

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 13th April 2022** 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 16th March 2022 (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, on behalf of the Police, 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 March 2022 (copy herewith).
- b) To note the summary of Income & Expenditure for March 2022 subject to year-end adjustments (copy herewith).
- c) To note Earmarked Reserves for March 2022 (copy herewith).

7. Risk Register

To approve a revised Risk Register (copy herewith).

8. Schedule of Meetings

To approve a new Schedule of Meetings for 2022-23 (copy herewith).

9. Councillor Induction

To approve the councillor induction pack and checklist (copy herewith).

10. Diss Cemetery

To receive an update on the proposals from Scott Properties Ltd regarding the land east of Shelfanger Road and west of Heywood Road and approve a revised annual base figure for Cemetery maintenance (copy herewith).

11. Council Leadership

To consider the response from the Norfolk Association of Local Councils and a revised report regarding the role of Council Leader (to be tabled).

12. Elections of Town Mayor and Council Leader

To discuss candidates for the roles of Town Mayor and Council Leader prior to nomination.

13. Diss Youth & Community Centre

To approve the additional costs of the refurbishment works to the upstairs of the DYCC (report reference 68/2122 to be tabled).

14. Progress Report

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

15. Member Forum

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

16. Date of Next Meeting

To note that the next meeting of Full Council is scheduled for Wednesday 18th May 2022.

17. 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.

18. Diss Cemetery

To receive a verbal update regarding the Cemetery Chapel roof contract.

NOTES

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

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

DISS TOWN COUNCIL**MINUTES****DRAFT**

A minute's silence was held to consider those affected by the conflict in the Ukraine and Russia.

Minutes of the meeting of the **Town Council** held in the **Council Chamber** at **Diss Corn Hall** on **Wednesday 16th March 2022** at **7.15pm.**

Present: Councillors S. Browne
M. Gingell
S. Kiddie
A. Kitchen
K. Murphy
S. Olander (ex-officio)
R. Peaty
J. Robertson
E. Taylor (ex-officio)
C. Valori
S. Warren
J. Welch
J. Wooddissee

In attendance: S. Richards (Town Clerk)
A. Jamieson (RFO)
County / District Councillor Kiddie
2 members of the public

FC0322/01 TO CONSIDER APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr D. Collins due to cough and cold. Cllr Kitchen was not present.

FC0322/02 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

Minute No.	Councillors Name	Personal/Other Interest	Pecuniary Interest	Reason
FC0322/18	M. Gingell	x		Knows the Junior Good Citizen award nominees.
FC0322/12 FC0322/18	J. Wooddissee	x		Involved in the community fridge project and knows one of the Honoured Citizen award nominees.
FC0322/18	S. Browne	x		Involved in the community fridge project and knows the Junior Good Citizen award nominees.
FC0322/18	K. Murphy	x		Knows the proposers & seconders for the Junior Good Citizen awards.

FC0322/03 MINUTES

It was

RESOLVED: That the minutes of the meeting of Full Council held on 12th January 2022 were approved as a true record and signed by the Town Mayor.

FC0322/04 PUBLIC PARTICIPATION

There were three members of the public present. County / District councillor Kiddie gave apologies on behalf of District councillor Minshall. He reported that the works at the Roydon garage have gone well and that the resurfacing of the highway at this location is scheduled for late summer. There should be an update regarding the Mere St pedestrianisation project next week and works to deal with drainage issues on the A1066 near De Lucy House are also scheduled for this year. The Vincennes Road junction improvement scheme is scheduled to start in the summer and the beacon cycle route signage has been installed paid for from his member's grant and is being checked.

Cllr Kiddie has also granted funds to the Parish Fields boundary walk project to plant oak trees and a honeysuckle corridor and is arranging funding to support a tree initiative on Fair Green in the Autumn. Liaison continues with Roydon primary school regarding replacement of their outdoor play equipment with support from the Cooperative Society. He has attended several pre-exclusion meetings at Diss high school and will also be a member of the permanent exclusion panel.

South Norfolk Council is planning for refugee arrivals and considering the use of South Norfolk house as a refugee reception centre. Cllr Kiddie and the Town Mayor have shown their support to the Ukrainian Supporters Facebook initiative, and he acknowledged the support of Diss and District including the considerable funds raised by the local Rotary clubs for Ukraine.

Cllr Kiddie has attended numerous scrutiny meetings including the budget and recommended the Council consider acknowledging the work of Canon Tony Billet who is retiring in the Autumn.

There were several questions regarding whether there is more detail explaining the Council Tax bill received as in past years.

Two members of the public spoke on the community fridge item on the agenda. It was noted that the originally agreed location of the kitchen at the DYCC is not suitable in terms of health and safety of the volunteers and didn't meet the community ethos of bringing people together. The new proposed location is larger, provides better access and achieves the group's objectives. There was also discussion regarding the urgency of getting the fridge up and running to ensure the help gets to those who desperately require it.

FC0322/05 **ITEMS OF URGENT BUSINESS**

There were no items of urgent business.

FC0322/06 **FINANCE**

- a) Members noted bank outgoings for January and February 2022.
- b) Members noted the summary of Income and Expenditure for January and February 2022.
- c) Members noted Earmarked Reserves for January and February 2022.

FC0322/07 **INTERNAL CONTROLS**

Members considered the recommendations regarding the Council's internal controls presented to the Executive committee on 2nd March including the interim internal audit recommendations (report reference 65/2122 referred). It was

RESOLVED: 1) To approve the adoption of the following internal control documents:

- a) the financial regulations as amended
- b) the income and expenditure internal controls
- c) the insurance schedule for 2022-23 – subject to minor change
- d) the internal audit plan
- e) the governance and management risk register as amended
- f) the investment policy and financial reserves policy
- g) the statement of internal control

2) To note the findings of the 2021/22 interim audit report and approve the proposed actions as appropriate responses to the report's recommendations.

(Action: RFO; immediately)

FC0322/08 **DISS CEMETERY**

Councillors considered proposals from Scott Properties Ltd regarding the land east of Shelfanger Road and west of Heywood Road. The attenuation basins will be offered to Anglian Water for adoption, but that Anglian Water are likely to ask for the maintenance to be handled by the development management company.

The on-site open spaces will be offered to the Town Council for maintenance as per the South Norfolk SPD along with a 10-year commuted sum. We can refuse this and ask that the site maintenance also sits with the management company in perpetuity. The developer would not expect to pay a maintenance contribution for the cemetery extension land, which is gifted. However, they have offered to pay a 10-year maintenance contribution as a gesture of goodwill providing we agree that the open space in can sit with the management company.

The Town Council would have the ability to call for the cemetery land at any point within a set period following commencement of the development. The land would be seeded and fenced off from the development site (wooden post and rail fencing proposed) with landscaped planting on the site side of the fence. They have also made an allowance for a single 5 bar wooden gate and two pedestrian gates from the site, to allow for maintenance access and pedestrian access if required.

