



**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](mailto:towncouncil@diss.gov.uk)

Date: 04 April 2024

## NOTICE OF MEETING

Dear Members of the Public and Press,

You are cordially invited to attend a meeting of **Full Council** to be held in the **Council Chamber** at **Diss Corn Hall** on **Wednesday 10<sup>th</sup> April 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 20<sup>th</sup> March 2024 (copy herewith).
4. **Public Participation**  
To consider a resolution under Standing Orders 3d to 3h to suspend the meeting to hear comments from members of the public on items to be discussed on the agenda (*members of the public are entitled to speak for a maximum of three minutes*).
5. **Items of URGENT business**  
To discuss any item(s) of business which the Town Mayor or Town Clerk has previously been informed at least 24 hours before the meeting and decides should be considered as a matter of urgency (*councillors are reminded that no resolutions can be made under this agenda item*).
6. **Finance**
  - a) To note bank outgoings for March 2024 (copy herewith).
  - b) To note Income & Expenditure report for March 2024. (Copy herewith).
  - c) To note earmarked reserves for March 2024 ( copy herewith).
7. **Quarterly report**  
To receive the 3<sup>rd</sup> finance quarterly report previously seen on the Executive agenda on 13.03.24 (report reference 54/2324 refers).
8. **Elections of Town Mayor**  
To discuss candidates for the roles of Town Mayor and consider the election of a Deputy Mayor prior to nomination.
9. **Progress Report**  
To note progress on decisions made at the last meeting of Council (copy herewith).

**10. Date of Next Meeting**

To note that the next meeting of Full Council is scheduled for Wednesday 8<sup>th</sup> May 2024 at 7.15pm.

**11. 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.

**12. Diss Youth & Community Centre**

To receive a *confidential* update regarding the future of the DYCC following the last meeting.

**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 20<sup>th</sup> March 2024** at **7.15pm.**

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

In attendance: Sarah Villafuerte-Richards (Town Clerk/Chief Executive Officer)  
 Robert Ludkin (Facilities & Buildings Manager)  
 County / District Councillor Kiddie  
 7 members of the public

**FC0324/01 APOLOGIES**

There were apologies from councillor Browne.

**FC0324/02 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS**

There were none.

Minute No.	Councillors Name	Personal /Other Interest	Pecuniary Interest	Reason
FC0324/15	K. Murphy	X		This councillor is a South Norfolk District Councillor & the District Council own the site.
FC0324/11	S. Olander		X	This councillor's employer is landlord of the Post Office building.
FC0324/7	S. Kiddie K. Murphy S. Olander R. Peaty L. Sinfield E. Taylor	X		These councillors were in receipt of a councillor allowance.
FC0324/17	A. Kitchen	X		This councillor knows both of the Honoured Citizen nominees through his association with the Diss & District British Legion.

**FC0324/03 MINUTES**

Members confirmed the minutes of the Full Council meetings on 10<sup>th</sup> January 2024 and 21<sup>st</sup> February 2024. It was

**RESOLVED:** To approve the minutes of the meetings of Full Council held on 10<sup>th</sup> January 2024 and 21<sup>st</sup> February 2024 as a true record to be signed by the Town Mayor.

**FC0324/04 PUBLIC PARTICIPATION**

There were 7 members of the public present. County / District Councillor Kiddie presented his report. The County are catching up on repairing potholes given the inclement weather. The exit from the train station into Nelson Road is complete and buses can now go up to the station however only buses are allowed to exit, which was not what was agreed. Cllr Kiddie is arranging a meeting with relevant Officers and Network Rail to resolve. Connect Services are already using the station and Simonds revising their timetables after Easter.

More work is being planned in front of Roydon village hall next financial year. A grant had been arranged to pay for a sign in Croft Lane in response to residents' concerns around speeding however a resident objection has resulted in the sign being removed. The 7.5 tonne limit sign is up so it was suggested that residents get together to review requirements.

Trees have been installed on Fair Green and in Roydon – Fersfield, made possible via his member grant. The flooding in Bellrope / Swamp Lane will be investigated once the water level has reduced.

As Diss High School Governor, cllr Kiddie sat on the disciplinary panel for a pupil exclusion which was followed by an Ofsted inspection interview and feedback is awaited.

As Armed Forces Champion for Norfolk, he has been liaising with the NHS from a County perspective to ensure veterans are identified and supported. Veterans can apply for an ID card providing certain discounts and enabling voting. A new Commissioner has been welcomed and their first task is to help Dereham achieve Armed Forces Gold Award. During Armed Forces week in June, access to leisure centres will be free of charge to veterans. The swimming pool works are moving forwards at pace.

There were questions regarding fixing noisy drain covers and loose briquettes in Mere St. Ideally these issues should be reported online via FixMyStreet where all details can be captured & progress monitored but cllr Kiddie will investigate.

**(Action: KK; by end April)**

A member of the public spoke in advance of the confidential DYCC item. As a regular hirer of building, he expressed a strong view that the central location of the site and services that operate out of the building, that all should be done to retain the building / site. He would be willing to help in any consultation process.

A member of the public spoke regarding his recent purchase of the Cemetery bungalow. He has concerns about the rubbish that has been discovered on the site since his occupation including concrete, wire fencing, corrugated sheet, roof tiles & a car battery. He has liaised with the Council's Facilities & Buildings Manager who has already had the items removed from the site, which are thought to have been dumped their following the clearance exercise by the Council in preparation for the sale. He asked for the Clerk to contact him following the meeting.

**(Action: Clerk; immediately)**

#### **FC0324/05 ITEMS OF URGENT BUSINESS**

There were two items of urgent business raised. Members have requested a press release regarding the budget increase, which has been drafted for review. A concern was shared regarding the length of the e-agenda pack for this meeting. This was acknowledged and it was noted that the additional number of Full Council meeting should help to spread items across agendas more evenly.

