered Housing	St Marys Court, Chapel Street, Diss, IP22 4DR	FirstPort Management	0333 321 4041
Thomas Manning Road (Saffron Assisted)	Thomas Manning Road, Diss, IP22 4HL	No Officer	01508 532000
Churchill Retirement Living	Park Road, Diss, IP22 4AS	No Officer	01379 424001
Parkside Court Retirement Housing	Denmark Street, Diss, IP22 4NJ	FirstPort Management	0333 321 4041
St. Mary's Court Retirement Housing	Church Street, Diss, IP22 4DR	FirstPort Management	0333 321 4041

Data Protection

The contents of this plan are subject to Data Protection Legislation. 'Data Protection Legislation' means the Data Protection Act 1998 as long as it is in force and thereafter the General Data Protection Regulation (EC) 2016/679 and any national implementing laws.

Please ensure that only people on the distribution list hold a copy of the Diss Town Emergency Plan and that the personal information it contains, is only used in an emergency for the purpose in which it was collected. Please ensure that this document is securely stored and safely disposed of in line with Retention Guidelines as required under Data Protection Legislation.



DISS TOWN COUNCIL

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Telephone & Fax: (01379) 643848
Email: towncouncil@diss.gov.uk
Website: www.diss.gov.uk

Report Number:
25 / 2425

Report to:	Full Council
Date of Meeting:	17 th September 2025
Authorship:	Town Clerk
Subject:	Council Sites / Premises

Introduction

1. Given the various discussions that have taken place over the last year on key Council assets, namely the DYCC site, Sports Ground and Council Offices – all interlinked - the Chairs, Town Mayor, Council Leader and I thought it would be helpful to summarise the current situation.
2. There are no recommendations in this report, and members are encouraged to engage in an open discussion to inform future planning for these three key sites and the Council's strategic plan.

John Grose site

3. The DYCC Action Group met with the District Council's Officer last week, and the planning application for the John Grose site has been submitted. They are expecting pre-application feedback in October, and later that month, their Cabinet will consider whether to delegate the decision to sign off on the contracts.
4. As previously advised, the plans include a 100m² community & leisure area, which will be hired out to community groups.
5. The building works are expected to start in April with completion in the summer of 2027.
6. The Local Government Review (LGR) will not impact this project, and it will go ahead.

Council Offices

7. The windows and door at the rear of the Council Offices have been refurbished and are looking fantastic.
8. We await a quote for repairs to the rest of the building and a cost to paint the exterior, which will certainly ensure a positive first impression.
9. We have previously had a plan drawn up to redesign the interior of the building. In short, swapping the offices with the ceremony room to minimise the fire risk of getting larger numbers of people out of the building.
10. A reconfiguration would enhance the office environment, improve energy efficiency and therefore reduce costs, but at considerable capital cost.

11. It is unlikely, however, that energy efficiency solutions such as air source heating and/or solar panels could be used to maximise efficiency gains due to the heritage and positioning of the building.
12. Although it would be possible to create a space to accommodate the outdoor team, in practical terms, it would probably not be used as there is insufficient space for storage, vehicles and equipment, which would mean travelling from one site to another.
13. There is minimal parking provision, also used by Norfolk County Council and TW Gaze, and access via the narrow entrance way is tight.

DYCC

14. The maintenance team is based at the DYCC site, accessing the building for toilets and restrooms and their workshop/storage facilities.
15. The site also accommodates all site bin waste and vehicle storage.
16. The Diss Litterpicking Group stores its equipment at this site and meets at this site once a month. The community larder accesses the reception area two days a week.
17. Park Radio is due to leave the building at the end of October, moving into the Corn Hall. Their mast will remain in situ at least medium term.
18. The business rates paid will be unaffected by Park Radio's departure as the whole site has to be empty (i.e. no staff or storage requirement) to benefit from any exemption.

