



TOWN CLERK
Mrs S Villafuerte-Richards, CILCA

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

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

Date: 14 March 2024

ALL MEMBERS OF DISS TOWN COUNCIL

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 20th March 2024** 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 Dispensations**
To note any declarations of members' pecuniary and/or non-pecuniary/other interests pertaining to items on the following agenda, to note any dispensations granted in respect of business to be discussed and to consider any requests for dispensations.
3. **Minutes**
To confirm as a true record, the minutes of the meetings of Full Council on 10th January and 21st February 2024 (copies herewith).
4. **Public Participation**
To consider a resolution under Standing Orders 3d to 3h to suspend the meeting to hear comments from members of the public on items to be discussed on the agenda (*members of the public are entitled to speak for a maximum of three minutes*).
5. **Items of URGENT business**
To discuss any item(s) of business which the Town Mayor or Town Clerk has previously been informed at least 24 hours before the meeting and decides should be considered as a matter of urgency (*councillors are reminded that no resolutions can be made under this agenda item*).
6. **Co-Option**
To consider two applications for co-option to Diss Town Council (copy details herewith).
7. **Finance**
 - a) To note bank outgoings for January & February 2024 (copies herewith).
 - b) To note Income & Expenditure report for January & February 2024 (copies herewith).
 - c) To note Earmarked Reserves for January & February 2024 (copies herewith).
 - d) To note the reconciliations of income and expenditure with the Council's bank account statements for September 2023 – January 2024 (copies herewith).
8. **Internal Controls**
To consider recommendations from the Executive committee regarding the review of internal controls (report reference 58/2324 refers).

- 9. Emergency & Resilience Plan**
To review the updated emergency plan and consider adopting resilience procedures (copy herewith).
- 10. Norwich Western Link**
To receive an update regarding the Norwich Western Link project and correspondence thereon (copies herewith).
- 11. Post Office**
To consider an alternative location of 35e Mere Street (formerly Octagon Craft Gallery & Coffee Lounge) for the Post Office proposed move following consultation feedback (copy herewith).
- 12. Progress Report**
To note progress on decisions made at the last meeting of Council (copy herewith).
- 13. Date of Next Meeting**
To note that the next meeting of Full Council is scheduled for Wednesday 10th April 2024 at 7.15pm.
- 14. Public Bodies (Admissions to Meetings)**
To consider a resolution under the Public Bodies (Admissions to Meetings) Act 1960 and Standing Orders 3d to exclude members of the public and press in order to discuss the following items which are properly considered to be of a confidential nature.
- 15. John Grose site**
To receive *confidential* information from South Norfolk District Council on the plans for redevelopment of the John Grose site.
- 16. Diss Youth & Community Centre**
To consider recommendations (*confidential* report reference 58/2324 herewith) regarding the future of the DYCC.
- 17. Honoured Citizen Awards**
To consider nominations received for the Honoured & Junior Good Citizen awards (*confidential* copy details herewith).

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 10th January 2024** at **7.25pm.**

Present: Councillors: D. Collins, M. Gingell, S. Kiddie, A. Kitchen, K. Murphy (Chair), S. Olander, R. Peaty, L. Sinfield, E. Taylor & J. Welch.

In attendance: Sarah Villafuerte-Richards (Town Clerk/Chief Executive Officer)
3 members of the public

FC0124/01 **APOLOGIES**

Apologies were received and accepted from councillors Browne (heating issues) & Robertson (ill health).

FC0124/02 **DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS**

There were none.

FC0124/03 **MINUTES**

Members confirmed the minutes of the Full Council meetings on 20th December 2023. It was

RESOLVED: To approve the minutes of the meetings of Full Council held on 20th December 2023 as a true record to be signed by the Town Mayor.

(Action: Town Clerk; immediately)

FC0124/04 **PUBLIC PARTICIPATION**

There were 3 members of the public present. It was noted that County / District Councillor Kiddie & District Councillor Minshull were at another engagement prior to the meeting and would endeavour to attend this meeting. A member of the public asked about Park Radio's presence in the Diss Youth & Community Centre given the RAAC concrete. It was confirmed that this area along with the reception area and toilets is safe for use given there is no concrete above these areas. Costs are awaited for stabilising the building and a new roof prior to considering other options.

FC0124/05 **ITEMS OF URGENT BUSINESS**

There were no items of urgent business.

FC0124/06 **FINANCE**

a) Members noted bank outgoings for December 2023. The replacement of bottled water with a filter tap to save costs was raised again. It was noted that the Facilities & Buildings Manager only returned to work after Christmas and that it would be brought to his attention following the meeting.

b) Members noted the Income & Expenditure report for December 2023.

c) Members noted Earmarked Reserves for December 2023.

FC0124/07 **BUDGET**

Members considered the Council's budget and precept request for the 2024-25 financial year. It was

RESOLVED: To approve the precept demand to South Norfolk Council of £668,148 or £235.76 for each Band D householder for financial years 2024/25.

(Action: RFO; immediately)

FC0124/08 **SCHEDULE OF MEETINGS**

Members considered the draft Schedule of Meetings for the Mayoral Year 2024-25. There was discussion around increasing the number of Full Council meetings from 9 & replacing the Tuesday 2025 dates with Wednesdays. It was

RESOLVED: To approve the draft Schedule of Meetings for the Mayoral Year 2024-25 to include February and October meetings and a six week gap between the July and September meeting dates.

(Action: Town Clerk; immediately)

FC0124/09 **PROGRESS REPORT**

Members noted progress on decisions made at the last meeting of Council. Former councillor George Waterman is keen to be involved in the planting of six additional trees and it was noted that this task had been allocated to the Green Corridors Action Group of which he is a member.

FC0124/10 **DATE OF NEXT MEETING**

Members noted that the next meeting of Full Council is scheduled for a date in February 2024 to be determined at 7.15pm.

FC0124/11 **PUBLIC BODIES (ADMISSIONS TO MEETINGS)**

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

FC0124/12 **PAYROLL**

Members considered recommendations regarding outsourcing payroll (report reference 49/2324 referred). It was

RESOLVED:

1. To outsource payroll to NALC by 01/02/2024.
2. To cancel SAGE software subscription which is due to renew on 01/02/2024.

(Action: RFO; by 01.02.24)

Meeting Closed: 7.45pm.

Councillor Murphy
TOWN MAYOR

DISS TOWN COUNCIL
MINUTES
DRAFT

Minutes of the extraordinary meeting of the **Town Council** held in the **Council Chamber** at **Diss Corn Hall** on **Wednesday 21st February 2024** at **7.15 pm.**

Present: Councillors: M. Gingell, S. Kiddie, A. Kitchen, R. Peaty, J. Robertson, L. Sinfield, E. Taylor & D. Collins. & D. Collins

In attendance: Sonya French (Chief Operations Officer/Deputy Town Clerk/Acting RFO)

FC0224/01 APOLOGIES

Apologies were received and accepted from Cllr Welch, Murphy, Browne, and Olander.

FC0224/02 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

There were none.

FC0224/03 MINUTES

Members noted that the minutes of the Full Council meeting on 10th January 2024 will be approved at the Full Council meeting on 13th March 2024.

FC0224/04 PUBLIC PARTICIPATION

There were no members of the public present.

FC0224/05 ITEMS OF URGENT BUSINESS

There were no items of urgent business.

FC0224/06 DATE OF NEXT MEETING

Members noted that the next meeting of Full Council is scheduled for Wednesday 13th March 2024 at 7.15pm.

FC0224/07 PUBLIC BODIES (ADMISSIONS TO MEETINGS)

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

FC0224/08 CEMETERY BUNGALOW

Members considered the approval and execution of the Cemetery bungalow sale contract and sealing of the contract of sale documents for the Cemetery bungalow, Heywood Road, Diss, as per Standing Order 23a. It was

RESOLVED: To approve the signing, execution and sealing of the contract of sale documents for Cemetery bungalow with the signed contract, TP1 and TR1 forms which Councillors would like returned to the solicitor with immediate effect.

(Action: SF to deliver to Jackamans;, immediately)

Meeting Closed: 7.30pm

Councillor Robertson
Chair of Facilities

DISS TOWN COUNCIL



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

APPLICATION FOR CO-OPTION Supporting Notes

Thank you for expressing an interest in standing as a councillor for Diss Town Council to fill the current vacancy(s).

Diss Town Council was formed in 1974 following the reorganisation of Local Government at that time. It is a very active council with a strong desire to ensure that Diss develops in such a way that it benefits the town for the future. It owns or has responsibility for the management of a number of buildings and sites around the town including the Park, Mere, Mere's Mouth, the Market Place, St Mary's Churchyard, Rectory Meadow, The Lowes, The Entry, Diss Cemetery, Diss Sports Ground, Diss Youth & Community centre, the Council Offices and the Com Hall, amongst others.

The Town Council is a statutory consultee for all planning applications which are considered by the Planning Committee. It works closely with the Highways Authority and other departments at the County Council, the District Council, Norfolk Constabulary, local community groups and businesses for the benefit of the town.

It receives most of its funding through the collection of council tax from those residents who live within the parish of Diss and consequently it is required to be accountable to the electorate for how this money is spent. The Council must conduct itself in accordance with the many relevant statutes including the Accounts and Audit Regulations 2011, the Local Audit and Accountability Act 2014 and the Local Government Act 1972 to name but a few.

Becoming a councillor provides an opportunity to be informed of many issues facing Diss and to become involved in the decision making that affects our town. It is a significant time commitment but can be very rewarding. Meetings of Council are held on Wednesday evenings throughout the year. There may be requirements for you to attend meetings additional to these to further investigate specific issues. All councillors are summoned to meetings (i.e. have a duty to attend) and must give apologies in advance if they are unable to attend. Councillors are all volunteers and receive no remuneration apart from a small allowance for expenses, paid annually.

Once co-opted or elected, all new councillors are provided with training, support and advice.

In order to be eligible to become a councillor, candidates must be 18 years of age or older; must either live in the parish, or within 3 miles of the boundary, or have their principle or main place of work in the parish at the time of standing; must not be a declared bankrupt; and must not have had a criminal conviction within the last five years which involved a custodial sentence of three months or more.

For more information about the Town Council, please visit our website at

If you have any further questions, please do not hesitate to contact us (details above and on our website). And if you're still interested in becoming a Town Councillor, please complete the attached application and return to us.

11-12 Market Hill,
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Telephone and Fax: (01379) 643848
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Website:

APPLICATION FOR CO-OPTION

1. Name ...Mrs..Anne Goulder.....

Address .. [REDACTED] ..

M

E

Please provide a brief description of the nature of your employment throughout your working life and any skills, training or experience you have which may be useful to the Council:

From 1979-2018 I was employed as a senior manager in the NHS working in large teaching hospitals in central London. During my long career I undertook several roles, and I spent the last 20 or so years working in Capital Investment. I was fortunate to be part of a small team that led on the re-development of University College Hospital (Euston Road) a project that took more than 15 years from an initial concept to opening, costing around £400m. I was appointed Deputy Director of Capital Investment as the scheme grew and matured. On completion I was appointed Deputy Director of Strategy becoming part of the team that was to develop and build the UCH Macmillan Cancer Centre. In the final years of my career, I was the hospitals Capital Projects Advisor – supporting doctors, nurses, and other staff in the design and improvement of a clinical facilities. All of my roles required me to hone and develop excellent interpersonal and communication skills, build relationships both internally and externally with a wide range professionals in the public sector, voluntary agencies, and members of the public.

Please explain your interest in Diss and why you would be interested in becoming a Councillor:

We first bought a property in Diss in 2002. Until 2019 we came almost every weekend and holiday. Since we both retired by 2019 Diss has become our home. I have known Diss and the area for over 20 years, during which time we have seen many changes. A key change has been the growth in population alongside emerging but continuous challenges for the high street and infrastructure. I first attended Diss Town Council meeting in early 2023 being interested in the planning application by Aldi to relocate its site. I have attended numerous meetings since then and become increasingly convinced that my skills and experience could support the work of the Town Council as it faces numerous long-term challenges to build a sustainable Diss.

2. Please list any other voluntary or community work that you are currently or have previously been involved in:

I am currently a volunteer at Diss Citizens Advice (one day weekly)

.....
..Please provide any other information that you feel may be of interest to the Council in considering your application for co-option:

Nothing further to add.

.....
...

Please also complete the nomination papers attached and arrange for two current members of Diss Town Council to propose and second your application.

Thank you for taking the time to complete this application form. Once received, applicants will meet the Town Clerk and Leader of the Council to go through the application and answer any questions relating to becoming a Diss Town Councillor.

Applications for co-option are usually considered at the next meeting of Full Council following your meeting with the Town Clerk and Leader of the Council. You are welcome to attend this meeting (all meetings of Council are open to the public) and if co-opted will be invited to join members at the table. Meetings of Full Council are formal.

DISS TOWN COUNCIL



CO-OPTION OF A TOWN COUNCILLOR

NOMINATION PAPER

I would like to be considered for co-option as a Councillor with Diss Town Council. I understand that I must seek nomination by two existing town councillors (one to nominate me and one to second the nomination). The period of service is from the date of co-option to the next local government parish elections or until you stand-down or are no longer eligible to hold the office of councillor.

CANDIDATE

Surname	GOULDER
Other names in full	ANNE (Known as Annie)
Title (please delete as appropriate)	Mrs
Home address in full	[REDACTED]

PROPOSER

I, Sue Kiddie (print name) being a serving Member of Diss Town Council do hereby PROPOSE the above-named individual for the vacancy of councillor with Diss Town Council.

[Signature] 20.12.23.
Signed Date

SECONDER

I, 112 Sinfeld (print name) being a serving Member of Diss Town Council do hereby SECOND the proposal for the above-named individual to be co-opted to fill the vacancy of councillor with Diss Town Council.

[Signature] 20/12/23
Signed Date

Nomination papers MUST be delivered to the Clerk of the Council at the Council Offices, 11-12 Market Hill, Diss, Norfolk, IP22 4JZ.

For office use only

No. of Nomination Paper (in order of delivery)	Date Delivered	Hour Delivered	Received by:

CANDIDATE'S CONSENT TO NOMINATION

I hereby consent to my nomination as a candidate for co-option as a councillor with Diss Town Council. I declare that on the day of my nomination I qualify for co-option.

In order to be eligible for co-option as a Diss Town Councillor you must satisfy certain criteria. You must satisfy both a. and b. below and at least one of the options c. to f.

I confirm that (please tick **all** which apply to you):-

a.	I am 18 years of age or over	X
b.	I am a British citizen or a citizen of the Commonwealth or a citizen of any other member state of the European Union	X
c.	I am registered as a local government elector for the Town at this address (give address)	X
d.	I have, during the whole of the twelve months preceding my application occupied, as owner or tenant, land or other premises in the Town (give address)	X
e.	My principal or only place of work during those twelve months has been in the Town (give details and address)	N/A
f.	I have during the whole of those twelve months resided in the Town or within three miles of it (give address)	X

Under Section 80 of the Local Government Act 1972 there are some reasons why a person is disqualified from being a Town Councillor, including these reasons:

I confirm that (please tick **all** which apply to you):

i.	I am not employed by the Town Council or hold paid office under the Town Council;	X
ii.	I am not employed by an entity controlled by the Town Council;	X
iii.	I am not the subject of a bankruptcy restrictions order or an interim bankruptcy restrictions order or a debt relief restrictions order or an interim debt relief restrictions order;	X
iv.	I have not within the last five years, been convicted in the UK, Channel Islands or Isle of Man of any offence and been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine;	X
v.	I am not otherwise disqualified under Part III of the Representation of the People Act 1983 (relating to corrupt or illegal electoral practices and offences relating to donations) or the Audit Commission Act 1998.	X

Use of Personal Information

The Council will use the information provided on this form to assess your eligibility to be co-opted as a Town Councillor. The information will be treated as confidential by the Council and Councillors and will not be retained after the co-option meeting unless your application is successful, when it will be destroyed after your resignation from Council.

Declaration & Consent (please tick all which apply to you):-

I have read the section entitled 'Use of Personal Information' and by signing this form I consent to the use and disclosure of my information included in this application form.	X
I will complete a Declaration of Acceptance of Office, Declaration of Interests form, and I will comply at all times with the Council's Code of Conduct.	X
I declare the information given on this form to be true and correct.	X

Signature A. Goulden

Name ANNE GOULDER.....

Address 5 PIPERS GARDENS DISS NORFOLK.....

Email Address : annie.goulden@gmail.com...

Date of signature 29/12/2023.....

I declare that to the best of my knowledge and belief I am not disqualified from being co-opted by reason of any disqualification set out in section 80 of the Local Government Act 1972 and that the information supplied above is accurate. I understand that by providing misleading or inaccurate information, my nomination may be disqualified.

A. Goulden
Signed

29.12.2023
Date



CO-OPTION OF A TOWN COUNCILLOR

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CANDIDATE

Surname	Craggs
Other names in full	Declan
Title (please delete as appropriate)	Mr / [REDACTED] Other (please state)
Home address in full	[REDACTED]

PROPOSER

I, MARK GINGELL (print name) being a serving Member of Diss Town Council do hereby PROPOSE the above-named individual for the vacancy of councillor with Diss Town Council.

.....
 Signed Mark Gingell Date 13/02/2024

SECONDER

I, Kieron Murphy (print name) being a serving Member of Diss Town Council do hereby SECOND the proposal for the above-named individual to be co-opted to fill the vacancy of councillor with Diss Town Council.

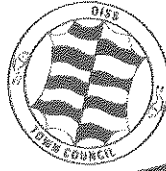
.....
 Signed [Signature] Date 20/02/2024

Nomination papers MUST be delivered to the Clerk of the Council at the Council Offices, 11-12 Market Hill, Diss, Norfolk, IP22 4JZ by _____.

For office use only

No. of Nomination Paper (in order of delivery)	Date Delivered	Hour Delivered	Received by:

DISS TOWN COUNCIL



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APPLICATION FOR CO-OPTION **Supporting Notes**

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In order to be eligible to become a councillor, candidates must be 18 years of age or older; must either live in the parish, or within 3 miles of the boundary, or have their principle or main place of work in the parish at the time of standing; must not be a declared bankrupt; and must not have had a criminal conviction within the last five years which involved a custodial sentence of three months or more.

For more information about the Town Council, please visit our website at www.diss.gov.uk.

If you have any further questions, please do not hesitate to contact us (details above and on our website). And if you're still interested in becoming a Town Councillor, please complete the attached application and return to us.

CANDIDATE'S CONSENT TO NOMINATION

I hereby consent to my nomination as a candidate for co-option as a councillor with Diss Town Council. I declare that on the day of my nomination I qualify for co-option.

(i) I am registered as a local government elector for the town of Diss

in respect of (qualifying address in full)

.....

and my electoral number is

AND/OR

(ii) I have, during the whole of the 12 months preceding my day of nomination occupied as owner or tenant the following land or other premises in the town.

.....

.....

(description and address of land or premises)

AND/OR

(iii) My only principle place of work during those 12 months has been in the town at

Working from Home - [REDACTED]

.....

.....

(please give address of place of work and, where appropriate, name of employer)

AND/OR

(iv) I have during the whole of those 12 months resided in the parish boundary of Diss or within three miles of it at

.....

.....

(please give address in full)

I declare that to the best of my knowledge and belief I am not disqualified from being co-opted by reason of any disqualification set out in section 80 of the Local Government Act 1972 and that the information supplied above is accurate. I understand that by providing misleading or inaccurate information, my nomination may be disqualified.

.....

Signed

.....

Date

4. Please list any other voluntary or community work that you are currently or have previously been involved in:

I am a school Governor for Diss infant school,

.....
.....
.....
.....

5. Please provide any other information that you feel may be of interest to the Council in considering your application for co-option:

.....
.....
.....
.....

Please also complete the nomination papers attached and arrange for two current members of Council to propose and second your application.