#### **FC0324/06 CO-OPTION**

Members considered two applications for co-option to Diss Town Council. Annie Goulder was unable to attend this meeting due to the late date change. Cllr Sue Kiddie spoke as her proposer. Annie has shown her intent and dedication to the Town Council through her attendance at & contributions to meetings over the last 9 months. She has significant experience at a high level in the NHS, which will be invaluable. Cllr Gingell summarised the application for Declan Craggs who is a qualified accountant with knowledge of VAT, and experience in care homes. Declan spoke regarding his health & social care background, knowledge of budgeting & governance experience as school governor for the infant and junior school. He would be interested in the vacancy on the Executive committee. It was

RESOLVED: 1. To co-opt Annie Goulder to Diss Town Council (with declaration of acceptance of office form to be signed post meeting)

2. To co-opt Declan Craggs to Diss Town Council with the declaration of acceptance of office signed at the meeting.

*Both councillors were congratulated, and Cllr Craggs welcomed to the table.*

**FC0324/07**    **FINANCE**

- a) Members noted bank outgoings for January and February 2024. The expenses on fuel for the outdoor team was raised as something to review.  
**(Action: FBM / RFO; immediately)**
- b) Members noted the Income & Expenditure report for January and February 2024. It was noted that the expenditure on the Corn Hall door repairs should be reimbursed.
- c) Members noted Earmarked Reserves for January and February 2024.
- d) Members noted the reconciliations of income and expenditure with the Council's bank account statements for September 2023 – January 2024.

**FC0324/08**    **INTERNAL CONTROLS**

Members considered recommendations from the Executive committee regarding the review of internal controls (report 58/2324 referred). It was

RESOLVED: 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

**(Action: RFO; immediately)**

**FC0324/09**    **EMERGENCY AND RESILIENCE PLAN**

Members reviewed the updated emergency plan and considered adopting resilience procedures. It was noted that a few amends have since been made including removing the personal councillor email aliases, including work mobile numbers for the Clerk & Facilities & Buildings Manager. The new Churchill retirement home contact details should be added as well as the newer councillors. This is a living document and the Council & the Deputy Town Clerk was commended for having such a comprehensive plan. It was

RESOLVED: to approve the updated emergency plan and adopting resilience procedures with minor amends.

**(Action: DepClerk; immediately)**

**FC0324/10**    **NORWICH WESTERN LINK**

Members received an update regarding the Norwich Western Link project and correspondence thereon. There was discussion regarding the positives and negatives and its impact on Diss residents. It was

RESOLVED: for the Clerk, the Chair of Infrastructure committee, and another member of the committee to draft a letter of response / DTC view for review by the next appropriate meeting of Council.

**(Action: Clerk; by end April)**

**FC0324/11**    **POST OFFICE**

Members considered an alternative location of 35e Mere Street (formerly Octagon Craft Gallery & Coffee Lounge) for the Post Office proposed move following consultation feedback. It was noted that only one secure counter was proposed, which was considered insufficient given increased customer requirements to deposit cash following

several bank closures. Members are still concerned about the impact of queues out of the building onto a pathway close to a busy road particularly with limited parking. It is strongly felt that options for the current location should be reviewed given it is such a focal point in the town. There was a view that the consultation was simply a tick box exercise, and that the decision has already been made based purely on finances. Members are obviously keen to retain a Post Office presence in the town.

The local MP did not receive the initial consultation and the Area Franchisee Manager for South Norfolk was not afforded the opportunity to review Diss. It was noted that the current site was gifted to Diss in 1953 to recognise the late Queen's coronation.

The Town Council has engaged District Council Officers and Royal Mail has commented and had their response acknowledged.

It was noted that banking services will be accommodated in the Corn Hall but that alternative premises would be more suitable. It was

RESOLVED: to re-submit Diss Town Council's objection today with minor amendments and within the consultation's deadline.  
**(Action: Clerk; immediately)**

**FC0324/12 PROGRESS REPORT**

Members noted progress on decisions made at the last meeting.

**FC0324/13 DATE OF NEXT MEETING**

Members noted that the next meeting of Full Council is scheduled for Wednesday 10<sup>th</sup> April 2024 at 7.15pm.

**FC0324/14 PUBLIC BODIES (ADMISSIONS TO MEETINGS)**

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

**FC0324/15 JOHN GROSE SITE**

Members received confidential information from South Norfolk District Council on the plans for redevelopment of the John Grose site. They are currently liaising with key stakeholders on initial plans prior to wider consultation. Members emphasised the need to minimise any impact on Park Road given current traffic congestion.

**FC0324/16 DISS YOUTH & COMMUNITY CENTRE**

Members considered recommendations regarding the future of the DYCC (confidential report 58/2324 referred). Several options were considered but further information was requested as quickly as possible.

*Standing Orders 3y were suspended to allow the meeting to continue beyond two hours.*

It was

RESOLVED: 1. That a working group of cllrs Peaty, Taylor & the Clerk would meet to determine additional information required and that expenditure of up to £1,100 could be spent on a high-level budget for roof replacement.

2. That Council requests a contribution of £872.40 from Park Radio Ltd towards electricity costs for 2023-4, and review the 30% costs attributable to a more accurate percentage of their usage.  
**(Action: Clerk/RP/ET; immediately)**

**FC0324/17    HONOURED CITIZEN AWARDS**

Members considered nominations received for the Honoured Citizen Awards. It was

RESOLVED: To make two Honoured Citizen awards for 2024-25 to Mary Cotton and Mike Garnham of the Diss & District Royal British Legion branch.

**(Action: Clerk; immediately)**

Meeting Closed: 9.38pm.

