



TOWN CLERK
Mrs S Villafuerte-Richards, CILCA

DISS TOWN COUNCIL
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Our ref: FC 14.06.23
Date: 08 June 2023

NOTICE OF MEETING

Dear Members of the Public and Press,

You are cordially invited to attend a meeting of **Full Council** to be held in the **Council Chamber** at **Diss Corn Hall** on **Wednesday 14th June 2023 at 7.15pm** to consider the business detailed below.

Town Clerk

AGENDA

1. **Apologies**
To receive and consider apologies for absence.
2. **Declarations of Interest and Requests for Dispensations**
To note any declarations of members' pecuniary and/or non-pecuniary/other interests pertaining to items on the following agenda, to note any dispensations granted in respect of business to be discussed and to consider any requests for dispensations.
3. **Minutes**
To confirm as a true record, the minutes of the meeting of Full Council on 17th May 2023 (copy herewith).
4. **Public Participation**
To consider a resolution under Standing Orders 3d to 3h to suspend the meeting to receive reports from the County and District Councillors, and to hear comments from members of the public on items to be discussed on the agenda (*members of the public are entitled to speak for a maximum of three minutes*).
5. **Items of URGENT business**
To discuss any item(s) of business which the Town Mayor or Town Clerk has previously been informed at least 24 hours before the meeting and decides should be considered as a matter of urgency (*councillors are reminded that no resolutions can be made under this agenda item*).
6. **Finance**
 - a) To note bank outgoings for May 2023 (copy herewith).
 - b) To note Income & Expenditure reports for May 2023 (copy herewith).
 - c) To note Earmarked Reserves for May 2023 (copy herewith).
7. **Annual Accounts 2022/23**
To approve the annual accounts for the financial year to 31st March 2023 (report reference 04/2324 herewith refers).
8. **Annual Audit 2022/23**
 - a) To approve the Annual Internal Audit report of the Annual Governance & Accountability Return (copy herewith).
 - b) To approve Section 1 of the Annual Governance & Accountability Return (Annual Governance Statement) for the Financial Year ending 31st March 2023 (copy herewith).
 - c) To approve Section 2 of the Annual Governance & Accountability Return (copy herewith).

d) To approve the dates for the notice of public rights and publication of unaudited Annual Governance & Accountability Return (copy herewith).

9. Code of Conduct

To review the model Code of Conduct for Diss Town councillors adopted in March 2022 following re-election (copy herewith).

10. Dispensation Policy

To review the Council's Dispensation policy (copy herewith).

11. Market

To consider a business plan from representatives of the Diss Community Team regarding the feasibility of supporting the use of the former Beales building for an indoor market (copy details herewith).

12. Progress Report

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

13. Member Forum

To consider information or issues relevant to Council from members for brief discussion, action or inclusion on a future agenda.

14. Date of Next Meeting

To note that the next meeting of Full Council is scheduled for Wednesday 12th July 2023 at 7.15pm.

15. Public Bodies (Admissions to Meetings)

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

16. Telephone & Broadband Contract

To consider further information from contractors regarding the Council's telephone & broadband provision (confidential report reference 05/2324 refers).

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

Before the start of the meeting, a minute's silence was held in memory of Brian Falk who passed away several weeks earlier. Brian was a good servant to the town with his input into planning matters and he was also a major influence in the design of the boardwalk. He will be sorely missed.

Minutes of the meeting of the **Town Council** held in the **Council Chamber** at **Diss Corn Hall** on **Wednesday 17th May 2023** at **7.15pm.**

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

In attendance: S. Villafuerte-Richards (Town Clerk)
S. French (Deputy Town Clerk)
County / District Councillor Kiddie
3 members of the public

FC0523/01 ELECTION OF TOWN MAYOR FOR MUNICIPAL YEAR 2023/24

Members considered the election of a Town Mayor for 2023/24. Cllr Murphy spoke of his nomination and said it would be an honour to serve the residents of Diss and that he feels he can fulfil the role. Cllr Browne spoke in support of his nomination as his mentor, as a former Junior Good Citizen recipient and working alongside cllr Murphy on the Diss Youth Council. She spoke of her pride, his genuine candidacy through the district council elections and her belief that he would go to achieve many more things. He also supported cllr Browne at events and has chaired many meetings.

Members then heard from Cllr Taylor who intended to stand as Planning committee Chair only this year but wished to stand again as Town Mayor due to concerns that cllr Murphy was taking on too much as a newly elected District councillor.

There was an even 7 / 7 split vote, and the existing Town Mayor used his casting vote in favour of cllr Murphy being elected to break the dead lock and given the close result. It was

RESOLVED: to elect councillor Murphy as the Town Mayor for 2023-24 with a declaration of acceptance of office duly signed.

Cllr Murphy took the Chair.

FC0523/02 APOLOGIES
There were none.

FC0523/03 ELECTION OF COUNCIL LEADER

Members considered the election of the Council Leader for 2023-27. Cllr Gingell removed his nomination due to personal reasons and that he couldn't commit to a 4-year term. It was therefore

RESOLVED: to elect councillor Olander as Council Leader for 2023-2027.

FC0523/04 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

Minute No.	Councillors Name	Personal/Other Interest	Pecuniary Interest	Reason
FC0523/09	D. Collins	X		This councillor is a member of the Diss Community Team and a member of the action group appointed to consider the feasibility of an indoor market.
	S. Kiddie			This councillor is a member of the action group appointed to consider the feasibility of an indoor market.
	J. Welch			This councillor is a member of the action group appointed to consider the feasibility of an indoor market.

FC0523/05 MINUTES

It was.

RESOLVED: That the minutes of the meeting of Full Council held on 19th April 2023 approved as a true record subject to a minor tweak to the wording of item FC0423/10 and were signed by the Town Mayor.

FC0523/06 PUBLIC PARTICIPATION

Councillors considered a resolution under Standing Orders 3d to 3h to suspend the meeting to receive reports from the County and District Councillors, and to hear comments from members of the public on items to be discussed on the agenda.

County / District councillor Kiddie congratulated cllr Murphy on being elected First Citizen of Diss as well as councillor Olander on being elected Council Leader and cllr Taylor for his exemplar action relating to item FC0523/01.

It was noted that district cllr Minshull is at the Roydon Parish Council's annual meeting this evening so cllr Kiddie would speak on behalf of District & County and he thanked everyone for their support through the elections.

The cabinet posts will be decided soon, and the district council moves up to the Horizon centre following the bank holiday weekend with their hub as the former tourist information office in Diss. All the major planned roadworks have been completed albeit utilities works will continue. The pothole repairs requested at Walcot Green due to the pressure on the A1066 will be finished today with the road calming measures at the top of Denmark Hill scheduled soon. He fully accepted there has been disruption but that funds have been spent on improving the infrastructure in Diss. County & District Councillor grants are now available to local groups and an interactive whiteboard was awarded to the Cadets last year.

An update was requested on the railway through road, and it has been reported via FixMyStreet that the drain grids are sinking into the road outside the Park hotel and opposite Diss High School on Walcot Road. Other matters raised included the use of the new hub in Diss to facilitate meetings, working together with the Town Council on highways schemes prior to authorisation to help ease traffic flow, roadside charging points and the availability of 5G as in other market towns.

(Action: KK; by 08.06.23)

FC0523/07 **ITEMS OF URGENT BUSINESS**

There were no items of urgent business which the Town Mayor or Town Clerk had previously been informed at least 24 hours before the meeting.

FC0523/08 **FINANCE**

Councillors noted:

- a) the bank outgoings for April 2023.
- b) the summary of Income & Expenditure for April 2023.
- c) the Earmarked Reserves for April 2023.
- d) Members received the fourth quarterly report up to the 31st March 2023 and considered a recommendation no to transfer funds from General Reserves to Earmarked Reserves (report reference 01/2324 referred). The COO was thanked for her efforts to reduce the deficit and increase the surplus following a review of the Sports Ground site. It was

RESOLVED:

- 1) To agree a nil transfer from the general reserve to Earmarked Reserves following the completion of the 2022-23 financial year.
- 2) To temporarily suspend financial regulations to allow transfer between Council bank accounts of more than the current limit of the precept and for the purpose of opening a new Lloyds bank account.
- 3) Not to permit the Facilities and Buildings Supervisor to authorise official orders in the Facilities and Buildings Manager's absence due to relatively short length of service.

Item 14 was brought forward to allow a member of the public to speak on it.

FC0523/09 **MARKET**

Councillors considered the feasibility of supporting the use of the former Beales building for an indoor market (report ref 02/2324 referred). One member of the public spoke regarding the poll undertaken at the Fair Green Fayre in favour of a Diss Community Hub. He helped to run the Farmer's market support group and would be keen to assist along with the Diss Community Team who originally proposed the initiative and a representative from DesignerMakers21. He also spoke of the likely interest in a repair café as part of a future offering in the former Beales building.

Cllr Waterman spoke of the community spirit shown at the fayre, which he helped to facilitate, the association made with the community fridge and the opportunity for smaller organisations who don't have the funds for premises to demonstrate what they can do. He doesn't believe the increased competition would negatively affect existing traders but encourage footfall.

A second member of the public spoke regarding the opportunity of a community hub concept to provide London commuters with desk space and social interaction with like-minded people since working from home has increased and to overcome isolation problems particularly amongst single people - in turn generating new customers for local businesses.

Operationally, it was felt that a new member of staff on 24 hours per week at a cost of approximately £26k would be required to facilitate the indoor market. Timing wise, it was deemed premature to the Council's strategic plan review, but members felt it could be looked at as a medium-long term project. It was noted that the proposed fee reflected an indoor premium price and there was a query regarding liability for rent beyond the initial six-month term. Members were updated on business rates relief suggesting that the annual fee may be as little as £1k prior to discussion on possible funding opportunities. In principle, councillors like the concept but have concerns around resources both staff and finances to deliver even in the short-term. It was

RESOLVED: To request that the Diss Community Team / Heritage Triangle Trust come forward with firmed up proposals / business case regarding the trialling of an indoor market including consideration of staffing resource requirements.