Thank you for taking the time to complete this application form. Once received, applications for co-option are usually considered at the next meeting of Full Council. You are welcome to attend this meeting (all meetings of Council are open to the public) and if co-opted will be invited to join members at the table. Meetings of Full Council are formal.

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APPLICATION FOR CO-OPTION

1. Name Declan Craggs

Address



2. Please provide a brief description of the nature of your employment throughout your working life and any skills, training or experience you have which may be useful to the Council:

I work in health and social care for around 10 years of which 3 years I managed care homes for adults with
.....
Mental Health needs and learning disabilities. I now co own a small accountancy practice with my wife.
.....

From these roles, I have gained skills in leadership, communication, finance, governance and health and
.....
safety. I have a good knowledge of policy reviewing and implementation, conducting and attending meetings,
.....
reviewing documentation to name a few.
.....

3. Please explain your interest in Diss and why you would be interested in becoming a Councillor:

I have live in and around Diss for most of my life. Diss is important to me not just because it is my home but
.....
it is also the home of my children and where I run my business. I am keen to continue to see Diss develop
.....
and thrive and I am a firm believer that if you want this, you have actively participate in your community
.....
For me, becoming a Town councillor serves this purpose.
.....
.....
.....
.....
.....

BANK OUTGOINGS JANUARY 2024				
<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
02.01.2024	Red5 Networks Ltd	DD464	£ 199.86	Phone/Broadband December 23 - Council Office, DYCC and Sports Pavilion
02.01.2024	British Gas	DD465	£ 292.41	Electricity 8th November to 4th December - Mere Fountain
05.01.2024	Ricoh UK Ltd	DD466	£ 839.10	Photocopier Rent Dec 23 to Feb 24, Copies Made Sept to Nov 23 - Office
05.01.2024	British Gas	DD467	£ 1.83	Electricity 24th November 23 - Market
05.01.2024	Alliance Disposables Ltd	Bacs2117	£ 345.19	Sanitary Products - All Sites
05.01.2024	Baldwin Skip Hire Ltd	Bacs2118	£ 184.30	Skip Hire - All Sites
05.01.2024	British Gas	Bacs2119	£ 147.98	Gas Supplied to Cemetery Bungalow from August to November 2023
05.01.2024	Cooleraid Ltd	Bacs2120	£ 18.60	2x Water Bottles Council Office - December 2023
05.01.2024	Diss United Reform Church	Bacs2121	£ 20.00	Hire of Derry Room for Santas Grotto - Christmas Light Switch-On
05.01.2024	E.On Next	Bacs2122	£ 39.47	Electricity Supplied to Cemetery Bungalow 28 Nov - 27 Dec 23
05.01.2024	Lighting & Illumination Technology Experience Ltd	Bacs2123	£ 628.20	Replacement of Faulty Icicle lighting above Tudor Bakerhouse, Crackers & Chaps and the Greyhound
05.01.2024	LJ Bryant	Bacs2124	£ 75.00	Will Power performance at Christmas Light Switch-On
05.01.2024	Mary Moppins Ltd	Bacs2125	£ 1,720.20	Open & Cleaning of Park and Meres Mouth Toilets - December 23
05.01.2024	Park Radio Ltd	Bacs2126	£ 250.00	Music, Compere & Gazebo for Christmas Lights Switch-On 23
05.01.2024	P.Cottrell	Bacs2127	£ 25.00	Window Cleaning Dec 2023 - Council Office & Museum
05.01.2024	Phoenix Events (East) Ltd	Bacs2128	£ 264.20	Security and Radio Hire less agreed sponsorship
05.01.2024	PRS/PPL Ltd	Bacs2129	£ 2,603.95	Performing Rights Licence for 2023/24 - Park, Market & Meres Mouth
05.01.2024	Screwfix Ltd	Bacs2130	£ 139.95	Coveralls - Maintenance, Light Fitting - Office, Mould Treatment - Meres Mouth WC
05.01.2024	Serena L Grant	Bacs2131	£ 60.00	Singing at Christmas Lights Switch-On 2023
05.01.2024	South Norfolk District Council	Bacs2132	£ 168.00	Domestic Rates December 23 - Cemetery Bungalow
05.01.2024	Trustees of Diss Museum	Bacs2133	£ 141.70	Electricity Reimbursement for October to December 2023
05.01.2024	Vmit Ltd	Bacs2134	£ 956.52	IT Support December 2023, IT Software January 2024
09.01.2024	Barclays Bank Plc	B.NET	£ 20.00	Monthly B.Net Commission Charges
11.01.2024	Iliffe Media	DD468	£ 54.89	Annual Subscription to Iliffe Media (Diss Express Online)
16.01.2024	British Gas	DD469	£ 99.47	Electricity 23rd November to 22nd December 2023 - Mere Toilets
17.01.2024	British Gas	DD470	£ 164.79	Electricity 27th November to 26th December 2023 - Council Office
17.01.2024	Bressingham Steam Museum	Bacs2135	£ 60.00	Fire Engine Hire for Father Christmas at Switch On 2023
17.01.2024	Diss Van Centre	Bacs2136	£ 157.90	Oil and Filter Change on Ford Transit
17.01.2024	ESPO	Bacs2137	£ 628.62	Gas Supplied December 2023 - Council Office & DYCC

17.01.2024	Lighting & Illumination Technology Experience Ltd	Bacs2138	£	2,177.52	Final Installment of Festive Lighting in Heritage Triangle 2023
17.01.2024	LR Wyard-Scott Ltd	Bacs2139	£	216.54	Diesel for Vans - December 2023
17.01.2024	Paul Rackham	Bacs2140	£	1,872.00	Grave Digging x6 - November & December 2023
17.01.2024	Paws Marketing	Bacs2141	£	216.00	Domain Renewal for Diss.Gov.Uk to February 2025
17.01.2024	P.Cottrell	Bacs2142	£	45.00	Window Cleaning January 2024 - DYCC
17.01.2024	Pearce & Kemp Ltd	Bacs2143	£	2,304.00	Christmas Lights 2023 Market Place & Mere Street - Final
17.01.2024	South Norfolk District Council	Bacs2144	£	168.00	Domestic Rates January 2024 - Cemetery Bungalow
17.01.2024	Stannah Lift Services Ltd	Bacs2145	£	451.37	Annual Stairlift Servicing Contract Jan 24-25 - Council Office
17.01.2024	Stratton Glass & Windows Ltd	Bacs2146	£	129.37	Wired Safety Glass - Sports Pavilion
17.01.2024	Vmit Ltd	Bacs2147	£	987.84	Microsoft 365 Business Basic x14 Users to February 2025
19.01.2024	British Gas	DD471	£	1,168.50	Electricity 1st November to 25th December 2023 - DYCC
20.01.2024	Anglian Water Business (National) Ltd	DD472	£	230.62	Water Supplied July 2023 to January 2024 - Park Toilets
21.01.2024	Anglian Water Business (National) Ltd	DD473	£	17.51	Water Supplied October 2023 to January 2024 - Market Place Standpipe
21.01.2024	Anglian Water Business (National) Ltd	DD474	£	161.77	Water Supplied October 2023 to January 2024 - Sports Pavilion
22.01.2024	Anglian Water Business (National) Ltd	DD475	£	327.78	Water Supplied October 2023 to January 2024 - DYCC
22.01.2024	British Gas	DD476	£	211.93	Electricity 24th November to 28th December 2023 - Cemetery
22.01.2024	British Gas	DD477	£	119.41	Electricity 24th November to 24th December 2023 - Park
25.01.2024	Council Employees	BACS	£	20,929.23	Salaries Month 10
26.01.2024	EE Ltd	DD478	£	36.49	3 Mobile Phones 18th January - 17th February 24
26.01.2024	British Gas	DD479	£	411.20	Electricity 24th Novmber to 6th January - Park Toilets
31.01.2024	Broxap Ltd	Bacs2148	£	382.80	Cast Aluminium Finger Post Replacement
31.01.2024	Hillside Office Supplies Ltd	Bacs2149	£	25.79	Stationery - Council Office
31.01.2024	Mary Moppins Ltd	Bacs2150	£	1,797.76	Opening & Servicing of Meres Mouth and Park Toilets - January 2024
31.01.2024	Play Inspection Company Ltd	Bacs2151	£	352.80	Outdoor Play Equipment Inspections - Mere Park & Skatepark
31.01.2024	Screwfix Ltd	Bacs2152	£	16.27	Light Bulbs - Council Office, Fuel Can - General Use
31.01.2024	Simonds Garage Services	Bacs2153	£	45.00	MOT on Ford Ranger
31.01.2024	The Tree Amigos Diss Ltd	Bacs2154	£	390.00	Cut Back Tree in Mere Behind Mallard Court
31.01.2024	Norfolk Pension Fund	BACS	£	7,694.19	Pension Contributions Month 10
31.01.2024	HM Revenue & Customs	BACS	£	5,857.02	NI/PAYE Month 10
			£	59,050.84	

BANK OUTGOINGS FEBRUARY 2024				
<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
01.02.2024	South Norfolk District Council	DD481	£ 2,026.18	Waste & Recycling January - March 2024 - All Sites
01.02.2024	Red5 Networks Ltd	DD482	£ 193.68	Phone & Broadband January 2024 - Council Office, DYCC and Sportsground
05.02.2024	Barclays Bank Plc	B.Net	£ 20.00	Barclays.net Charges February 2024
06.02.2024	British Gas Trading Ltd	DD483	£ 89.49	Electricity 07.01.2024 to 12.01.2024 - Market
07.02.2024	British Gas Trading Ltd	DD484	£ 1,103.46	Electricity 24.11.2023 to 13.01.2024 - Sportsground
09.02.2024	British Gas Trading Ltd	DD485	£ 102.55	Electricity 23.12.2023 to 22.01.2024 - Meres Mouth Toilets
15.02.2024	British Gas Trading Ltd	DD486	£ 2,609.60	Electricity 26.12.2023 to 24.01.2024 - DYCC
15.02.2024	British Gas Trading Ltd	DD487	£ 471.86	Electricity 14.01.2024 to 24.01.2024 - Sportsground
15.02.2024	British Gas Trading Ltd	DD488	£ 1,119.82	Electricity 29.12.2023 to 24.01.2024 - Cemetery
15.02.2024	British Gas Trading Ltd	DD489	£ 277.08	Electricity 07.01.2024 - 24.01.2024 - Park Toilets
15.02.2024	British Gas Trading Ltd	DD490	£ 92.02	Electricity 29.12.2023 to 24.01.2024 - Park
15.02.2024	British Gas Trading Ltd	DD491	£ 161.99	Electricity 27.12.2023 to 24.01.2024 - Council Office
15.02.2024	British Gas Trading Ltd	DD492	£ 6.78	Electricity 23.01.2024 to 24.01.2024 - Meres Mouth Toilets
23.02.2024	Employees	BACS	£ 19,709.11	Salaries Month 11
26.02.2024	EE Ltd	DD493	£ 43.79	Mobile Phones 18.02.2024 to 17.03.2024 - S.Richards, R.Ludkin & A.Rolfe
29.02.2024	Alliance Disposables Ltd	Bacs2155	£ 378.10	Sanitary Products - All Sites
29.02.2024	Bix.B Productions	Bacs2156	£ 500.00	DJ, Dance Lessons & Set Hire - Carnival 2024
29.02.2024	Durrants	Bacs2157	£ 900.00	Property Valuations - DYCC and Council Office
29.02.2024	Etc (East Anglia) Ltd	Bacs2158	£ 121.80	Telephone Works at Council Office & DYCC CCTV
29.02.2024	Fresh Air Fitness	Bacs2159	£ 65.58	Replacement parts for Exercise Equipment repairs on Mere Park
29.02.2024	LR Wyard-Scott Ltd	Bacs2160	£ 200.46	Van Fuel January 2024, Machinery Fuel - November 2023 to January 2024
29.02.2024	Melissa Hawkes	Bacs2161	£ 9.59	Expenses - Council Office Milk & Tea Bags
29.02.2024	Proludic Ltd	Bacs2162	£ 810.00	Gyro Arm & Wheelchair Roundabout Handle replacements - Mere Park
29.02.2024	Screwfix Ltd	Bacs2163	£ 23.74	Jubilee Clips & Socket Drill Bit - Securing Speed Sign
29.02.2024	Sonya French	Bacs2164	£ 11.96	Expenses - Light Bulbs for Council Office
29.02.2024	Toolstation Ltd	Bacs2165	£ 11.39	3 Lever Mortice Lock - Park Toilets
29.02.2024	Tony & Kay Story (Story Photoboosts)	Bacs2166	£ 600.00	Vintage Horsebox Photobooth - Carnival 2024
29.02.2024	Vmit Ltd	Bacs2167	£ 956.52	IT Support January 2024, IT Software February 2024
29.02.2024	Chapel Doors Ltd	Bacs2168	£ 993.60	Repairs to Double Swing Doors at Entrance - Cornhall
29.02.2024	ESPO	Bacs2169	£ 841.75	Gas Supplied January 2024 - Council Office & DYCC
29.02.2024	E.Taylor	Bacs2170	£ 152.00	Councillors Annual Allowance - Chair

29.02.2024	Evolve Entertainment Ltd	Bacs2171	£	2,104.80	Western Stunt Show at Carnival 2024
29.02.2024	K.Murphy	Bacs2172	£	318.00	Councillors Annual Allowance - Mayor
29.02.2024	Lighting & Illumination Technology	Bacs2173	£	4,481.38	Christmas Lights Heritage Triangle Deposit 2024
29.02.2024	L.Sinfield	Bacs2174	£	88.00	Councillor Annual Allowance
29.02.2024	Mary Moppins Ltd	Bacs2175	£	1,635.60	Opening & Cleaning of Park & Meres Mouth Toilets - February 2024
29.02.2024	Norfolk Association of Local Councils	Bacs2176	£	277.20	Payroll Services for February & March 2024
29.02.2024	P.Cottrell	Bacs2177	£	100.00	Window & Bus Shelter Cleaning - DYCC, Museum and Council Office
29.02.2024	R.Peaty	Bacs2178	£	88.00	Councillor Annual Allowance
29.02.2024	S.Browne	Bacs2179	£	88.00	Councillor Annual Allowance
29.02.2024	Screwfix Direct Ltd	Bacs2180	£	81.97	Light Bulbs & Taps - Council Office, Overhead Door Closer - Park WC
29.02.2024	S.French	Bacs2181	£	151.77	University Expenses and Mileage - Community Governance
29.02.2024	S.Kiddie	Bacs2182	£	88.00	Councillor Annual Allowance
29.02.2024	S.Olander	Bacs2183	£	318.00	Councillor Annual Allowance - Council Team Leader
29.02.2024	South Norfolk District Council	Bacs2184	£	168.00	Domestic Rates 2023/2024 - February 2024
29.02.2024	Town Mayors Charities	Bacs2185	£	220.00	Donation of Councillors Annual Allowance - Clr Welch & Clr Collins
29.02.2024	Norfolk Pension Fund	BACS	£	7,228.59	Pension Contributions Month 11
29.02.2024	HM Revenue & Customs	BACS	£	5,530.99	NI/Paye Month 11
			£	57,572.20	

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Diss Town Council

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Detailed Income & Expenditure by Budget Heading 01/01/2024

Month No: 10

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Agency Services</u>							
1000 Agency Services Income	3,848	3,456	(392)			111.3%	
Agency Services :- Income	3,848	3,456	(392)			111.3%	0
4000 NCC Grasscutting	90	100	10		10	90.1%	
Agency Services :- Indirect Expenditure	90	100	10	0	10	90.1%	0
Net Income over Expenditure	3,758	3,356	(402)				
<u>120 Allotments</u>							
1120 Allotment Rent	0	500	500			0.0%	
Allotments :- Income	0	500	500			0.0%	0
4020 Allotments - Insurance	28	28	0		0	100.0%	
Allotments :- Indirect Expenditure	28	28	0	0	0	100.0%	0
Net Income over Expenditure	(28)	472	500				
<u>140 Amenities</u>							
1140 Amenities Income	4,182	2,085	(2,097)			200.6%	
1143 Flock Income	9,999	0	(9,999)			0.0%	9,999
Amenities :- Income	14,181	2,085	(12,096)			680.2%	9,999
4030 Park Enhancement Costs (470)	42	0	(42)		(42)	0.0%	42
4040 Gardens/Floral Scheme	983	1,300	317		317	75.6%	
4060 Town/Park - R&R	19,309	20,000	691	567	124	99.4%	90
4061 Play Equipment R&R	5,039	5,000	(39)		(39)	100.8%	
4062 Boardwalk Maintenance	4,282	1,000	(3,282)		(3,282)	428.2%	4,136
4065 Van Replacement	0	1,000	1,000		1,000	0.0%	
4070 Van x 2 Running Costs	4,457	3,500	(957)		(957)	127.3%	
4071 Van Insurance	1,695	1,220	(475)		(475)	138.9%	
4075 Tree Management	2,480	9,000	6,520		6,520	27.6%	2,480
4085 Closed Churchyard - R&R	35	30	(5)		(5)	116.1%	
4090 Manorial Rights - R&R	7	10	3		3	66.6%	
4095 Mere - Water/drainage	0	2,800	2,800		2,800	0.0%	
4100 Mere - Fountain	1,500	1,500	0		0	100.0%	
4101 Mere - Fountain Electricity	2,912	4,830	1,918		1,918	60.3%	
4102 Mere Fountain/Kiosk -Insurance	155	155	0		0	100.0%	
4110 Park - Water Rates	51	100	49		49	50.7%	
4115 Park - Electricity	1,379	1,841	462		462	74.9%	
4120 Mere's Mouth - Rent	100	100	0		0	100.0%	
4125 Mere's Mouth - Business Rates	424	424	(0)		(0)	100.0%	

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Detailed Income & Expenditure by Budget Heading 01/01/2024

Month No: 10

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4140 Park - Insurance	1,764	1,757	(7)		(7)	100.4%	
Amenities :- Indirect Expenditure	<u>46,613</u>	<u>55,567</u>	<u>8,954</u>	<u>567</u>	<u>8,387</u>	<u>84.9%</u>	<u>6,747</u>
Net Income over Expenditure	<u>(32,432)</u>	<u>(53,482)</u>	<u>(21,050)</u>				
7000 plus Transfer from EMR	6,747						
8001 less Transfer to EMR	9,999						
Movement to/(from) Gen Reserve	<u>(35,684)</u>						
<u>145 Mini Recycling Centre Adopter</u>							
1150 Mini Recycling Adopter Payment	450	450	0			100.0%	
Mini Recycling Centre Adopter :- Income	<u>450</u>	<u>450</u>	<u>0</u>			<u>100.0%</u>	<u>0</u>
Net Income	<u>450</u>	<u>450</u>	<u>0</u>				
<u>150 Bank Interest</u>							
1090 Interest Received	10,149	500	(9,649)			2029.8%	
Bank Interest :- Income	<u>10,149</u>	<u>500</u>	<u>(9,649)</u>			<u>2029.8%</u>	<u>0</u>
4202 Bank Charges	287	240	(47)		(47)	119.5%	
Bank Interest :- Indirect Expenditure	<u>287</u>	<u>240</u>	<u>(47)</u>	<u>0</u>	<u>(47)</u>	<u>119.5%</u>	<u>0</u>
Net Income over Expenditure	<u>9,862</u>	<u>260</u>	<u>(9,602)</u>				
<u>160 Capital Expenditure</u>							
4200 Capital Expenditure	22,683	41,007	18,324		18,324	55.3%	
Capital Expenditure :- Indirect Expenditure	<u>22,683</u>	<u>41,007</u>	<u>18,324</u>	<u>0</u>	<u>18,324</u>	<u>55.3%</u>	<u>0</u>
Net Expenditure	<u>(22,683)</u>	<u>(41,007)</u>	<u>(18,324)</u>				
<u>180 Cemetery</u>							
1180 Cemetery Interment/Chapel Fees	24,282	25,000	718			97.1%	
1185 Cemetery Memorial Fees	6,793	10,500	3,707			64.7%	
Cemetery :- Income	<u>31,076</u>	<u>35,500</u>	<u>4,424</u>			<u>87.5%</u>	<u>0</u>
4250 Cemetery - Grounds - R&R	6,950	8,000	1,050		1,050	86.9%	
4260 Cemetery - Chapels - R&R	46,406	1,000	(45,406)		(45,406)	4640.6%	11,456
4270 General Equipment	1,310	3,000	1,690		1,690	43.7%	
4271 General Equipment Insurance	142	142	0		0	100.0%	
4272 Ride on Mower Insurance	412	412	0		0	100.0%	
4275 Cemetery - Water Rate	154	150	(4)		(4)	102.5%	
4280 Cemetery - Electricity	721	472	(249)		(249)	152.7%	