There was discussion regarding the maintenance contribution figure that requires negotiation and that £5 per square metre would be a reasonable figure given costs associated with wildflower maintenance. It was noted that the District Council's website stipulates that open spaces are offered to the Town/Parish council. Members also requested consultation on the cost to residents for the management costs and that the government cap should be checked. The detail on any plans for streetlighting particularly on the main route through the estate would come through on the full application for consideration. It was

- RESOLVED:
1. That we agree to the open spaces on this site being managed by the developer's management company in perpetuity subject to consultation with the Town Council on the management cost to residents.
 2. We agree to the developers offer to pay a 10-year maintenance contribution on the cemetery extension and delegate the agreement on fee to the Town Clerk.
 3. That we ask the developer to seed the cemetery extension as a wildflower meadow as soon as possible after starting work on the site and that Diss Town Council use the area as a quiet place of reflection for those using the cemetery until we need to use the land for burials.

(Action: Clerk; immediately)

FC0322/09

DISS PARK

Members considered a recommendation from the Facilities committee to change the park security project to a park enhancement project (report reference 66/2122 referred). It was noted that this has been a potential issue since the first encampment several years ago. With two major summer events pending, there is a risk of impact if this project is delayed. Various options for security have been investigated including fencing, in planting and bollards.

There was discussion that the mound option would be a natural barrier that would discourage children from running onto the busy road but that the timescales would be tight for delivery prior to the mid May event. Members suggested temporary options such as heras fencing and security around Park prior to events. It was also noted that although there is secure access via the car park, a separate secured gate would be required to allow for the larger event vehicles to access the site. It was agreed that the Council's gravedigger would be approached regarding costs and timescales. Cllr Browne abstained from the following vote. It was

- RESOLVED: To continue to support the principle of securing Diss Park from potential encampments with a target date of implementation of the mounds option by mid-May.

(Action: AG / Clerk; by 14.05.22)

FC0322/10

COUNCIL LEADERSHIP

- a) Members received a report from the Town Mayor regarding his year to date in his role. Cllr Browne confirmed that she was pleased there were now regular meetings between the Town Mayor, Council Leader and Clerk.
- b) Members received a report regarding the role of Council Leader from the Chair of the Executive Committee who explained that there was no provision in Standing Orders to cover the Council Leader if s/he was no longer able to perform her / his duties and that the proposed protocol intends to make the role as transparent and open as possible. Cllr Gingell was thanked for the work undertaken on the report.

It was noted that it had been written for presentation to the Executive committee originally but that due to timescales, the overlap with the Mayor's report and that the roles and responsibilities of members is considered by Full Council, the Clerk had requested it was considered by Full Council. Advice had been sought from the Norfolk Association of Local Councils regarding the legalities of the proposals and it was agreed that further checks would be required prior to adoption. It was

RESOLVED: for councillors Gingell, Olander and Clerk to review the legalities of the Council Leader protocol and bring back to the April Council meeting or an extraordinary meeting if necessary for adoption prior to the elections in May.

(Action: MG / SO / Clerk; by 7.04.22)

c) Members considered the revised roles and responsibilities document. It was

RESOLVED: to approve the revised roles and responsibilities document.

(Action: Clerk; immediately)

FC0322/11 CODE OF CONDUCT

Members considered a new model Code of Conduct for Diss Town councillors. It was

RESOLVED: to approve the new model Code of Conduct for Diss Town councillors.

(Action: Clerk; immediately)

FC0322/12 COMMUNITY FRIDGE

Members considered a motion from four councillors to reconsider the agreed location for the community fridge at the Diss Youth & Community Centre. It was noted that a smoke detector would need to be installed in the area at a cost of £200. It was

RESOLVED: to approve the relocation of the fridge and freezer to the upstairs glass room at the Diss Youth & Community Centre as per the floorplan.

(Action: DepTC; immediately)

FC0322/13 PROGRESS REPORT

Members noted the progress on decisions made at the last meeting of Council. Cllrs Valori and Kiddie were thanked for work on QPJ / Carnival events.

FC0322/14 MEMBER FORUM

Members considered information or issues relevant to Council from members for brief discussion, action or inclusion on a future agenda. It was noted that Royal Mail is working on project with the Pride Rescue charity shop to support animals affected by the Ukrainian crisis. Members were also advised that the demolition at 9 Park Road, a South Norfolk Council owned site, is due to health and safety concerns and that there are currently no plans for redevelopment.

FC0322/15 DATE OF NEXT MEETING

Members noted that the next meeting of Full Council is scheduled for Wednesday 13th April 2022.

FC0322/16 PUBLIC BODIES (ADMISSIONS TO MEETINGS)

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

FC0322/17 INTERNAL CONTROLS

Members considered the appointment of a new Internal Auditor for the financial year starting 2022-23 (report reference 67/2122 referred). It was

RESOLVED: To appoint Victoria Waples to undertake Diss Town Council's internal audit from October 2022 until 2025.

(Action: RFO; immediately)

FC0322/18 HONOURED AND JUNIOR GOOD CITIZENS

Members considered nominations received for the Honoured and Junior Good Citizen awards. There was discussion regarding arranging a special award to recognise Canon Revd Billett's contribution to the town and churches given his retirement later this year. It was noted that there are plaques in St Marys Church acknowledging previous Rectors. It was

RESOLVED: 1. To award two Honoured Citizens for 2021/22 to George Waterman and Lou Hines.
2. To arrange a special recognition award for Revd Tony Billett.
2. To award the Junior Good Citizen for 2021/22 to Plamena Marinova.

(Action: Clerk; immediately)

Meeting Closed: 8.58pm.

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The meeting was followed by a presentation from Philippa Taylor, one of Norfolk's Deputy Lieutenants, of a commemorative plaque to acknowledge the community's resilience in the year of the pandemic 2020-2021. It was noted that the plaque would be installed as part of the Park Beacon extension project.