---

Councillor Murphy  
TOWN MAYOR

<b>BANK OUTGOINGS MARCH 2024</b>				
<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
01.03.2024	British Gas	DD494	£ 49.43	Electricity January 2024 - Market
04.03.2024	Red5 Networks Plc	DD495	£ 195.22	Phone/Broadband Feb 2024 - DYCC, Council Office & Sportsground
06.03.2024	Barclays Bank Plc	B/NET	£ 125.00	Commission Feb 24 & 3x B.Net Card Readers
15.03.2024	Alliance Disposables Ltd	Bacs2186	£ 122.11	Sanitary Products - All Sites
15.03.2024	Anglia Stone Consultants	Bacs2187	£ 6,012.00	Beacon Surround - 4x Granite Seating - Park
15.03.2024	Artificial Grass Ltd	Bacs2188	£ 2,952.00	Running Track Repairs - Sportsground
15.03.2024	Ashill Fire & Protection Ltd	Bacs2189	£ 413.00	Fire Extinguisher Servicing - All Sites
15.03.2024	Baldwin Skip Hire Ltd	Bacs2190	£ 184.30	Mixed Waste Skip Hire - General Use
15.03.2024	CGM Group (East Anglia) Ltd	Bacs2191	£ 272.40	Final 23/24 Grass Cutting Contract - Sportsground & Park
15.03.2024	Diss Business Forum	Bacs2192	£ 45.00	Annual Membership 01.01.24 to 31.12.24
15.03.2024	ETC (East Anglia) Ltd	Bacs2193	£ 156.00	CCTV Works at DYCC, Skatepark and Council Office
15.03.2024	Linstead Farm & Garden Machinery	Bacs2194	£ 502.54	Battery Lawnmower with Spare Battery & Charger
15.03.2024	LR Wyard Scott Ltd	Bacs2195	£ 275.72	Van & Machinery Fuel February 2024
15.03.2024	Mr A Garrard	Bacs2196	£ 120.96	Refund for Prepaid Market stallage which is no longer required.
15.03.2024	Newstar Bakery Ltd	Bacs2197	£ 28.08	Refund Overpayment of Market Stallage
15.03.2024	NLC Nova Lifts Co Ltd	Bacs2198	£ 343.28	Annual Service Contract 24-25 - Cornhall Lift
15.03.2024	Rialtas Business Solutions Ltd	Bacs2199	£ 300.00	Budget Module Training Course - 2 Users
15.03.2024	Screwfix Ltd	Bacs2200	£ 47.98	Grass Seed - Park / Ear Defenders - Maintenance
15.03.2024	Sonata Security Ltd	Bacs2201	£ 192.00	Fire Alarm Call-Out and Repair at DYCC
15.03.2024	South Norfolk District Council	Bacs2202	£ 24.71	Final Domestic Rates to 05.03.2024 - Cemetery Bungalow
15.03.2024	Vmit Ltd	Bacs2203	£ 956.52	IT Software March 2024, and IT Support February 2024
19.03.2024	Anglian Wate Business Ltd (National)	DD496	£ 17.32	Water Supplied Dec 23 to Mar 24 - PARK
22.03.2024	Barclaycard	Feb-24	£ 827.60	Noise Cancelling Headphone, Ford Ranger Road Tax, Key Cutting
25.03.2024	British Gas	DDD497	£ 489.45	Electricity February 2024 - Park WC
25.03.2024	British Gas	DDD498	£ 1,684.26	Electricity February 2024 - DYCC
25.03.2024	British Gas	DDD499	£ 768.54	Electricity February 2024 - Cemetery
25.03.2024	British Gas	DDD500	£ 869.35	Electricity February 2024 - Sportsground
25.03.2024	British Gas	DDD501	£ 39.85	Electricity February 2024 - Market
25.03.2024	British Gas	DDD502	£ 139.67	Electricity February 2024 - Park
25.03.2024	British Gas	DDD503	£ 190.61	Electricity February 2024 - Council Office
25.03.2024	British Gas	DDD504	£ 121.96	Electricity February 2024 - Meres Mouth WC



25.03.2024	Employees	BACS	£	20,535.40	Salaries Month 12
26.03.2024	EE Ltd	DD505	£	43.79	Mobile Phones 18.03.24 to 17.04.2024 - RL, SR and AR
26.03.2024	Barclaycard	Mar-24	£	475.33	Carnival Bunting & Canva Marketing Software
28.03.2024	Alliance Disposables Ltd	Bacs2204	£	234.59	Sanitary Products - All Sites
28.03.2024	Ashill Fire & Protection Ltd	Bacs2205	£	82.60	Short Paid on 15.03.2024 - Fire Extinguisher Servicing - All Sites
28.03.2024	Diss Antiques & Giftshop	Bacs2206	£	30.00	Repairs to Suspension Spring for Town Clock Pendulum
28.03.2024	ESPO	Bacs2207	£	560.97	Gas Supplied February 2024 - Council Office & DYCC
28.03.2024	Fatstickman Ltd	Bacs2208	£	192.00	Perspex Panel for Noticeboard on Market Place
28.03.2024	F.A.S.T	Bacs2209	£	100.00	First Aid Provision for Christmas Lights SwitchOn Event 2023
28.03.2024	Hillside Office Supplies Ltd	Bacs2210	£	42.00	Copier Paper - Town Council
28.03.2024	Mary Moppins Ltd	Bacs2211	£	1,776.60	Open & Clean Park and Meres Mouth Toilets - March 2024
28.03.2024	Paul Rackham	Bacs2212	£	312.00	Grave Digging - February 2024
28.03.2024	Photo Elite	Bacs2213	£	142.00	Digital Copy of Ariel Photo & Frames for Honoured Citizens Certificates
28.03.2024	Screwfix Ltd	Bacs2214	£	24.98	Toilet Seat - Mers Mouth Ladies
28.03.2024	Suffolk County Council	Bacs2215	£	8,405.33	Streetlight Electricity & Maintenance 2023/2024
28.03.2024	Top Garden Services	Bacs2216	£	480.00	Hedge Cutting at Sportsground
28.03.2024	HM Revenue & Customs	BACS	£	5,416.83	NI/PAYE Month 12
28.03.2024	Norfolk Pension Fund	BACS	£	7,236.75	Pension Contributions Month 12
			£	<b>64,558.03</b>	