Detailed Income & Expenditure by Budget Heading 01/01/2024

Month No: 10

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4285 Cemetery - Insurance	496	496	0		0	100.0%	
Cemetery :- Indirect Expenditure	56,590	13,672	(42,918)	0	(42,918)	413.9%	11,456
Net Income over Expenditure	(25,514)	21,828	47,342				
7000 plus Transfer from EMR	11,456						
Movement to/(from) Gen Reserve	(14,058)						
<u>190 Cemetery Gravedigging</u>							
1190 Cemetery Gravedigging Fees	6,570	0	(6,570)			0.0%	
Cemetery Gravedigging :- Income	6,570	0	(6,570)				0
4300 Cemetery Gravedigging Exp.	6,570	0	(6,570)		(6,570)	0.0%	
Cemetery Gravedigging :- Indirect Expenditure	6,570	0	(6,570)	0	(6,570)		0
Net Income over Expenditure	0	0	0				
<u>200 Christmas Lights</u>							
4320 Christmas Lights	18,871	21,000	2,129		2,129	89.9%	
4322 Insurance re. Christmas Lights	79	79	0		0	100.0%	
Christmas Lights :- Indirect Expenditure	18,950	21,079	2,129	0	2,129	89.9%	0
Net Expenditure	(18,950)	(21,079)	(2,129)				
<u>220 Corn Hall</u>							
4350 Corn Hall - Maint./R&R	6,348	6,000	(348)		(348)	105.8%	
4360 Corn Hall - Insurance	2,588	2,582	(6)		(6)	100.2%	
Corn Hall :- Indirect Expenditure	8,936	8,582	(354)	0	(354)	104.1%	0
Net Expenditure	(8,936)	(8,582)	354				
<u>240 Council Properties</u>							
1240 Office Rent/Service Charge	6,536	5,500	(1,036)			118.8%	
Council Properties :- Income	6,536	5,500	(1,036)			118.8%	0
4400 Office R&R	3,490	2,500	(990)		(990)	139.6%	
4405 Office Building Maintenance	985	0	(985)		(985)	0.0%	505
4410 Office Stairlift	376	340	(36)		(36)	110.6%	
4415 Cemetery Bungalow	2,959	2,000	(959)		(959)	148.0%	
4420 Electricity Testing 5 Yrly	798	0	(798)		(798)	0.0%	798
4425 Health & Safety	884	2,500	1,616		1,616	35.4%	
4435 Pk Toilets Servicing	8,507	12,000	3,493		3,493	70.9%	

Detailed Income & Expenditure by Budget Heading 01/01/2024

Month No: 10

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4445 Pk Toilets - Insurance	384	384	0		0	100.0%	
4450 Pk Toilet- Electricity	1,500	1,720	220		220	87.2%	
4460 Pk Toilets - Water Rates	699	2,070	1,371		1,371	33.7%	
4465 Mere's Mouth Toilets	10,202	15,000	4,798		4,798	68.0%	
4466 Mere's Mouth Electricity	738	1,500	762		762	49.2%	
4475 Staff Uniforms/Replacements	0	250	250		250	0.0%	
Council Properties :- Indirect Expenditure	31,521	40,264	8,743	0	8,743	78.3%	1,303
Net Income over Expenditure	(24,985)	(34,764)	(9,779)				
7000 plus Transfer from EMR	1,303						
Movement to/(from) Gen Reserve	(23,682)						
<u>260 Diss Youth & Community Centre</u>							
1160 Loan Park Radio	900	0	(900)			0.0%	
1260 DYCC Hire Fees	16,012	20,000	3,988			80.1%	
Diss Youth & Community Centre :- Income	16,912	20,000	3,088			84.6%	0
4500 DYCC - Electricity	5,331	7,758	2,427		2,427	68.7%	
4505 DYCC - Gas	686	830	144		144	82.7%	
4510 DYCC - Business Rates	5,040	5,200	160		160	96.9%	
4515 DYCC - Water Rates	1,179	710	(469)		(469)	166.1%	
4520 Licences - Music	(23)	247	270		270	(9.1%)	
4525 DYCC - Insurance	1,095	1,085	(10)		(10)	100.9%	
4530 Annual Service Costs	330	1,500	1,170		1,170	22.0%	
4540 DYCC - General R&R	9,451	4,000	(5,451)	156	(5,607)	240.2%	
Diss Youth & Community Centre :- Indirect Expenditure	23,090	21,330	(1,760)	156	(1,916)	109.0%	0
Net Income over Expenditure	(6,177)	(1,330)	4,847				
<u>280 Administrative Overheads</u>							
1285 Photocopying Income	48	0	(48)			0.0%	
Administrative Overheads :- Income	48	0	(48)				0
4610 Council Office Business Rates	4,853	4,860	7		7	99.9%	
4615 Council Office - Gas	2,310	1,230	(1,080)		(1,080)	187.8%	
4620 Council Office - Electricity	909	956	47		47	95.1%	
4625 Council Office - Telephone	1,326	2,000	674		674	66.3%	
4630 Council Office - Insurance	882	882	0		0	100.0%	
4657 IT Equipment, Software & Suppo	15,603	14,000	(1,603)		(1,603)	111.5%	
Administrative Overheads :- Indirect Expenditure	25,882	23,928	(1,954)	0	(1,954)	108.2%	0
Net Income over Expenditure	(25,835)	(23,928)	1,907				

Detailed Income & Expenditure by Budget Heading 01/01/2024

Month No: 10

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>300 Grants</u>							
4720 General Grants	10,000	10,000	0		0	100.0%	
4765 Heritage Triangle Trust	475	0	(475)		(475)	0.0%	475
Grants :- Indirect Expenditure	10,475	10,000	(475)	0	(475)	104.8%	475
Net Expenditure	(10,475)	(10,000)	475				
7000 plus Transfer from EMR	475						
Movement to/(from) Gen Reserve	(10,000)						
<u>310 Highways</u>							
1070 Parish Partnership Bid Income	1,525	0	(1,525)			0.0%	
Highways :- Income	1,525	0	(1,525)				0
4785 Neighbourhood Plan	1,035	0	(1,035)		(1,035)	0.0%	1,035
Highways :- Indirect Expenditure	1,035	0	(1,035)	0	(1,035)		1,035
Net Income over Expenditure	490	0	(490)				
7000 plus Transfer from EMR	1,035						
Movement to/(from) Gen Reserve	1,525						
<u>320 Market</u>							
1320 Market Stallage	20,082	20,000	(82)			100.4%	
Market :- Income	20,082	20,000	(82)			100.4%	0
4805 Mere's Mouth - Maintenance	470	0	(470)		(470)	0.0%	470
4810 Market Place - Water Rates	72	63	(9)		(9)	114.2%	
4815 Market Place - Business Rates	2,470	2,800	330		330	88.2%	
4830 Market Expenditure	307	365	58		58	84.1%	
Market :- Indirect Expenditure	3,319	3,228	(91)	0	(91)	102.8%	470
Net Income over Expenditure	16,763	16,772	9				
7000 plus Transfer from EMR	470						
Movement to/(from) Gen Reserve	17,233						
<u>340 Promotion</u>							
4840 Promotion	827	250	(577)		(577)	330.6%	
4845 Website/Intranet Hosting/Maint	468	150	(318)		(318)	312.0%	
Promotion :- Indirect Expenditure	1,295	400	(895)	0	(895)	323.6%	0
Net Expenditure	(1,295)	(400)	895				

Detailed Income & Expenditure by Budget Heading 01/01/2024

Month No: 10

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>360 Precept</u>							
1076 Precept	591,978	591,978	0			100.0%	10,000
Precept :- Income	<u>591,978</u>	<u>591,978</u>	<u>0</u>			<u>100.0%</u>	<u>10,000</u>
Net Income	<u>591,978</u>	<u>591,978</u>	<u>0</u>				
8001 less Transfer to EMR	10,000						
Movement to/(from) Gen Reserve	<u>581,978</u>						
<u>370 General Expenditure</u>							
4600 Town Mayor's Allowance	1,038	1,500	462		462	69.2%	
4605 Ccl Members' Allowance & Exp	0	1,000	1,000		1,000	0.0%	
4635 Subscriptions	2,334	2,500	166		166	93.4%	
4640 Audit	2,421	2,180	(241)		(241)	111.1%	
4645 Training	4,029	4,500	471		471	89.5%	
4646 Liability Insurance	4,635	4,536	(99)		(99)	102.2%	
4655 Printing & Stationery	3,025	3,500	475		475	86.4%	
4660 Postage	26	100	74		74	26.4%	
4665 Wages - General Admin.	168,079	199,557	31,478		31,478	84.2%	
4666 Wages - General Maint.	169,215	197,102	27,887		27,887	85.9%	
4667 Staff Mileage	341	300	(41)		(41)	113.8%	
4675 Legal/Financial/Prof fees	436	2,000	1,564		1,564	21.8%	
4680 Vacancy Advert	0	2,000	2,000		2,000	0.0%	
4992 Annual Town Meeting	96	200	104		104	48.1%	
General Expenditure :- Indirect Expenditure	<u>355,676</u>	<u>420,975</u>	<u>65,299</u>	<u>0</u>	<u>65,299</u>	<u>84.5%</u>	<u>0</u>
Net Expenditure	<u>(355,676)</u>	<u>(420,975)</u>	<u>(65,299)</u>				
<u>375 Rechargable</u>							
1280 Rechargable Exp. Refunded	2,767	0	(2,767)			0.0%	
Rechargable :- Income	<u>2,767</u>	<u>0</u>	<u>(2,767)</u>				<u>0</u>
4685 Rechargable Expenditure	1,310	0	(1,310)		(1,310)	0.0%	
Rechargable :- Indirect Expenditure	<u>1,310</u>	<u>0</u>	<u>(1,310)</u>	<u>0</u>	<u>(1,310)</u>		<u>0</u>
Net Income over Expenditure	<u>1,457</u>	<u>0</u>	<u>(1,457)</u>				
<u>380 S 137</u>							
4870 S 137 - Expenditure	19	0	(19)		(19)	0.0%	
S 137 :- Indirect Expenditure	<u>19</u>	<u>0</u>	<u>(19)</u>	<u>0</u>	<u>(19)</u>		<u>0</u>
Net Expenditure	<u>(19)</u>	<u>0</u>	<u>19</u>				

Detailed Income & Expenditure by Budget Heading 01/01/2024

Month No: 10

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
400 Sports Ground							
1400 Sports Ground Hire Fees	11,462	10,000	(1,462)			114.6%	
Sports Ground :- Income	11,462	10,000	(1,462)			114.6%	0
4900 Track Maintenance	0	4,000	4,000		4,000	0.0%	
4910 Pavilion Maintenance	5,283	0	(5,283)		(5,283)	0.0%	
4915 General Sports Ground Maint.	2,182	3,000	818	576	242	91.9%	
4920 Ground Maintenance	1,446	2,500	1,054		1,054	57.8%	
4930 Sports Grnd-Water Rate	529	553	24		24	95.7%	
4935 Sports Ground - Electricity	1,519	3,730	2,211		2,211	40.7%	
4940 Sports Ground - Phone	120	300	180		180	40.2%	
4945 Sports Ground - Insurance	1,334	1,332	(2)		(2)	100.2%	
4955 Skateboard Pk - Insurance/Insp	500	499	(1)		(1)	100.2%	
4965 Skateboard Pk-Maint. Materials	2,059	0	(2,059)		(2,059)	0.0%	2,059
Sports Ground :- Indirect Expenditure	14,972	15,914	942	576	366	97.7%	2,059
Net Income over Expenditure	(3,510)	(5,914)	(2,404)				
7000 plus Transfer from EMR	2,059						
Movement to/(from) Gen Reserve	(1,451)						
420 Events							
1330 Coronation Income	3,358	0	(3,358)			0.0%	
Events :- Income	3,358	0	(3,358)				0
4760 Remembrance Service Costs	558	800	242		242	69.7%	
4991 Coronation Expenditure	6,811	0	(6,811)		(6,811)	0.0%	
Events :- Indirect Expenditure	7,369	800	(6,569)	0	(6,569)	921.1%	0
Net Income over Expenditure	(4,010)	(800)	3,210				
425 Christmas Switch on Event							
1235 Christmas Switch On Income	4,023	1,400	(2,623)			287.4%	4,063
Christmas Switch on Event :- Income	4,023	1,400	(2,623)			287.4%	4,063
4990 Christmas Switch on Event	5,157	2,800	(2,357)		(2,357)	184.2%	5,207
Christmas Switch on Event :- Indirect Expenditure	5,157	2,800	(2,357)	0	(2,357)	184.2%	5,207
Net Income over Expenditure	(1,134)	(1,400)	(266)				
7000 plus Transfer from EMR	5,207						
8001 less Transfer to EMR	4,063						
Movement to/(from) Gen Reserve	10						

Detailed Income & Expenditure by Budget Heading 01/01/2024

Month No: 10

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>430 Carnival</u>							
1435 Carnival Income	12,931	10,000	(2,931)			129.3%	14,569
	<u>12,931</u>	<u>10,000</u>	<u>(2,931)</u>			<u>129.3%</u>	<u>14,569</u>
Carnival :- Income							
4996 Carnival	13,081	11,455	(1,626)		(1,626)	114.2%	13,884
	<u>13,081</u>	<u>11,455</u>	<u>(1,626)</u>	<u>0</u>	<u>(1,626)</u>	<u>114.2%</u>	<u>13,884</u>
Carnival :- Indirect Expenditure							
Net Income over Expenditure	(150)	(1,455)	(1,305)				
7000 plus Transfer from EMR	13,549						
8001 less Transfer to EMR	14,904						
Movement to/(from) Gen Reserve	(1,505)						
<u>440 Town Mayor's Charity</u>							
1440 Town Mayor's Charity	1,162	0	(1,162)			0.0%	
	<u>1,162</u>	<u>0</u>	<u>(1,162)</u>				<u>0</u>
Town Mayor's Charity :- Income							
4795 Town Mayor's Charity Exp	2,558	0	(2,558)		(2,558)	0.0%	
	<u>2,558</u>	<u>0</u>	<u>(2,558)</u>	<u>0</u>	<u>(2,558)</u>		<u>0</u>
Town Mayor's Charity :- Indirect Expenditure							
Net Income over Expenditure	(1,395)	0	1,395				
<u>460 CIL</u>							
1460 CIL - CIL Income	52,196	0	(52,196)			0.0%	52,196
	<u>52,196</u>	<u>0</u>	<u>(52,196)</u>				<u>52,196</u>
CIL :- Income							
5000 CIL - Expenditure	8,966	0	(8,966)		(8,966)	0.0%	8,966
	<u>8,966</u>	<u>0</u>	<u>(8,966)</u>	<u>0</u>	<u>(8,966)</u>		<u>8,966</u>
CIL :- Indirect Expenditure							
Net Income over Expenditure	43,230	0	(43,230)				
7000 plus Transfer from EMR	8,966						
8001 less Transfer to EMR	52,196						
Movement to/(from) Gen Reserve	0						
<u>470 Streetlighting</u>							
4730 CCTV Costs	5,794	2,425	(3,369)		(3,369)	238.9%	5,509
4970 Streetlighting	5,902	7,575	1,673		1,673	77.9%	5,902
	<u>11,696</u>	<u>10,000</u>	<u>(1,696)</u>	<u>0</u>	<u>(1,696)</u>	<u>117.0%</u>	<u>11,411</u>
Streetlighting :- Indirect Expenditure							
Net Expenditure	(11,696)	(10,000)	1,696				
7000 plus Transfer from EMR	11,411						
Movement to/(from) Gen Reserve	(285)						

Detailed Income & Expenditure by Budget Heading 01/01/2024

Month No: 10

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	791,255	701,369	(89,886)			112.8%	
Expenditure	678,166	701,369	23,203	1,299	21,904	96.9%	
Net Income over Expenditure	<u>113,089</u>	<u>0</u>	<u>(113,089)</u>				
plus Transfer from EMR	62,678						
less Transfer to EMR	91,162						
Movement to/(from) Gen Reserve	<u>84,605</u>						

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Detailed Income & Expenditure by Budget Heading 01/02/2024

Month No: 11

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Agency Services</u>							
1000 Agency Services Income	3,848	3,456	(392)			111.3%	
Agency Services :- Income	<u>3,848</u>	<u>3,456</u>	<u>(392)</u>			111.3%	0
4000 NCC Grasscutting	90	100	10		10	90.1%	
Agency Services :- Indirect Expenditure	<u>90</u>	<u>100</u>	<u>10</u>	0	10	90.1%	0
Net Income over Expenditure	<u>3,758</u>	<u>3,356</u>	<u>(402)</u>				
<u>120 Allotments</u>							
1120 Allotment Rent	500	500	0			100.0%	
Allotments :- Income	<u>500</u>	<u>500</u>	<u>0</u>			100.0%	0
4020 Allotments - Insurance	28	28	0		0	100.0%	
Allotments :- Indirect Expenditure	<u>28</u>	<u>28</u>	<u>0</u>	0	0	100.0%	0
Net Income over Expenditure	<u>472</u>	<u>472</u>	<u>0</u>				
<u>140 Amenities</u>							
1140 Amenities Income	4,541	2,085	(2,456)			217.8%	
1143 Flock Income	9,999	0	(9,999)			0.0%	9,999
Amenities :- Income	<u>14,540</u>	<u>2,085</u>	<u>(12,455)</u>			697.4%	9,999
4030 Park Enhancement Costs (470)	42	0	(42)		(42)	0.0%	42
4040 Gardens/Floral Scheme	983	1,300	317		317	75.6%	
4060 Town/Park - R&R	19,501	20,000	499	567	(68)	100.3%	120
4061 Play Equipment R&R	5,769	5,000	(769)		(769)	115.4%	
4062 Boardwalk Maintenance	4,282	1,000	(3,282)		(3,282)	428.2%	4,136
4065 Van Replacement	0	1,000	1,000		1,000	0.0%	
4070 Van x 2 Running Costs	4,939	3,500	(1,439)		(1,439)	141.1%	
4071 Van Insurance	1,695	1,220	(475)		(475)	138.9%	
4075 Tree Management	2,480	9,000	6,520		6,520	27.6%	2,480
4085 Closed Churchyard - R&R	35	30	(5)		(5)	116.1%	
4090 Manorial Rights - R&R	7	10	3		3	66.6%	
4095 Mere - Water/drainage	0	2,800	2,800		2,800	0.0%	
4100 Mere - Fountain	1,500	1,500	0		0	100.0%	
4101 Mere - Fountain Electricity	2,159	4,830	2,671		2,671	44.7%	
4102 Mere Fountain/Kiosk -Insurance	155	155	0		0	100.0%	
4110 Park - Water Rates	51	100	49		49	50.7%	
4115 Park - Electricity	1,467	1,841	374		374	79.7%	
4120 Mere's Mouth - Rent	100	100	0		0	100.0%	
4125 Mere's Mouth - Business Rates	424	424	(0)		(0)	100.0%	