Councillor Taylor
TOWN MAYOR

Item 6a

BANK OUTGOINGS MARCH 2022				
<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
04.03.2022	Red5 Networks Ltd	DD334	£ 179.10	Phone/Broadband March 2022 - Council Office, DYCC and Sports Pavillion
07.03.2022	Barclays Bank Plc	B.Net	£ 40.00	2 Months Barclays.Net Charges
15.03.2022	A Osborne	Bacs1256	£ 256.99	Garden Maintenance with Expenses January - March 2022
15.03.2022	CGM Group (East Anglia) Ltd	Bacs1257	£ 372.67	Ground Maintenance March 2022 - Sportsground & Park
15.03.2022	Collective Community Planning	Bacs1258	£ 510.00	DDNP Steering & Project Meeting Attendances - February 2022
15.03.2022	Cooleraid Ltd	Bacs1259	£ 18.61	Water Bottles x2 - Council Office
15.03.2022	Diss Garden Centre	Bacs1260	£ 14.99	Rake - General Use
15.03.2022	etc.. (East Anglia) Ltd	Bacs1261	£ 594.00	Maintenance Contract of IP Cortex Phone System 2022/2023
15.03.2022	Geosphere Ltd (T/A Parish Online)	Bacs1262	£ 324.00	Annual Membership to Parish Online 2022/2023
15.03.2022	Graham Sykes	Bacs1263	£ 76.96	Insurance for Carnival Procession
15.03.2022	Hope Church	Bacs1264	£ 162.00	Hall Hire for Kuk Sool Won Relocation for February 2022
15.03.2022	Linstead Farm & Garden Machinery	Bacs1265	£ 2,050.13	Annual Servicing of all Gardening Equipment
15.03.2022	LR Wyard-Scott Ltd	Bacs1266	£ 204.64	Diesel for vans February 2022
15.03.2022	Norfolk Parish Training & Support	Bacs1267	£ 45.00	Understanding Council Finances Training - R.Peaty
15.03.2022	Nova Lifts	Bacs1268	£ 297.22	Service Lift at Cornhall twice annually - 2022/2023
15.03.2022	Paul Rackham	Bacs1269	£ 609.00	Grave Digging x2 March 2022
15.03.2022	P.Cottrell	Bacs1270	£ 85.00	Window Cleaning - Council Office, Museum & DYCC, Additional Bus Shelter Clean
15.03.2022	Prolek Diss Ltd	Bacs1271	£ 233.04	Liquid Transfer Pump on Vans - Town Planter Watering
15.03.2022	Rialtas Business Solutions Ltd	Bacs1272	£ 979.20	Omega Cashbook, Purchase Ledger, Sales Ledger & Purchase order Processing 22/23
15.03.2022	Swervy World	Bacs1273	£ 300.00	Deposit for Queens Jubilee Celebration attendance 02.06.2022
15.03.2022	Travis Perkins Trading Co Ltd	Bacs1274	£ 169.90	Paint, Cleaner & Sandpaper - Town Signs, Ridge Tiles & Stain Blocker - Park WC
15.03.2022	Vmit Ltd	Bacs1275	£ 321.56	IT Support & Software March 2022
15.03.2022	Wycomb Pastures Mobile Petting Farm Ltd	Bacs1276	£ 550.00	Full Farm Attendance at Carnival 2022
23.03.2022	Barclaycard	Feb-22	£ 1,040.36	Curved Monitor, Office Support Chair, Road Tax on Ranger & Queens Jubilee Flags
24.03.2022	Corona Energy Retail Ltd	DD335	£ 1,683.74	Electricity Feb 22 - All Sites
25.03.2022	Employees	BACS	£ 19,399.35	Salaries Month 12
29.03.2022	Public Works Loan Board	DD337	£ 18,324.82	Loan Repayments for Heriage Triangle Project & Boardwalk and Gardens
29.03.2022	EE Ltd	DD336	£ 25.92	Mobile Phones March - April 2022 - Town Clerk & Maintenance Manager
30.03.2022	HM Revenue & Customs	BACS	£ 5,554.03	NI/PAYE Month 12
30.03.2022	Norfolk Pension Fund	BACS	£ 7,110.15	Pension Contributions Month 12

31.03.2022	Alliance Disposables Ltd	Bacs1277	£ 320.24	Sanitary Products - Various Sites
31.03.2022	Anglian Tree Solutions Ltd	Bacs1278	£ 2,592.00	Tree Works - Rectory Meadow, Cemetery, Park and Sportsground
31.03.2022	Chapel Door Ltd	Bacs1279	£ 90.00	Repairs to Garage door on Sports Pavillion
31.03.2022	Collective Community Planning	Bacs1280	£ 1,890.00	DDNP Project Meeting Attendances in March 22 and Support wuth Regulation 14 Consultation
31.03.2022	ESPO Ltd	Bacs1281	£ 165.36	Gas Supplied February 2022
31.03.2022	Fatstickman Ltd	Bacs1282	£ 576.00	DDNP Regulation 14 Consultation Publicity Materials
31.03.2022	Furniture at Work Ltd	Bacs1283	£ 902.40	40x Chairs & Storage Dolly - DYCC
31.03.2022	Gasway Service	Bacs1284	£ 540.00	Annual Boiler Service at Cornhall
31.03.2022	Hillside Office Supplies Ltd	Bacs1285	£ 85.06	Insurance for Carnival Procession
31.03.2022	Mary Moppins Ltd	Bacs1286	£ 1,508.22	Monthly Cleaning March 22 - Meres Mouth and Park Toilets
31.03.2022	Norfolk County Council	Bacs1287	£ 38.66	Road Closure Carnival 2022
31.03.2022	Norfolk County Council	Bacs1288	£ 38.66	Road Closure Christmas Light Switch-On 2022
31.03.2022	Paul Rackham	Bacs1289	£ 609.00	Grave Digging x2 March 2022
31.03.2022	Photo Elite	Bacs1290	£ 11.50	12x8 Inch Gold Shelf Frame
31.03.2022	Proludic Ltd	Bacs1291	£ 18,000.70	Additional Play Equipment on Mere Park
31.03.2022	South Norfolk Council	Bacs1292	£ 3,583.44	Annual Charges for Dog Waste Bins 2021/2022
31.03.2022	Stephanie Ayden	Bacs1293	£ 497.10	DDNP Officer Time and Expenses March 2022
31.03.2022	Suffolk County Council	Bacs1294	£ 135,179.46	Omega Cashbook, Purchase Ledger, Sales Ledger & Purchase order Processing 22/23
31.03.2022	Town Mayors Charities Account	Bacs1295	£ 44.10	Expenses from Eric Taylor for Mayoral Event on 27th March 2022
31.03.2022	Screwfix Ltd	Bacs1296	£ 19.92	Bathroom Indicator Bolt - Meres Mouth Toilets
31.03.2022	Vmit Ltd	Bacs1297	£ 249.00	Additional Hours of IT Support February 2022
			£ 228,473.20	