## Detailed Income &amp; Expenditure by Budget Heading 01/03/2024

Month No: 12

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>100 Agency Services</b>							
1000 Agency Services Income	3,848	3,456	(392)			111.3%	
Agency Services :- Income	<b>3,848</b>	<b>3,456</b>	<b>(392)</b>			<b>111.3%</b>	<b>0</b>
4000 NCC Grasscutting	98	100	2		2	97.8%	
Agency Services :- Indirect Expenditure	<b>98</b>	<b>100</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>97.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>3,750</b>	<b>3,356</b>	<b>(394)</b>				
<b>120 Allotments</b>							
1120 Allotment Rent	500	500	0			100.0%	
Allotments :- Income	<b>500</b>	<b>500</b>	<b>0</b>			<b>100.0%</b>	<b>0</b>
4020 Allotments - Insurance	28	28	0		0	100.0%	
Allotments :- Indirect Expenditure	<b>28</b>	<b>28</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>100.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>472</b>	<b>472</b>	<b>0</b>				
<b>140 Amenities</b>							
1140 Amenities Income	9,701	2,085	(7,616)			465.3%	5,085
1143 Flock Income	9,999	0	(9,999)			0.0%	9,999
Amenities :- Income	<b>19,700</b>	<b>2,085</b>	<b>(17,615)</b>			<b>944.9%</b>	<b>15,084</b>
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	25,209	20,000	(5,209)		(5,209)	126.0%	5,130
4061 Play Equipment R&R	5,769	5,000	(769)		(769)	115.4%	
4062 Boardwalk Maintenance	4,325	1,000	(3,325)		(3,325)	432.5%	4,136
4065 Van Replacement	0	1,000	1,000		1,000	0.0%	
4070 Van x 2 Running Costs	5,248	3,500	(1,748)		(1,748)	150.0%	
4071 Van Insurance	1,695	1,220	(475)		(475)	138.9%	
4075 Tree Management	5,980	9,000	3,020	280	2,740	69.6%	5,980
4085 Closed Churchyard - R&R	36	30	(6)		(6)	119.3%	
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	68	100	32		32	68.0%	
4115 Park - Electricity	1,600	1,841	241		241	86.9%	
4120 Mere's Mouth - Rent	100	100	0		0	100.0%	
4125 Mere's Mouth - Business Rates	424	424	(0)		(0)	100.0%	

## Detailed Income &amp; Expenditure by Budget Heading 01/03/2024

Month No: 12

## 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>57,064</u>	<u>55,567</u>	<u>(1,497)</u>	<u>280</u>	<u>(1,777)</u>	<u>103.2%</u>	<u>15,287</u>
<b>Net Income over Expenditure</b>	<u>(37,364)</u>	<u>(53,482)</u>	<u>(16,118)</u>				
7000 plus Transfer from EMR	15,287						
8001 less Transfer to EMR	15,084						
<b>Movement to/(from) Gen Reserve</b>	<u>(37,161)</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>
<b>Net Income</b>	<u>450</u>	<u>450</u>	<u>0</u>				
<u>150 Bank Interest</u>							
1090 Interest Received	12,995	500	(12,495)			2598.9%	
Bank Interest :- Income	<u>12,995</u>	<u>500</u>	<u>(12,495)</u>			<u>2599.0%</u>	<u>0</u>
4202 Bank Charges	457	240	(217)		(217)	190.3%	
Bank Interest :- Indirect Expenditure	<u>457</u>	<u>240</u>	<u>(217)</u>	<u>0</u>	<u>(217)</u>	<u>190.3%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>12,538</u>	<u>260</u>	<u>(12,278)</u>				
<u>160 Capital Expenditure</u>							
4200 Capital Expenditure	41,007	41,007	(0)		(0)	100.0%	
Capital Expenditure :- Indirect Expenditure	<u>41,007</u>	<u>41,007</u>	<u>(0)</u>	<u>0</u>	<u>(0)</u>	<u>100.0%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(41,007)</u>	<u>(41,007)</u>	<u>0</u>				
<u>180 Cemetery</u>							
1180 Cemetery Interment/Chapel Fees	25,086	25,000	(86)			100.3%	
1185 Cemetery Memorial Fees	7,802	10,500	2,698			74.3%	
1195 Equipment Income	3,345	0	(3,345)			0.0%	3,345
Cemetery :- Income	<u>36,234</u>	<u>35,500</u>	<u>(734)</u>			<u>102.1%</u>	<u>3,345</u>
4250 Cemetery - Grounds - R&R	7,038	8,000	962		962	88.0%	
4260 Cemetery - Chapels - R&R	46,429	1,000	(45,429)		(45,429)	4642.9%	11,456
4270 General Equipment	689	3,000	2,311		2,311	23.0%	
4271 General Equipment Insurance	142	142	0		0	100.0%	
4272 Ride on Mower Insurance	412	412	0		0	100.0%	
4275 Cemetery - Water Rate	154	150	(4)		(4)	102.5%	