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	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4140 Park - Insurance	1,764	1,757	(7)		(7)	100.4%	
Amenities :- Indirect Expenditure	47,353	55,567	8,214	567	7,647	86.2%	6,777
Net Income over Expenditure	<u>(32,812)</u>	<u>(53,482)</u>	<u>(20,670)</u>				
7000 plus Transfer from EMR	6,777						
8001 less Transfer to EMR	9,999						
Movement to/(from) Gen Reserve	<u>(36,034)</u>						
<u>145 Mini Recycling Centre Adopter</u>							
1150 Mini Recycling Adopter Payment	450	450	0			100.0%	
Mini Recycling Centre Adopter :- Income	450	450	0			100.0%	0
Net Income	<u>450</u>	<u>450</u>	<u>0</u>				
<u>150 Bank Interest</u>							
1090 Interest Received	10,638	500	(10,138)			2127.6%	
Bank Interest :- Income	10,638	500	(10,138)			2127.6%	0
4202 Bank Charges	322	240	(82)		(82)	134.0%	
Bank Interest :- Indirect Expenditure	322	240	(82)	0	(82)	134.0%	0
Net Income over Expenditure	<u>10,317</u>	<u>260</u>	<u>(10,057)</u>				
<u>160 Capital Expenditure</u>							
4200 Capital Expenditure	22,683	41,007	18,324		18,324	55.3%	
Capital Expenditure :- Indirect Expenditure	22,683	41,007	18,324	0	18,324	55.3%	0
Net Expenditure	<u>(22,683)</u>	<u>(41,007)</u>	<u>(18,324)</u>				
<u>180 Cemetery</u>							
1180 Cemetery Interment/Chapel Fees	24,982	25,000	18			99.9%	
1185 Cemetery Memorial Fees	7,637	10,500	2,863			72.7%	
Cemetery :- Income	32,620	35,500	2,880			91.9%	0
4250 Cemetery - Grounds - R&R	6,956	8,000	1,044		1,044	86.9%	
4260 Cemetery - Chapels - R&R	46,406	1,000	(45,406)		(45,406)	4640.6%	11,456
4270 General Equipment	1,310	3,000	1,690		1,690	43.7%	
4271 General Equipment Insurance	142	142	0		0	100.0%	
4272 Ride on Mower Insurance	412	412	0		0	100.0%	
4275 Cemetery - Water Rate	154	150	(4)		(4)	102.5%	
4280 Cemetery - Electricity	1,654	472	(1,182)		(1,182)	350.4%	

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4285 Cemetery - Insurance	496	496	0		0	100.0%	
Cemetery :- Indirect Expenditure	57,529	13,672	(43,857)	0	(43,857)	420.8%	11,456
Net Income over Expenditure	(24,909)	21,828	46,737				
7000 plus Transfer from EMR	11,456						
Movement to/(from) Gen Reserve	(13,453)						
<u>190 Cemetery Gravedigging</u>							
1190 Cemetery Gravedigging Fees	6,882	0	(6,882)			0.0%	
Cemetery Gravedigging :- Income	6,882	0	(6,882)				0
4300 Cemetery Gravedigging Exp.	6,570	0	(6,570)		(6,570)	0.0%	
Cemetery Gravedigging :- Indirect Expenditure	6,570	0	(6,570)	0	(6,570)		0
Net Income over Expenditure	312	0	(312)				
<u>200 Christmas Lights</u>							
4320 Christmas Lights	18,871	21,000	2,129		2,129	89.9%	
4322 Insurance re. Christmas Lights	79	79	0		0	100.0%	
Christmas Lights :- Indirect Expenditure	18,950	21,079	2,129	0	2,129	89.9%	0
Net Expenditure	(18,950)	(21,079)	(2,129)				
<u>220 Corn Hall</u>							
4350 Corn Hall - Maint./R&R	7,176	6,000	(1,176)		(1,176)	119.6%	
4360 Corn Hall - Insurance	2,588	2,582	(6)		(6)	100.2%	
Corn Hall :- Indirect Expenditure	9,764	8,582	(1,182)	0	(1,182)	113.8%	0
Net Expenditure	(9,764)	(8,582)	1,182				
<u>240 Council Properties</u>							
1240 Office Rent/Service Charge	6,536	5,500	(1,036)			118.8%	
Council Properties :- Income	6,536	5,500	(1,036)			118.8%	0
4400 Office R&R	4,014	2,500	(1,514)		(1,514)	160.6%	
4405 Office Building Maintenance	985	0	(985)		(985)	0.0%	505
4410 Office Stairlift	376	340	(36)		(36)	110.6%	
4415 Cemetery Bungalow	3,127	2,000	(1,127)		(1,127)	156.4%	
4420 Electricity Testing 5 Yrly	798	0	(798)		(798)	0.0%	798
4425 Health & Safety	1,126	2,500	1,374		1,374	45.0%	
4435 Pk Toilets Servicing	9,357	12,000	2,643		2,643	78.0%	

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4445 Pk Toilets - Insurance	384	384	0		0	100.0%	
4450 Pk Toilet- Electricity	1,731	1,720	(11)		(11)	100.6%	
4460 Pk Toilets - Water Rates	699	2,070	1,371		1,371	33.7%	
4465 Mere's Mouth Toilets	10,916	15,000	4,084		4,084	72.8%	
4466 Mere's Mouth Electricity	842	1,500	658		658	56.2%	
4475 Staff Uniforms/Replacements	0	250	250		250	0.0%	
Council Properties :- Indirect Expenditure	34,354	40,264	5,910	0	5,910	85.3%	1,303
Net Income over Expenditure	(27,818)	(34,764)	(6,946)				
7000 plus Transfer from EMR	1,303						
Movement to/(from) Gen Reserve	(26,515)						
<u>260 Diss Youth & Community Centre</u>							
1160 Loan Park Radio	900	0	(900)			0.0%	
1260 DYCC Hire Fees	16,302	20,000	3,698			81.5%	
Diss Youth & Community Centre :- Income	17,202	20,000	2,798			86.0%	0
4500 DYCC - Electricity	7,506	7,758	252		252	96.8%	
4505 DYCC - Gas	912	830	(82)		(82)	109.9%	
4510 DYCC - Business Rates	5,040	5,200	160		160	96.9%	
4515 DYCC - Water Rates	1,179	710	(469)		(469)	166.1%	
4520 Licences - Music	(23)	247	270		270	(9.1%)	
4525 DYCC - Insurance	1,095	1,085	(10)		(10)	100.9%	
4530 Annual Service Costs	330	1,500	1,170		1,170	22.0%	
4540 DYCC - General R&R	10,021	4,000	(6,021)	156	(6,178)	254.4%	
Diss Youth & Community Centre :- Indirect Expenditure	26,060	21,330	(4,730)	156	(4,886)	122.9%	0
Net Income over Expenditure	(8,858)	(1,330)	7,528				
<u>280 Administrative Overheads</u>							
1285 Photocopying Income	48	0	(48)			0.0%	
Administrative Overheads :- Income	48	0	(48)				0
4610 Council Office Business Rates	4,853	4,860	7		7	99.9%	
4615 Council Office - Gas	2,804	1,230	(1,574)		(1,574)	228.0%	
4620 Council Office - Electricity	1,063	956	(107)		(107)	111.2%	
4625 Council Office - Telephone	1,535	2,000	465		465	76.7%	
4630 Council Office - Insurance	882	882	0		0	100.0%	
4657 IT Equipment, Software & Suppo	16,400	14,000	(2,400)		(2,400)	117.1%	
Administrative Overheads :- Indirect Expenditure	27,537	23,928	(3,609)	0	(3,609)	115.1%	0
Net Income over Expenditure	(27,489)	(23,928)	3,561				

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>300 Grants</u>							
4720 General Grants	10,000	10,000	0		0	100.0%	
4765 Heritage Triangle Trust	475	0	(475)		(475)	0.0%	475
Grants :- Indirect Expenditure	<u>10,475</u>	<u>10,000</u>	<u>(475)</u>	<u>0</u>	<u>(475)</u>	<u>104.8%</u>	<u>475</u>
Net Expenditure	<u>(10,475)</u>	<u>(10,000)</u>	<u>475</u>				
7000 plus Transfer from EMR	475						
Movement to/(from) Gen Reserve	<u>(10,000)</u>						
<u>310 Highways</u>							
1070 Parish Partnership Bid Income	1,525	0	(1,525)			0.0%	
Highways :- Income	<u>1,525</u>	<u>0</u>	<u>(1,525)</u>				<u>0</u>
4785 Neighbourhood Plan	1,035	0	(1,035)		(1,035)	0.0%	1,035
Highways :- Indirect Expenditure	<u>1,035</u>	<u>0</u>	<u>(1,035)</u>	<u>0</u>	<u>(1,035)</u>		<u>1,035</u>
Net Income over Expenditure	<u>490</u>	<u>0</u>	<u>(490)</u>				
7000 plus Transfer from EMR	1,035						
Movement to/(from) Gen Reserve	<u>1,525</u>						
<u>320 Market</u>							
1320 Market Stallage	20,190	20,000	(190)			100.9%	
Market :- Income	<u>20,190</u>	<u>20,000</u>	<u>(190)</u>			<u>100.9%</u>	<u>0</u>
4805 Mere's Mouth - Maintenance	470	0	(470)		(470)	0.0%	470
4810 Market Place - Water Rates	72	63	(9)		(9)	114.2%	
4815 Market Place - Business Rates	2,470	2,800	330		330	88.2%	
4830 Market Expenditure	439	365	(74)		(74)	120.4%	
Market :- Indirect Expenditure	<u>3,451</u>	<u>3,228</u>	<u>(223)</u>	<u>0</u>	<u>(223)</u>	<u>106.9%</u>	<u>470</u>
Net Income over Expenditure	<u>16,738</u>	<u>16,772</u>	<u>34</u>				
7000 plus Transfer from EMR	470						
Movement to/(from) Gen Reserve	<u>17,208</u>						
<u>340 Promotion</u>							
4840 Promotion	827	250	(577)		(577)	330.6%	
4845 Website/Intranet Hosting/Maint	468	150	(318)		(318)	312.0%	
Promotion :- Indirect Expenditure	<u>1,295</u>	<u>400</u>	<u>(895)</u>	<u>0</u>	<u>(895)</u>	<u>323.6%</u>	<u>0</u>
Net Expenditure	<u>(1,295)</u>	<u>(400)</u>	<u>895</u>				

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>360 Precept</u>							
1076 Precept	591,978	591,978	0			100.0%	10,000
Precept :- Income	<u>591,978</u>	<u>591,978</u>	<u>0</u>			<u>100.0%</u>	<u>10,000</u>
Net Income	<u>591,978</u>	<u>591,978</u>	<u>0</u>				
8001 less Transfer to EMR	10,000						
Movement to/(from) Gen Reserve	<u>581,978</u>						
<u>370 General Expenditure</u>							
4600 Town Mayor's Allowance	1,356	1,500	144		144	90.4%	
4605 Ccl Members' Allowance & Exp	1,168	1,000	(168)		(168)	116.8%	
4635 Subscriptions	2,379	2,500	121		121	95.2%	
4640 Audit	2,421	2,180	(241)		(241)	111.1%	
4645 Training	4,050	4,500	450		450	90.0%	
4646 Liability Insurance	4,635	4,536	(99)		(99)	102.2%	
4655 Printing & Stationery	3,035	3,500	465		465	86.7%	
4660 Postage	60	100	40		40	60.4%	
4665 Wages - General Admin.	183,504	199,557	16,053		16,053	92.0%	
4666 Wages - General Maint.	186,132	197,102	10,970		10,970	94.4%	
4667 Staff Mileage	472	300	(172)		(172)	157.3%	
4675 Legal/Financial/Prof fees	667	2,000	1,333		1,333	33.4%	
4680 Vacancy Advert	0	2,000	2,000		2,000	0.0%	
4992 Annual Town Meeting	96	200	104		104	48.1%	
General Expenditure :- Indirect Expenditure	<u>389,976</u>	<u>420,975</u>	<u>30,999</u>	<u>0</u>	<u>30,999</u>	<u>92.6%</u>	<u>0</u>
Net Expenditure	<u>(389,976)</u>	<u>(420,975)</u>	<u>(30,999)</u>				
<u>375 Rechargable</u>							
1280 Rechargable Exp. Refunded	2,917	0	(2,917)			0.0%	
Rechargable :- Income	<u>2,917</u>	<u>0</u>	<u>(2,917)</u>				<u>0</u>
4685 Rechargable Expenditure	1,320	0	(1,320)		(1,320)	0.0%	
Rechargable :- Indirect Expenditure	<u>1,320</u>	<u>0</u>	<u>(1,320)</u>	<u>0</u>	<u>(1,320)</u>		<u>0</u>
Net Income over Expenditure	<u>1,597</u>	<u>0</u>	<u>(1,597)</u>				
<u>380 S 137</u>							
4870 S 137 - Expenditure	19	0	(19)		(19)	0.0%	
S 137 :- Indirect Expenditure	<u>19</u>	<u>0</u>	<u>(19)</u>	<u>0</u>	<u>(19)</u>		<u>0</u>
Net Expenditure	<u>(19)</u>	<u>0</u>	<u>19</u>				

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>400 Sports Ground</u>							
1400 Sports Ground Hire Fees	12,643	10,000	(2,643)			126.4%	
Sports Ground :- Income	<u>12,643</u>	<u>10,000</u>	<u>(2,643)</u>			126.4%	<u>0</u>
4900 Track Maintenance	0	4,000	4,000		4,000	0.0%	
4910 Pavilion Maintenance	5,283	0	(5,283)		(5,283)	0.0%	
4915 General Sports Ground Maint.	2,235	3,000	765	576	189	93.7%	
4920 Ground Maintenance	1,446	2,500	1,054		1,054	57.8%	
4930 Sports Grnd-Water Rate	529	553	24		24	95.7%	
4935 Sports Ground - Electricity	2,831	3,730	899		899	75.9%	
4940 Sports Ground - Phone	131	300	169		169	43.8%	
4945 Sports Ground - Insurance	1,334	1,332	(2)		(2)	100.2%	
4955 Skateboard Pk - Insurance/Insp	500	499	(1)		(1)	100.2%	
4965 Skateboard Pk-Maint. Materials	2,059	0	(2,059)		(2,059)	0.0%	2,059
Sports Ground :- Indirect Expenditure	<u>16,349</u>	<u>15,914</u>	<u>(435)</u>	<u>576</u>	<u>(1,011)</u>	<u>106.4%</u>	<u>2,059</u>
Net Income over Expenditure	<u>(3,706)</u>	<u>(5,914)</u>	<u>(2,208)</u>				
7000 plus Transfer from EMR	2,059						
Movement to/(from) Gen Reserve	<u>(1,647)</u>						
<u>420 Events</u>							
1330 Coronation Income	3,358	0	(3,358)			0.0%	
Events :- Income	<u>3,358</u>	<u>0</u>	<u>(3,358)</u>				<u>0</u>
4760 Remembrance Service Costs	558	800	242		242	69.7%	
4991 General Events Expenditure	6,811	0	(6,811)		(6,811)	0.0%	
Events :- Indirect Expenditure	<u>7,369</u>	<u>800</u>	<u>(6,569)</u>	<u>0</u>	<u>(6,569)</u>	<u>921.1%</u>	<u>0</u>
Net Income over Expenditure	<u>(4,010)</u>	<u>(800)</u>	<u>3,210</u>				
<u>425 Christmas Switch on Event</u>							
1235 Christmas Switch On Income	4,023	1,400	(2,623)			287.4%	4,023
Christmas Switch on Event :- Income	<u>4,023</u>	<u>1,400</u>	<u>(2,623)</u>			<u>287.4%</u>	<u>4,023</u>
4990 Christmas Switch on Event	5,112	2,800	(2,312)		(2,312)	182.6%	5,112
Christmas Switch on Event :- Indirect Expenditure	<u>5,112</u>	<u>2,800</u>	<u>(2,312)</u>	<u>0</u>	<u>(2,312)</u>	<u>182.6%</u>	<u>5,112</u>
Net Income over Expenditure	<u>(1,089)</u>	<u>(1,400)</u>	<u>(311)</u>				
7000 plus Transfer from EMR	5,112						
8001 less Transfer to EMR	5,423						
Movement to/(from) Gen Reserve	<u>(1,400)</u>						

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>430 Carnival</u>							
1435 Carnival Income	12,931	10,000	(2,931)			129.3%	14,569
	<u>12,931</u>	<u>10,000</u>	<u>(2,931)</u>			129.3%	<u>14,569</u>
Carnival :- Income							
4996 Carnival	13,081	11,455	(1,626)		(1,626)	114.2%	13,934
	<u>13,081</u>	<u>11,455</u>	<u>(1,626)</u>	<u>0</u>	<u>(1,626)</u>	114.2%	<u>13,934</u>
Carnival :- Indirect Expenditure							
Net Income over Expenditure	<u>(150)</u>	<u>(1,455)</u>	<u>(1,305)</u>				
7000 plus Transfer from EMR	13,599						
8001 less Transfer to EMR	14,904						
Movement to/(from) Gen Reserve	<u>(1,455)</u>						
<u>440 Town Mayor's Charity</u>							
1440 Town Mayor's Charity	1,382	0	(1,382)			0.0%	
	<u>1,382</u>	<u>0</u>	<u>(1,382)</u>				<u>0</u>
Town Mayor's Charity :- Income							
4795 Town Mayor's Charity Exp	2,558	0	(2,558)		(2,558)	0.0%	
	<u>2,558</u>	<u>0</u>	<u>(2,558)</u>	<u>0</u>	<u>(2,558)</u>		<u>0</u>
Town Mayor's Charity :- Indirect Expenditure							
Net Income over Expenditure	<u>(1,175)</u>	<u>0</u>	<u>1,175</u>				
<u>460 CIL</u>							
1460 CIL - CIL Income	52,196	0	(52,196)			0.0%	52,196
	<u>52,196</u>	<u>0</u>	<u>(52,196)</u>				<u>52,196</u>
CIL :- Income							
5000 CIL - Expenditure	8,966	0	(8,966)		(8,966)	0.0%	8,966
	<u>8,966</u>	<u>0</u>	<u>(8,966)</u>	<u>0</u>	<u>(8,966)</u>		<u>8,966</u>
CIL :- Indirect Expenditure							
Net Income over Expenditure	<u>43,230</u>	<u>0</u>	<u>(43,230)</u>				
7000 plus Transfer from EMR	8,966						
8001 less Transfer to EMR	52,196						
Movement to/(from) Gen Reserve	<u>0</u>						
<u>470 Streetlighting</u>							
4730 CCTV Costs	5,820	2,425	(3,395)		(3,395)	240.0%	5,509
4970 Streetlighting	5,902	7,575	1,673		1,673	77.9%	5,902
	<u>11,722</u>	<u>10,000</u>	<u>(1,722)</u>	<u>0</u>	<u>(1,722)</u>	117.2%	<u>11,411</u>
Streetlighting :- Indirect Expenditure							
Net Expenditure	<u>(11,722)</u>	<u>(10,000)</u>	<u>1,722</u>				
7000 plus Transfer from EMR	11,411						
Movement to/(from) Gen Reserve	<u>(311)</u>						

Detailed Income & Expenditure by Budget Heading 01/02/2024

Month No: 11

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	796,408	701,369	(95,039)			113.6%	
Expenditure	723,965	701,369	(22,596)	1,299	(23,895)	103.4%	
Net Income over Expenditure	<u>72,443</u>	<u>0</u>	<u>(72,443)</u>				
plus Transfer from EMR	62,663						
less Transfer to EMR	92,522						
Movement to/(from) Gen Reserve	<u>42,583</u>						