(Action: Clerk; immediately)

FC0523/10 MEETING ADMINISTRATION

a) Councillors reviewed the proposed committee membership for 2023/24. It was suggested that the committee membership sizes could be reduced as between 5 & 6 is seen as the optimum number for such. It was noted that all councillors can attend all meetings but only members have voting rights. Councillors were invited again to provide their preferences, resulting in all having their first and second choices. It was

RESOLVED: to adopt the new committee membership.

(Action: Clerk to distribute revised committee membership to all; immediately)

b) Members reviewed the minor amends to the committee terms of reference. It was noted that only one vote is available to the Town Council for the Diss & District Neighbourhood Plan sub-group. It was

RESOLVED: to adopt the committee terms of reference subject to minor amends.

(Action: Clerk; immediately)

c) Councillors reviewed the delegations to Officers without change. It was

RESOLVED: to approve the delegations to Officers without change.

FC0523/11 GENERAL POWER OF COMPETENCE

Councillors considered the adoption of the General Power of Competence following the uncontested election and with a CiLCA qualified Clerk. It was

RESOLVED: to adopt the General Power of Competence.

(Action: Clerk; immediately)

FC0523/12 DISS & DISTRICT NEIGHBOURHOOD PLAN

Councillors considered continuing to appoint councillors Olander and Taylor as Diss Town Council's representatives on the Diss & District Neighbourhood Plan Steering Group and considered a third representative. It was

RESOLVED: to continue to appoint councillors Olander and Taylor as Diss Town Council's representatives on the Diss & District Neighbourhood Plan Steering Group with cllr Peaty appointed as the substitute.

(Action: Clerk; immediately)

FC0523/13 REPRESENTATIVE ON OUTSIDE BODIES

Councillors considered Diss Town Council representatives on Outside Bodies. Cllr Waterman was willing to be appointed to the Fair Green Neighbourhood Association and it was noted that he doesn't have to attend every meeting and his support is appreciated by the FGNA representative in attendance. It was

RESOLVED: to approve the representatives on outside bodies as amended.

(Action: Clerk; immediately)

FC0523/14 AWARD SCHEMES

a) Councillors considered an application for Quality status to the Local Council Award Scheme. It was

RESOLVED: That the Clerk would apply for Quality status of the Local Council Award Scheme with a plan for the Gold status to follow.
(Action: Clerk; by 07.09.23)

b) Members noted that the Green Flag award will be considered by the Action Group working on the Park Enhancement project and reported to the Facilities committee.
(Action: Park Enhancement Action Group; by 13.07.23)

FC0523/15 **PROGRESS REPORT**

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

FC0523/16 **MEMBER FORUM**

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

1. Cllr Waterman advised that only around half of his litter pickers were returned in working order following the Coronation event. It was noted that he had spoken to a representative of the army / air cadets who volunteered their services but it was not known what happened. It was agreed that additional replacement litter pickers should be purchased prior to the June litter pick.

(Action: GW / Clerk; immediately)

2. Cllr Waterman would provide dates to the Action Group on the Park enhancement project post Carnival event for a presentation on potential options for outside space design at his workplace.

(Action: GW; post 11.06.23)

3. Cllr Welch reported that he was disappointed at the number of councillors who did not attend the Coronation event without good reason.

4. Other items included contacting the office to resolve any IT issues, saving agenda packs to the IPad should the wifi not be available and ensuring that the St Georges flag is flying in 2024.

(Action: Buildings & Facilities Team; as per flag flying schedule)

FC0523/17 **DATE OF NEXT MEETING**

Councillors noted that the next meeting of Town Council is scheduled for Wednesday 14th June 2023 at 7.15pm.

Meeting Closed 9.29pm.

Councillor Murphy
TOWN MAYOR

BANK OUTGOINGS MAY 2023				
<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
02.05.2023	Corona Energy Retail Ltd	DD403	£ 1,918.08	Electricity March 2023 - All Sites
02.05.2023	Red5 Networks Ltd	DD404	£ 200.85	Phone/Broadband April 2023 - Council Office, DYCC and Sports Pavilion
15.05.2023	A11 Medical Services Ltd	Bacs1834	£ 235.00	Medical Cover at Kings Coronation Event
15.05.2023	Alliance Disposables Ltd	Bacs1835	£ 743.00	Sanitary Products - All Sites
15.05.2023	Ben Burgess GroundCare Equipment	Bacs1836	£ 129.63	Inspection and Replacement Battery on Ride-On Lawnmower
15.05.2023	The CGM Group (East Anglia) Ltd	Bacs1837	£ 286.20	Ground Maintenance April 2023 - Park & Sportsground
15.05.2023	Cooleraid Ltd	Bacs1838	£ 9.31	Water Bottle April 2023 - Council Office
15.05.2023	Earth Music Agency Ltd	Bacs1839	£ 300.00	Caswell Coronation Performance Balance
15.05.2023	Etc (East Anglia) Ltd	Bacs1840	£ 4,740.00	Wireless Bridge & CCTV at Mere Park
15.05.2023	Fatstickman Ltd	Bacs1841	£ 336.00	Carnival Sponsorship Banners x4
15.05.2023	LR Wyard -Scott Ltd	Bacs1842	£ 222.38	Van & Machinery Fuel - April 2023
15.05.2023	M&J Group Construction & Roofing	Bacs1843	£ 24,548.70	Cemetery Chapel Pitched Roof Refurbishment Balance
15.05.2023	Northback Ltd	Bacs1844	£ 399.00	Gazebo for Events
15.05.2023	P.Cottrell	Bacs1845	£ 45.00	Window Cleaning at DYCC May 2023
15.05.2023	Phoenix Events (East) Ltd	Bacs1846	£ 918.00	Security and Radios at Kings Coronation Event
15.05.2023	Sonya French	Bacs1847	£ 161.78	Expenses - Teak Woodstain for Park & Cemetery Benches
15.05.2023	South Norfolk District Council	Bacs1848	£ 168.00	Domestic Rates May 2023 - Cemetery Bungalow
15.05.2023	Travis Perkins Trading Co Ltd	Bacs1849	£ 171.20	Drain Unblocker - Meres Mouth WC, Masonry Paint - Park Pavilion
15.05.2023	Vmit Ltd	Bacs1850	£ 1,123.08	IT Support April 2023 and IT Software May 2023
22.05.2023	Barclaycard Ltrd	BACS	£ 928.29	Carnival Cardboard Celebrities, Sum-Up Card Reader & Key Cutting
25.05.2023	Corona Energy Retail Ltd	DD405	£ 1,755.56	Electricity April 2023 - All Sites
25.05.2023	Employees	Bacs	£ 20,163.24	Salaries Month 2
26.05.2023	AGR Interiors Ltd	Bacs1851	£ 725.00	Refurbish Header Cappings at Town Sign on Meres Mouth
26.05.2023	Believe In Magic (Lauren Syder)	Bacs1852	£ 70.00	Princesses x2 attendance at Carnival 2023
26.05.2023	Claire Lanchester T/A Luna Creations	Bacs1853	£ 60.00	Cancellation of Carnival Stallage - Refund
26.05.2023	Eon Next Energy Ltd	Bacs1854	£ 51.02	Cemetery Bungalow Electricity 20th April to 23rd May 2023
26.05.2023	Foolhardy Folk	Bacs1855	£ 320.00	Circus Workshop & Shows at Carnival 2023
26.05.2023	Hillside Office Supplies Ltd	Bacs1856	£ 75.17	Stationery - Council Office
26.05.2023	Martine Beattie - Samba	Bacs1857	£ 300.00	Gold Kings Costumes - Coronation Event
26.05.2023	Mary Moppins Ltd	Bacs1858	£ 1,856.26	Open/Clean Meres Mouth & Park Toilets - May 2023 & Coronation Event
26.05.2023	MLP Traffic Ltd	Bacs1859	£ 480.00	6x Chemical Toilet Hire - Kings Coronation

26.05.2023	Mr Benn Productions (Mr KC Tatum)	Bacs1860	£	150.00	Walkabout Frank Spencer - Carnival 2023
26.05.2023	N.Driscoll (Diddy Long Legs)	Bacs1861	£	330.00	Lara Croft & Gandalf Stilt Walkers at Carnival 2023
26.05.2023	NoMix Enviro Ltd	Bacs1862	£	140.40	10ltrs Round-Up Weedkiller - All Areas
26.05.2023	Pearce & Kemp Ltd	Bacs1863	£	957.60	5 Year Electrical Testing - Cornhall
26.05.2023	The Magic Man - Sam Lane	Bacs1864	£	250.00	Punch & Judy and Magic Shows - Carnival 2023
26.05.2023	Society of Local Council Clerks	Bacs1865	£	2,775.00	Level 4 Community Governance Year 2 - S.French
26.05.2023	South Norfolk District Council	Bacs1866	£	109.90	Commercial Waste at Kings Coronation Event
26.05.2023	South Norfolk Fire (Mr Graham Joy T/A)	Bacs1867	£	1,635.00	Fire Risk Assessments at All Sites & Fire Warden Training to All Staff
26.05.2023	Top Garden Services	Bacs1868	£	1,898.40	Grass Cutting at Cemetery April - May 2023
26.05.2023	Victoria Waples	Bacs1869	£	395.70	Provision of Final Internal Audit for 2022/2023
26.05.2023	EE Ltd	DD406	£	43.79	Mobile Phones May - Jun 2023 - R.Ludkin, S.Richards & A.Rolfe
29.05.2023	HM Revenue & Customs	BACS	£	4,848.94	NI/PAYE Month 2
29.05.2023	Norfolk Pension Fund	Bacs	£	7,235.38	Pension Contributions Month 2
			£	84,209.86	

06/06/2023

Diss Town Council

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Detailed Income & Expenditure by Budget Heading 01/05/2023