## Detailed Income &amp; Expenditure by Budget Heading 01/03/2024

Month No: 12

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4280 Cemetery - Electricity	1,925	472	(1,453)		(1,453)	407.8%	
4285 Cemetery - Insurance	496	496	0		0	100.0%	
<b>Cemetery :- Indirect Expenditure</b>	<b>57,285</b>	<b>13,672</b>	<b>(43,613)</b>	<b>0</b>	<b>(43,613)</b>	<b>419.0%</b>	<b>11,456</b>
<b>Net Income over Expenditure</b>	<b>(21,051)</b>	<b>21,828</b>	<b>42,879</b>				
7000 plus Transfer from EMR	11,456						
8001 less Transfer to EMR	3,345						
<b>Movement to/(from) Gen Reserve</b>	<b>(12,940)</b>						
<u>190 Cemetery Gravedigging</u>							
1190 Cemetery Gravedigging Fees	6,882	0	(6,882)			0.0%	
<b>Cemetery Gravedigging :- Income</b>	<b>6,882</b>	<b>0</b>	<b>(6,882)</b>				<b>0</b>
4300 Cemetery Gravedigging Exp.	6,882	0	(6,882)		(6,882)	0.0%	
<b>Cemetery Gravedigging :- Indirect Expenditure</b>	<b>6,882</b>	<b>0</b>	<b>(6,882)</b>	<b>0</b>	<b>(6,882)</b>		<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>				
<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%	
<b>Christmas Lights :- Indirect Expenditure</b>	<b>18,950</b>	<b>21,079</b>	<b>2,129</b>	<b>0</b>	<b>2,129</b>	<b>89.9%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(18,950)</b>	<b>(21,079)</b>	<b>(2,129)</b>				
<u>220 Corn Hall</u>							
1250 Cornhall Income	1,401	0	(1,401)			0.0%	
<b>Corn Hall :- Income</b>	<b>1,401</b>	<b>0</b>	<b>(1,401)</b>				<b>0</b>
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%	
<b>Corn Hall :- Indirect Expenditure</b>	<b>9,764</b>	<b>8,582</b>	<b>(1,182)</b>	<b>0</b>	<b>(1,182)</b>	<b>113.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(8,363)</b>	<b>(8,582)</b>	<b>(219)</b>				
<u>240 Council Properties</u>							
1240 Office Rent/Service Charge	6,536	5,500	(1,036)			118.8%	
1245 Council Property Income	268,842	0	(268,842)			0.0%	268,842
<b>Council Properties :- Income</b>	<b>275,378</b>	<b>5,500</b>	<b>(269,878)</b>			<b>5006.9%</b>	<b>268,842</b>
4400 Office R&R	4,209	2,500	(1,709)		(1,709)	168.4%	
4405 Office Building Maintenance	985	0	(985)		(985)	0.0%	505

## Detailed Income &amp; Expenditure by Budget Heading 01/03/2024

Month No: 12

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4410 Office Stairlift	376	340	(36)		(36)	110.6%	
4415 Cemetery Bungalow	3,128	2,000	(1,128)		(1,128)	156.4%	
4420 Electricity Testing 5 Yrly	798	0	(798)		(798)	0.0%	798
4425 Health & Safety	1,138	2,500	1,362		1,362	45.5%	
4435 Pk Toilets Servicing	10,224	12,000	1,776	2,902	(1,126)	109.4%	
4445 Pk Toilets - Insurance	384	384	0		0	100.0%	
4450 Pk Toilet- Electricity	2,192	1,720	(472)		(472)	127.4%	
4460 Pk Toilets - Water Rates	699	2,070	1,371		1,371	33.7%	
4465 Mere's Mouth Toilets	11,723	15,000	3,277	2,902	375	97.5%	
4466 Mere's Mouth Electricity	1,083	1,500	417		417	72.2%	
4475 Staff Uniforms/Replacements	0	250	250		250	0.0%	
<b>Council Properties :- Indirect Expenditure</b>	<b>36,939</b>	<b>40,264</b>	<b>3,325</b>	<b>5,805</b>	<b>(2,480)</b>	<b>106.2%</b>	<b>1,303</b>
<b>Net Income over Expenditure</b>	<b>238,439</b>	<b>(34,764)</b>	<b>(273,203)</b>				
7000 plus Transfer from EMR	1,303						
8001 less Transfer to EMR	268,842						
<b>Movement to/(from) Gen Reserve</b>	<b>(29,100)</b>						
<u>260 Diss Youth &amp; Community Centre</u>							
1160 Loan Park Radio	900	0	(900)			0.0%	
1260 DYCC Hire Fees	16,592	20,000	3,408			83.0%	
<b>Diss Youth &amp; Community Centre :- Income</b>	<b>17,492</b>	<b>20,000</b>	<b>2,508</b>			<b>87.5%</b>	<b>0</b>
4500 DYCC - Electricity	6,548	7,758	1,210		1,210	84.4%	
4505 DYCC - Gas	1,028	830	(198)		(198)	123.8%	
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	0	247	247		247	0.0%	
4525 DYCC - Insurance	1,095	1,085	(10)		(10)	100.9%	
4530 Annual Service Costs	639	1,500	861		861	42.6%	
4540 DYCC - General R&R	10,069	4,000	(6,069)	156	(6,225)	255.6%	
<b>Diss Youth &amp; Community Centre :- Indirect Expenditure</b>	<b>25,598</b>	<b>21,330</b>	<b>(4,268)</b>	<b>156</b>	<b>(4,424)</b>	<b>120.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(8,105)</b>	<b>(1,330)</b>	<b>6,775</b>				
<u>280 Administrative Overheads</u>							
1285 Photocopying Income	48	0	(48)			0.0%	
<b>Administrative Overheads :- Income</b>	<b>48</b>	<b>0</b>	<b>(48)</b>				<b>0</b>
4610 Council Office Business Rates	4,853	4,860	7		7	99.9%	