SUMMARY REPORT OF EARMARKED RESERVES 2023-24

Project Ref	NC	Committee	Site	EMR	Balance as at 1st April 2023	Less:Actual Year to date Expense	Balance	Add: Year to date receipts	Balance as at 30th September 2023
RF	330	1 Executive	By-election	By-election costs	£ 5,000		£ 5,000		£ 5,000
NEW	335	Facilities	Facilities	Flock Project	£ -		£ -	£ 9,999	£ 9,999
RF	342	3 Executive	Events	Christmas Lights switch on	£ 3,680	£ 5,152	-£ 1,472	£ 4,063	£ 2,591
RF	344	4 Executive	Events	Carnival	£ 3,981	£ 14,357	-£ 10,376	£ 15,662	£ 5,286
J	370	5 Facilities	Cemetery	Cem Roads, Cem Monuments	£ 4,500		£ 4,500		£ 4,500
J	372	6 Facilities	Cemetery	Cemetery Chapels	£ 11,456	£ 11,456	£ -		£ -
L	375	7 Facilities	Corn Hall	Corn Hall	£ 25,975		£ 25,975		£ 25,975
M	384	8 Facilities	Council Offices	Building maintenance	£ 31,095	£ 505	£ 30,590		£ 30,590
D	390	9 Facilities	DYCC	Van Replacement	£ 7,000		£ 7,000	£ 1,000	£ 8,000
K	392	10 Facilities	DYCC	Replacement Ride-On Lawnmower	£ 3,000		£ 3,000		£ 3,000
O	398	11 Facilities	DYCC	DYCC	£ 4,317		£ 4,317		£ 4,317
P	400	12 Facilities	Market	Maintenance Market	£ 21,500		£ 21,500		£ 21,500
C	412	13 Facilities	Mere	Boardwalk	£ 4,473	£ 4,136	£ 338		£ 338
H	414	14 Facilities	Mere	Maintenance Mere's Mouth (Resurfacing)	£ 2,000	£ 470	£ 1,530		£ 1,530
G	416	15 Facilities	Mere	Mere Fountain	£ 22,815		£ 22,815		£ 22,815
A	422	16 Facilities	Park	Park General - Beacon Project	£ 6,842		£ 6,842		£ 6,842
B	424	17 Facilities	Park	Play Equipment	£ 500		£ 500		£ 500
Y	426	18 Facilities	Park	Park Toilets	£ 16,000		£ 16,000		£ 16,000
Q	430	19 Facilities	SPG	Athletics maintenance	£ 11,000		£ 11,000		£ 11,000
R	432	20 Facilities	SPG	SPG Floodlights	£ -		£ -		£ -
S	434	21 Facilities	SPG	SPG Pav maintenance	£ -		£ -		£ -
T	436	22 Facilities	SPG	SPG - Skateboard Park	£ 2,059	£ 2,059	£ -		£ -
F	440	23 Facilities	St Marys Churchyard	Closed churchyard repairs	£ 18,579		£ 18,579		£ 18,579
E	450	24 Facilities	Facilities	Tree Management	£ 1,000	£ 2,480	-£ 1,480	£ 9,000	£ 7,520
N	469	25 Facilities		5 Yr Electrical Testing	£ 4,098	£ 798	£ 3,300		£ 3,300
U	470	26 Facilities		Park Enhancement Project	£ 12,181	£ 42	£ 12,140		£ 12,140
RF	455	27 HTP	HTP	HTP	£ 9,109	£ 475	£ 8,634		£ 8,634
RF	460	28 Infrastructure	Infrastructure	Bus Shelters maintenance	£ 15,721	£ 90	£ 15,631		£ 15,631
RF	462	29 Infrastructure	Infrastructure	Streetlights	£ 10,318	£ 5,902	£ 4,416		£ 4,416
RF	464	30 Infrastructure	Infrastructure	Community Infrastructure Levy (CIL)	£ 68,408	£ 8,966	£ 59,442	£ 52,196	£ 111,638
RF	466	31 Infrastructure	Infrastructure	CCTV	£ 7,184	£ 5,509	£ 1,675		£ 1,675
RF	468	32 Infrastructure	Infrastructure	D&D Neighbourhood Plan	£ 5,213	£ 1,036	£ 4,177		£ 4,177
V	471	33 Infrastructure	Infrastructure	Park Light Review	£ -		£ -		£ -
W	472	34 Infrastructure	Infrastructure	Mere Street Pedestrianisation	£ 10,000		£ 10,000		£ 10,000
X	473	35 Infrastructure	Infrastructure	Street Cleaner	£ 10,543		£ 10,543		£ 10,543
RF	445	36 Infrastructure	Infrastructure	Parish Partnership Works	£ 5,000		£ 5,000		£ 5,000
				TOTAL	£ 364,547	£ 63,432	£ 301,116	£ 91,920	£ 393,036

	% of EMR	Balance year end 2022/23	YTD Balance
Facilities	53%	£210,391.34	£208,445
HTP	2%	£9,108.59	£8,634
Infrastructure	41%	£132,386.40	£163,080
Executive	3%	£12,661.14	£12,877
TOTAL		£364,547.50	£393,036

30/11/2023	Current Year End balance (Precept)	£ 106,231
	General Reserves	£ 284,909
	EMR	£ 393,037
	Total Funds	£ 784,177

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

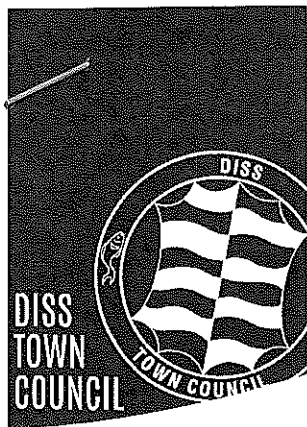
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NEW	335	Facilities	Facilities	Flock Project	£ -		£ -	£ 9,999	£ 9,999
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J	372	6 Facilities	Cemetery	Cemetery Chapels	£ 11,456	£ 11,456	£ -		£ -
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K	392	10 Facilities	DYCC	Replacement Ride-On Lawnmower	£ 3,000		£ 3,000		£ 3,000
O	398	11 Facilities	DYCC	DYCC	£ 4,317		£ 4,317		£ 4,317
P	400	12 Facilities	Market	Maintenance Market	£ 21,500		£ 21,500		£ 21,500
C	412	13 Facilities	Mere	Boardwalk	£ 4,473	£ 4,136	£ 338		£ 338
H	414	14 Facilities	Mere	Maintenance Mere's Mouth (Resurfacing)	£ 2,000	£ 470	£ 1,530		£ 1,530
G	416	15 Facilities	Mere	Mere Fountain	£ 22,815		£ 22,815		£ 22,815
A	422	16 Facilities	Park	Park General - Beacon Project	£ 6,842		£ 6,842		£ 6,842
B	424	17 Facilities	Park	Play Equipment	£ 500		£ 500		£ 500
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Q	430	19 Facilities	SPG	Athletics maintenance	£ 11,000		£ 11,000		£ 11,000
R	432	20 Facilities	SPG	SPG Floodlights	£ -		£ -		£ -
S	434	21 Facilities	SPG	SPG Pav maintenance	£ -		£ -		£ -
T	436	22 Facilities	SPG	SPG - Skateboard Park	£ 2,059	£ 2,059	£ -		£ -
F	440	23 Facilities	St Marys Churchyard	Closed churchyard repairs	£ 18,579		£ 18,579		£ 18,579
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RF	468	32 Infrastructure	Infrastructure	D&D Neighbourhood Plan	£ 5,213	£ 1,036	£ 4,177		£ 4,177
V	471	33 Infrastructure	Infrastructure	Park Light Review	£ -		£ -		£ -
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X	473	35 Infrastructure	Infrastructure	Street Cleaner	£ 10,543		£ 10,543		£ 10,543
RF	445	36 Infrastructure	Infrastructure	Parish Partnership Works	£ 5,000		£ 5,000		£ 5,000
				TOTAL	£ 364,547	£ 63,462	£ 301,086	£ 93,320	£ 394,406

	% of EMR	Balance year end 2022/23	YTD Balance
Facilities	53%	£210,391.34	£208,445
HTP	2%	£9,108.59	£8,634
Infrastructure	41%	£132,386.40	£163,050
Executive	4%	£12,661.14	£14,277
TOTAL		£364,547.50	£394,406

29/02/2024	Current Year End balance (Precept)	£ 72,443
	General Reserves	£ 283,539
	EMR	£ 394,406
	Total Funds	£ 750,388

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



TOWN CLERK
Miss S Richards,

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

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Web: www.diss.gov.uk

Facebook: @DissTC

Twitter: @DissTownCouncil

BANK RECONCILIATIONS COUNCILLOR CHECK

October 2023

Bank Accounts:

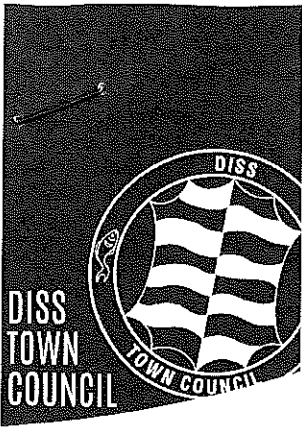
- Cashbook 1 - Current Account - 00361127 ✓
- Cashbook 2 - Wages & Petty Cash - 00361135 ✓
- Cashbook 3 - Active Saver – 10271985 ✓
- Cashbook 4 - Town Mayors Charity – 00997250 ✓
- Cashbook 5 - Rate Reward – 03508641 ✓
- Cashbook 6 - Barclaycard – 547676 07843 38272 ✓
- Cashbook 7 - Nationwide Account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

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

Signed

Date

27/2/2024



TOWN CLERK
Miss S Richards,

DISS TOWN COUNCIL
Council Offices, 11-12 Market Hill,
Diss, Norfolk, IP22 4JZ.
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Web: www.diss.gov.uk
Facebook: @DissTC
Twitter: @DissTownCouncil

BANK RECONCILIATIONS COUNCILLOR CHECK

November 2023

Bank Accounts:

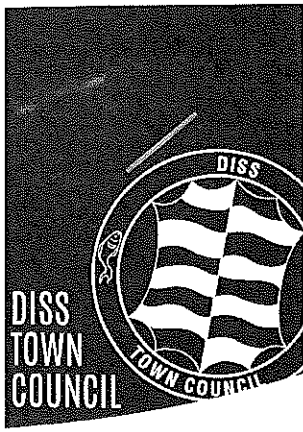
- Cashbook 1 - Current Account - 00361127 ✓
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- Cashbook 3 - Active Saver - 10271985 ✓
- Cashbook 4 - Town Mayors Charity - 00997250 ✓
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I, Councillor Richard Peaty as Internal Control Officer, can confirm that the above bank reconciliations are all correct.

Signed

Date

27/2/2024



TOWN CLERK
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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

December 2023

Bank Accounts:

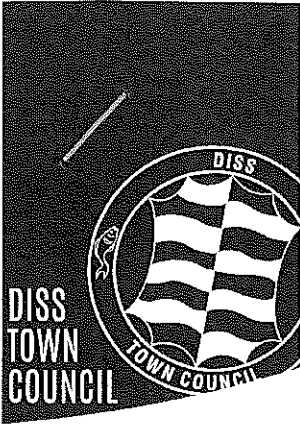
- Cashbook 1 - Current Account - 00361127 ✓
- Cashbook 2 - Wages & Petty Cash - 00361135 ✓
- Cashbook 3 - Active Saver – 10271985 ✓
- Cashbook 4 - Town Mayors Charity – 00997250 ✓
- Cashbook 5 - Rate Reward – 03508641 ✓
- Cashbook 6 - Barclaycard – 547676 07843 38272 ✓
- Cashbook 7 - Nationwide Account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

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

Signed

Date

27/2/2024



TOWN CLERK
Miss S Richards,

DISS TOWN COUNCIL
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Diss, Norfolk, IP22 4JZ.
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January 2024

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

Report Number:
58 / 2324

Report to:	Full Council
Date of Meeting:	20 th March 2024
Authorship:	COO/Deputy Town Clerk/Acting RFO
Subject:	Internal Controls

Introduction

- 1) As a statutory body (Local Government Act 1972 (LGA) s 9(4)(b)) in receipt of public funds, the Town Council must, by proper practices maintain adequate and effective financial management systems, a sound system of internal controls and arrangements for the management of risk (Audit & Accountability Act 2014 (A&A), s4(1) and annually review their effectiveness (A&A, s4(2) &(3)(b)).
- 2) Following the Executive Committee discussion and resolutions at the March meeting (minute ref EX0324/10), the suggested amendments from the Executive Committee have been made and will be attached separately to reduce the size of the agenda pack.

Internal Control Documents

- 3) Appendix A – Insurance Schedule – No amendments required.
- 4) Appendix B – Financial Regulations.
 - Point 4.2 needs to be in Bold to ensure compliance.
 - Slight Error on Index please amend.
- 5) Appendix C – External & Internal Audit Policy – No amendments required..
- 6) Appendix D – Financial Reserves Policy – No amendments required.
- 7) Appendix E – Financial Statement Control Policy.
 - Appendix, item no 1.3 change to meetings to start In April and then bi-annually.
- 8) Appendix F – Governance & Risk Management Policy.
 - In the list please amend the likelihood of the sudden loss of councillors to 2.
- 9) Appendices G – Investment Strategy – No amendments required.

Recommendations

- 1) To approve the adoption of the following internal control documents:
 - a) the Insurance Schedule
 - b) Financial Regulations
 - c) External & Internal audit policy
 - d) Financial Reserves Policy
 - e) Financial Statement Control Policy
 - f) The Governance & Risk Management Policy
 - g) The Investment Strategy

Diss Emergency Resilience Plan

Date of issue: November 2021
Latest Version: January 2024

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[Plan Distribution List](#)

Name	Role	Phone/mobile number Email address	Issued on
Jenny Bloomfield	Emergency Planning Officer	01508 533801 07771 627895	
Keith Kiddie	County/District Councillor	01379 644750 079410172233	
Graham Minshull	District Councillor	01379 640179 07970 344795	
Kieran Murphy	District Councillor	01379 642488 07484174693	
Diss Town Councillors	Town Councillors	See attached at Annex C	
Diss Police Inspector Andy Terry	Norfolk Police (Diss)	101	
Fire Officer (Diss)	Fire Service	999	
NRF	Norfolk Resilience Forum	nrf@norfolk-police.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 co-ordinator 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 tel no	Deputy Town Clerk
18 th January 2024	Updated Plan with new details of rest centre, tel numbers and councillors	Deputy Town Clerk

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 (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 local 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 situation 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 resources 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 Co-ordinators 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 given at 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 DYCC 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 ControlCentre to support the response and decision-making processes.

Diss Town Councillor Role

- 4.1 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 at Appendix B.

The Councillor and Town Council contact details can be found at Appendix C.

- 4.2 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

- 5.1 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, internet etc
- 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, 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.
- 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 in Appendix A.

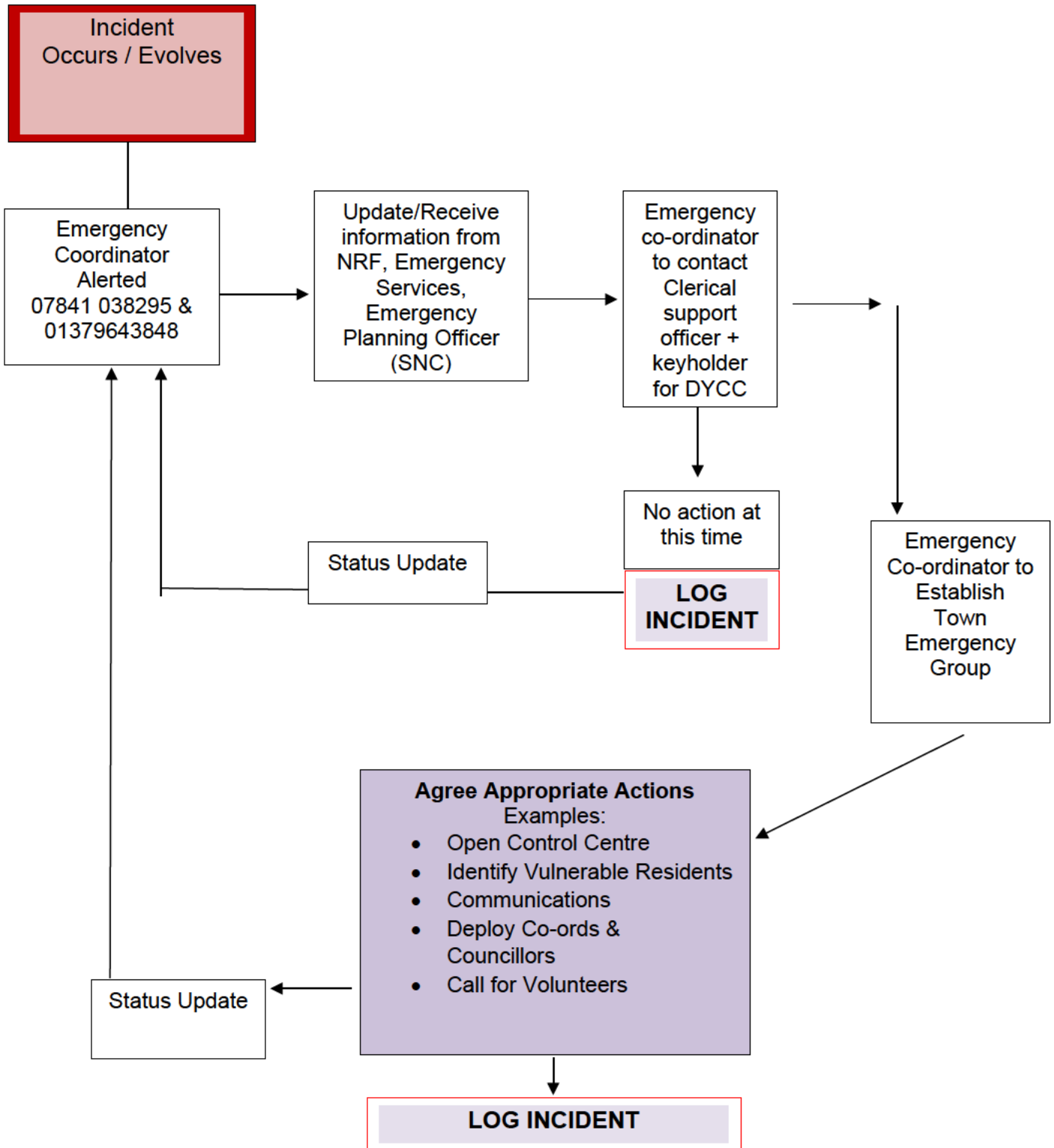
- 8.3 The emergency services/authorities which may request the activation of the Community Emergency Group are as follows:
 - a. The Police
 - c. Fire and Rescue Service
 - d. Environment Agency
 - e. Members of the Norfolk Resilience Forum (NRF)
 - f. South Norfolk District Council
 - g. Norfolk County 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 to be found at Appendix G.

- 8.6 The Town Emergency Group should ensure that all key actions/decisions taken by the group are recorded. **A sample log page is provided at Appendix H.**
- 8.7 On activation of the plan, the Group should deploy the Emergency Box and utilise their contents as necessary.

The contents and location of the box is provided at 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 and every individual dwelling that may be home to a vulnerable person.

10. **Control Centre**

- 11.1 Diss Football Club has been 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 local residents, has good communication links (e.g. telephone and internet) and has cooking, washing and toilet facilities. The address of the Emergency Control Centre (ECC) is:

There are several keyholders for the DYCC and their contact details are contained in **Appendix A.**

11. **Local Skills and Resources**

- 12.1. 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.
- 12.2 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.

Appendix J lists organisations in the community which may be able to provide volunteers, skills and resources.