05/04/2022

Diss Town Council

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Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Agency Services								
1000 Agency Services Income	0	3,157	3,044	(113)			103.7%	
Agency Services :- Income	0	3,157	3,044	(113)			103.7%	0
4000 NCC Grasscutting	0	29	400	371		371	7.4%	
Agency Services :- Indirect Expenditure	0	29	400	371	0	371	7.4%	0
Net Income over Expenditure	0	3,127	2,644	(483)				
120 Allotments								
1120 Allotment Rent	0	619	469	(150)			132.0%	
Allotments :- Income	0	619	469	(150)			132.0%	0
4020 Allotments - Insurance	0	326	26	(300)		(300)	1255.6%	
Allotments :- Indirect Expenditure	0	326	26	(300)	0	(300)	1255.6%	0
Net Income over Expenditure	0	292	443	151				
140 Amenities								
1140 Amenities Income	33	6,092	2,030	(4,062)			300.1%	
Amenities :- Income	33	6,092	2,030	(4,062)			300.1%	0
4040 Gardens/Floral Scheme	260	2,145	2,600	455		455	82.5%	
4060 Town/Park - R&R	4,272	14,470	31,000	16,530	1,075	15,455	50.1%	385
4061 Play Equipment R&R	15,001	58,732	2,000	(56,732)		(56,732)	2936.6%	41,232
4062 Boardwalk Maintenance	0	1,252	4,250	2,998		2,998	29.4%	
4065 Van Replacement	0	0	1,000	1,000		1,000	0.0%	
4070 Van x 2 Running Costs	176	4,470	3,500	(970)		(970)	127.7%	
4071 Van Insurance	0	1,055	1,055	0		0	100.0%	
4075 Tree Management	2,160	13,860	6,500	(7,360)	8,100	(15,460)	337.8%	
4085 Closed Churchyard - R&R	0	18	5,025	5,007		5,007	0.4%	
4090 Manorial Rights - R&R	0	2	500	498		498	0.4%	
4095 Mere - Water/drainage	0	3,107	1,500	(1,607)		(1,607)	207.2%	
4100 Mere - Fountain	0	1,853	6,500	4,647		4,647	28.5%	435
4101 Mere - Fountain Electricity	108	3,495	2,812	(683)		(683)	124.3%	
4102 Mere Fountain/Kiosk -Insurance	0	150	150	(0)		(0)	100.1%	
4110 Park - Water Rates	(625)	(601)	50	651		651	(1202.9	
4115 Park - Electricity	84	1,364	1,760	396		396	77.5%	
4120 Mere's Mouth - Rent	0	100	100	0		0	100.0%	
4125 Mere's Mouth - Business Rates	0	424	420	(4)		(4)	101.0%	
4135 Mere's Mouth (resurfacing)	0	0	1,000	1,000		1,000	0.0%	
4140 Park - Insurance	0	1,707	1,767	60		60	96.6%	
Amenities :- Indirect Expenditure	21,437	107,601	73,489	(34,112)	9,175	(43,287)	158.9%	42,052
Net Income over Expenditure	(21,403)	(101,509)	(71,459)	30,050				
7000 plus Transfer from EMR	15	42,052						

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Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	(21,388)	(59,456)						
145 Mini Recycling Centre Adopter								
1150 Mini Recycling Adopter Payment	0	450	0	(450)			0.0%	
Mini Recycling Centre Adopter :- Income	0	450	0	(450)				0
Net Income	0	450	0	(450)				
150 Bank Interest								
1090 Interest Received	32	204	1,000	796			20.4%	
Bank Interest :- Income	32	204	1,000	796			20.4%	0
4202 Bank Charges	40	231	300	69		69	76.9%	
Bank Interest :- Indirect Expenditure	40	231	300	69	0	69	76.9%	0
Net Income over Expenditure	(8)	(27)	700	727				
160 Capital Expenditure								
4200 Capital Expenditure	18,325	41,007	41,007	(0)		(0)	100.0%	
Capital Expenditure :- Indirect Expenditure	18,325	41,007	41,007	(0)	0	(0)	100.0%	0
Net Expenditure	(18,325)	(41,007)	(41,007)	0				
180 Cemetery								
1180 Cemetery Interment/Chapel Fees	0	27,006	20,300	(6,706)			133.0%	
1185 Cemetery Memorial Fees	61	10,760	10,150	(610)			106.0%	
Cemetery :- Income	61	37,766	30,450	(7,316)			124.0%	0
4250 Cemetery - Grounds - R&R	24	8,506	7,000	(1,506)		(1,506)	121.5%	
4260 Cemetery - Chapels - R&R	0	880	5,000	4,120		4,120	17.6%	700
4270 General Equipment	1,723	3,415	4,500	1,085		1,085	75.9%	
4271 General Equipment Insurance	0	138	138	1		1	99.6%	
4272 Ride on Mower Insurance	0	401	401	0		0	100.0%	
4275 Cemetery - Water Rate	0	142	110	(32)		(32)	129.5%	
4280 Cemetery - Electricity	248	1,178	460	(718)		(718)	256.1%	
4285 Cemetery - Insurance	0	482	483	1		1	99.9%	
Cemetery :- Indirect Expenditure	1,996	15,142	18,092	2,950	0	2,950	83.7%	700
Net Income over Expenditure	(1,935)	22,624	12,358	(10,266)				
7000 plus Transfer from EMR	0	700						
Movement to/(from) Gen Reserve	(1,935)	23,324						

Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
190 Cemetery Gravedigging								
1190 Cemetery Gravedigging Fees	0	7,146	0	(7,146)			0.0%	
Cemetery Gravedigging :- Income	0	7,146	0	(7,146)				0
4300 Cemetery Gravedigging Exp.	1,218	8,059	0	(8,059)		(8,059)	0.0%	
Cemetery Gravedigging :- Indirect Expenditure	1,218	8,059	0	(8,059)	0	(8,059)		0
Net Income over Expenditure	(1,218)	(914)	0	914				
200 Christmas Lights								
4320 Christmas Lights	0	18,718	17,000	(1,718)		(1,718)	110.1%	
4322 Insurance re. Christmas Lights	0	77	77	(0)		(0)	100.3%	
Christmas Lights :- Indirect Expenditure	0	18,795	17,077	(1,718)	0	(1,718)	110.1%	0
Net Expenditure	0	(18,795)	(17,077)	1,718				
220 Corn Hall								
4350 Corn Hall - Maint./R&R	450	1,927	14,500	12,573		12,573	13.3%	
4360 Corn Hall - Insurance	0	2,509	2,510	1		1	100.0%	
Corn Hall :- Indirect Expenditure	450	4,436	17,010	12,574	0	12,574	26.1%	0
Net Expenditure	(450)	(4,436)	(17,010)	(12,574)				
240 Council Properties								
1240 Office Rent/Service Charge	0	6,630	4,459	(2,171)			148.7%	
1245 Council Property Income	0	621	0	(621)			0.0%	
1250 Cemetery Bungalow Rent	381	4,572	4,572	0			100.0%	
Council Properties :- Income	381	11,823	9,031	(2,792)			130.9%	0
4400 Office R&R	63	5,131	4,500	(631)		(631)	114.0%	
4405 Office Building Maintenance	0	0	10,000	10,000		10,000	0.0%	
4410 Office Stairlift	0	344	640	296		296	53.8%	
4415 Cemetery Bungalow	0	1,119	760	(359)		(359)	147.2%	
4420 Electricity Testing 5 Yrly	0	0	250	250		250	0.0%	
4425 Health & Safety	0	2,475	3,500	1,025		1,025	70.7%	
4435 Pk Toilets Servicing	(2,008)	6,306	2,500	(3,806)	2,584	(6,389)	355.6%	
4445 Pk Toilets - Insurance	0	373	127	(246)		(246)	293.7%	
4450 Pk Toilet- Electricity	7	997	2,333	1,336		1,336	42.7%	
4455 Pk Toilets - B/Rates	2,745	0	2,719	2,719		2,719	0.0%	
4460 Pk Toilets - Water Rates	0	1,165	1,940	775		775	60.1%	
4465 Mere's Mouth Toilets	713	12,688	8,252	(4,436)	2,584	(7,020)	185.1%	
4470 DO NOT USE	5,827	5,827	0	(5,827)		(5,827)	0.0%	

Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4475 Staff Uniforms/Replacements	0	534	600	66		66	89.0%	
Council Properties :- Indirect Expenditure	7,346	36,960	38,121	1,161	5,167	(4,006)	110.5%	0
Net Income over Expenditure	(6,965)	(25,137)	(29,090)	(3,953)				
<u>260 Diss Youth & Community Centre</u>								
1260 DYCC Hire Fees	1,048	27,349	15,225	(12,124)			179.6%	
Diss Youth & Community Centre :- Income	1,048	27,349	15,225	(12,124)			179.6%	0
4500 DYCC - Electricity	514	5,369	3,500	(1,869)		(1,869)	153.4%	
4505 DYCC - Gas	70	609	1,000	391		391	60.9%	
4510 DYCC - Business Rates	0	5,190	5,106	(84)		(84)	101.6%	
4515 DYCC - Water Rates	0	281	710	430		430	39.5%	
4520 Licences - Music	0	301	267	(34)		(34)	112.6%	
4525 DYCC - Insurance	0	1,055	1,055	0		0	100.0%	
4530 Annual Service Costs	0	1,825	2,890	1,065		1,065	63.1%	
4540 DYCC - General R&R	3,249	11,892	9,500	(2,392)	156	(2,549)	126.8%	1,998
Diss Youth & Community Centre :- Indirect Expenditure	3,833	26,521	24,028	(2,493)	156	(2,649)	111.0%	1,998
Net Income over Expenditure	(2,784)	828	(8,803)	(9,631)				
7000 plus Transfer from EMR	1,998	1,998						
Movement to/(from) Gen Reserve	(786)	2,826						
<u>280 Administrative Overheads</u>								
1285 Photocopying Income	0	9	0	(9)			0.0%	
Administrative Overheads :- Income	0	9	0	(9)				0
4610 Council Office Business Rates	0	4,853	4,775	(78)		(78)	101.6%	
4615 Council Office - Gas	88	891	2,000	1,109		1,109	44.5%	
4620 Council Office - Electricity	68	(648)	1,400	2,048		2,048	(46.3%)	
4625 Council Office - Telephone	597	2,668	2,535	(133)		(133)	105.3%	
4630 Council Office - Insurance	0	857	857	0		0	100.0%	
4657 IT Equipment, Software & Suppo	475	13,018	10,000	(3,018)		(3,018)	130.2%	
Administrative Overheads :- Indirect Expenditure	1,228	21,639	21,567	(72)	0	(72)	100.3%	0
Net Income over Expenditure	(1,228)	(21,630)	(21,567)	63				
<u>300 Grants</u>								
4720 General Grants	0	10,770	20,000	9,230		9,230	53.9%	
Grants :- Indirect Expenditure	0	10,770	20,000	9,230	0	9,230	53.8%	0
Net Expenditure	0	(10,770)	(20,000)	(9,230)				

Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
310 Highways								
1070 Parish Partnership Bid Income	0	0	8,390	8,390			0.0%	
1303 DDNP Income	0	12,769	0	(12,769)			0.0%	12,069
Highways :- Income	0	12,769	8,390	(4,379)			152.2%	12,069
4780 Parish Partnership Bid	0	3,890	10,780	6,890		6,890	36.1%	
4785 Neighbourhood Plan	2,968	16,020	0	(16,020)		(16,020)	0.0%	16,720
Highways :- Indirect Expenditure	2,968	19,910	10,780	(9,130)	0	(9,130)	184.7%	16,720
Net Income over Expenditure	(2,968)	(7,141)	(2,390)	4,751				
7000 plus Transfer from EMR	2,968	16,020						
8001 less Transfer to EMR	0	12,769						
Movement to/(from) Gen Reserve	0	(3,890)						
320 Market								
1320 Market Stallage	202	17,277	21,548	4,271			80.2%	
Market :- Income	202	17,277	21,548	4,271			80.2%	0
4810 Market Place - Water Rates	0	93	63	(30)		(30)	147.3%	
4815 Market Place - Business Rates	0	2,794	2,750	(44)		(44)	101.6%	
4830 Market Expenditure	22	271	1,250	979		979	21.6%	
Market :- Indirect Expenditure	22	3,158	4,063	905	0	905	77.7%	0
Net Income over Expenditure	180	14,119	17,485	3,366				
330 HTP								
4745 HTP	0	691	0	(691)		(691)	0.0%	691
HTP :- Indirect Expenditure	0	691	0	(691)	0	(691)		691
Net Expenditure	0	(691)	0	691				
7000 plus Transfer from EMR	0	691						
Movement to/(from) Gen Reserve	0	0						
340 Promotion								
4840 Promotion	0	954	1,000	46		46	95.4%	
4845 Website/Intranet Hosting/Maint	0	30	400	370		370	7.5%	
Promotion :- Indirect Expenditure	0	984	1,400	416	0	416	70.3%	0
Net Expenditure	0	(984)	(1,400)	(416)				

Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>360</u>	<u>Precept</u>								
1076	Precept	0	571,428	571,428	0			100.0%	47,309
	Precept :- Income	<u>0</u>	<u>571,428</u>	<u>571,428</u>	<u>0</u>			<u>100.0%</u>	<u>47,309</u>
	Net Income	<u>0</u>	<u>571,428</u>	<u>571,428</u>	<u>0</u>				
8001	less Transfer to EMR	0	47,309						
	Movement to/(from) Gen Reserve	<u>0</u>	<u>524,119</u>						
<u>370</u>	<u>General Expenditure</u>								
4600	Town Mayor's Allowance	264	1,030	1,400	370		370	73.6%	
4605	Ccl Members' Allowance & Exp	0	746	2,086	1,340		1,340	35.8%	
4635	Subscriptions	83	2,116	2,000	(116)		(116)	105.8%	
4640	Audit	0	2,205	2,890	685		685	76.3%	
4645	Training	5	2,014	3,000	986		986	67.1%	
4646	Liability Insurance	0	4,408	4,411	3		3	99.9%	
4650	Conference Expenditure	0	15	300	285		285	5.0%	
4651	Meeting Room Hire	0	460	1,500	1,040		1,040	30.7%	
4652	External Meeting Room	0	0	150	150		150	0.0%	
4655	Printing & Stationery	104	2,676	4,000	1,324		1,324	66.9%	
4660	Postage	0	125	250	125		125	50.0%	
4665	Wages - General Admin.	16,888	175,194	171,460	(3,734)		(3,734)	102.2%	
4666	Wages - General Maint.	15,143	143,247	149,673	6,426		6,426	95.7%	
4667	Staff Mileage	9	209	350	141		141	59.7%	
4670	NI/PAYE/Pension	(0)	0	0	0		0	0.0%	
4675	Legal/Financial/Prof fees	0	759	3,500	2,741		2,741	21.7%	
4690	HR Support	0	68	500	433		433	13.5%	
4992	Annual Town Meeting	0	133	500	367		367	26.6%	
	General Expenditure :- Indirect Expenditure	<u>32,496</u>	<u>335,405</u>	<u>347,970</u>	<u>12,565</u>	<u>0</u>	<u>12,565</u>	<u>96.4%</u>	<u>0</u>
	Net Expenditure	<u>(32,496)</u>	<u>(335,405)</u>	<u>(347,970)</u>	<u>(12,565)</u>				
<u>375</u>	<u>Rechargeable</u>								
1280	Rechargeable Exp. Refunded	150	2,879	0	(2,879)			0.0%	
	Rechargeable :- Income	<u>150</u>	<u>2,879</u>	<u>0</u>	<u>(2,879)</u>				<u>0</u>
4685	Rechargeable Expenditure	10	417	0	(417)	288	(705)	0.0%	
4686	Old - Wages-Rechargeable Expend	(6,136)	0	0	0		0	0.0%	
4687	Wages-Rechargeable - New	6,136	6,136	0	(6,136)		(6,136)	0.0%	
	Rechargeable :- Indirect Expenditure	<u>10</u>	<u>6,553</u>	<u>0</u>	<u>(6,553)</u>	<u>288</u>	<u>(6,841)</u>		<u>0</u>
	Net Income over Expenditure	<u>140</u>	<u>(3,674)</u>	<u>0</u>	<u>3,674</u>				

Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>380 S 137</u>								
4870 S 137 - Expenditure	0	19	0	(19)		(19)	0.0%	
S 137 :- Indirect Expenditure	<u>0</u>	<u>19</u>	<u>0</u>	<u>(19)</u>	<u>0</u>	<u>(19)</u>		<u>0</u>
Net Expenditure	<u>0</u>	<u>(19)</u>	<u>0</u>	<u>19</u>				
<u>400 Sports Ground</u>								
1400 Sports Ground Hire Fees	0	8,311	8,856	545			93.8%	
Sports Ground :- Income	<u>0</u>	<u>8,311</u>	<u>8,856</u>	<u>545</u>			<u>93.8%</u>	<u>0</u>
4900 Track Maintenance	0	4,000	0	(4,000)		(4,000)	0.0%	
4905 Floodlights - R&R	0	0	3,000	3,000		3,000	0.0%	
4915 General Sports Ground Maint.	181	2,500	3,200	700		700	78.1%	4,000
4920 Ground Maintenance	191	1,813	5,104	3,291	1,774	1,516	70.3%	
4930 Sports Grnd-Water Rate	0	239	553	314		314	43.3%	
4935 Sports Ground - Electricity	373	2,492	2,333	(159)		(159)	106.8%	
4940 Sports Ground - Phone	12	143	561	418		418	25.6%	
4945 Sports Ground - Insurance	0	1,295	1,295	0		0	100.0%	
4955 Skateboard Pk - Insurance/Insp	0	486	486	0		0	100.0%	
4965 Skateboard Pk-Maint. Materials	0	0	1,059	1,059		1,059	0.0%	
Sports Ground :- Indirect Expenditure	<u>757</u>	<u>12,968</u>	<u>17,591</u>	<u>4,623</u>	<u>1,774</u>	<u>2,849</u>	<u>83.8%</u>	<u>4,000</u>
Net Income over Expenditure	<u>(757)</u>	<u>(4,657)</u>	<u>(8,735)</u>	<u>(4,078)</u>				
7000 plus Transfer from EMR	0	4,000						
Movement to/(from) Gen Reserve	<u>(756)</u>	<u>(657)</u>						
<u>420 Events</u>								
4760 Remembrance Service Costs	0	539	800	261		261	67.3%	
4991 Other Events	0	209	500	291		291	41.8%	
4995 Communication Strategy	0	0	500	500		500	0.0%	
Events :- Indirect Expenditure	<u>0</u>	<u>748</u>	<u>1,800</u>	<u>1,052</u>	<u>0</u>	<u>1,052</u>	<u>41.5%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(748)</u>	<u>(1,800)</u>	<u>(1,052)</u>				
<u>425 Christmas Switch on Event</u>								
1235 Christmas Switch On Income	0	1,579	1,400	(179)			112.8%	1,579
Christmas Switch on Event :- Income	<u>0</u>	<u>1,579</u>	<u>1,400</u>	<u>(179)</u>			<u>112.8%</u>	<u>1,579</u>
4990 Christmas Switch on Event	0	1,940	2,650	710		710	73.2%	1,940
Christmas Switch on Event :- Indirect Expenditure	<u>0</u>	<u>1,940</u>	<u>2,650</u>	<u>710</u>	<u>0</u>	<u>710</u>	<u>73.2%</u>	<u>1,940</u>
Net Income over Expenditure	<u>0</u>	<u>(361)</u>	<u>(1,250)</u>	<u>(889)</u>				
7000 plus Transfer from EMR	0	1,940						
8001 less Transfer to EMR	0	1,579						

Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	0	0						
<u>440 Town Mayor's Charity</u>								
1440 Town Mayor's Charity	314	1,300	0	(1,300)			0.0%	
Town Mayor's Charity :- Income	314	1,300	0	(1,300)				0
4795 Town Mayor's Charity Exp	0	2,615	0	(2,615)		(2,615)	0.0%	
Town Mayor's Charity :- Indirect Expenditure	0	2,615	0	(2,615)	0	(2,615)		0
Net Income over Expenditure	314	(1,315)	0	1,315				
<u>460 CIL</u>								
1460 CIL - CIL Income	0	4,101	0	(4,101)			0.0%	4,101
CIL :- Income	0	4,101	0	(4,101)				4,101
5000 CIL - Expenditure	0	8,490	0	(8,490)		(8,490)	0.0%	8,490
CIL :- Indirect Expenditure	0	8,490	0	(8,490)	0	(8,490)		8,490
Net Income over Expenditure	0	(4,389)	0	4,389				
7000 plus Transfer from EMR	0	8,490						
8001 less Transfer to EMR	0	4,101						
Movement to/(from) Gen Reserve	0	0						
<u>470 Streetlighting</u>								
4730 CCTV Costs	0	640	1,000	360		360	64.0%	640
4970 Streetlighting	106,823	107,166	14,500	(92,666)	10,111	(102,777)	808.8%	106,823
Streetlighting :- Indirect Expenditure	106,823	107,806	15,500	(92,306)	10,111	(102,417)	760.8%	107,463
Net Expenditure	(106,823)	(107,806)	(15,500)	92,306				
7000 plus Transfer from EMR	106,823	107,463						
Movement to/(from) Gen Reserve	0	(343)						
Grand Totals:- Income	2,221	714,258	672,871	(41,387)			106.2%	
Expenditure	198,948	792,803	672,871	(119,932)	26,671	(146,603)	121.8%	
Net Income over Expenditure	(196,727)	(78,545)	0	78,545				
plus Transfer from EMR	111,804	183,355						
less Transfer to EMR	0	65,758						
Movement to/(from) Gen Reserve	(84,923)	39,051						