Month No: 2

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	<u>3,848</u>	<u>3,456</u>	<u>(392)</u>			111.3%	0
4000 NCC Grasscutting	10	100	90		90	9.6%	
Agency Services :- Indirect Expenditure	<u>10</u>	<u>100</u>	<u>90</u>	0	90	9.6%	0
Net Income over Expenditure	<u>3,838</u>	<u>3,356</u>	<u>(482)</u>				
<u>120 Allotments</u>							
1120 Allotment Rent	0	500	500			0.0%	
Allotments :- Income	<u>0</u>	<u>500</u>	<u>500</u>			0.0%	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>(28)</u>	<u>472</u>	<u>500</u>				
<u>140 Amenities</u>							
1140 Amenities Income	1,770	2,085	315			84.9%	
Amenities :- Income	<u>1,770</u>	<u>2,085</u>	<u>315</u>			84.9%	0
4030 Park Enhancement Costs (470)	42	0	(42)		(42)	0.0%	42
4040 Gardens/Floral Scheme	0	1,300	1,300		1,300	0.0%	
4060 Town/Park - R&R	4,538	20,000	15,462	1,418	14,045	29.8%	
4061 Play Equipment R&R	2,500	5,000	2,500		2,500	50.0%	
4062 Boardwalk Maintenance	0	1,000	1,000		1,000	0.0%	
4065 Van Replacement	0	1,000	1,000		1,000	0.0%	
4070 Van x 2 Running Costs	372	3,500	3,128		3,128	10.6%	
4071 Van Insurance	1,695	1,220	(475)		(475)	138.9%	
4075 Tree Management	0	9,000	9,000		9,000	0.0%	
4085 Closed Churchyard - R&R	6	30	24		24	21.0%	
4090 Manorial Rights - R&R	0	10	10		10	0.0%	
4095 Mere - Water/drainage	0	2,800	2,800		2,800	0.0%	
4100 Mere - Fountain	0	1,500	1,500		1,500	0.0%	
4101 Mere - Fountain Electricity	479	4,830	4,351		4,351	9.9%	
4102 Mere Fountain/Kiosk -Insurance	155	155	0		0	100.0%	
4110 Park - Water Rates	0	100	100		100	0.0%	
4115 Park - Electricity	103	1,841	1,738		1,738	5.6%	
4120 Mere's Mouth - Rent	0	100	100		100	0.0%	
4125 Mere's Mouth - Business Rates	212	424	212		212	50.0%	
4140 Park - Insurance	1,764	1,757	(7)		(7)	100.4%	
Amenities :- Indirect Expenditure	<u>11,866</u>	<u>55,567</u>	<u>43,701</u>	1,418	42,284	23.9%	42
Net Income over Expenditure	<u>(10,096)</u>	<u>(53,482)</u>	<u>(43,386)</u>				
7000 plus Transfer from EMR	42						

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	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	<u>(10,054)</u>						
<u>145 Mini Recycling Centre Adopter</u>							
1150 Mini Recycling Adopter Payment	0	450	450			0.0%	
Mini Recycling Centre Adopter :- Income	<u>0</u>	<u>450</u>	<u>450</u>			<u>0.0%</u>	<u>0</u>
Net Income	<u>0</u>	<u>450</u>	<u>450</u>				
<u>150 Bank Interest</u>							
1090 Interest Received	834	500	(334)			166.8%	
Bank Interest :- Income	<u>834</u>	<u>500</u>	<u>(334)</u>			<u>166.8%</u>	<u>0</u>
4202 Bank Charges	20	240	220		220	8.5%	
Bank Interest :- Indirect Expenditure	<u>20</u>	<u>240</u>	<u>220</u>	<u>0</u>	<u>220</u>	<u>8.5%</u>	<u>0</u>
Net Income over Expenditure	<u>814</u>	<u>260</u>	<u>(554)</u>				
<u>160 Capital Expenditure</u>							
4200 Capital Expenditure	2,179	41,007	38,828		38,828	5.3%	
Capital Expenditure :- Indirect Expenditure	<u>2,179</u>	<u>41,007</u>	<u>38,828</u>	<u>0</u>	<u>38,828</u>	<u>5.3%</u>	<u>0</u>
Net Expenditure	<u>(2,179)</u>	<u>(41,007)</u>	<u>(38,828)</u>				
<u>180 Cemetery</u>							
1180 Cemetery Interment/Chapel Fees	4,663	25,000	20,337			18.7%	
1185 Cemetery Memorial Fees	778	10,500	9,722			7.4%	
Cemetery :- Income	<u>5,441</u>	<u>35,500</u>	<u>30,059</u>			<u>15.3%</u>	<u>0</u>
4250 Cemetery - Grounds - R&R	2,079	8,000	5,921		5,921	26.0%	
4260 Cemetery - Chapels - R&R	45,284	1,000	(44,284)		(44,284)	4528.4%	11,456
4270 General Equipment	384	3,000	2,616		2,616	12.8%	
4271 General Equipment Insurance	142	142	0		0	100.0%	
4272 Ride on Mower Insurance	412	412	0		0	100.0%	
4275 Cemetery - Water Rate	37	150	113		113	24.9%	
4280 Cemetery - Electricity	84	472	388		388	17.8%	
4285 Cemetery - Insurance	496	496	0		0	100.0%	
Cemetery :- Indirect Expenditure	<u>48,918</u>	<u>13,672</u>	<u>(35,246)</u>	<u>0</u>	<u>(35,246)</u>	<u>357.8%</u>	<u>11,456</u>
Net Income over Expenditure	<u>(43,478)</u>	<u>21,828</u>	<u>65,306</u>				
7000 plus Transfer from EMR	11,456						
Movement to/(from) Gen Reserve	<u>(32,021)</u>						

13:00

Detailed Income & Expenditure by Budget Heading 01/05/2023

Month No: 2

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>190 Cemetery Gravedigging</u>							
1190 Cemetery Gravedigging Fees	934	0	(934)			0.0%	
Cemetery Gravedigging :- Income	<u>934</u>	<u>0</u>	<u>(934)</u>				<u>0</u>
Net Income	<u>934</u>	<u>0</u>	<u>(934)</u>				
<u>200 Christmas Lights</u>							
4320 Christmas Lights	0	21,000	21,000		21,000	0.0%	
4322 Insurance re. Christmas Lights	79	79	0		0	100.0%	
Christmas Lights :- Indirect Expenditure	<u>79</u>	<u>21,079</u>	<u>21,000</u>	<u>0</u>	<u>21,000</u>	<u>0.4%</u>	<u>0</u>
Net Expenditure	<u>(79)</u>	<u>(21,079)</u>	<u>(21,000)</u>				
<u>220 Corn Hall</u>							
4350 Corn Hall - Maint./R&R	1,305	6,000	4,695		4,695	21.7%	
4360 Corn Hall - Insurance	2,588	2,582	(6)		(6)	100.2%	
Corn Hall :- Indirect Expenditure	<u>3,892</u>	<u>8,582</u>	<u>4,690</u>	<u>0</u>	<u>4,690</u>	<u>45.4%</u>	<u>0</u>
Net Expenditure	<u>(3,892)</u>	<u>(8,582)</u>	<u>(4,690)</u>				
<u>240 Council Properties</u>							
1240 Office Rent/Service Charge	1,634	5,500	3,866			29.7%	
Council Properties :- Income	<u>1,634</u>	<u>5,500</u>	<u>3,866</u>			<u>29.7%</u>	<u>0</u>
4400 Office R&R	1,005	2,500	1,495		1,495	40.2%	
4405 Office Building Maintenance	505	0	(505)		(505)	0.0%	505
4410 Office Stairlift	0	340	340		340	0.0%	
4415 Cemetery Bungalow	418	2,000	1,582		1,582	20.9%	
4420 Electricity Testing 5 Yrly	798	0	(798)		(798)	0.0%	798
4425 Health & Safety	0	2,500	2,500		2,500	0.0%	
4435 Pk Toilets Servicing	1,501	12,000	10,499	1,406	9,093	24.2%	
4445 Pk Toilets - Insurance	384	384	0		0	100.0%	
4450 Pk Toilet- Electricity	282	1,720	1,438		1,438	16.4%	
4460 Pk Toilets - Water Rates	(1,051)	2,070	3,121		3,121	(50.8%)	
4465 Mere's Mouth Toilets	2,394	15,000	12,606	1,406	11,200	25.3%	
4466 Mere's Mouth Electricity	107	1,500	1,393		1,393	7.1%	
4475 Staff Uniforms/Replacements	0	250	250		250	0.0%	
Council Properties :- Indirect Expenditure	<u>6,342</u>	<u>40,264</u>	<u>33,922</u>	<u>2,813</u>	<u>31,110</u>	<u>22.7%</u>	<u>1,303</u>
Net Income over Expenditure	<u>(4,708)</u>	<u>(34,764)</u>	<u>(30,056)</u>				
7000 plus Transfer from EMR	<u>1,303</u>						
Movement to/(from) Gen Reserve	<u>(3,405)</u>						