12. Key Locations Identified as Places of Safety

- 12.1 Respite centres, as may be required by larger scale incidents, will be coordinated at the direction of the Tactical Coordinating Group (TCG) via the SNDC Local Authority Emergency Control Centre when established or in the interim via the Joint Emergency Duty Officer.
- 12.2 In the event that 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. Places of safety will be selected 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.

Floor plans for the above locations can be found at Appendix L.

Name of Premises	Location including Postcode	Type of Premises	Key holder/Owner Contact details (Including out of hours)	Facilities	Number it can accommodate	Restrictions
Diss Football Club	Brewers Green Lane, Diss, IP22 4QP	Football Club	Telephone: 01379 641406 Out of Hours [REDACTED]	Function room, kitchen toilets	150	No restrictions
The Cornhall	The Cornhall 10 St.Nicholas St, Diss, IP22 4LB	Community & Arts Centre	Telephone 01379 644223	Medium sized main hall, kitchen, toilets. DDA compliant.	120	No parking. Parking available on Shelfanger Road.
Diss High School	Walcot Rd, Diss, IP22 4DH Telephone 01379 642424	High School	Telephone 01842 66126 07875 097451	Large Hall, Kitchen, Toilets, DDA compliant.	500	No restrictions

Other Designated Local Authority Rest Centres within South Norfolk

Rest Centre	Tel No.	Out of Hours	Shelter Capacity	Feeding Capacity	Sleeping Capacity
Costessey Ormiston Victory Academy	01603 742310	07584 502376	500	500	340
Costessey Centre	01603 742958	07732 015481	200	200	154
West Costessey Hall	01603 742958	01603 945013 07855 695731	160	160	140
Cringleford The Willow Centre	01603 250198	07596 971533	240	240	80
Harleston Archbishop Sancroft High School	01379 852561	07799 674041	300	300	240
Long Stratton High School	01508 530418	01508 531222	400	400	300
Wymondham High Academy Trust	01953 602078	01362 420000 07713 081122	400	400	350

13. **Communications**

- 13.1 On activation of the Town Emergency Group, the Emergency Coordinator will make a register of all mobile numbers of volunteers, (**see Appendix F form for telephone numbers**) 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 Whats app is likely to be more effective at getting through.

14. **Media/Public Information Strategy**

- 14.1 All media enquiries and information releases should be agreed with the Emergency Coordinator.
- 14.2 The Town Clerks, Leader of the Council or Emergency Co-ordinator 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.**

Appendix A

Contact details for the Emergency Coordinator, Deputies and Control Centre.

Role	Name	Contact Details
Emergency Coordinator	Town Clerk / CEO Sarah Richards	c/o Diss Town Council Phone [REDACTED] DYCC keyholder sarah.richards@diss.gov.uk
Relief Emergency Coordinator	Sonya French Deputy Town Clerk	c/o Diss Town Council Tel [REDACTED] sonya.french@diss.gov.uk
Emergency Coordinator Clerical Support Officer	Councillor Mark Gingell	The Old Post Office, Common Road, Shelfanger, IP22 2DL Phone 01379 640903 Or 07816 963832 councilloringell@diss.gov.uk
Deputy Emergency- Coordinator 1	Cllr Simon Olander	5 Sycamore Way, Diss, IP22 4 ZD Phone [REDACTED] councillorolander@diss.gov.uk
Deputy Emergency- Coordinator 2	Cllr John Robertson	62 Mount Street, Diss, IP22 4QQ Phone: [REDACTED] councillorroberson@diss.gov.uk
Public Information Officer	Kim Jaynes	Tel available from Emergency Coordinators kim.jaynes@diss.gov.uk
Facilities & Buildings / Health & Safety	Robert Ludkin Facilities & Buildings Manager	c/o Diss Town Council Telephone [REDACTED] DYCC Keyholder Robert.ludkin@diss.gov.uk

Control Centres

Control Centre 1	Diss Town Council Offices	Council Office 11-12 Market Hill, Diss, IP22 4JZ Telephone: 01379 643848 Out of Hours Town Clerk (As above)
Control Centre 3	Corn Hall	St Nicholas Street Diss IP22 4JZ Telephone: 01379 652241 or out of hours [REDACTED]

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

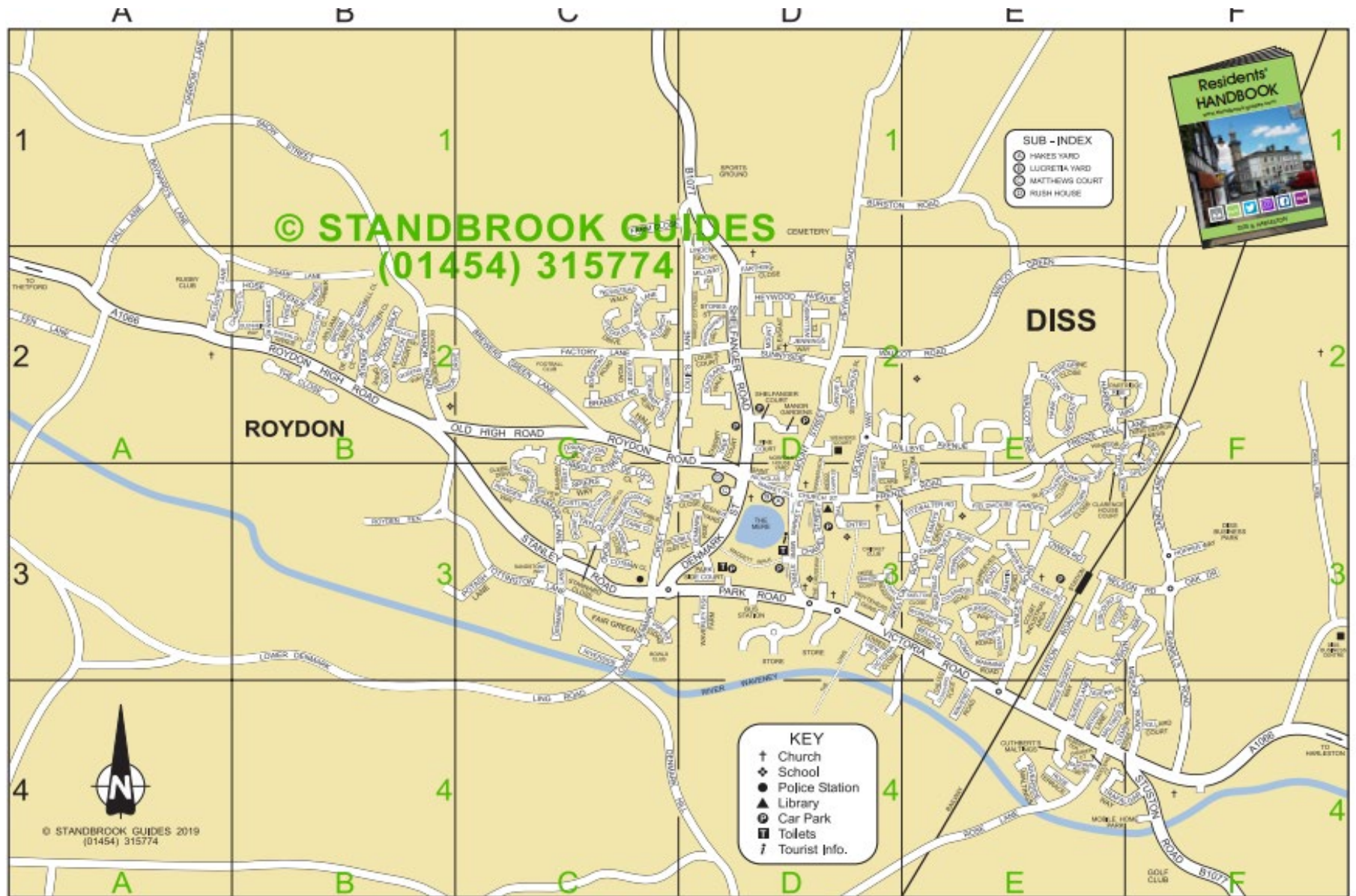
Office hours:
01508 533701

Out of hours:
07771 627895

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

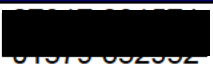




Councillors and Staff Contact Details:

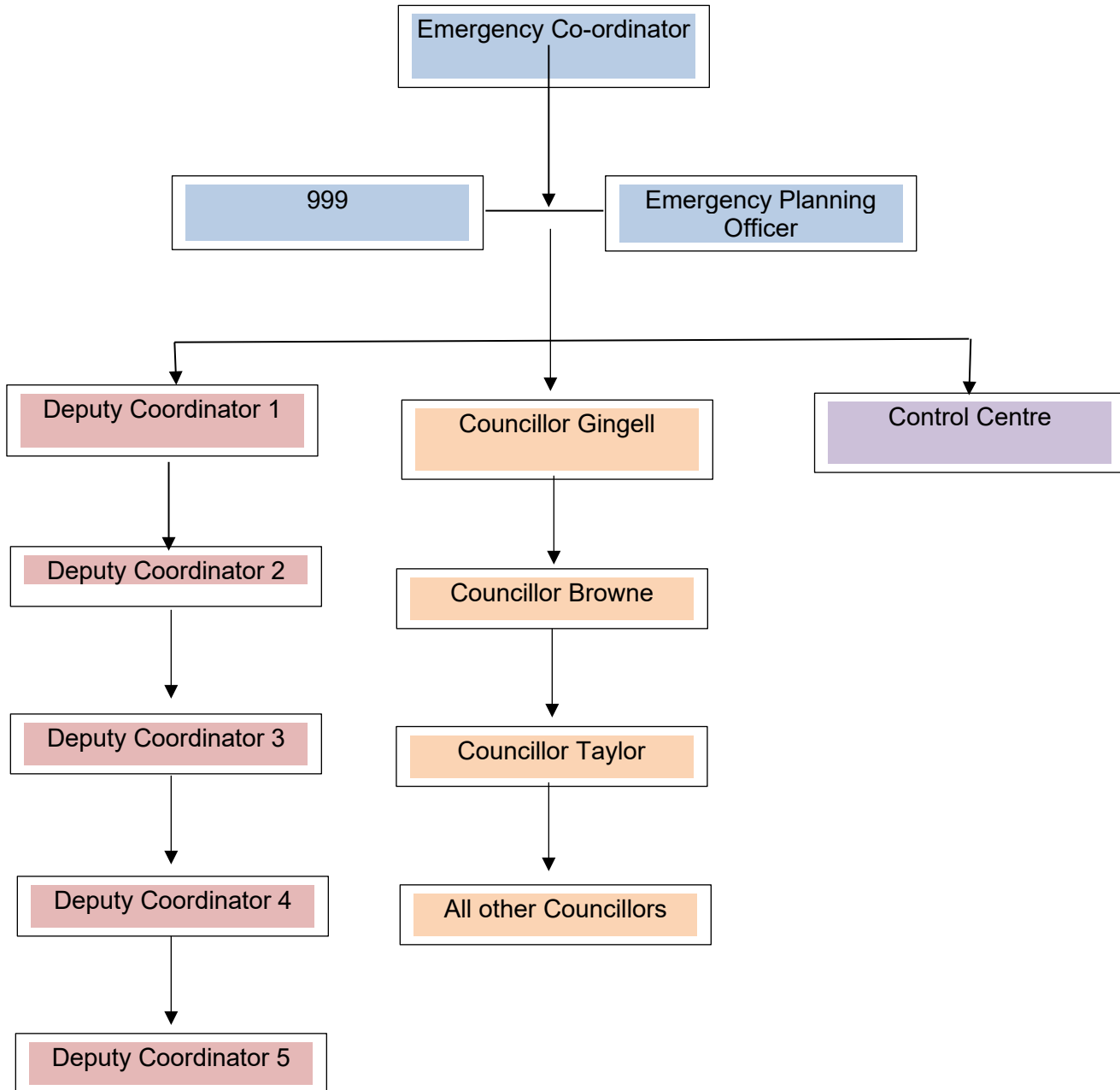
Internal Telephone Directory - Not for Publication - **CONFIDENTIAL**

Town Councillors' Contact Details			
Browne, Sonia	2 Grigg Close, Diss, IP22 4QF (ONLY DISTRIBUTE EMAIL)	Email only	brownesonia7@gmail.com councillorbrowne@diss.gov.uk
Collins, Doreen	The Shingles, The Street, Winfarthing, IP22 2ED	01379 642018 07787 716462	doreencollins@btinternet.com councillorcollins@diss.gov.uk
Gingell, Mark	The Old Post Office, Common Road, Shelfanger, IP22 2DL	01379 640903 07816 963832	mgingell88rx@gmail.com councillorgingell@diss.gov.uk
Kiddie, Sue	17 Walcot Road, Diss, IP22 4DB	01379 644750 07377 547468	Suekiddie2@gmail.com councillorkiddie@diss.gov.uk
Kitchen, Robert	14 Roydon Road, Diss, IP22 4LW	01379 642468	adrian_kitchen@hotmail.com councillorkitchen@diss.gov.uk
Murphy, Kieran	23 Spiers Way, Diss, Norfolk, IP22 6YX	01379 642488 07484 174693	kieranmurphy02@icloud.com councillormurphy@diss.gov.uk
Olander, Simon	5 Sycamore Way, Diss, IP22 4ZD	01379 641007 h 07855 742843	olander007@aol.com councillorolander@diss.gov.uk
Robertson, John	62 Mount Street, Diss, IP22 4QQ	01379 644370 07747 037996	robertsonatsea@gmail.com councillorrobertson@diss.gov.uk
Sinfield, Liz	2 The Grove, Mount St, Diss, IP22 4QQ	01379 651380 07775 502003	councillorsinfield@diss.gov.uk
Taylor, Eric	12 Peregrine Close, Diss, IP22 4PG	01379 643122 07860 417551	Eric.taylor45@btinternet.com councillortaylor@diss.gov.uk
Vacant			
Welch, Jim	Flat 6, 1 Denmark St, Diss, IP22 4LE	01379 644406 07447 266189	councillorwelch@diss.gov.uk
Vacant			

District Councillors' Contact Details for Diss			
Minshull, Graham	3 Vikings Close, Diss, IP22 4QB	01379 640179 07970 344795	grahamminshull.dtc@gmail.com
Kiddie, Keith	17 Walcot Road, Diss, IP22 4DB	01379 644750 07941 172233	kkiddie@s-norfolk.gov.uk keith.kiddie.cllr@norfolk.gov.uk
Kieran Murphy	23 Spiers Way, Diss, Norfolk, IP22 6YX	01379 642488	councillormurphy@diss.gov.uk

Staff Contact Details			
Sarah Richards	Town Clerk	11-12 Market Hill, Diss, IP22 4JZ	
Sonya French	Deputy Town Clerk	11-12 Market Hill, Diss, IP22 4JZ	
Robert Ludkin	Maintenance Manager	11-12 Market Hill, Diss, IP22 4JZ	

Activation call tree for Co-ordinators



Community Emergency Contact numbers

Name / Contact	Role	Daytime contact number	24hr contact number
Emergency Services		999	999
Local GP Surgeries	Parish Fields	01379 642023	111
	The Lawns	01379 642021	111
Environment Agency	Floodline	0845 988 1188	
Environment Agency	Incident Hotline	0800 807060	0800 807060
Anglian water			24 hr enquiries 08457 145 145 24 hr leaks
Norfolk Police	Non emergency	101	101
Norfolk Fire and Rescue	Non emergency	0300 123 1669	0300 123 1669
East Anglian Ambulance NHS Trust		0163 8561616 0345 601 3733	None
UKPN	Supply interruption	0800 316 3105	0800 31 63 105
UKPN	Substation issues	0800 587 3243	0800 5873243
National Grid	For reporting hazards on or near overhead electricity lines	0800 404 090	0800 404090
Highways England			0300 123 5000
Norfolk County Council / Highways			0344 800 8020
Norfolk County Council	Emergency Social Care Out of hours service	0344 800 8020	0344 800 8020
South Norfolk District Council		01508 533701	01508 533701
NCC Emergency Duty Officer		07771 527243	07771 527243

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?
- A vulnerable area?
- A 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
- 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?

Log

INCIDENT LOG (Nature of incident) **NAME** **DATE**..... **SHEET No.**

No.	Time	Name	Information	Done

Emergency Boxes - contents and location


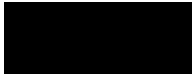

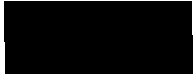


An Emergency Box is held at Diss Town Council (Access can be gained via the Town or Deputy Town Clerk).

Contents are as follows:

- Copy of Town Emergency Plan
- Incident Logbook
- 4 x Torches
- Batteries for Torches
- Map of Diss
- Copy of Electoral Register
- 5 x High visibility jackets
- 4 x Barrier Tape
- First Aid Kit
- 6 x Notebooks
- Box of Pens, Pack Crayons, Blue tac
- Sellotape
- Box of Gloves
- 2 x Wind up Radio
- 40 x Tealight candles
- 5 x Boxes of matches
- 1 x Pack of punched pockets
- 2 x Hand Sanitiser
- Emergency Rest Centre Manual Registration Forms and Important Information Document






Local skills and resources

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

Ryan Jaynes	-	Manager Travis Perkins (materials out of hours)	
Jeremy Green	-	Roydon Farmer (Tractor & Trailers)	
Andrew Rackham		Handyman/Builder	
Mike Stapleton		Landrover Owner	
Simon Hurst		Electrician	
Jamie Wright		Roofer/4x4 owner	

Volunteers/resources

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

Andy Rackham		Local handyman	
Simon Hurst		Electrician	
Jamie Wright		Roofer/handyman	
Mike Stapleton		2 x 4X4 Emergency Responders	 

Volunteer Driving

Until an Emergency Group is activated volunteers operate under their own or the Town Council's liability insurance. In the event that 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 particular group.

From: [Name of LA 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) as a result 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
<p>Significant disruption to mains power services. (Gas or Electricity Failure) Failure of whole or part of GB's National transmission network. Damage to pipeline.</p>	<p>Residents with no access to power for a prolonged period of time. 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.</p>	<p>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 co-ordinator and initiate Town Emergency Plan.</p>
<p>Significant disruption to communications infrastructure. Damage to telecommunication/internet services.</p>	<p>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.</p>	<p>If necessary contact emergency services. Call Emergency co-ordinator and initiate Town Emergency Group</p>
<p>Significant disruption to transport infrastructure Adverse weather conditions (Heavy snow/storm, icy conditions and/or road closures).</p>	<p>Roads impassable due to snow/fallen trees etc. Access to Town limited. Residents unable to access emergency and other services, eg 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.</p>	<p>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 co-ordinator and initiate Town Emergency Group</p>
<p>Flooding and Adverse Weather Of Homes and/or roads etc</p>	<p>Homes Flooded Rescue services may be required. Need to secure place of refuge. Need to support other services.</p>	<p>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</p>

	Knock-on effect of disruption to the power supply, communication, or transport infrastructure,	carry in their cars in case of adverse weather whilst out driving. (Pass through social media etc). If necessary contact emergency services. Call Emergency co-ordinator and initiateTown Emergency
Accidents or Incidents in Travel Network	Emergency situation arising from incidents eg Train collison or crash, bridge failure on Victoria Road (A1066) Support of emergency services dealing with incident.	Alert Emergency Services Call Emergency co-ordinator and initiateTown Emergency Group. Support emergency services eg, 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 co-ordinator and initiateTown Emergency Group. Help SNC with supply of clean water to vulnerable people. 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 co-ordinator and initiateTown Emergency Group. Support emergency services eg, refreshments/shelter. Facilitate or help find refuge and/or evacuation.