Item 6c

SUMMARY REPORT OF EARMARKED RESERVES 2021-22

Project Ref	NC		Committee	Site	EMR	Balance as at 1st April 2021	Less: Actual Year to date Expense	Balance	Add: Year to date receipts	Balance as at 28th Feb 2022
RF	330	1	Executive	By-election	By-election costs	£ 5,000		£ 5,000		£ 5,000
RF	335	2	Executive	Communications	Communication Strategy	£ 693		£ 693		£ 693
RF	342	3	Executive	Events	Christmas Lights switch on	£ 2,673	£ 1,940	£ 733	£ 2,829	£ 3,562
RF	344	4	Executive	Events	Carnival	£ 8,671		£ 8,671		£ 8,671
I	370	5	Facilities	Cemetery	Cem Roads, Cem Monuments	£ 4,500		£ 4,500		£ 4,500
J	372	6	Facilities	Cemetery	Cemetery Chapels	£ 50,000	£ 700	£ 49,300	£ 5,000	£ 54,300
L	375	7	Facilities	Corn Hall	Corn Hall	£ 20,000		£ 20,000	£ 6,500	£ 26,500
M	384	8	Facilities	Council Offices	Building maintenance	£ 20,000		£ 20,000	£ 10,000	£ 30,000
D	390	9	Facilities	DYCC	Van Replacement	£ 5,000		£ 5,000	£ 1,000	£ 6,000
K	392	10	Facilities	DYCC	Maintenance workshop	£ -		£ -	£ 1,500	£ 1,500
O	398	11	Facilities	DYCC	DYCC	£ 5,000	£ 1,998	£ 3,002		£ 3,002
P	400	12	Facilities	Market	Maintenance Market	£ 20,000		£ 20,000	£ 1,000	£ 21,000
C	412	13	Facilities	Mere	Boardwalk	£ 1,000		£ 1,000	£ 4,000	£ 5,000
H	414	14	Facilities	Mere	Maintenance Mere's Mouth (Resurfacing)	£ -		£ -	£ 1,000	£ 1,000
G	416	15	Facilities	Mere	Mere Fountain	£ 10,000	£ 435	£ 9,565	£ 6,500	£ 16,065
A	422	16	Facilities	Park	Park General - Beacon Project	£ 10,000	£ 13,167	-£ 3,167	£ 4,167	£ 1,000
B	424	17	Facilities	Park	Play Equipment	£ 41,482	£ 41,482	£ -		£ -
	426	18	Facilities	Park	Park Toilets	£ -		£ -	£ 13,000	£ 13,000
Q	430	19	Facilities	SPG	Athletics maintenance	£ 10,458	£ 4,000	£ 6,458	£ 4,542	£ 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	£ -		£ -	£ 1,059	£ 1,059
F	440	23	Facilities	St Marys Churchyard	Closed churchyard repairs	£ 10,000		£ 10,000	£ 5,000	£ 15,000
E	450	24	Facilities	Facilities	Tree Management	£ -		£ -	£ 500	£ 500
N	469	25	Facilities		5 Yr Electrical Testing	£ -		£ -	£ 5,250	£ 5,250
U	470	26	Facilities		Park Bollards	£ -		£ -	£ 15,000	£ 15,000
RF	455	27	HTP	HTP	HTP	£ 9,868	£ 691	£ 9,177		£ 9,177
RF	460	28	Infrastructure	Infrastructure	Bus Shelters maintenance	£ 15,961	£ 135	£ 15,826		£ 15,826
RF	462	29	Infrastructure	Infrastructure	Streetlights	£ 206,635	£ 106,823	£ 99,812		£ 99,812
RF	464	30	Infrastructure	Infrastructure	Community Infrastructure Levy (CIL)	£ 45,274	£ 8,490	£ 36,783	£ 12,011	£ 48,795
RF	466	31	Infrastructure	Infrastructure	CCTV	£ 5,803	£ 640	£ 5,163		£ 5,163
RF	468	32	Infrastructure	Infrastructure	D&D Neighbourhood Plan	£ 2,637	£ 16,020	-£ 13,384	£ 15,569	£ 2,185
V	471	33	Infrastructure	Infrastructure	Park Light Review	£ -		£ -	£ 10,000	£ 10,000
W	472	34	Infrastructure	Infrastructure	Mere Street Pedestrianisation	£ -		£ -	£ 10,000	£ 10,000

Project Ref	NC		Committee	Site	EMR	Balance as at 1st April 2021	Less: Actual Year to date Expense	Balance	Add: Year to date receipts	Balance as at 28th Feb 2022
X	473	35	Infrastructure	Infrastructure	Street Cleaner	£ -		£ -	£ 35,000	£ 35,000
					TOTAL	£ 510,655	£ 196,521	£ 314,134	£ 170,427	£ 484,560

	% of EMR	Balance 2021/22	YTD Balance
Facilities	48%	£207,440.89	£230,676
HTP	2%	£9,868.40	£9,177
Infrastructure	47%	£276,309.26	£226,781
Executive	4%	£17,036.57	£17,926
TOTAL		£510,655.12	£484,560

Balance as at 28/02/2022	General Reserves	£ 330,809
	EMR	£ 486,558
	Total Funds	£ 817,367

	Streetlighting Funds Breakdown	
	Capital Reserves (ring fenced)	£ 94,812
	EMR General	£ 5,000
		£ 99,812

DISS TOWN COUNCIL – GOVERNANCE AND MANAGEMENT RISK REGISTER

Risk Score						
Impact	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		likelihood				

OBJECTIVES:

- 1) To identify the management risks relevant to Diss Town Council
- 2) Estimate the significance of the risks.
- 3) Assess the likelihood of their occurrence.
- 4) Establish actions to address those risks.

METHOD:

The likelihood that the risk will occur is measured on a scale of 1-5:-

- 1 – Very Unlikely
- 2 – Slightly, rarely occurs
- 3 – Feasible (Possible but not common)
- 4 – Likely (Has before, will again)
- 5 – Very Likely

This shows how often there is an opportunity for the risk to occur.

The Impact of a risk is measured on a scale 1-5:

- 1 – No significance.
- 2 – Minor
- 3 – Moderate
- 4 – Major
- 5 – Catastrophic

Addressing risks may involve one or more of the following standard responses.

Tolerate: risks are containable with appropriate contingency plans

Treat: Imposing controls or setting up prevention techniques.

Transfer: Specialist external services or insurance cover

Terminate: Intolerable risks where no other response is acceptable.