Sports Ground

19. The junior athletics club has disbanded, and they have been busy clearing their equipment from the Sports Ground, including their hammer cage and the contents of their sheds.
20. The Facilities & Buildings Manager has investigated the condition of the sheds, and they have little potential. A local company might be prepared to remove the sheds (making use of some of the panels & the roof of the larger shed appears to be in good condition) either for free or low cost.
21. Many of the floodlights surrounding the athletics facility no longer work. The lights (heads & columns) have been discontinued, are inefficient and would need to be replaced with more energy-efficient lighting should the site be developed. Funds were set aside in this year's budget to cover the cost of decommission.
22. Longer-term, we should consider removing the athletics track and sandpit as part of any potential future development.
23. The Diss area and indeed the Diss Sports Ground specifically has been identified, by relevant stakeholders and funders, as a potential priority location for a new 3G pitch facility and potentially for grass pitch improvements. This should mean that the Football Foundation would welcome development proposals and potentially a funding application in relation to the site¹.

¹ Taken from FMG Consulting Ltd Feasibility Study report (March 2025)

Skate Park

24. The Budget Action Group has determined that the Council has available Earmarked Reserves funds to carry out the proposed refurbishment to the Skate Park (just under £30k).
25. No further comparative quotes have been received despite regular chasing. There are only two other companies that appear to undertake such works on the type of Skate Park we have. The other suppliers specialise in concrete facilities.
26. The Skate Park user group is investigating external funding opportunities.
27. It is proposed that a final report and recommendation(s) on the Skate Park be considered at the October Full Council meeting.

Key Considerations

1. What does the future look like for these three key sites?
2. Where should the staff team be based?
3. Should we keep both the DYCC & Council Offices sites?
4. If we only retain one, which one should we sell, and which one do we refurbish / replace?
5. How sustainable will the building / site be?
6. How much will it cost? Is it affordable? What grants are available?
7. Is the solution flexible to meet future requirements?
8. Who do we need to involve in the decision-making process?

Clerk's report – Full Council 17th September 2025

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

Staffing

1. All staff appraisals have been scheduled during August and September. Feedback has been mixed on the new forms, so likely to be some recommended changes. I have enjoyed discussing their ideas for better ways of working and thoughts around future aspirations.
2. Training opportunities have been identified for relevant staff, including Managing Grant Applications and Source Funding, Transfer of Assets, Getting People Engaged with your Social Media Content, Creating a Strategic Vision and Project Management.
3. Hales recruitment agency is looking for a temporary member of staff to cover for a member of the outdoor team on long-term sickness. We have cover in place until the end of September.
4. Our new Office Administrator starts on 1st October.
5. We will try to minimise the impact of these changes as best we can.
6. We have a whole staffing team day planned for painting the boardwalk in early October. The office will close that Thursday. It's a big job that needs to be undertaken before the wet weather sets in.

Events

7. We had lovely feedback from the VJ Day 80 commemoration on 15th August. Thank you to all who took part and supported this event.

"Diss can be extremely proud of 'your team' and last night was a fitting finale to the 3 memorable WW2 80th anniversaries held over the past year. I don't think any small regional town could have done better to honour those who have gone before us and their sacrifices. Our DL Philippa was hugely impressed (again) and said how much she enjoyed being a part of the evening. Thanks again Sarah, to you and the team."

A G KNOWLES

Group Captain RAF

"I thought you arranged the evening very well and want to congratulate you and your team. We learnt a lot and remembered the important people who gave so much for our country. Thank you."

Gabrielle

Churches Together

8. Met with cllrs Collins & Sinfield and a volunteer thank you event is being planned for February 2026.
9. The first meeting of the Remembrance committee took place this week. Event takes place on **Sunday 9th November** (all cllrs expected to attend). Same format as last year with the ceremony on the Market Place but parade route will be extended. Forming up will take place at the Methodist Church instead of Mere's Mouth and the youth organisations will continue to parade up Market Hill and back down St Nicholas St, which will help with the flow of the parade into positions on the Market Place.
10. The first meeting of the Christmas Lights Switch-on committee is scheduled for 25th September.

Stakeholder engagement

9. Continuing to work with the Heritage Trust on improving the appearance of the shop fronts by contacting premises owners. There have been some positive steps towards improving Mere St with the opening of the Nisa, charity shop, digital phone company and CADAT move.
10. Government funding is available to bring about community benefits from energy infrastructure projects, such as the Norwich to Tilbury pylon route. I will be circulating an email to potential interested parties to see if Diss and the wider area can benefit.