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>260</u> <u>Diss Youth & Community Centre</u>							
1160 Loan Park Radio	410	0	(410)			0.0%	
1260 DYCC Hire Fees	5,229	20,000	14,771			26.1%	
Diss Youth & Community Centre :- Income	<u>5,639</u>	<u>20,000</u>	<u>14,361</u>			28.2%	0
4500 DYCC - Electricity	1,372	7,758	6,386		6,386	17.7%	
4505 DYCC - Gas	72	830	758		758	8.7%	
4510 DYCC - Business Rates	2,520	5,200	2,680		2,680	48.5%	
4515 DYCC - Water Rates	186	710	524		524	26.2%	
4520 Licences - Music	0	247	247		247	0.0%	
4525 DYCC - Insurance	1,095	1,085	(10)		(10)	100.9%	
4530 Annual Service Costs	0	1,500	1,500		1,500	0.0%	
4540 DYCC - General R&R	1,426	4,000	2,574	156	2,418	39.5%	
Diss Youth & Community Centre :- Indirect Expenditure	<u>6,670</u>	<u>21,330</u>	<u>14,660</u>	<u>156</u>	<u>14,503</u>	32.0%	0
Net Income over Expenditure	<u>(1,031)</u>	<u>(1,330)</u>	<u>(299)</u>				
<u>280</u> <u>Administrative Overheads</u>							
1285 Photocopying Income	15	0	(15)			0.0%	
Administrative Overheads :- Income	<u>15</u>	<u>0</u>	<u>(15)</u>				0
4610 Council Office Business Rates	2,426	4,860	2,434		2,434	49.9%	
4615 Council Office - Gas	161	1,230	1,069		1,069	13.1%	
4620 Council Office - Electricity	142	956	814		814	14.9%	
4625 Council Office - Telephone	298	2,000	1,702		1,702	14.9%	
4630 Council Office - Insurance	882	882	0		0	100.0%	
4657 IT Equipment, Software & Suppo	4,533	14,000	9,467		9,467	32.4%	
Administrative Overheads :- Indirect Expenditure	<u>8,442</u>	<u>23,928</u>	<u>15,486</u>	<u>0</u>	<u>15,486</u>	35.3%	0
Net Income over Expenditure	<u>(8,428)</u>	<u>(23,928)</u>	<u>(15,500)</u>				
<u>300</u> <u>Grants</u>							
4720 General Grants	0	10,000	10,000		10,000	0.0%	
Grants :- Indirect Expenditure	<u>0</u>	<u>10,000</u>	<u>10,000</u>	<u>0</u>	<u>10,000</u>	0.0%	0
Net Expenditure	<u>0</u>	<u>(10,000)</u>	<u>(10,000)</u>				
<u>320</u> <u>Market</u>							
1320 Market Stallage	4,232	20,000	15,768			21.2%	
Market :- Income	<u>4,232</u>	<u>20,000</u>	<u>15,768</u>			21.2%	0

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4810 Market Place - Water Rates	9	63	54		54	14.2%	
4815 Market Place - Business Rates	1,235	2,800	1,565		1,565	44.1%	
4830 Market Expenditure	60	365	305		305	16.4%	
Market :- Indirect Expenditure	<u>1,304</u>	<u>3,228</u>	<u>1,924</u>	<u>0</u>	<u>1,924</u>	<u>40.4%</u>	<u>0</u>
Net Income over Expenditure	<u>2,928</u>	<u>16,772</u>	<u>13,844</u>				
<u>340 Promotion</u>							
4840 Promotion	0	250	250		250	0.0%	
4845 Website/Intranet Hosting/Maint	252	150	(102)		(102)	168.0%	
Promotion :- Indirect Expenditure	<u>252</u>	<u>400</u>	<u>148</u>	<u>0</u>	<u>148</u>	<u>63.0%</u>	<u>0</u>
Net Expenditure	<u>(252)</u>	<u>(400)</u>	<u>(148)</u>				
<u>360 Precept</u>							
1076 Precept	295,989	591,978	295,989			50.0%	10,000
Precept :- Income	<u>295,989</u>	<u>591,978</u>	<u>295,989</u>			<u>50.0%</u>	<u>10,000</u>
Net Income	<u>295,989</u>	<u>591,978</u>	<u>295,989</u>				
8001 less Transfer to EMR	10,000						
Movement to/(from) Gen Reserve	<u>285,989</u>						
<u>370 General Expenditure</u>							
4600 Town Mayor's Allowance	133	1,500	1,367		1,367	8.9%	
4605 Ccl Members' Allowance & Exp	0	1,000	1,000		1,000	0.0%	
4635 Subscriptions	1,446	2,500	1,054		1,054	57.8%	
4640 Audit	396	2,180	1,784		1,784	18.2%	
4645 Training	3,200	4,500	1,300		1,300	71.1%	
4646 Liability Insurance	4,544	4,536	(8)		(8)	100.2%	
4655 Printing & Stationery	848	3,500	2,652		2,652	24.2%	
4660 Postage	0	100	100		100	0.0%	
4665 Wages - General Admin.	33,051	199,557	166,506		166,506	16.6%	
4666 Wages - General Maint.	31,391	197,102	165,711		165,711	15.9%	
4667 Staff Mileage	0	300	300		300	0.0%	
4675 Legal/Financial/Prof fees	0	2,000	2,000		2,000	0.0%	
4680 Vacancy Advert	0	2,000	2,000		2,000	0.0%	
4992 Annual Town Meeting	40	200	160		160	20.1%	
General Expenditure :- Indirect Expenditure	<u>75,050</u>	<u>420,975</u>	<u>345,925</u>	<u>0</u>	<u>345,925</u>	<u>17.8%</u>	<u>0</u>
Net Expenditure	<u>(75,050)</u>	<u>(420,975)</u>	<u>(345,925)</u>				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>375 Rechargeable</u>							
1280 Rechargeable Exp. Refunded	409	0	(409)			0.0%	
Rechargeable :- Income	<u>409</u>	<u>0</u>	<u>(409)</u>				<u>0</u>
4685 Rechargeable Expenditure	124	0	(124)		(124)	0.0%	
Rechargeable :- Indirect Expenditure	<u>124</u>	<u>0</u>	<u>(124)</u>	<u>0</u>	<u>(124)</u>		<u>0</u>
Net Income over Expenditure	<u>285</u>	<u>0</u>	<u>(285)</u>				
<u>400 Sports Ground</u>							
1400 Sports Ground Hire Fees	2,281	10,000	7,719			22.8%	
Sports Ground :- Income	<u>2,281</u>	<u>10,000</u>	<u>7,719</u>			<u>22.8%</u>	<u>0</u>
4900 Track Maintenance	0	4,000	4,000		4,000	0.0%	
4910 Pavilion Maintenance	298	0	(298)		(298)	0.0%	
4915 General Sports Ground Maint.	222	3,000	2,778	1,872	906	69.8%	
4920 Ground Maintenance	16	2,500	2,484		2,484	0.6%	
4930 Sports Grnd-Water Rate	172	553	381		381	31.2%	
4935 Sports Ground - Electricity	584	3,730	3,146		3,146	15.7%	
4940 Sports Ground - Phone	33	300	267		267	10.9%	
4945 Sports Ground - Insurance	1,334	1,332	(2)		(2)	100.2%	
4955 Skateboard Pk - Insurance/Insp	500	499	(1)		(1)	100.2%	
4965 Skateboard Pk-Maint. Materials	4,118	0	(4,118)		(4,118)	0.0%	2,059
Sports Ground :- Indirect Expenditure	<u>7,278</u>	<u>15,914</u>	<u>8,636</u>	<u>1,872</u>	<u>6,764</u>	<u>57.5%</u>	<u>2,059</u>
Net Income over Expenditure	<u>(4,997)</u>	<u>(5,914)</u>	<u>(917)</u>				
7000 plus Transfer from EMR	2,059						
Movement to/(from) Gen Reserve	<u>(2,938)</u>						
<u>420 Events</u>							
1330 Coronation Income	3,192	0	(3,192)			0.0%	
Events :- Income	<u>3,192</u>	<u>0</u>	<u>(3,192)</u>				<u>0</u>
4760 Remembrance Service Costs	0	800	800		800	0.0%	
4991 Coronation Expenditure	5,893	0	(5,893)		(5,893)	0.0%	
Events :- Indirect Expenditure	<u>5,893</u>	<u>800</u>	<u>(5,093)</u>	<u>0</u>	<u>(5,093)</u>	<u>736.6%</u>	<u>0</u>
Net Income over Expenditure	<u>(2,701)</u>	<u>(800)</u>	<u>1,901</u>				
<u>425 Christmas Switch on Event</u>							
1235 Christmas Switch On Income	0	1,400	1,400			0.0%	
Christmas Switch on Event :- Income	<u>0</u>	<u>1,400</u>	<u>1,400</u>			<u>0.0%</u>	<u>0</u>

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4990 Christmas Switch on Event	82	2,800	2,718		2,718	2.9%	82
Christmas Switch on Event :- Indirect Expenditure	82	2,800	2,718	0	2,718	2.9%	82
Net Income over Expenditure	(82)	(1,400)	(1,318)				
7000 plus Transfer from EMR	82						
Movement to/(from) Gen Reserve	0						
<u>430 Carnival</u>							
1435 Carnival Income	11,248	10,000	(1,248)			112.5%	11,298
Carnival :- Income	11,248	10,000	(1,248)			112.5%	11,298
4996 Carnival	6,369	11,455	5,086		5,086	55.6%	6,419
Carnival :- Indirect Expenditure	6,369	11,455	5,086	0	5,086	55.6%	6,419
Net Income over Expenditure	4,879	(1,455)	(6,334)				
7000 plus Transfer from EMR	6,419						
8001 less Transfer to EMR	11,298						
Movement to/(from) Gen Reserve	0						
<u>440 Town Mayor's Charity</u>							
1440 Town Mayor's Charity	179	0	(179)			0.0%	
Town Mayor's Charity :- Income	179	0	(179)				0
Net Income	179	0	(179)				
<u>460 CIL</u>							
1460 CIL - CIL Income	3,462	0	(3,462)			0.0%	3,462
CIL :- Income	3,462	0	(3,462)				3,462
5000 CIL - Expenditure	6,907	0	(6,907)		(6,907)	0.0%	8,966
CIL :- Indirect Expenditure	6,907	0	(6,907)	0	(6,907)		8,966
Net Income over Expenditure	(3,445)	0	3,445				
7000 plus Transfer from EMR	8,966						
8001 less Transfer to EMR	3,462						
Movement to/(from) Gen Reserve	2,059						
<u>470 Streetlighting</u>							
4730 CCTV Costs	3,950	2,425	(1,525)		(1,525)	162.9%	3,950
4970 Streetlighting	0	7,575	7,575	10,111	(2,536)	133.5%	
Streetlighting :- Indirect Expenditure	3,950	10,000	6,050	10,111	(4,061)	140.6%	3,950
Net Expenditure	(3,950)	(10,000)	(6,050)				
7000 plus Transfer from EMR	3,950						