## Detailed Income &amp; Expenditure by Budget Heading 01/03/2024

Month No: 12

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4615 Council Office - Gas	3,222	1,230	(1,992)		(1,992)	262.0%	
4620 Council Office - Electricity	1,328	956	(372)		(372)	138.9%	
4625 Council Office - Telephone	1,691	2,000	310		310	84.5%	
4630 Council Office - Insurance	882	882	0		0	100.0%	
4657 IT Equipment, Software & Suppo	17,281	14,000	(3,281)		(3,281)	123.4%	
Administrative Overheads :- Indirect Expenditure	<b>29,256</b>	<b>23,928</b>	<b>(5,328)</b>	<b>0</b>	<b>(5,328)</b>	<b>122.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(29,208)</b>	<b>(23,928)</b>	<b>5,280</b>				
<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	<b>10,475</b>	<b>10,000</b>	<b>(475)</b>	<b>0</b>	<b>(475)</b>	<b>104.8%</b>	<b>475</b>
<b>Net Expenditure</b>	<b>(10,475)</b>	<b>(10,000)</b>	<b>475</b>				
7000 plus Transfer from EMR	475						
<b>Movement to/(from) Gen Reserve</b>	<b>(10,000)</b>						
<u>310 Highways</u>							
1070 Parish Partnership Bid Income	1,525	0	(1,525)			0.0%	
Highways :- Income	<b>1,525</b>	<b>0</b>	<b>(1,525)</b>				<b>0</b>
4785 Neighbourhood Plan	1,035	0	(1,035)		(1,035)	0.0%	1,035
Highways :- Indirect Expenditure	<b>1,035</b>	<b>0</b>	<b>(1,035)</b>	<b>0</b>	<b>(1,035)</b>		<b>1,035</b>
<b>Net Income over Expenditure</b>	<b>490</b>	<b>0</b>	<b>(490)</b>				
7000 plus Transfer from EMR	1,035						
<b>Movement to/(from) Gen Reserve</b>	<b>1,525</b>						
<u>320 Market</u>							
1320 Market Stallage	20,542	20,000	(542)			102.7%	
Market :- Income	<b>20,542</b>	<b>20,000</b>	<b>(542)</b>			<b>102.7%</b>	<b>0</b>
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	500	365	(135)		(135)	137.1%	
Market :- Indirect Expenditure	<b>3,512</b>	<b>3,228</b>	<b>(284)</b>	<b>0</b>	<b>(284)</b>	<b>108.8%</b>	<b>470</b>
<b>Net Income over Expenditure</b>	<b>17,029</b>	<b>16,772</b>	<b>(257)</b>				
7000 plus Transfer from EMR	470						
<b>Movement to/(from) Gen Reserve</b>	<b>17,499</b>						

## Detailed Income &amp; Expenditure by Budget Heading 01/03/2024

Month No: 12

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>340</u> <u>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>
<b>Net Expenditure</b>	<u>(1,295)</u>	<u>(400)</u>	<u>895</u>				
<u>360</u> <u>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>
<b>Net Income</b>	<u>591,978</u>	<u>591,978</u>	<u>0</u>				
8001 less Transfer to EMR	10,000						
<b>Movement to/(from) Gen Reserve</b>	<u>581,978</u>						
<u>370</u> <u>General Expenditure</u>							
4600 Town Mayor's Allowance	1,386	1,500	114		114	92.4%	
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	4,719	4,500	(219)		(219)	104.9%	
4646 Liability Insurance	4,635	4,536	(99)		(99)	102.2%	
4655 Printing & Stationery	3,194	3,500	306		306	91.3%	
4660 Postage	68	100	32		32	67.7%	
4665 Wages - General Admin.	198,930	199,557	628		628	99.7%	
4666 Wages - General Maint.	203,087	197,102	(5,985)		(5,985)	103.0%	
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	128	200	72		72	64.1%	
General Expenditure :- Indirect Expenditure	<u>423,253</u>	<u>420,975</u>	<u>(2,278)</u>	<u>0</u>	<u>(2,278)</u>	<u>100.5%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(423,253)</u>	<u>(420,975)</u>	<u>2,278</u>				
<u>375</u> <u>Rechargeable</u>							
1280 Rechargeable Exp. Refunded	3,293	0	(3,293)			0.0%	
Rechargeable :- Income	<u>3,293</u>	<u>0</u>	<u>(3,293)</u>				<u>0</u>
4685 Rechargeable Expenditure	3,293	0	(3,293)		(3,293)	0.0%	
Rechargeable :- Indirect Expenditure	<u>3,293</u>	<u>0</u>	<u>(3,293)</u>	<u>0</u>	<u>(3,293)</u>		<u>0</u>
<b>Net Income over Expenditure</b>	<u>0</u>	<u>0</u>	<u>0</u>				

## Detailed Income &amp; Expenditure by Budget Heading 01/03/2024

Month No: 12

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<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>
<b>Net Expenditure</b>	<u>(19)</u>	<u>0</u>	<u>19</u>				
<u>400 Sports Ground</u>							
1400 Sports Ground Hire Fees	14,437	10,000	(4,437)			144.4%	
Sports Ground :- Income	<u>14,437</u>	<u>10,000</u>	<u>(4,437)</u>			<u>144.4%</u>	<u>0</u>
4900 Track Maintenance	2,460	4,000	1,540		1,540	61.5%	
4910 Pavilion Maintenance	5,283	0	(5,283)		(5,283)	0.0%	
4915 General Sports Ground Maint.	2,962	3,000	38		38	98.7%	
4920 Ground Maintenance	1,486	2,500	1,014	1,685	(671)	126.8%	
4930 Sports Grnd-Water Rate	529	553	24		24	95.7%	
4935 Sports Ground - Electricity	3,556	3,730	174		174	95.3%	
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>20,300</u>	<u>15,914</u>	<u>(4,386)</u>	<u>1,685</u>	<u>(6,072)</u>	<u>138.2%</u>	<u>2,059</u>
<b>Net Income over Expenditure</b>	<u>(5,863)</u>	<u>(5,914)</u>	<u>(51)</u>				
7000 plus Transfer from EMR	2,059						
<b>Movement to/(from) Gen Reserve</b>	<u>(3,804)</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>
<b>Net Income over Expenditure</b>	<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	5,256	2,800	(2,456)		(2,456)	187.7%	5,256
Christmas Switch on Event :- Indirect Expenditure	<u>5,256</u>	<u>2,800</u>	<u>(2,456)</u>	<u>0</u>	<u>(2,456)</u>	<u>187.7%</u>	<u>5,256</u>
<b>Net Income over Expenditure</b>	<u>(1,233)</u>	<u>(1,400)</u>	<u>(167)</u>				
7000 plus Transfer from EMR	5,256						
8001 less Transfer to EMR	5,423						