Other

15. We now have two applications for the councillor vacancies (one dropped out) so we are continuing to publicise the vacancies to encourage as much interest as possible. It would be helpful if councillors can speak to potential candidates about the role. We plan to have co-option on the October agenda.
16. The recent before-and-after social media posts have increased our engagement and demonstrate the work of the Council. Our Marketing & Communications Administrator will be looking at video shorts / reels next. We'd like to encourage members to take photos and send them in when they are out and about undertaking Council activity, so we can continue to share what we do.
17. I'm meeting again with the Data Protection contractor appointed to review actions required to ensure our processes conform to the GDPR tomorrow.
18. A meeting is scheduled tomorrow with the Health & Wellbeing Partnership Lead at the District Council to consider available funding for Age Friendly communities, an initiative endorsed by the District.

19. Following a recommendation from Harleston's Town Council Clerk, I've asked our RFO to review the benefits of Scribe accounting software versus our existing Rialtus system.

Town Mayor's report – September FC

Since our last Full Council meeting, I've been privileged to have attended several events:

- - 15th August – VJ Day

I was honoured to take part in the VJ Day service and to do a reading. It was a moving occasion and an important reminder of the sacrifices made.

- - 6th September – De Lucy House 10-year celebration

I joined residents, staff and families at De Lucy House to mark their 10th anniversary. It was a pleasure to hand out awards and celebrate the care and dedication shown by the team.

- - 9th September – Norfolk Scouts AGM

I attended the Norfolk Scouts Annual General Meeting. It was great to hear about the work they are doing across the county, supporting young people to gain skills, confidence and lifelong friendships.

- - 11th September – Opening Doors

I was invited to speak with adults with learning disabilities about my role as Mayor. We had some really thoughtful conversations, and it was inspiring to hear their perspectives and questions.

Upcoming events

- - Civic Service at the Corn Hall
- - Handing out certificates at the library for the Summer Reading Challenge

Other updates

I continue to share some of what I've been doing on Facebook, and it's been a good way of keeping the community informed and engaged. I look forward to building on this in the months ahead.