Detailed Income & Expenditure by Budget Heading 01/05/2023

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	<u>0</u>						
Grand Totals:- Income	341,104	701,369	360,265			48.6%	
Expenditure	195,654	701,369	505,715	16,369	489,346	30.2%	
Net Income over Expenditure	<u>145,450</u>	<u>0</u>	<u>(145,450)</u>				
plus Transfer from EMR	34,276						
less Transfer to EMR	24,760						
Movement to/(from) Gen Reserve	<u>154,967</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 31st May 2023
RF	330	1	Executive	By-election	By-election costs	£ 5,000		£ 5,000		£ 5,000
RF	342	3	Executive	Events	Christmas Lights switch on	£ 3,680	£ 41	£ 3,640		£ 3,640
RF	344	4	Executive	Events	Carnival	£ 3,981	£ 6,460	£ 2,479	£ 11,298	£ 8,819
I	370	5	Facilities	Cemetery	Cem Roads, Cem Monuments	£ 4,500		£ 4,500		£ 4,500
J	372	6	Facilities	Cemetery	Cemetery Chapels	£ 11,456	£ 11,456	£ -		£ -
L	375	7	Facilities	Corn Hall	Corn Hall	£ 25,975		£ 25,975		£ 25,975
M	384	8	Facilities	Council Offices	Building maintenance	£ 31,095	£ 505	£ 30,590		£ 30,590
D	390	9	Facilities	DYCC	Van Replacement	£ 7,000		£ 7,000	£ 1,000	£ 8,000
K	392	10	Facilities	DYCC	Maintenance workshop	£ 3,000		£ 3,000		£ 3,000
O	398	11	Facilities	DYCC	DYCC	£ 4,317		£ 4,317		£ 4,317
P	400	12	Facilities	Market	Maintenance Market	£ 21,500		£ 21,500		£ 21,500
C	412	13	Facilities	Mere	Boardwalk	£ 4,473		£ 4,473		£ 4,473
H	414	14	Facilities	Mere	Maintenance Mere's Mouth (Resurfacing)	£ 2,000		£ 2,000		£ 2,000
G	416	15	Facilities	Mere	Mere Fountain	£ 22,815		£ 22,815		£ 22,815
A	422	16	Facilities	Park	Park General - Beacon Project	£ 6,842		£ 6,842		£ 6,842
B	424	17	Facilities	Park	Play Equipment	£ 500		£ 500		£ 500
Y	426	18	Facilities	Park	Park Toilets	£ 16,000		£ 16,000		£ 16,000
Q	430	19	Facilities	SPG	Athletics maintenance	£ 11,000		£ 11,000		£ 11,000
R	432	20	Facilities	SPG	SPG Floodlights	£ -		£ -		£ -
S	434	21	Facilities	SPG	SPG Pav maintenance	£ -		£ -		£ -
T	436	22	Facilities	SPG	SPG - Skateboard Park	£ 2,059	£ 2,059	£ -		£ -
F	440	23	Facilities	St Marys Churchyard	Closed churchyard repairs	£ 18,579		£ 18,579		£ 18,579
E	450	24	Facilities	Facilities	Tree Management	£ 1,000		£ 1,000	£ 9,000	£ 10,000
N	469	25	Facilities		5 Yr Electrical Testing	£ 4,098	£ 798	£ 3,300		£ 3,300
U	470	26	Facilities		Park Enhancement Project	£ 12,181	£ 42	£ 12,140		£ 12,140
RF	455	27	HTP	HTP	HTP	£ 9,109		£ 9,109		£ 9,109
RF	460	28	Infrastructure	Infrastructure	Bus Shelters maintenance	£ 15,721		£ 15,721		£ 15,721
RF	462	29	Infrastructure	Infrastructure	Streetlights	£ 10,318		£ 10,318		£ 10,318
RF	464	30	Infrastructure	Infrastructure	Community Infrastructure Levy (CIL)	£ 68,408	£ 8,966	£ 59,442	£ 3,462	£ 62,904
RF	466	31	Infrastructure	Infrastructure	CCTV	£ 7,184	£ 3,950	£ 3,234		£ 3,234
RF	468	32	Infrastructure	Infrastructure	D&D Neighbourhood Plan	£ 5,213		£ 5,213		£ 5,213
V	471	33	Infrastructure	Infrastructure	Park Light Review	£ -		£ -		£ -
W	472	34	Infrastructure	Infrastructure	Mere Street Pedestrianisation	£ 10,000		£ 10,000		£ 10,000
X	473	35	Infrastructure	Infrastructure	Street Cleaner	£ 10,543		£ 10,543		£ 10,543
RF	445	36	Infrastructure	Infrastructure	Parish Partnership Works	£ 5,000		£ 5,000		£ 5,000
					TOTAL	£ 364,547	£ 34,276	£ 330,271	£ 24,760	£ 355,031

	% of EMR	Balance year end 2022/23	YTD Balance
Facilities	58%	£210,391.34	£205,531
HTP	3%	£9,108.59	£9,109
Infrastructure	35%	£132,386.40	£122,933
Executive	5%	£12,661.14	£17,458
TOTAL		£364,547.50	£355,031

Balance as at 31/05/2023	General Reserves	£ 468,365
	EMR	£ 355,031
	Total Funds	£ 823,396

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

**DISS TOWN COUNCIL**

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Report Number: 04 /2324

Report to:	Full Council
Date of Meeting:	14 th June 2023
Authorship:	Responsible Finance Officer
Subject:	End of Year Accounts

Introduction

1. Further to the fourth quarterly report (ref 1/2324) submitted to Full Council on 17th May 2023, the key variances within costs headings over the financial year April 2022 – March 2023 are provided below.
2. Overspends or underspends of +/- 15% will be reported as per Financial Regulations, clause 4.8.

Incomes

3. Income from Council run properties overall increased by £1,268. Higher income from the DYCC and Office space offset the losses from rental of the Cemetery Bungalow.
4. Interest from reserves held at Barclays Bank and at Nationwide Building Society was £3,006. Significantly more than was budgeted due to externally determined interest rate rises.
5. The Civil Infrastructure Levy (CIL) payments due to the Council in rose from £4,101 in 21-22 to £20,362 in 22-23.
6. Income generated for the Carnival, Queen's Platinum Jubilee and the Christmas lights switch on events proved adequate to be self-sustainable. Where possible grants and donations have been approved, and more robust financial planning has been implemented.

Overspends

7. The purchase of the new street cleaning van required additional spending on fuel, breakdown cover and tax which had not been budgeted for, and a significant number of repairs and insurance excesses resulted in a £3075 overspend.
8. The cost repairs to the chapel roof for 22-23 was £68,838. Additional funds have been allocated to see through the completion of this project.
9. The cemetery bungalow because vacant in the early part of 22-23 and costs to prepare the property for sale, council tax costs and minimal utilities are responsible for the £1526 overspent budget.
10. The review of many of the policies and the addition of new staff members has resulted in a £564 overspend of health & safety equipment.
11. The costs of running and maintaining the park and mere's mouth toilets was nearly £10K overspent in 22-23 including the additional £4312 budget virement that was allocated.

Underspends

12. Electricity costs across all sites was overall £7K underbudget. The fixed price is in place until September 2023.

13. Only £720 of the £20K grants funding was allocated in 22-23 to Dove Dementia Care.

Financial Summary

14. The financial data shows that overall income was £87,739 more than budgeted. Revenue expenditure (excluding EMR funded projects) was overspent by £67,218 more than budgeted.
15. Income over expenditure overall for 22-23 was -£143,215 compared to -£73,517 the previous year. To maintain the required levels of general reserves for liquidity and contingency, no additional funds are allocated to Earmarked Reserves at the year end.
16. The Earmarked Reserves received £54,806 from the 2022-23 precept, £43,725 from the end of year 2021-22 transfer and £63,434 in external income. There was £281,977 expenditure from the EMR on specified projects.
17. At the end of FY2022-23 General Reserves were £313,399 and the EMR was £364,548. The precept for 2023-24 is £585,714 and budgeted expenditure is £695,389, meaning that in accordance with the council's general reserves policy Diss Town Council has 5.4 months of general reserves.

2022-23 Annual Accounting Statements and Documents

18. The annual accounting statements and documents are shown in appendix A in compliance with the Local Audit and Accountability Act 2014.

Recommendation:

That Councillors approve the annual accounts for the financial year to 31st March 2023

Annual Internal Audit Report 2022/23

EN DISS TOWN COUNCILITY

https://www.diss.gov.uk/the-town

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
	✓		

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

11/10/2022

09/05/2023

Name of person who carried out the internal audit

V. Waples

Signature of person who carried out the internal audit



Date

14/05/2023

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

DISS TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
	✓		

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

and recorded as minute reference:

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

www.diss.gov.uk

Item 8c

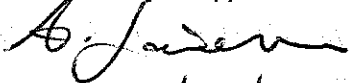
Section 2 – Accounting Statements 2022/23 for

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	894,678	821,161	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	571,428	585,714	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	149,195	187,414	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	318,440	354,228	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	41,007	41,007	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	434,693	521,108	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	821,161	677,946	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	778,431	631,423	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	8,296,987	8,317,459	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	157,541	119,493	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).


For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The figures in the accounting statements above do not include any Trust transactions.


I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval


Date 19/05/2023

I confirm that these Accounting Statements were approved by this authority on this date:


as recorded in minute reference:


Signed by Chairman of the meeting where the Accounting Statements were approved

Smaller authority name: **DISS TOWN COUNCIL**

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION
OF UNAUDITED ANNUAL GOVERNANCE &
ACCOUNTABILITY RETURN**

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

**Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE

1. Date of announcement 15/06/2023

2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.

Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2023, these documents will be available on reasonable notice by application to:

(b) Miss S Richards

commencing on **Monday 3 July 2023**

and ending on **Friday 11 August 2023**

3. Local government electors and their representatives also have:

- The opportunity to question the appointed auditor about the accounting records; and
- The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority.

The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.