Care Homes and Contact Numbers

CARE HOME	ADDRESS	Manager	Telephone No
De Lucy House Care Home	40 Victoria Road, Diss, IP22 2HZ	Lucy Tubby	01379 671333
Weavers Court Norse Assisted Housing	Mount Street, Diss, IP22 4QH	Kirsty Forster	01379 643496
Walcot Hall Care Home	Walcot Green, Diss, IP22 5SR	Clare Pethick	01379 641030
The Croft (Priory) – Residential Support	17 Croft Lane, Diss, IP22 4NA	Kinga Stachon	01379 651666
Heywood Grange Care Home	Burston Road, Diss, IP22 5SX	Suzanne Van Der Lek	01379 652265
Peverells Retirement Sheltered Housing	St Marys Court, Chapel Street, Diss, IP22 4DR	Anthony Harmer	01379 652265
Roydon Road (Priory) Residential Support	27 Roydon Road, Diss, IP22 4LN	Pam Evans	01379 652673
Thomas Manning Road (Saffron Asst'd)	Thomas Manning Road, Diss, IP22 4HL	No Officer	01508 532000

DATA PROTECTION

The contents of this plan are subject to Data Protection Legislation. 'Data Protection Legislation' means that 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 situation 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.



Flood Emergencies

Resilience Job and Role List

Preparedness and Planning:

Coordinator

- Identify flood-prone areas in Diss.
- Conduct a vulnerability assessment to identify and support at-risk residents.
- Develop and maintain a comprehensive communication plan for flood warnings and alerts.
- Create and update emergency contact lists for volunteers, Town Emergency Group (TEG) members, and key stakeholders.
- Compile and manage a detailed inventory of necessary resources and equipment for flood response.
- Ensure timely and accurate dissemination of flood warnings and alerts to the community.
- Encourage residents to sign up to Floodline for alerts & warnings.
- Monitor incoming information and updates from relevant authorities.
- Maintain and test communication systems regularly.

Facilities & Buildings/ Health & Safety Manager:

- Oversee the procurement and management of resources and equipment needed for flood response.
- Regularly update the inventory of available resources.
- Collaborate with suppliers and ensure the availability of essential supplies.

Response:

Town Emergency Group (TEG) Coordinator, Clerical Support Officer and Deputy Emergency Coordinators

- Activate the TEG in response to flood warnings.
- Establish a unified command structure and coordinate with emergency services and SNC emergency planning officers.
- Deploy available response teams to various flood-affected areas.
- Establish and manage **Diss Football Club** as the primary location for emergency operations.
- Ensure the facility is fully equipped and ready to support response efforts.
- Deploy and manage teams responsible for implementing flood response actions.
- Coordinate with relevant agencies to ensure efficient and effective response efforts.

- Activate the Emergency Box, overseeing the distribution of essential supplies and equipment.
- Implement evacuation plans for vulnerable residents, ensuring their safety.
- Coordinate with local transportation services and emergency shelters to facilitate evacuations.

Public Information Officer:

- Provide real-time updates to the public through social media, local radio, and official websites.
- Ensure that accurate and timely information is disseminated to keep residents informed and safe.

Recovery:

This work will require the input of the relevant agencies:

- Assess flood damage and prioritise recovery efforts based on the severity of the impact – Environment Agency
- Collaborate with relevant agencies to collect and analyse data on flood-affected areas.
- Provide support and resources to affected residents, including shelter, and basic necessities.
- South Norfolk District Council – Emergency Planning will coordinate, Housing Team, Community Connectors, Environmental Health Team as required.
- Work with local agencies and organisations to ensure residents' needs are met.

After-Action Review and Improvement Coordinator:

This work should be completed by the Emergency Coordinators and SNC Emergency Planning Officers.

- Conduct a comprehensive review of the emergency response to identify areas for improvement.
- Develop recommendations and strategies to enhance future flood response capabilities.



Power Outages: Resilience Job and Role List

Preparedness and Planning:

Coordinator:

- Develop and maintain a comprehensive communication plan for power outage notifications and alerts.
- Encourage residents to sign up to UK Power Networks priority register
- Create and update emergency contact lists for volunteers, key stakeholders, and Town Emergency Group (TEG) members.
- Compile and manage a detailed inventory of necessary resources and equipment for power outage response.
- Ensure timely and accurate dissemination of power outage notifications to the community.
- Monitor incoming information and updates from relevant authorities.
- Maintain and test communication systems regularly.
- Locate any resilient venues within the area, businesses, schools that may have generators.

Facilities & Buildings/Health & Safety Manager:

- Oversee the procurement and management of resources and equipment needed for power outage response.
- Regularly update the inventory of available resources.
- Collaborate with suppliers and ensure the availability of essential supplies.

Response:

Town Emergency Group (TEG) Coordinator, Clerical Support Officer, and Deputy Emergency Coordinators:

- Activate the TEG in response to power outage notifications.
- Establish a unified command structure and coordinate with utility companies and emergency services.
- Deploy available response teams to various affected areas.
- Establish and manage a designated location as the primary operations centre for power outage response. Ideally with generator
- Ensure the facility is fully equipped and ready to support response efforts.
- Deploy and manage teams responsible for implementing power outage response actions.

- Coordinate with utility companies to restore power efficiently and safely.
- Activate the Emergency Box, overseeing the distribution of essential supplies and equipment.
- Implement contingency plans for individuals relying on powered medical equipment or vulnerable populations.
- Coordinate with local transportation services and emergency shelters to facilitate assistance to those in need.

Public Information Officer:

- Provide real-time updates to the public through social media, local radio, and official websites.
- Ensure that accurate and timely information is disseminated to keep residents informed and safe.

Recovery:

UK Power Networks

- Assess the impact of the power outage and prioritize recovery efforts based on the severity of the impact.
- Collaborate with utility companies and relevant agencies to collect and analyse data on affected areas.
- Provide support and resources to affected residents, including information on power restoration timelines and available assistance.- could be part of your communications during the incident
- Work with local agencies and organizations to ensure residents' needs are met- part of rest centre support.

Cleanup and Restoration Manager:

This work should be completed by the SNC Emergency Planning Officers:

- Collaborate with utility companies and local agencies for the cleanup and restoration of affected areas.
- Oversee the allocation of resources and manpower for these efforts.

After-Action Review and Improvement Coordinator:

This work should be completed by the Emergency Coordinators and SNC Emergency Planning Officers:

- Conduct a comprehensive review of the emergency response to identify areas for improvement.
- Develop recommendations and strategies to enhance future power outage response capabilities



List for Pandemic Emergencies: Resilience Job and Role

Preparedness and Planning:

Coordinator:

- Identify potential pandemic risk factors and vulnerable populations in Diss in conjunction with SNC Emergency Planning Officer.
- Conduct a vulnerability assessment to identify and support at-risk residents, including the elderly and individuals with underlying health conditions (**SNC**)
- Develop and maintain a comprehensive communication plan for pandemic warnings and alerts, including guidelines for social distancing and hygiene.
- Create and update emergency contact lists for volunteers, Town Emergency Group (TEG) members, and key stakeholders.
- Compile and manage a detailed inventory of necessary resources and medical supplies for pandemic response.
- Ensure timely and accurate dissemination of pandemic warnings and alerts to the community.
- Monitor incoming information and updates from public health authorities.
- Maintain and test communication systems regularly.

Facilities & Buildings/Health & Safety Manager:

- Oversee the procurement and management of resources and medical supplies needed for pandemic response.
- Regularly update the inventory of available resources, including personal protective equipment (PPE).
- Collaborate with suppliers and ensure the availability of essential medical and hygiene supplies.

Response:

- Town Emergency Group (TEG) Coordinator, Clerical Support Officer, and Deputy Emergency Coordinators:
- Activate the TEG in response to pandemic warnings and public health guidance.
- Establish a unified command structure and coordinate with local healthcare facilities, public health officials, and emergency services.
- Deploy available response teams to various pandemic-affected areas or critical facilities.
- Establish and manage designated locations for medical triage, testing, and isolation.
- Ensure these facilities are fully equipped and ready to support response efforts.

- Deploy and manage teams responsible for implementing pandemic response actions, including contact tracing and testing.
- Coordinate with healthcare providers and public health agencies to ensure efficient and effective response efforts.
- Activate the Emergency Box, overseeing the distribution of essential medical supplies and equipment, including PPE.
- Implement public health measures such as quarantine and isolation protocols as needed.
- Coordinate with local transportation services and medical facilities to facilitate the transport of affected individuals.

Public Information Officer:

- Provide real-time updates to the public through various communication channels, including social media, local radio, and official websites.
- Ensure that accurate and timely information is disseminated to keep residents informed and promote public health guidelines.

Recovery:

This will all be lead through a national/regional framework as during the Covid response and recovery

- Assess the impact of the pandemic and prioritize recovery efforts based on the severity of the impact, including healthcare and economic recovery.
- Collaborate with public health agencies and relevant organizations to collect and analyse data on pandemic-affected areas.
- Provide support and resources to affected residents, including information on healthcare resources and economic recovery assistance.
- Work with local healthcare providers and organizations to ensure residents' health needs are met and facilitate the reopening of businesses.

Cleanup and Restoration Manager (as above)

This work should be completed by the SNC Emergency Planning Officers:

- Collaborate with local healthcare providers and organizations for the cleanup and recovery of affected areas.
- Oversee the allocation of resources and personnel for these efforts.

After-Action Review and Improvement Coordinator:

- This work should be completed by the Emergency Coordinators and SNC Emergency Planning Officers:
- Conduct a comprehensive review of the emergency response to identify areas for improvement in pandemic preparedness and response.
- Develop recommendations and strategies to enhance future pandemic response capabilities and public health initiatives.

Norwich Western Link Project documents

1. Letter from Stop the Wensum Link Campaign Group - attached
2. Executive Summary of Project - attached
3. Link to Project detail - [CMIS > Calendar of Meetings](#) – see Cabinet agenda pgs 53 – 289
4. Update 4.12.23 following Cabinet meeting - attached
5. Minutes of Cabinet meeting 30.01.24 – attached
6. Further information on the Project -
<https://www.norfolk.gov.uk/article/39821/Norwich-Western-Link>

Stop the Wensum Link Campaign Group
Email: stopthewensumlink@protonmail.com
February, 2024

Dear Chairman and Council Members,

Re : Norwich Western Link Road

We hope this letter finds you in good health.

Today, we write to you with deep concern and a sense of urgency regarding the proposed construction of the Norwich Western Link Road. As representatives of our local communities, it is crucial that we come together and voice our reservation of this project.

Recent revelations have brought to light a significant funding disparity between Norfolk and Suffolk when it comes to essential infrastructure repairs, such as pothole maintenance. This raises a fundamental question: Is it justifiable to allocate hundreds of millions of pounds towards a new road for the benefit of those living close to Norwich while neglecting the pressing needs of Norfolk's wider communities? We cannot allow our roads to crumble and continue to present a risk of injury and damage to road users.

There are numerous other issues at local levels that require immediate attention. For instance, pedestrian safety is a major concern, with inadequate crossings and a lack of measures to protect pedestrians from speeding vehicles.

Additionally, our public transportation routes are insufficient, leaving many residents with limited access to essential services and opportunities. The provision of mobile libraries is also lacking, depriving our communities of vital educational and cultural resources.

These pressing local matters deserve attention and funding, which could be redirected from the enormous budget allocated to one infrastructure project that will only benefit a very small portion of the County's population.

Furthermore, we cannot ignore the lack of resources dedicated to preventing flooding and coastal erosion. While climate change remains a critical issue, it is essential to focus on the immediate day-to-day needs of our communities. We must ensure that our resources are directed towards protecting our homes and livelihoods from these natural threats. By investing in flood prevention measures, we can safeguard our communities and mitigate the potential devastating effects of climate change.

The exorbitant cost of the Road cannot be overlooked, especially considering its impact on each individual living in Norfolk. According to the 2021 census, every man, woman, and child in Norfolk would contribute approximately £300 towards this road. In a time of financial strain and rising living costs, it is crucial to question whether it is fair to burden families in our local communities with such a significant expense. The funds earmarked for this road could be allocated to more immediate and essential needs, such as healthcare, education, and social services, which would benefit a broader segment of the population.

Norfolk CC already has large public sector loans which consume a substantive amount of council tax collected each year. This is set to increase if the project progresses with inevitable further cost hikes requiring the council to make capital borrowing, a further burden on council tax payers.

Moreover, we must not underestimate the long-lasting consequences of destroying one of Norfolk's most beautiful spots, the Wensum Valley. The construction and

operation of the Road would irreversibly damage this cherished countryside, which holds significant ecological value and provides a tranquil retreat for residents and visitors alike. Preserving our natural heritage should be a priority, and we cannot let the pursuit of saving a few minutes of travel time come at the expense of our environment and the well-being of future generations.

Many of our communities suffer with rat running and we support measures to promote the peaceful enjoyment of our homes and communities. Large scale road schemes don't

achieve that, are not available to most of us and the resources they consume means money is not available for sensible local traffic management schemes, calming, speeding enforcement and better public transport. Large scale schemes damage our environment, use land that has been used for agriculture and often opens the way for back door development.

Town and parish councils are crucial voices for local interest. We hope you will use your voice and rally local opinion against this financially and environmentally damaging road that will serve few beyond Norwich but we will all pay for.

Together, we can ensure that our concerns are heard, and that the interests of our rural villages are not overshadowed by the ambitions of politically driven projects. Let us be the catalysts for change and the advocates for our communities.

We kindly ask for this email to be circulated to your fellow council members and for the content to be discussed at the next council meeting. We shall, we should mention, be making this engagement known to the local media.

Please feel free to share feedback.

Yours faithfully,

A handwritten signature in black ink that reads "David Pett". The signature is written in a cursive, slightly slanted style.

David Pett [Group's Legal Advisor] for and on behalf of the **Stop Wensum Link Campaign Group**

Cabinet

Item No: 10

Report Title: Norwich Western Link Update

Date of Meeting: 4 December 2023

Responsible Cabinet Member: Cllr Graham Plant (Cabinet Member for Highways, Infrastructure & Transport)

Responsible Director: Grahame Bygrave (Interim Executive Director of Community and Environmental Services)

Is this a Key Decision? Yes

If this is a Key Decision, date added to the Forward Plan of Key Decisions: 2 November 2023

Executive Summary / Introduction from Cabinet Member

On 13 October 2023 Government confirmed that the Outline Business Case (OBC) for the Norwich Western Link (NWL) had been approved.

This was a vital decision that we had been waiting and pushing for and gives the Council a commitment to provide more than £200 million of national funding to cover the majority of the cost of the project.

We know how important improving Norfolk's infrastructure is to people and businesses in the county, not only to tackle existing traffic issues and the knock-on impacts these create, but also to make sure our transport networks can cope with anticipated future housing and employment growth. Securing this financial backing from the government is an endorsement not just of the Norwich Western Link, but of the County Council and Norfolk as a whole.

It also crucially means we can move this important project forward, and the next milestone for the project will be submitting the planning application and making and publishing the associated Side Roads Order (SRO) and Compulsory Purchase Order (CPO). Details about these documents are included in this report.

We will be submitting this later than originally intended, due to the delayed OBC announcement, and the project team are in the process of reviewing, updating and finalising the planning application documents to ensure they reflect this revised

timing. This delay has also contributed to a revised timetable for the project and updated project costs, which are detailed in this report.

Additional costs are never welcome. There is the strong possibility for some relief from this however, as the government have suggested that they could increase their funding contribution for the Norwich Western Link. We will be having further discussions with the Department for Transport in the coming weeks about this and making the case to bring even more national investment into Norfolk.

There is a great need for this major infrastructure scheme to be built. Local communities to the west of Norwich are suffering every day from rat-running and traffic congestion on small roads that were not designed to take the volumes or size of vehicles now using them.

Without intervention, these problems are expected to get worse with anticipated population and job growth in and around Norwich. Assessment work has demonstrated that creating a new link between the western end of Broadland Northway and the A47, is the most effective way of tackling these transport issues.

There are also wider benefits that the Norwich Western Link will create: quicker and more reliable journeys to the west of Norwich for all modes; reducing traffic congestion and queuing in communities, and the resulting air quality and road safety improvements this will create; and enabling more opportunities for walking, cycling and public transport use by removing traffic from the local road network.

It is for all these reasons and more that the Norwich Western Link is a priority infrastructure project for the Council. With government backing secured, we are now in a good position to move this project forward and get closer to delivering this important piece of infrastructure for Norfolk.

Recommendations:

- 1. Consider the details presented in this report and approve the continued delivery of the Norwich Western Link project.**
- 2. To delegate to the Interim Executive Director of Community and Environmental Services (CES), in consultation with the Cabinet Member for Highways, Infrastructure and Transport, the authority to agree the finalised planning application and submit it to the Local Planning Authority.**
- 3. To recommend to Council, at its January 2024 meeting, an increased budget of £273.9m (compared with the £251.0m included in the OBC Addendum, that was reported to Cabinet on 4 July 2022), and an increase to the local contribution of £22.9m, as set out in Section 6 of this report.**
- 4. Following the resolution of recommendation 3 above to delegate to the Interim Executive Director of Community and Environmental Services (CES), in consultation with the Cabinet Member for Highways,**

Infrastructure and Transport, the authority to approve the Statement of Reasons, which describes the purpose and effect of the Side Roads Order and Compulsory Purchase Order together with the justifications for making them.

- 5. Following the resolution of recommendations 2, 3 and 4 above, authorise the making, publication and submission, for confirmation by the Secretary of State, of the necessary Side Roads Order required for the project.**
- 6. Following the resolution of recommendations 2, 3 and 4 above, authorise the making, publication and submission, for confirmation by the Secretary of State, of the necessary Compulsory Purchase Order required to acquire the land for the project.**
- 7. To delegate to the Interim Executive Director of Community and Environmental Services (CES), the authority to take all appropriate actions necessary to complete a Public Inquiry should this result from the planning application or the making of draft Orders.**

1. Background and Purpose

- 1.1 The Norwich Western Link (NWL) is a highway scheme linking the A1270 Broadland Northway from its junction with the A1067 Fakenham Road to the A47 trunk road near Honingham. It comprises:
 - The dualling of the A1067 Fakenham Road from its existing junction with the A1270 to a new roundabout located approximately 400m to the north-west;
 - Constructing a new dual carriageway link from the new roundabout to a new junction with the A47 near Honingham, with a short section carried over the River Wensum and its floodplain on a viaduct.
- 1.2 In December 2016 the Council agreed a motion which stated the ‘...Council recognises the vital importance of improving our road infrastructure and that this will help to deliver the new jobs and economic growth that is needed in the years ahead.’ The NWL was named as one of three priority infrastructure schemes for the County Council, alongside the Great Yarmouth Third River Crossing and Long Stratton Bypass.
- 1.3 The Local Transport Plan (LTP) 4 Strategy which covers the period 2021-2037 and its Implementation Plan was adopted by the County Council in 2022. The LTP strategy includes improvements to the strategic transport connections with Policy 8 stating that “Our priority will be to improve major road and rail connections between larger places in the county, and to major ports, airports and cities in the rest of the UK.” It identifies the NWL as being one of the priorities for enhancing strategic connections together with other priorities that include improvements to the major rail links to London and Cambridge, the A140 Long Stratton Bypass, the A10 West Winch Housing Access Road, and full dualling of the A47.

From: [Norwich Western Link](#)
To: [Sarah Richards](#)
Subject: Norwich Western Link Project Update
Date: 04 December 2023 13:03:35

Dear Sir/Madam

I'm following up, as promised, on my email from Friday 24 November to confirm that my cabinet colleagues and I considered the cabinet report on the Norwich Western Link this morning and we approved all the recommendations in the report.

The next steps for the project include seeking approval for the increased project budget from a meeting of our full council on Tuesday 30 January.

I'm hoping by that point we might have more information from the Department for Transport regarding the suggestion that they increase their contribution to the project over and above the £213 million they have already committed. Bringing more national investment into Norfolk would of course be extremely welcome and it could mean that the local contribution we would need to make towards the cost of the project would actually be slightly less than we anticipated would be necessary when the previous budget was agreed in July 2022.