## Detailed Income &amp; Expenditure by Budget Heading 01/03/2024

Month No: 12

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>Movement to/(from) Gen Reserve</b>	<b>(1,400)</b>						
<u>430 Carnival</u>							
1435 Carnival Income	13,332	10,000	(3,332)			133.3%	14,619
Carnival :- Income	<b>13,332</b>	<b>10,000</b>	<b>(3,332)</b>			<b>133.3%</b>	<b>14,619</b>
4996 Carnival	13,482	11,455	(2,027)		(2,027)	117.7%	13,984
Carnival :- Indirect Expenditure	<b>13,482</b>	<b>11,455</b>	<b>(2,027)</b>	<b>0</b>	<b>(2,027)</b>	<b>117.7%</b>	<b>13,984</b>
<b>Net Income over Expenditure</b>	<b>(150)</b>	<b>(1,455)</b>	<b>(1,305)</b>				
7000 plus Transfer from EMR	13,649						
8001 less Transfer to EMR	14,954						
<b>Movement to/(from) Gen Reserve</b>	<b>(1,455)</b>						
<u>440 Town Mayor's Charity</u>							
1440 Town Mayor's Charity	1,382	0	(1,382)			0.0%	
Town Mayor's Charity :- Income	<b>1,382</b>	<b>0</b>	<b>(1,382)</b>				<b>0</b>
4795 Town Mayor's Charity Exp	2,558	0	(2,558)		(2,558)	0.0%	
Town Mayor's Charity :- Indirect Expenditure	<b>2,558</b>	<b>0</b>	<b>(2,558)</b>	<b>0</b>	<b>(2,558)</b>		<b>0</b>
<b>Net Income over Expenditure</b>	<b>(1,175)</b>	<b>0</b>	<b>1,175</b>				
<u>460 CIL</u>							
1460 CIL - CIL Income	52,196	0	(52,196)			0.0%	52,196
CIL :- Income	<b>52,196</b>	<b>0</b>	<b>(52,196)</b>				<b>52,196</b>
5000 CIL - Expenditure	8,966	0	(8,966)		(8,966)	0.0%	8,966
CIL :- Indirect Expenditure	<b>8,966</b>	<b>0</b>	<b>(8,966)</b>	<b>0</b>	<b>(8,966)</b>		<b>8,966</b>
<b>Net Income over Expenditure</b>	<b>43,230</b>	<b>0</b>	<b>(43,230)</b>				
7000 plus Transfer from EMR	8,966						
8001 less Transfer to EMR	52,196						
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>						
<u>470 Streetlighting</u>							
4730 CCTV Costs	6,036	2,425	(3,611)		(3,611)	248.9%	5,509
4970 Streetlighting	12,906	7,575	(5,331)		(5,331)	170.4%	5,902
Streetlighting :- Indirect Expenditure	<b>18,942</b>	<b>10,000</b>	<b>(8,942)</b>	<b>0</b>	<b>(8,942)</b>	<b>189.4%</b>	<b>11,411</b>
<b>Net Expenditure</b>	<b>(18,942)</b>	<b>(10,000)</b>	<b>8,942</b>				
7000 plus Transfer from EMR	11,411						
<b>Movement to/(from) Gen Reserve</b>	<b>(7,532)</b>						

## Detailed Income &amp; Expenditure by Budget Heading 01/03/2024

Month No: 12

## 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	1,080,996	701,369	(379,627)			154.1%	
Expenditure	803,083	701,369	(101,714)	7,926	(109,640)	115.6%	
<b>Net Income over Expenditure</b>	<u>277,913</u>	<u>0</u>	<u>(277,913)</u>				
plus Transfer from EMR	71,367						
less Transfer to EMR	369,844						
<b>Movement to/(from) Gen Reserve</b>	<u>(20,564)</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
NEW	320	37	Facilities	Cemetery	Cemetery Bungalow Sale	£ -	£ -	£ 268,842	£ 268,842
RF	330	1	Executive	By-election	By-election costs	£ 5,000	£ 5,000		£ 5,000
NEW	335	2	Facilities	Facilities	Flock Project	£ -	£ -	£ 9,999	£ 9,999
RF	342	3	Executive	Events	Christmas Lights switch on	£ 3,680	£ 5,296	£ 1,616	£ 5,463
RF	344	4	Executive	Events	Carnival	£ 3,981	£ 14,357	£ 10,376	£ 5,286
I	370	5	Facilities	Cemetery	Cem Roads, Cem Monuments	£ 4,500	£ 4,500		£ 4,500
J	372	6	Facilities	Cemetery	Cemetery Chapels	£ 11,456	£ 11,456		£ -
L	375	7	Facilities	Corn Hall	Corn Hall	£ 25,975	£ 25,975		£ 25,975
M	384	8	Facilities	Council Offices	Building maintenance	£ 31,095	£ 505	£ 30,590	£ 30,590
D	390	9	Facilities	DYCC	Van Replacement	£ 7,000	£ 7,000	£ 1,000	£ 8,000
K	392	10	Facilities	DYCC	Replacement Ride-On Lawnmower	£ 3,000	£ 3,000	£ 3,345	£ 6,345
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	£ 5,010	£ 1,832	£ 5,010
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
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	£ 5,980	£ 4,980	£ 9,075
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	£ 120	£ 15,601	£ 15,601
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
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
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	£ 72,116	£ 292,432	£ 370,592
								£ 663,024	

	% of EMR	Balance year end 2022/23	YTD Balance
Facilities	72%	£210,391.34	£477,206
HTP	1%	£9,108.59	£8,634
Infrastructure	25%	£132,386.40	£163,050
Executive	2%	£12,661.14	£14,133
TOTAL		£364,547.50	£663,024

31/03/2024	Current Year End balance (Precept)	£ 277,362
	General Reserves	£ 14,922
	EMR	£ 663,024
	Total Funds	£ 955,308

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



## DISS TOWN COUNCIL

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

Report Number:  
**52 / 2324**

Report to:	Executive
Date of Meeting:	6 <sup>th</sup> March 2024
Authorship:	Temp RFO
Subject:	Quarter 3 Financial Report