4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:

**PKF Littlejohn LLP (Ref: SBA Team)
15 Westferry Circus
Canary Wharf
London E14 4HD
(sba@pkf-l.com)**

5. This announcement is made by Mrs A Jamieson – Responsible Finance Officer



Diss Town Council

MODEL CODE OF CONDUCT FOR COUNCILLORS

Based on the Model Councillor Code of Conduct 2020 from the Local Government Association.

The role of councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that councillors can be held accountable and adopt the behaviours and responsibilities associated with the role. Individual councillor conduct affects the reputation of all councillors. The role of councillor should be one that people aspire to and should encourage individuals from a range of backgrounds and circumstances to put themselves forward to become councillors.

Councillors represent local residents, work to develop better services and deliver local change. The public have high expectations of councillors and entrust them to represent the local area; taking decisions fairly, openly, and transparently. Councillors have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations.

Importantly, councillors should be able to undertake their roles without being intimidated, abused, bullied or threatened by anyone, including the general public.

This Code has been designed to protect the democratic role of councillors, encourage good conduct and safeguard the public's trust in local government.

Introduction

- 1.1 The Local Government Association (LGA) has developed this Model Councillor Code of Conduct, in association with key partners and after extensive consultation with the sector, as part of its work on supporting all tiers of local government to continue to aspire to high standards of leadership and performance.
- 1.2 All councils are required to have a local Councillor Code of Conduct.
- 1.3 The LGA will undertake an annual review of this Code to ensure it continues to be fit-for-purpose, incorporating advances in technology, social media and changes in legislation. The LGA can also offer support, training and mediation to councils and councillors on the application of the Code and the National Association of Local Councils (NALC) and the county associations of local councils can offer advice and support to town and parish councils.

Definitions

2. For the purposes of this Code of Conduct, a “councillor” means a member or co-opted member of Diss Town Council or a directly elected mayor. A “co-opted member” is defined in the Localism Act 2011 Section 27(4) as “a person who is not a member of the authority but who
 - a) is a member of any committee or sub-committee of the authority, or;
 - b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority; and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee”.

Purpose of the Code of Conduct

3. The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

General principles of councillor conduct

4.1 Everyone in public office at all levels; all who serve the public or deliver public services, including councillors should uphold the Seven Principles of Public Life, also known as the Nolan Principles.

4.2 Building on these principles, the following general principles have been developed specifically for the role of councillor. In accordance with the public trust placed in me, on all occasions:

- a) I act with integrity and honesty
- b) I act lawfully
- c) I treat all persons fairly and with respect; and
- d) I lead by example and act in a way that secures public confidence in the role of councillor.

4.3 In undertaking my role:

- a) I impartially exercise my responsibilities in the interests of the local community
- b) I do not improperly seek to confer an advantage, or disadvantage, on any person
- c) I avoid conflicts of interest
- d) I exercise reasonable care and diligence; and
- e) I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

Application of the Code of Conduct

5.1 This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

5.2 This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor;

5.3 The Code applies to all forms of communication and interaction, including:

- a) at face-to-face meetings
- b) at online or telephone meetings
- c) in written communication
- d) in verbal communication
- e) in non-verbal communication
- f) in electronic and social media communication, posts, statements and comments.

5.4 You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

5.5 The District Council Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from the Town Clerk on any matters that may relate to the Code of Conduct, who may refer matters to the Monitoring Officer.

Standards of councillor conduct

6.1 This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

6.2 Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

Respect

7.1 As a councillor:

- a) I treat other councillors and members of the public with respect.**
- b) I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.**

7.2 Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

7.3 In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

7.4 In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to Diss Town Council, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and Diss Town Council employees, where concerns should be raised in line with Diss Town Council's councillor - officer protocol.

Bullying, harassment and discrimination

8.1 As a councillor:

- a) I do not bully any person.**
- b) I do not harass any person.**
- c) I promote equalities and do not discriminate unlawfully against any person.**

8.2 The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

8.3 The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact

upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

8.4 Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

8.5 The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to Diss Town Council's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

Impartiality of officers of the council

9.1 As a councillor:

I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of Diss Town Council.

9.2 Officers work for Diss Town Council as a whole and must be politically neutral. They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

Confidentiality and access to information

10.1 As a councillor:

I do not disclose information:

- a) given to me in confidence by anyone
- b) acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless
 - i. I have received the consent of a person authorised to give it;
 - ii. I am required by law to do so;
 - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or
 - iv. the disclosure is:
 1. reasonable and in the public interest; and
 2. made in good faith and in compliance with the reasonable requirements of the local authority; and
 3. I have consulted the Monitoring Officer prior to its release.

10.2 **I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.**

- 10.3 **I do not prevent anyone from getting information that they are entitled to by law.**
- 10.4 Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents, and other information relating to or held by Diss Town Council must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

Disrepute

- 11.1 **As a councillor:**

I do not bring my role or Diss Town Council into disrepute.

- 11.2 As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or the Town Council and may lower the public's confidence in you or your local authority's ability to discharge your/it's functions. For example, behaviour that is considered dishonest and/or deceitful can bring the Town Council into disrepute.
- 11.3 You are able to hold Diss Town Council and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

Use of position

- 12.1 **As a councillor:**

I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

- 12.2 Your position as a member of Diss Town Council provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

Use of Diss Town Council resources and facilities

- 13.1 **As a councillor:**

- a) **I do not misuse council resources.**
- b) **I will, when using the resources of Diss Town Council or authorising their use by others:**
 - i. **act in accordance with Diss Town Council's requirements; and**
 - ii. **ensure that such resources are not used for political purposes**

- 13.2 You may be provided with resources and facilities by Diss Town Council to assist you in carrying out your duties as a councillor.

13.3 Examples include:

- a) office support
- b) stationery
- c) equipment such as iPads
- d) transport
- e) access and use of Diss Town Council buildings and rooms.

13.4 These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and Diss Town Council's policies regarding their use.

Complying with the Code of Conduct

14.1 **As a Councillor:**

- a) I undertake Code of Conduct training provided by Diss Town Council.**
- b) I cooperate with any Code of Conduct investigation and/or determination.**
- c) I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.**
- d) I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.**

14.2 It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in Diss Town Council or its governance. If you do not understand or are concerned about Diss Town Council's processes in handling a complaint you should raise this with the Clerk in the first instance.

Protecting your reputation and the reputation of the local authority

15.1 **Interests**

As a councillor:

I register and disclose my interests.

15.2 Section 29 of the Localism Act 2011 requires the District Council's Monitoring Officer to establish and maintain a register of interests of members of the authority.

15.3 You need to register your interests so that the public, Diss Town Council employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable.

15.4 You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

15.5 You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011.

15.6 **Appendix B sets** out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from the Clerk.

Gifts and hospitality

16.1 **As a councillor:**

- a) **I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with Diss Town Council or from persons who may apply to Diss Town Council for any permission, licence or other significant advantage.**
- b) **I register with the District Council's Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.**
- c) **I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.**

16.2 In order to protect your position and the reputation of Diss Town Council, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered.

16.3 However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Monitoring Officer for guidance.

Appendices

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in “The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012”. You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

“**Disclosable Pecuniary Interest**” means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

“**Partner**” means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A ‘sensitive interest’ is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a ‘sensitive interest’ you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.

~~5. Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it~~

Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which **directly relates** to one of your Other Registerable Interests (as set out in **Table 2**), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

7. Where a matter arises at a meeting which **directly relates** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest as per clause 6 above. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

8. In order to determine whether you can remain in the meeting after disclosing your interest where a matter arises at a meeting which **affects** a) your own financial interest or well-being; b) a financial interest or well-being of a relative, close associate; or c) a body included in those you need to disclose under Other Registerable Interests as set out in **Table 2**, the following test should be applied.–

~~you must disclose the interest.~~ Where a matter **affects** your financial interest or well-being:

- a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
- b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest.

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

8. Where you have a personal interest in any business of Diss Town Council and you have made an executive decision in relation to that business, you must make sure that any written statement of that decision records the existence and nature of your interest.

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

Subject	Description
---------	-------------

Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain. [Any unpaid directorship.]
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land and Property	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.
Licenses	Any license (alone or jointly with others) to occupy land in the area of the council for a month or longer
Corporate tenancies	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.

<p>Securities</p>	<p>Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i)) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.</p>
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* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

You have a personal interest in any business of your authority where it relates to or is likely to affect:

- a) any body of which you are in general control or management and to which you are nominated or appointed by your authority
- b) any body
 - (i) exercising functions of a public nature
 - (ii) any body directed to charitable purposes or
 - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

Appendix C – the Committee on Standards in Public Life

The LGA has undertaken this review whilst the Government continues to consider the recommendations made by the Committee on Standards in Public Life in their report on Local Government Ethical Standards. If the Government chooses to implement any of the recommendations, this could require a change to this Code.

The recommendations cover:

- Recommendations for changes to the Localism Act 2011 to clarify in law when the Code of Conduct applies
- The introduction of sanctions
- An appeals process through the Local Government Ombudsman
- Changes to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012
- Updates to the Local Government Transparency Code
- Changes to the role and responsibilities of the Independent Person
- That the criminal offences in the Localism Act 2011 relating to Disclosable Pecuniary Interests should be abolished

The Local Government Ethical Standards report also includes Best Practice recommendations.

These are:

Best practice 1: Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

Best practice 2: Councils should include provisions in their code of conduct requiring councillors to comply with any formal standards investigation and prohibiting trivial or malicious allegations by councillors.

Best practice 3: Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

Best practice 4: An authority's code should be readily accessible to both councillors and the public, in a prominent position on a council's website and available in council premises.

Best practice 5: Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

Best practice 6: Councils should publish a clear and straightforward public interest test against which allegations are filtered.

Best practice 7: Local authorities should have access to at least two independent persons.

Best practice 8: An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

Best practice 9: Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

Best practice 10: A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

Best practice 11: Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council, rather than the clerk in all but exceptional circumstances.

Best practice 12: Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.

Best practice 13: A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.

Best practice 14: Councils should report on separate bodies they have set up or which they own as part of their annual governance statement and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.