The project team are working hard to get the planning application documents updated so that these can be finalised and submitted early next year. As mentioned in my last email, these documents will be published in full after we have submitted them to the planning authority, which in this instance is Norfolk County Council, but this is an entirely separate part of the authority to the project team.

The planning authority will then run their own statutory public consultation on the planning application, so everyone will have the opportunity to view and comment on the proposals at that stage. We'll email again before this point to provide another update and let you know how you will be able to view the documents and take part in the consultation.

In the meantime, I know that lots of you will be as pleased as I am that we are moving this much-needed project forward. It's important that we continue to invest in Norfolk's infrastructure, to tackle existing traffic problems, support local businesses and enable our road networks to cope with planned housing and job growth.

With Herring Bridge in Great Yarmouth nearing completion and construction due to start on Long Stratton Bypass next spring, and now with planning applications being finalised for both the Norwich Western Link and West Winch Housing Access Road in west Norfolk, we're making great strides in ensuring our county has the road infrastructure it needs for the future.

Best wishes,

Graham

Cllr Graham Plant

7.6 **Question from Cllr Martin Wilby**

7.6.1 Cllr Wilby mentioned that the Leader had recently visited the Broadland Food Innovation Centre alongside the Secretary of State for Environment, Food and Rural Affairs. Cllr Wilby asked the Leader to recall how the visit went.

7.6.2 The Leader mentioned that the Secretary of State had wished to see how food innovation in Norfolk was progressing. They visited Club Cultured, which was a start-up business offering Kimchi and Tempeh projects. The Leader stated this business had recently relocated from London to Norfolk as they would receive better support in the county than in the Capital. The Secretary of State also visited Fisher Farms, which was a four acre vertical farm mainly powered by renewable energy. Vertical farming equated to 1,000 acres of traditional farming and was considered the future of food production. The Leader remarked that the Secretary of State was impressed by what he saw. During the visit the Leader and the Secretary of State discussed various issues pertaining to Norfolk.

8. **Recommendations from Cabinet**

8.1 The Leader moved, seconded by Cllr Andrew Jamieson, moved recommendations 1,2,4 and 5 from the Cabinet meeting held on 4 December 2023. Recommendation 3 related to the Youth Justice Plan 24-25 and was being considered separately as the substantive item at 17.1 on the agenda.

8.2 Cllr Steve Morphew, seconded by Cllr Terry Jermy, moved an amendment to recommendation 1 relating to the Norwich Western Link, which read as follows:

To recommend to Council, at its January 2024 meeting, an increased budget of £273.9m (compared with the £251.0m included in the OBC Addendum, that was reported to Cabinet on 4 July 2022), and an increase to the local contribution of £22.9m, as set out in Section 6 of the report.

Council notes:

- The hopes of cabinet that government will agree to fund 100% of scheme costs for the NWL to the amount included in the OBC of £251m but that any increases and overruns will be entirely the responsibility of the county council to fund.
- Unpredictable future projected increases from inflation and any other cost overruns may fall on the council budget with every £1m borrowed adding approx £100k a year to the revenue budget to service the debt and the cost of every £50m borrowed equating to approximately 1% on council tax for every home in Norfolk. As the scheme cost is already £273.9 the amount the council will be funding is a minimum of £22.9m already.
- The current forecast for project completion has slipped considerably leaving blighted communities without prospect of relief before 2029 at the earliest under existing plans.
- Estimates of the scheme costs based on the best available evidence at the time and including substantial contingency amounts have nevertheless so far been exceeded.

- The growing risk to the council finances of the costs of a failed scheme reverting to the revenue budget and lack of details for how this can be accommodated without serious impacts on front line services.

Council therefore:

1. resolves to ask the Cabinet to pause all spending on the NWL from the capital programme until confirmation from the government they will meet 100% of the costs of the scheme including risks from cost overruns for whatever reason.
2. Requests the Cabinet to develop a rolling plan to accommodate within the council budget the consequences of the so far capital costs of the NWL scheme reverting to the revenue budget updated at every repricing of the scheme.
3. Requests the Cabinet Member to request that the Exec Director CES to develop an alternative strategy for reducing rat running in the areas west of Norwich where possible repurposing development work undertaken on the NWL to reduce costs and mitigate against the risks of a failed NWL reverting to revenue.

8.3 The Leader did not accept the amendment and a debate began.

8.4 Cllr Steffan Aquarone proposed that the three recommendations within the amendment be voted on separately. Cllr Aquarone subsequently made a point of order to suggest the Council procedure rules be suspended for this item only. The Monitoring Officer stated she did not believe it necessary to suspend procedure rules in this case and that the recommendations should be taken as one. Cllr Aquarone's proposal was **LOST** on a show of hands.

8.5 The amendment was put to a vote and **LOST** (Appendix B). There were 15 votes in favour of the motion, 39 votes against, and 8 abstentions.

8.6 Cllr Brian Long made a point of information to confirm that he had abstained from the vote on the amendment due to his position as Chair of the Planning (Regulatory) Committee.

8.7 Recommendations 1, 2, 4 and 5 were **CARRIED** on a show of hands.

8.8 Council **RESOLVED** the following:

1. Norwich Western Link - an increased budget of £273.9m (compared with the £251.0m included in the OBC Addendum, that was reported to Cabinet on 4 July 2022), and an increase to the local contribution of £22.9m, as set out in Section 6 of the report.
2. Summary Annual Review of NCC Residential Children's Homes recommend the approval of the Statements of Purpose for all the Local Authority children's homes to comply with the Care Standards Act 2000.
4. Endorse the Mid-Year Treasury Management Monitoring Report 2023-24.
5. Finance Monitoring Report 2023-24 P7: October 2023 – to recommend the increase of £126.541m to the capital programme to address capital funding requirements funded mostly from various external sources as set out in detail in capital Appendix 3 to the report, paragraph 1.4 as follows:

- £73.300m increase to the West Winch Bypass project, mainly funded through a £74.202m increase in Department of Transport and Homes England funding reflecting the Outline Business Case submission and a £1.05m reduction in NCC Borrowing required to fund this project. The latest forecast is disclosed in a paper elsewhere on the agenda.
- £22.882m increase in the Norwich Western Link project following the approval of the Outline Business Case and to reflect the latest forecast reported elsewhere on the agenda.
- £11.646m increase in the Long Stratton Bypass project mainly funded through an increase in the Department of Transport grant of £17.717m and a £4.979m reduction in the GNGB supported borrowing required for the project as reported to Cabinet on 6th November.
- £18.483m increase in Department for Transport funding for Countywide BSIP schemes
- £0.155m increase in external contributions to various Children's Services schemes
- £0.07m increase in NCC Borrowing to support the Planning and Advisory Scheme
- £0.006m net increase in various other schemes.
- For planning and monitoring purposes, to incorporate the changes under recommendation 1 into the 2023-24 monitoring position and proposed 2024-25 Capital Programme.

9. Cabinet Report (Questions to Cabinet Members)

9.1 The Leader moved the report of the Cabinet meetings held on the 4 December 2023 and 10 January 2024.

9.2 Council **RESOLVED** to **AGREE** the report.

9.3 Question from Cllr Rob Colwell to the Cabinet Member for Children's Services

9.3.1 Cllr Colwell mentioned that West Norfolk Carers and West Norfolk Young Carers were due to close at the end of March 2024 due to a lack of funding. Cllr Colwell asked the Cabinet Member what reassurance could be provided to the 4,000 family carers and 600 young carers under 18 which had been supported by this charity.

9.3.2 The Cabinet Member stated that a procurement process was undertaken before the new contract was awarded. Families, carers, and professionals were consulted as part of the closure process, as well as stakeholders. The contract had now been awarded to Voluntary Norfolk. As part of due process, support would continue to be made available to carers and children.



Dear Customer,

Local public consultation - Have your say

Diss Post Office

7 Market Place, Diss, IP22 4AA

As you will be aware we recently consulted on the proposed move of Diss branch to 5 Mere Street, Diss, IP22 4AD, where it would continue to operate as one of our main style branches.

The consultation feedback raised concerns on the lack of parking near to the proposed premises and on the available internal space. After careful consideration of all relevant factors, including the feedback received during consultation, Post Office Limited together with the new postmaster have reviewed the location at 5 Mere Street and have identified an alternative location to address some of the concerns raised. As a result, we will now be entering into a further 4-week period of local public consultation on a new proposed premises, **35e Mere Street (formerly Octagon Craft Gallery and Coffee Lounge), Diss, IP22 4AD.**

Why are we proposing this move?

This branch is currently operated under a short-term contract, we are therefore proposing to move this branch to an alternative location with a permanent new postmaster, which would be a more sustainable solution.

The proposed new premises would undergo a full refurbishment to incorporate a card and stationery shop along with Diss Post Office. Our priority is to safeguard our services in the locality in the longer term and the relocation of Diss Post Office would enable us to maintain a Post Office service to our customers within the local community.

We'd like your help

We're now starting a further period of local public consultation and your feedback is important to us as it will help to inform our decision. For more details of the proposed services and accessibility, please see the branch information summary later in this consultation document.

What exactly are we consulting on?

- **How easy is it to get to the proposed new location?**
- **Are the new premises easy for you to get into and are they easily accessible once inside?**
- **Are there any other local community issues which you believe could be affected by or affect the proposed change?**
- **If the move were to proceed, is there anything we could do to make it easier for customers?**

Please note the proposed change of management of the branch is a decision for Post Office Ltd and therefore we are not seeking feedback on this aspect of the change.

Local Public Consultation starts	21 February 2024
Local Public Consultation ends	20 March 2024
Proposed month of change	April 2024

You can share your views on the proposed change through our easy and convenient online questionnaire via postofficeviews.co.uk. When entering the website, you can use the search function to find the consultation for this branch either by branch name, postcode or the unique branch code **011136**

How to share your views:

Consultation Hub (postofficeviews.co.uk)

comments@postoffice.co.uk

Call: 03452 66 01 15

Textphone: 03457 22 33 55

FREEPOST Your Comments – N.B. This is the full postal address. Items sent by Freepost take 2 working days, please allow enough time for responses to be received.

Want to tell us what you think right here and now? Scan here.

If you don't have a QR code scanner on your phone, you can find one in your app store.



Good to know

- Customers would access Post Office services in a modern, open-plan environment alongside the operator's retail.
- Working with the postmaster, we'd adapt the new premises layout, fixtures and fittings to accommodate the Post Office. It would be in a dedicated area of the store with one screened and two open-plan positions.
- All staff employed to work in the proposed new branch would be trained to the highest standards with on-going training on products and services, as well as operational and service-related matters.
- Posters and leaflets will now be displayed in branch to let customers know about the proposal and to ask their views.
- Any information we receive will be carefully considered as we finalise our plans.
- If you are a local representative, we will write to you again at the end of the consultation to respond to the main issues raised and to explain our final plans for the branch.
- This consultation is being carried out in line with our Principles of Community Engagement which have been agreed with Citizens Advice, Consumer Scotland and the General Consumer Council for Northern Ireland - the independent statutory consumer watchdogs. An extract relating to Consultation is available at the end of this letter.

If you are a local representative, it would be helpful if you could share this information through your social media channels and with any local groups or organisations that you know within the community, for example on noticeboards, local charities and in GP surgeries, to help our customers and your constituents understand the changes we are proposing to Diss Post Office. If you would like a supply of posters, please let us know. Our contact details can be found at the bottom of the first page.

Thank you for considering our proposal.

Yours faithfully

Allison Wallace

Allison Wallace
Network Provision Manager
Post Office Limited

Diss Post Office Information Summary

Current Location		Proposed New Location	
7 Market Place Diss IP22 4AA		35e Mere Street formerly Octagon Craft Gallery and Coffee Lounge Diss IP22 4AD	
Current opening hours		Proposed opening hours	
Mon- Fri	09:00 – 17:30	Mon - Fri	09:00 - 17:30
Sat	09:00 – 12:15	Sat	09:00 - 12:30
Sun	Closed	Sun	Closed

**There are times our branches may need to make changes to its opening hours.
The latest available branch information can be found on our website
www.postoffice.co.uk/branch-finder**

Products & Services

The same range of products and services would still be available.

Serving positions

There would be three serving positions in total: one screened and two open plan counter positions. The total number of serving positions has been based on current and future predicted business levels.

Access

Access would be level at the entrance to the proposed premises. Internally, there would be a hearing loop, a low-level writing desk, a low-level serving counter and space for a wheelchair.

Getting there

The proposed new branch would be located approximately 300 metres away from the current branch, along mostly level terrain. Time restricted roadside parking is available nearby with dedicated disabled parking bays and Chapel Street carpark is available nearby with dedicated disabled parking.

Retail

Cards & Stationery.

To get this information in a different format, for example, in larger print, audio or braille call 03452 66 01 15 or Textphone 03457 22 33 55.

Principles of Community Engagement on changes to the Post Office network (extract)

A full version of this document is available on our Consultation Hub - postofficeviews.co.uk

We are committed to engaging and supporting our customers and their representatives as we make changes to the Post Office network. The following principles will be adopted when communicating about changes to your local Post Office branch.

We will **Consult** where we are seeking feedback on proposals prior to a decision being made on the:

- Permanent closure of a Post Office branch¹
- Permanent relocation of a Post Office branch (including the franchising of a Directly Managed branch to a new site)

We will carry out a six-week² local public consultation, informing customers, locally elected representatives³, Consumer Advocacy Bodies and selected charities⁴ of the proposal. This information will also be made available online and for a Directly Managed branch a press release will be issued to local media. We will ask locally elected representatives to share information with other key community outlets (such as notice boards, local charities, magazines, GP surgeries etc.).

The consultation will ask specific questions on areas where we would like feedback on access to Post Office services and will confirm when the change will happen if the decision is made to proceed. We will provide clear information on any changes to services as well as access to and into the new branch.

We welcome all feedback with the following factors being taken into account in making our decision, which we expect to make within four weeks of the close of consultation:

- Customer access to, into and inside the new or alternative branch/branches with particular regard to vulnerable consumers
- Any local community issues which could be affected by or affect the proposal

At the end of the consultation process we will write to locally elected representatives, Consumer Advocacy Bodies and respondents to the consultation (where practical) to confirm our decision and provide a summary of key issues raised with a clear response to each. This information will be made available online and in branch (where possible).

These Principles have been agreed with Citizens Advice, Consumer Scotland and the General Consumer Council for Northern Ireland; the independent statutory consumer watchdogs.

What to do if you feel these Principles haven't been followed:

Please get in touch so we can investigate your complaint. We'll explain in our reply whether we believe we have followed our Principles of Community Engagement and will provide you with the contact details for the relevant consumer watchdog (Citizens Advice, Consumer Scotland or the Consumer Council for Northern Ireland) if you're not satisfied with our response. The watchdog will independently assess whether we have followed the Principles of Community Engagement process (rather than the decision itself) and recommend any actions with respect to the complaint.

Postofficeviews.co.uk

Comments@postoffice.co.uk

FREEPOST Your Comments

Call: 03452 66 01 15

Textphone: 03457 22 33 55

¹ There may be a small number of cases where due to circumstances outside our control we have no option other than to permanently close a branch in a particular location. In these cases, the consultation will seek feedback on alternative Post Office service provision in the area.

² If the consultation includes more than four weeks in July in Scotland and Northern Ireland or more than four weeks in August in England and Wales, we will extend the period by one calendar week. We will not start any local public consultation during the two-week period which includes the Christmas and New Year bank holidays.

³ Locally elected representatives include but are not restricted to the Member of Parliament, Scottish Parliament, Welsh Parliament, or Northern Ireland Assembly, Local Authority Chief Executive, Ward Councillors, Parish or Community Council.

⁴ Selected charities are local Citizens Advice, Age UK, Northern Ireland's Disability Action and Northern Ireland's Rural Community Network. All parties referred to in ³ and ⁴ above are encouraged to share all information with local groups and organisations who they believe have an active interest in changes to their local Post Office.

Progress Report

Committee	Minute Ref	Subject	Action	Assigned to	Timescale	Comments or further action
Full Council	FC0423/08a)	CEMETERY Bungalow	1) To remove the current condition of sale regarding the overage on the Cemetery bungalow. 2) To terminate the agreement with Abbots and appoint Whittleby Parish to market the Cemetery Bungalow with an initial purchase price of offers of over £275k.	DepTC	Completed	The cemetery bungalow has now completed and the monies have been transferred to DTC.
Full Council	FC0623/04	PUBLIC PARTICIPATION	Cllr Waterman volunteered to review the cycle route signage with cllr Kiddie.	KK	by 06.07.23	New signage soon to be installed.
Full Council	FC0923/12	D-DAY 80 ANNIVERSARY	To appoint the Beacon sub-committee to consider an event to mark the 80th Anniversary of D-Day on 6th June 2024.	Town Clerk	immediately	Ongoing meetings and Clerk is working on an event with the Beacon committee.
Full Council	FC0423/09	PARK	1) To appoint a working party of councillors Collins, Kiddie, Olander and Waterman and staff (Deputy Town Clerk / COO & Facilities & Buildings Manager) to work on the park enhancement project. 2) To fund up to £55k for the park enhancement project with the balance of the Park Security Earmarked Reserves allocation to be transferred alongside funds making up the difference from the EMR Community Infrastructure Levy.	DC/SK/SO/GW/COO/FBM RFO	12/07/23 Immediately	This project has stalled due to Councillors leaving Council. There will be a new meeting of the current committee members in April to try and put this project back on track.
Full Council	FC0523/14	AWARD SCHEMES	a) That the Clerk would apply for a Quality status of the Local Council Award Scheme with a plan for the Gold status to follow.	Clerk	31.03.25	This was proposed & agreed as a low priority project at the last FC.
Full Council	FC0923/19	VISIT DISS WEBSITE	To appoint Red Dune Ltd to develop a Visit Diss website as per quotation received with expenditure of £1,500 allocated to General Reserves / Bank Interest and with ongoing annual costs of £390 to be budgeted separately from 2024-25 under Promotion (power – encourage tourism to the council's area / statutory provision LGA 1972, s.144 / General Power of Competence.	Clerk/GW	immediately	Red Dune Ltd now working with District Council & first draft design proposal shared with DTC for feedback.
Full Council	FC1023/06	MARKET PLACE TREES	1) To submit a planning application to the Planning Authority for the removal of the two alder trees on the Market Place with replacement of both trees with suitable alternatives at least one on the Market Place in a container and on another site to be agreed. 2) Reconsider re-surfacing / landscaping options given quote received.	Town Clerk	by 31.03.23	Press release to be drafted and tree surgeon submitted planning application. Works will be carried out from the Spring or Autumn given tree planting times.
Full Council	FC1123/04	PUBLIC PARTICIPATION	Consider producing a high-level one-page monthly executive financial summary with the Full Council agenda	RFO	29.02.23	This has been considered and at this time due to there being a temporary RFO this request is not feasible.
Full Council	FC1123/09	COUNCIL PRIORITIES	1. Focus Diss Town Council resources in the next 12 months to progressing and where possible completing the high and medium priority tasks as per the amended progress report. 2. Utilise the next 12 months to gather public feedback on the Council's future direction via regular community engagement events to better inform the Council's next strategic plan. 3. To appoint an Action Group of councillors Murphy, Robertson and Taylor to develop a plan for repairing our buildings and completing deferred projects.	Clerks KM / JR / ET	30.11.24	Community engagement events on Market Place to be scheduled from the Spring. This will be primarily wrapped up in the DYCC future project.
Full Council	FC1123b/07	CEMETERY TREE	2. To plant six additional trees on a Council site to mitigate the removal of tree 544.	Green Corridors Network AG	by 31.05.24	This will be undertaken as part of the Green Corridors Network Action Group work.