Committee	Minute Ref	Subject	Action	Assigned to	Timescale	Comments or further action
Full Council	FC0923/19	VISIT DISS WEBSITE	To appoint Red Dune Ltd to develop a Visit Diss website as per quotation received with expenditure of £1,500 allocated to General Reserves / Bank Interest and with ongoing annual costs of £390 to be budgeted separately from 2024-25 under Promotion (power – encourage tourism to the council's area / statutory provision LGA 1972, s.144 / General Power of Competence.	Clerk	immediately	Executive members approved the transition from WordPress to Wix for the Visit Diss website, with associated costs of £200 set-up and £100 annual hosting. We hope to have the website launching before Christmas.
	FC0724/15	DISS CORN HALL	to ask that Diss Town Council be involved in more detailed discussions regarding the Corn Hall following feedback from Trustees and to inform future planning requirements.	Clerk	28.02.25	Cllr Peaty attending the next Trustee meeting in September.
	FC1224/09	Madgett's Walk	To approve that the Madgett's Walk sleeper beds are Heras fenced off within the John Grose development site early 2025 with access for maintenance when required and leaving the footpath open for access.	Clerk	Immediately	A proposal to incorporate the Madgett's Walk sleeper beds within the JG site development was shared with the DYCC Action Group at the September meeting for further discussion.
	FC0225/08	Banking	1. Keep the Nationwide savings account as it is, as it attracts favourable interest for minimal work. 2. Keep the Lloyds account, so we can continue to utilise their longer-term savings for Earmarked Reserves funds. 3. Open a Unity Trust account, with a current and savings account, with councillors Craggs, Kitchen, Peaty, Robertson, Sinfield & Taylor as signatories. 4. Close the Barclays accounts.	Finance Officer	31.03.25	Completed.
	FC0225/10	IT Support	3. To add Last Pass and Microsoft 365 Premium licenses to the Council's IT contract from April 2025 and September 2025 respectively.	Clerk	Immediately	Completed
	FC0225/12	Staff Performance Management Review	To adopt the new staff appraisal scheme with associated forms and policy with a review by 31st March 2026.	Clerk	Aug/Sept 2025 March 2026	Update on Clerk's report (item 10).
	FC0325/14	Rectory Meadow	1. To approve the quote from Clarke Fencing Ltd of up to £7,475 from Earmarked Reserves Community Infrastructure Levy funds to install new fencing and two gates as per the proposed positioning at Rectory Meadow subject to further discussions with Diss Cricket Club. 2. That Diss Town Council assumes responsibility for the green infrastructure on the path side of the fence at Rectory Meadow. 3. That the lease between Diss Town Council and Diss Cricket Club is reviewed to reflect any changes. 4. To approve the proposed planting scheme for installation in Autumn 2025.	Clerk / FBM	30.04.25 31.10.25	Hoping planting scheme will prevent continued vandalism.
	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.	Finance Officer / Clerk	30.08.26	
	FC0625/04	Public Participation	KK will liaise with the Clerk regarding the 'Love your Market Town' grants.	KK	Immediately	The submission from the Museum Manager was not submitted due to lack of interest in the event. Two bids were submitted - one for an ice-rink on Mere's Mouth late November and the other for funds to install window coverings in empty shops. Outcomes awaited.
	FC0625/13	Corn Hall	to approve funding of £505 towards the cost of remedial investigative work to the specialist lighting in the main hall at the Corn Hall.	Finance Officer	Immediately	Met with Operations Manager last week. Cost of replacing drivers to specialist lighting circa £8k with 5 year warranty.
	EFC0725/08	Skate Park	to liaise with the Skate Park user group to validate the work of suppliers, seek additional quotes and consider forming a constituted group to investigate funding opportunities.	Clerk / FBM	31.08.25	Update on agenda. To be considered at October meeting.
	FC0725/04	Public Participation	District councillor Minshull promoted the Mindful Towns & Villages initiative, where free mental health training is being offered at Roydon village hall on 23rd October. He will forward details to Clerk for forwarding to members.	GM / Clerk		
	FC0725/07	CPRE Norfolk Anti Mega Solar Alliance	that Diss Town Council joins the CPRE Norfolk Anti Mega Solar Alliance.	Clerk	Immediately	Completed
	FC0725/08	Diss Youth & Community Centre	Members received a project update from the DYCC Action Group. We are continuing to have regular meetings with the District Council's Officer to understand the facility provision and layout of the John Grose site, with a decision on the final configuration expected in September. The group will reconvene to take stock of where we are, review options and how they fit into a wider strategic template and a plan of action for member consideration.	DYCC AG	17.09.25	Update on agenda.
	FC0725/09	Clerk & Town Mayor Reports	It was noted that the local small charities could be invited to the planned volunteer thank you event.	DC / Clerk	31.12.25	Update in Clerk's report item 10
	FC0725/13	Staffing Review	1.That the start date of the Projects & Grants Officer would be agreed by the Clerk and Chair of the Executive committee. 2.To fill the Office Administrator vacancy. 3.To appoint the Finance Officer as the Council's Responsible Finance Officer on SCP 24 (range 24-28) on 30 hours per week from 1st September 2025. 4.To back pay the Finance Officer at SCP18 from August 2024 and the Clerk at SCP40 from November 2024 for covering the additional responsibilities following the departure of the RFO & Deputy Clerk, and to exclude the time the Locum RFO was in post. 5.To approve the incremental contractual increases for 8/11 staff members & make arrangements for the government staff pay increases back paid to April 2025, which includes: a)Increasing the Office Administrator - Cemetery Lead's SCP range from 7-12 to 13-17. b)Increasing the Marketing & Communications Administrator's SCP range from 7-12 to 13-17 once the top of the scale has been reached. c)Increasing the Clerk's SCP range from 37-41 to 40-42 as per the Associate's recommendation.	Clerk / RP / FO	30.09.25	Completed or in progress.