The LGA has committed to reviewing the Code on an annual basis to ensure it is still fit for purpose.

*Adopted by Diss Town Council on 16th March 2022.
To be reviewed in June 2023 and then each electoral term thereafter.*



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~~DISPENSATION PROCEDURE~~

~~Reviewed at the Full Council meeting held on 12th June 2019~~

DISS TOWN COUNCIL DISPENSATION POLICYS TO COUNCIL MEMBERS

Introduction

1. Diss Town Council has adopted the model Code of Conduct as recommended by South Norfolk & Broadland Council.
2. All members of the Council have completed their Declarations of Disclosable Pecuniary Interests copies of which have been sent to the Monitoring Officer who is also mandated to publish a copy on the South Norfolk & Broadland District Council website. Declarations are also available for inspection by the public through the Town Council website.
3. All meetings of the Council and its standing committees retain a standing item on the agenda to enable members to declare Disclosable Pecuniary Interests.
- 4.4. Town-The Councils areis responsible for determining requests for a dispensation by a Town-Councillor under Section 33 of the Localism Act 2011. The dispensation allows a decision to be made where the Council/Committee would otherwise be inoperative, by virtue of the number of Councillors having an interest and unable to take part.
- 2-5. A dispensation enables Councillor(s) to take part in Council business where this would otherwise be prohibited because they have a Disclosable Pecuniary Interest or another interest. Provided Councillors act within the terms of their dispensation there is no breach of the Code of Conduct or the law.
- 3-6. Please note: If a Town Councillor participates in a meeting where s/he has a Disclosable Pecuniary Interest and s/he does not have a dispensation, s/he may be committing a criminal offence under s34 of the Localism Act 2011.

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Process for making requests

- 4-7. Any Councillor who wishes to apply for a dispensation must complete a Dispensation Request form (Appendix) and submit it to the proper officer of the Town Council (the Town Clerk) as soon as possible before the meeting for which the dispensation is required. Applications may also be made at the meeting itself (if the Council has as per the standing item on the agenda to deal with dispensation requests) and the nature of the interest has only become apparent to a Councillor at the meeting itself.
- 5-8. Requests for dispensations must be made on an individual basis for each and every interest.

Consideration by the Town Council or Clerk

- 6-9. The Town Council delegated to the Town Clerk the authority to grant dispensations and made a formal resolution to this effect at its meeting held on 21st November 2012, minute 12/513 iii):

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"RESOLVED that the Council delegates the power to grant dispensations to the Clerk. The power rests with the relevant authority under section 33(1) of the Localism Act 2011 and the basis is set out under section 33(2)."

~~7.10.~~ This resolution to be reviewed by Full Council following the next election (2019).

~~8.11.~~ The Council / Clerk may grant a dispensation to a councillor who has a Disclosable Pecuniary Interest to participate in any discussion of a matter at a meeting and/or to participate in any vote on the matter if they consider that:

- (a) so many members of the decision-making body have disclosable pecuniary interests that it would impede the transaction of the business (i.e. the meeting would be inquorate); or
- (b) the authority considers that the dispensation is in the interests of persons living in the authority's area; or
- (c) it is otherwise appropriate to grant a dispensation.

~~9.12.~~ The Council may wish to extend the provisions of the above paragraphs to apply in the same way in the case of a "non-disclosable pecuniary interest" or an "other interest", as defined in the Code of Conduct, but this is at the discretion of the Council.

~~10.13.~~ The Clerk should formally notify the Councillor of their decision and reasons in writing at the earliest opportunity and in any event within 5 working days of the decision unless made at a meeting, in which case the granting or otherwise of a dispensation request shall be minuted.

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Criteria for Determination of Requests

~~11.14.~~ In reaching a decision on a request for a dispensation the Council / Clerk will take into account:

- (a) the nature of the Councillor's pecuniary interest
- (b) the need to maintain public confidence in the conduct of the Council's business
- (c) the possible outcome of the proposed vote
- (d) the need for efficient and effective conduct of the Council's business

~~(e) the Member has a particular expertise or knowledge in the matter that may be useful to its consideration (e.g. a Member could be allowed to speak, but not vote);~~

~~(f) the interest is common to the Member and a significant proportion of the general public;~~

~~(eg)~~ any other relevant circumstances.

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Terms of Dispensations

~~12.15.~~ Dispensations may be granted:

- (a) for one meeting; or
- (b) for a period not exceeding 4 years or the next election, whichever is the sooner.

~~(c) to participate in any discussion of the matter; and/or~~

~~(d) to participate in any vote on the matter;~~

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Disclosure of Decision

~~13.16.~~ Any Councillor who has been granted a dispensation must declare the nature and existence of the dispensation before the commencement of any business to which it relates.

~~14.17.~~ A copy of the dispensation will be kept with the Register of Councillors' Interests in the Council Offices.

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~~Reviewed on 14th June 2023 by Full Council. For further review in June 2027.~~

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~~At a Meeting of Full Council, held on 12th June 2019, the aforementioned procedures were approved.~~

~~Clerk of the Council.....~~

~~Date.....~~

~~Date of next review.....~~

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DISS TOWN COUNCIL DISPENSATION REQUEST FORM

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*Please give full details of the following in support of your application for a dispensation.
If you need any help completing this form please contact the Town Clerk.*

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<u>Your name</u>	
<u>The business for which you require a dispensation (refer to agenda item number if appropriate)</u>	
<u>Details of your interest in that business</u>	
<u>Date of meeting or time period (up to 4 years) for which dispensation is sought</u>	
<u>Dispensation requested to participate, or participate further, in any discussion of that business by that body</u>	<u>Yes / No</u>
<u>Dispensation requested to participate in any vote, or further vote, taken on that business by that body</u>	<u>Yes / No</u>
<u>REASON(S) FOR DISPENSATION</u> <u>33 a) without the dispensation the number of persons unable to participate in the transaction of business would be so great as to impede the transaction of the business</u>	<u>Yes / No</u>
<u>33c) the dispensation is in the interests of persons living in the authority's area</u>	<u>Yes / No</u>
<u>33e) that it is otherwise appropriate to grant a dispensation</u>	<u>Yes / No</u> <u>Reason :</u>

Signed: _____

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Print name: _____

Date: _____

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DECISION:
Dispensation Given: YES / NO Length of Dispensation:
Date: Minute Reference:
Signed: Town Clerk

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Business Proposal Diss Covered Market

Background

Diss is suffering a spate of empty shops which will almost certainly result in a reduction of footfall and further closures.

Both the Town Council and the Community Team recognise the problem and want to reverse it. Both have limited resources, and it is a problem better tackled together rather than separately. The Community Team has had some success since 2021 in operating a food and craft shop in the old TIC and latterly 35e Mere Street as a craft/ plant/ record shop helping to develop new businesses. Working with landlords on a permission to occupy/ low rent model has made the projects possible.

Beales Department Store occupied the key site in Diss marketplace but closed in March 2020 when the company went into liquidation. The Diss branch was popular, profitable and, driving footfall to other shops, was a major contributor to the town's economy.



Following closure, the building looked run-down, but the Community Team obtained permission from the owner and landlord, Panther Securities, to apply window coverings to improve the aesthetics, and managed to get them to decorate the exterior. While this has prevented the town center looking quite so neglected it has not brought the building back into use.

We understand that the Council would like to expand the Friday market and this proposal would enable them to do this at no financial risk and with no obligations. This could be the first step in bringing the building back into use and could lead to further developments which might enable the Community Team (and its partners) to consider taking a full lease.

Rent and rates

Panther Securities is offering a 3-year lease on the open market for a yearly rent of £55,000 +vat. Business rates would be a further £19,000.

However, DCT has negotiated a rolling monthly contract based on a license to occupy agreement, as it has on 35e Mere Street, for £1,500 per month – equivalent to £18,000 pa.

If the license is taken by a charity, we understand rates could reduce by 80 – 95% depending on the view taken by SNC rating department. We have assumed the 95% reduction to £80/ month.

The overall area of the building is 9,526 sq ft with the main trading areas as follows:

Ground Floor: 3,345 sq. ft.

Mezzanine: 1,960 sq. ft.

First Floor: 2,571 sq. ft.

We consider the operation in three phases.

Proposal - phase one

The proposal is that a license to occupy is taken by the Heritage Triangle Trust (or the Community Trust which has applied for charitable status), thereby reducing the rates burden.

The ground floor would be available to the Council to extend the Friday market. We estimate that the area of 3,300 sq ft would accommodate at least 10 stalls of 81 sq ft.

Apart from the rent and rates there would be some service costs e.g. electricity, but we estimate these would be no more than £100/ month. The landlord would cover the building insurance and we assume that stallholders could use on line payment via the public wi-fi network.

Stallholders would be required to conform to the DTC's Market Trading Regulations and pay the going rate for promotional stands of £32.73 per day + a 10% premium for being under cover thus £36 per day. This would yield a total income of £1440 per 4-week months and £1800 per 5-week months.

The principle of the exercise is that DTC should bear no financial risk. We suggest DTC pay their income up to the level of the rental etc cost, but should the income exceed cost, then DTC & DCT/ DHTT should share the surplus 50:50. If there is a shortfall, this will be covered by DCT.

There would be no lease obligations for DTC; these are born by DCT/ DHTT. Since there is only one months' notice to cancel the license, the financial risk is small and, again, would be borne by DCT.

DTC has come up with a high staff cost for the exercise. Given the market infrastructure is in place, it is difficult to see where the costs come from. DCT would be happy to provide support in this area if it is needed and would also assist in recruiting new stallholders.

We suggest traders in the town e.g. Fredricks be given the opportunity to take space to promote and / or sell their products. Several have already expressed an interest in this option.