### 1. Introduction

- 1.1 I would like to bring members' attention to the budget spending as of 31/12/2023, representing the third quarter of the financial year ending 31/03/2024. Appendix A provides the detailed Income and Expenditure Report for the year, including the percentage of revenue budget spent, ideally at 75% by the end of month 9. The report also accounts for amounts spent from the EMR, with further explanations provided if applicable.
- 1.2 Overspends or underspends exceeding 15% will be reported following Financial Regulations, specifically clause 4.8, which addresses material variances from the budget. In this report, exceptions that necessitate explanations pertain to codes falling outside the range of 63.75% to 86.25% (or under £100). Budget headings beyond these tolerances, if unexplained in the following sections, are anticipated due to the timing of payments, such as annual insurance premiums or biannual business rates
- 1.3 This report aims to contextualise contributions and spending in the day-to-day revenue budgets and EMR transactions, distinguishing between the remaining funds in the annual budget and the existing funds.
- 1.4 The final section of this report details the income and expenditure compared to the budget, and its effect on the balance sheet which is the statement of the council's financial position.

### 2. Amenities

- 2.1 The amenities income is currently standing at 176.1% which indicates that this was underestimated during the budget process.
- 2.2 Play equipment R&R is currently at 97.8% this budget was underestimated during the budgeting process and any further works required on the park will come out of CIL funds.
- 2.3 The boardwalk is showing as 428.2% of the budget being spent this is due to essential work being undertaken which is being taken out of the boardwalk EMR and therefore the actual spend is 100%.
- 2.4 The Van running costs are currently at 117.1%, the overspending is due to the budget being underestimated, the previous year was overspent, and an additional van was purchased with no increase in budget.
- 2.5 Van insurance currently sits at 116.1%, due to extra insurance costs this was underbudgeted during the previous budget process.
- 2.6 As yet the budget for Mere drainage has not been required, but as this is seasonal and weather-dependent, year-end costs are a more reasonable indicator of annual expenditure.

- 2.7 The Mere Fountain, Mere Kiosk, Mere's mouth rent & business rates, and Park Insurance are currently sitting at 100% this is due to these being paid at the beginning of the financial year, therefore at the end of the financial year these will still sit at 100%.
3. Bank Interest
- 3.1 Income from interest is higher than budgeted due to the diversification of money into savings accounts.
4. Cemetery
- 4.1 Cemetery income is currently 82.54% of the estimated budget for the year.
- 4.2 Works to repair the cemetery roof have been completed with £11,456 from the EMR, and the balance of £33,874 coming from General Reserves, this was the excess costs which had not been budgeted.
5. Corn Hall
- 5.1 Due to added maintenance costs relating to the Corn Hall the budget is currently sitting at 104.1% across both maintenance R& R and Insurance budget codes.
- 5.2 Clerk and Councillor Peaty meeting with Corn Hall to discuss ongoing lease agreement and associated costs.
6. Council Properties
- 6.1 Office R&R at 120% due to the previous budget of £4,500 which historically has always been spent being reduced to £2,500 to allow for a 0% precept in the previous year. This budget was an unworkable amount.
- 6.2 Office Building maintenance is showing 480% overbudget due to no budget given in 23/24. £7,000 was allocated to this budget in previous years, this has been amended for this year to £1,000 to allow for emergency repairs to the building whilst awaiting monies from the sale of the Cemetery Bungalow.
- 6.3 Cemetery bungalow is 122.2% as fixed utility costs have taken this budget over due to the sale of the bungalow taking longer than originally expected.
- 6.4 The H&S budget sits at 34% but monies will be spent over the next 3 months on H&S equipment for the maintenance team.
- 6.5 Park Toilets servicing is currently at 58.2% but some costs will be attributable to this code in the next 3 months. This is due to our cleaning contractor utilising their cleaning products to service the toilets.
- 6.6 The RFO has recently changed our electricity supplier and we are awaiting further bills, once these have been received this amount will change and be within the set budget parameters.
- 6.7 Staff uniforms are awaiting to be purchased and this budget code will be spent by the end of budget years 2023/24.
7. Administrative Overheads
- 7.1 This budget will go over this year due to extra equipment needing to be purchased.
8. Promotion
- 8.1 The budget for this year was only £250.00, but council agreed to the Visit Diss Domain and Website from the general reserves on this code. The resolution number is FC0923-19.
- 8.2 Website budget is currently over due to insufficient budgeting which has been rectified for years 2024/25.
9. General Expenditure

- 9.1 Previously reported in quarter 2 the payroll budget was expected to go over budget, with staff leaving and sickness the budget is now on course to be within the budget parameters for years 2023/24.
- 9.2 Audit is currently at 111.1% this is due to underbudgeting in the previous year's budget. No further spending on this code for the current year.
- 9.3 Training budget is currently at 89.9% of budget, there are no further expected training courses for this financial year.
- 9.4 Staff mileage is 113.8% of budget, this is due to all staff going onto a training course in Norwich.
- 9.5 Annual Town meeting is underbudget at 48.1% and will stay at this amount for the remainder of this current financial year.
- 10. Sports Ground
- 10.1 Track maintenance cleaning has been completed by staff members and we are currently awaiting a quote for some repairs to be completed before year-end.
- 10.2 General Sports Ground Maintenance is 42.4% this is due to Buildings & Facilities maintenance team undertaking some of the work, previous RFO budgeted for skatepark CCTV to come from this code and the CCTV code therefore creating a larger budget than required. This has been changed back for year 2024/25.
- 10.3 Ground Maintenance is currently sitting at 57.8% due to contractors ending the contract earlier than specified, there is currently an invoice in dispute will update council at year end.
- 11. Quarter 3 Financial Summary
- 11.1 Revenue expenditure is £614,352 which is 78.8% of total income.

<b>Recommendation</b>
-----------------------

To note the contents of this report.
--------------------------------------

Progress Report

Committee	Minute Ref	Subject	Action	Assigned to	Timescale	Comments or further action
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	FC1123/09	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.