The figures below:

Phase 1

Expenses	4 week			
	Monthly	DTC loss	DTC surplus	DCT loss/ surplus
Rent - £1500 pm + VAT	1800.00			
Rates - £19k pa discounted discount	80.00			
Other costs - electricity etc	100.00			
Likely monthly expenses	1980.00			

Income

Pessimistic - 5 stalls @ £36	720.00	0	0	1260.00
Probable - 10 stalls @ £36	1440.00	0	0	-540.00
Optimistic - 15 stalls @ £36	2160.00	0	90	90.00

Not surprisingly, since the building will only be used only one day a week, phase 1 might run at a loss – but this will be covered by the Community Team. So we recommend that we progress immediately to phase 2.

Timing. We suggest it would be possible to start phase 1 in July.

Phase two: Food and Maker's Market

Volunteers ran a successful Farmer's Market in Diss for many years. The EDP regularly reports more towns instigating these. Why? Because they are proved to be popular and bring visitors who may not visit a regular market.

We have extensive contacts in the Maker's sector (e.g. crafts) through Designer Makers and our suppliers at 35e. In the food sector, the Economic Development Officer – Tourism (South Norfolk & Broadland District Council) has a database of some 40 active stallholders, we are already working with Local Flavours who have organised stalls for us in the past and we are in touch with Norfolk Farmers Markets. The organiser of the very successful event on Fair Green and is keen to build on this. Interest has been expressed in running a brocante / antiques market.

The Community Team would take on the organization and management of these and suggest either one or two events a month for the period of the trial. If successful, a paid manager may be necessary.

An income projection for a Food/ Craft Market – at present there would be negligible extra cost:

Phase 2

Food/ Makers Market

	1 market/ month	2 markets/ month
<i>Income - monthly</i>		
Pessimistic - 10 stalls @ £30	300.00	600.00
Probable - 15 stalls @ £30	450.00	900.00
Optimistic - 20 stalls @ £30	600.00	1200.00

Phase 2 would limit the Community Team loss and could generate a small surplus to be shared.

Phase 3

Phase 1 and 2 only consider the use of the ground and mezzanine floors a couple of days a week. With a 2,500 sq ft first floor and 1000 sq ft warehouse on top of the ground and mezzanine floors, the building has great potential as a let-able space and a space for community activities.

While phases 1 and 2 are operating, the further use of the building could be investigated and whether it might be possible to take on a lease.

Proposal

The overall objective is that, working together, DTC and DCT limit the damage caused to the town by shop closures by bringing Beales back to life and attracting more visitors to the town through extending the Friday market and introducing additional specialist markets. If this is successful, then there is great potential to make Beales again a focus of town activity.

Actions required:

- To see if there are sufficient potential stallholders for a Friday and an additional market to make the exercise viable – say about 10 Friday and 15 alternative market stallholders. Timing end June.
- This would involve forming a working party to develop alternative markets. Mid-June
- To firm up arrangements with landlords for a permission to occupy – end June.
- Publicity for the project – end June
- First market extension/ alternative market – mid – end July
- Test to last 3 months – decision for the future

Dct v4 8.6.23

Progress Report

Committee	Minute Reference	Subject	Action	Assigned to	Timescale	Comments or further action
Full Council	FC1121/07	Emergency Plan	2. To confirm a date with the District's Emergency Planning Officer for a trial implementation of the Emergency Plan.	Clerk / SNC Emergency planning Officer	30.04.23	Awaiting confirmation from members ref availability for meeting 12th or 19th July.
Full Council	FC120122/15	Experience Art Trail	To support the 'Toy Studio / Flock' design for the new outdoor artwork commissioned by Norfolk County Council at the Mere's Mouth location.	Clerk	by 31.03.22	No climbing sign to be installed 08.06.23 or 13.06.23 along with painting / cleaning works.
Full Council	FC0922/04	PUBLIC PARTICIPATION	The Diss beacon cycle trail signs have been installed but need reviewing to check they are correct.	Clerk to follow up with CV & PC	by 03.11.22	Unable to reach former cllr Valori. Member of Fair Green has been asked to help. No update
Full Council	FC1122/09	CIVILITY & RESPECT PLEDGE	To sign up to the Civility & Respect Pledge .	Town Clerk	by 22.06.23	It is proposed that the Executive Committee will consider a Dignity at Work policy at its June meeting. This should then enable the Clerk to commit the Council to the pledge statements online.
Full Council	FC1122/11	Informal Meetings of Councillors	To continue with optional informal meetings of councillors and officers in person and when needed to share ideas and explore opportunities.	Town Clerk	When necessary	
Full Council	FC1222/07	Electricity Costs	2. To approve virements of up to £10K towards electricity costs from unspent and available budgets where necessary at the end of the financial year. 3. To delegate authority to the RFO with approval from the Chair of the Exec committee to appoint the best value electricity supplier on a (maximum of) 24-month contract before July 2023.	RFO/MG	31.03.23/ 30.06.23	End of year figures for cost and usage confirm that virement now not required. Electricity quotations are being sought.
Full Council	FC0123/09	Strategic Plan	That the Clerk would contact relevant councillors / Officers to review involvement, objectives and timescales for review at the March meeting of Council.	Clerk / Relevent Cllrs / Staff	by 09.09.23	All committees to review outstanding objectives and consider new objectives for forthcoming 3-year period reflecting community feedback. Report to FC in September.
Full Council	FC0323/10	New Business Savings Account	To open a Lloyds Bank 6 month fixed term deposit account with a £100,00 starting balance.	RFO	Immediately	In process of opening account.
Full Council	FC0323/12	Diss Mere	To approve and sign the licence of the exclusive right of fishing between Town Council & Diss & District Angling Club.	Town Clerk / SO / ET	Immediately	New solicitor now in situ following retirement of former. Meeting date confirmation awaited to review progress.
Full Council	FC0423/07	QUARTERLY REPORT	That the cost heading "Council Properties" receives a £15K virement from General Reserves and the cost heading "Administrative Overheads" receives a £11K virement from General Reserves.	RFO	Immediately	Completed
Full Council	FC0423/08a)	CEMETERY	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.			An offer of £290k has been received to include the 40 x 16ft piece of land up to the right hand side boundary of the bungalow. Assuming a value of £5k for the piece of land and an offer above the agreed offers over £275k price, it was agreed alongside Chairs of Exec / Fac & Clerk that this should be accepted.
Full Council	FC0423/08b)	CEMETERY	1) To approve expenditure of £15,295.44 to mail every tile as per Appendix B. 2) To approve expenditure of £7,656 for the additional timbers and fascia decoration as per Appendix D. 3) To approve the request for payment of £24,826 from General Reserves to Earmarked Reserves Cemetery Chapel roof at years end to cover the shortfall in total project costs.	RFO	Immediately	Project now completed and paid for. There was an opening in the central roof section, which was recently repaired.
Full Council	FC0423/09	PARK	1) To appoint a working party of councillors Collins, Kiddie, Olander and Waterman and staff (Deputy Town Clerk / COO & Facilities & Buildings Manager) to work on the park enhancement project. 2) To fund up to £55k for the park enhancement project with the balance of the Park Security Earmarked Reserves allocation to be transferred alongside funds making up the difference from the EMR Community Infrastructure Levy.	DC/SK/SO/GW/CO O/FBM RFO	12/07/23 Immediately	The group will meet during the summer following Carnival. The outcomes of the strategic plan review may have a bearing on this.
Full Council	FC0423/15	TELEPHONE & BROADBAND CONTRACT	To include this item on the May Full Council agenda with more information regarding a timeline for the Council Offices refurbishment and requirement for a wired telephone system.	Clerk	11.05.23	On agenda (confidential session)

Progress Report

Committee	Minute Reference	Subject	Action	Assigned to	Timescale	Comments or further action
Full Council	FC0523/06	PUBLIC PARTICIPATION	An update was requested on the railway through road, and it has been reported via FixMyStreet that the drain grids are sinking into the road outside the Park hotel and opposite Diss High School on Walcot Road. Other matters raised included the use of the new hub in Diss to facilitate meetings, working together with the Town Council on highways schemes prior to authorisation to help ease traffic flow, roadside charging points and the availability of 5G as in other market towns.	KK	08.06.23	
Full Council	FC0523/09	Market	To request that the Diss Community Team / Heritage Triangle Trust come forward with firmed up proposals / business case regarding the trialling of an indoor market including consideration of staffing resource requirements.	Clerk	Immediately	On agenda
Full Council	FC0523/10	MEETING ADMINISTRATION	A) To adopt the committee membership (Clerk to distribute revised committee membership to all. B) To adopt the committee terms of reference. Subject to minor amends.	Clerk	Immediately	Completed & on website / circulated to members Completed
Full Council	FC0523/11	GENERAL POWER OF COMPETENCE	To adopt the General Power of Competence.	Clerk	Immediately	Completed
Full Council	FC0523/12	DISS & DISTRICT NEIGHBOURHOOD PLAN	To continue to appoint Olander and Taylor as Diss Town Council's Representative on the Diss & District Neighbourhood Plan Steering Group with Cllr Peaty appointed as the substitute.	Clerk	Immediately	Chair of DDNPSG advised.
Full Council	FC0523/13	REPRESENTATIVE ON OUTSIDE BODIES	To approve the representatives on outside bodies amended.	Clerk	Immediately	Completed. Members to contact organisations for whom they are representing to notify.
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. b) Members noted that the Green Flag award will be considered by the Action Group working on the Park Enhancement project and reported to the Facilities committee.	Clerk Park Enhancement Action Group	07.09.23 13.07.23	No update. To be removed from the FC progress report and added to Facilities for future review.
Full Council	FC0523/16	MEMBER FORUM	1. Cllr Waterman advised that only around half of his litter pickers were returned in working order following the Coronation event. It was noted that he had spoken to a representative of the army / air cadets who volunteered their services but it was not known what happened. It was agreed that additional replacement litter pickers should be purchased prior to the June litter pick. 2.Cllr Waterman would provide dates to the Action Group on the Park enhancement project post Carnival event for a presentation on potential options for outside space design at his workplace. 4. Other items included ensuring that the St Georges flag is flying in 2024.	GW/Clerk GW BF	Immediately From 12.06.23 As per flag flying schedule	RFO placed order for replacement pickers. To be advised