DISS TOWN COUNCIL – GOVERNANCE AND MANAGEMENT RISK REGISTER

No.	Risk	Details of Impact	Likelihood	Impact	Rating	Control Action	Rating after control actions	Review Frequency	Responsible Person(s)
1	Lack of forward planning and budgetary controls	➤ Lack of direction and prioritisation	2	4	8	Strategy action plan Budget Action Group formation Clear and annually reviewed Financial Regulations	1 x 4 = 4	Annually in October	Town Clerk
2	Poor reporting to Council	➤ Poor quality decision making ➤ Council becomes ill informed	4	4	16	Good Leadership in Clerk Clear strategy form Leader of the Council Decisions made through council and not by one councillor Strategy plan dates for review Key documents schedule	2 x 4 = 8	Quarterly When required	Town Clerk,
3	Loss of key staff	➤ Failure in council control ➤ Failure in Managing workload ➤ Failure of responding of public demands ➤ Diversion of key staff from priority work	4	3	12	Succession Planning for Clerks, Maintenance Manager. Clear office procedures Effective performance management policy Good recruitment procedures. Looking after staff welfare and health to aid retention Staff trained in multiple areas to reduce single points of failure.	2 x 3 = 6	Annually	Town Clerk

DISS TOWN COUNCIL – GOVERNANCE AND MANAGEMENT RISK REGISTER

4	Poor document control	<ul style="list-style-type: none"> ➤ Information not completed in a timely manner ➤ Deadlines missed ➤ Loss of staff morale ➤ Impact on Staff mental health ➤ Loss of vital information 	3	4	12	Clear Standing Orders and job descriptions. Effective performance management Sound filing systems and cloud backup Use of fireproof cabinet where required Document Retention Policy	1 x 4 = 8	Annually	Town Clerk
5	Non-Compliance with law: *Health and Safety *Equalities *Data Protection *Human Rights *Disability Discrimination *Employment Law	<ul style="list-style-type: none"> ➤ Fines and Penalties from regulation bodies ➤ Employee action for negligence or grievance ➤ Loss of reputation ➤ Legal action from third parties 	3	5	15	Clear policies and procedures H&S Training GDPR Policy updated and implement yearly Updated employment contracts Training programme for staff including induction procedure. Professional usage, ie HR specialists, solicitors as and when required	2 x 5 = 10	4 yearly Annually	Town Clerk
6	Ensuring all business activities are within legal power	<ul style="list-style-type: none"> ➤ Illegal expenditure ➤ Reputational loss ➤ Financial loss 	3	4	12	Adhering to legal documents Adhering to financial regulations Clerk to keep updated on new regulations Internal controls officer monitoring finance monthly	1 x 4 = 4	As required	Town Clerk,
7	Council lacks relevant skills and commitment	<ul style="list-style-type: none"> ➤ Higher cost to council for professional advice 	3	4	12	Clear co-option procedure Mandatory training and induction for all new Councillors	1 x 4 = 4	Annually Every meeting	Town Clerk;

DISS TOWN COUNCIL – GOVERNANCE AND MANAGEMENT RISK REGISTER

		<ul style="list-style-type: none"> ➤ Council failure to achieve its purpose ➤ Decision making by-passes Council and is completed out of council ➤ Poor value for money 				Updated training for councillors after 5 years on council Close review of attendance Encourage good relationships between Officers and Councillors			
8	Council becomes dominated by one or two individuals, or cliques form	<ul style="list-style-type: none"> ➤ Conflicts between cliques ➤ Pursuit of personal agendas ➤ Decisions made outside Council by individuals ➤ Lack of motivation for other councillors 	3	3	9	Clear Standing Orders regarding conduct of meetings Training for Councillors Quarterly informal meetings for councillors and officers to discuss non council business All decisions to be made inside of council Council Leader to deal with any conflicts between councillors as early as possible	1 x 3 = 3	Annually	Council Leader
9	Sudden loss of councillors	<ul style="list-style-type: none"> ➤ Reputational loss ➤ Unable to make decisions ➤ Delay to decision making process ➤ Loss of skills for the council ➤ Business cannot be transacted ➤ District Council would become involved in council business 	4	3	12	Ensure councillors are well trained Well being of councillors looked after Ensure councillors are well informed Training of councillors Inclusion of all councillors on business of the council Focus on councillor retention	1 x 3 = 3	Annually	Council Leader

DISS TOWN COUNCIL – GOVERNANCE AND MANAGEMENT RISK REGISTER

		➤ New by-election would need to be held							
10	Failure to register Members' interests, gifts, etc.	<ul style="list-style-type: none"> ➤ Reputational risk of council ➤ Honesty and integrity of councillors ➤ Transparency of council and councillors 	3	3	9	Annually record and monitor Members' interests and gifts Officers up to date with Code of Conduct for councillors Annual review of Code of Conduct and Dispensation Policy Member training Working alongside County officer and NALC Working alongside local authority monitoring officer	1 x 3 = 3	As required	Town Clerk
11	Lack of maintenance of Council owned property	<ul style="list-style-type: none"> ➤ Higher cost of repair ➤ Injury to third party leading to claims ➤ Damage to property ➤ Loss of Income ➤ Reputation damage ➤ Injury to staff or councillors whilst visiting property 	4	4	16	Building structural survey Stock condition survey Regular maintenance checks Insurance cover Facilities Management Plan Managing of maintenance staff Management of contractors Skills and Knowledge to complete works required. Maintenance Manager to understand stock and requirements for the upcoming fiscal year	4 x 2 = 8	Ten yearly Throughout the year	Town Clerk

DISS TOWN COUNCIL – GOVERNANCE AND MANAGEMENT RISK REGISTER

12	Damage or loss to Council owned property by third party or natural disasters.	<ul style="list-style-type: none"> ➤ High cost of repair ➤ Loss of assets ➤ Disruption to services ➤ Damage to public property or person ➤ Loss of income 	2	3	6	Adequate insurance cover. Fire Alarm installed in all properties CCTV installed in Council owned properties Building and land checks by Maintenance Manager Regular maintenance on all properties All data information backup to Cloud	2 x 2 = 4	Continuous	Town Clerk
13	Damage to third party property or individuals due to service or amenity provided	<ul style="list-style-type: none"> ➤ Claim against Council ➤ Increased insurance premium 	4	4	16	Public liability insurance H&S checks Event Management planning alongside SAG Regular checks of facilities Maintenance Manager to conduct regular health checks on properties Health & Safety and risk assessments	4 x 2 = 8	As required	Town Clerk
14	Fraud, Misconduct or Gross Underperformance	<ul style="list-style-type: none"> ➤ Reduction in available funds ➤ Reputational risk of council ➤ Loss of staff ➤ Loss of Money or Assets ➤ Legal expenses and procedures ➤ Financial implications for 	2	4	8	Clear financial procedures and regulations Staff / Member/ Internal control policies Bi-annual internal audits Adequate insurance cover Performance Management regular reviews Councillor monitoring officer checking on	1 x 4 = 4	Annually	Town Clerk

DISS TOWN COUNCIL – GOVERNANCE AND MANAGEMENT RISK REGISTER

15	Significant change in funding. sudden large expenditure required; excessive under-budgeting	<ul style="list-style-type: none"> ➤ Services not provided ➤ Lack of confidence in Council ➤ Inability to carry out functions ➤ Insufficient funds for contingencies or projects 	2	4	4	Robust budgeting process Regular in-year budget progress reports Council has established adequate reserves Insurance in place to cover major risk Resort to other funding sources or Public Works Loan Board Correct deficit via budget planning over subsequent years Project EMR forward budget planning over several years	1 x 4 = 4	Annually Quarterly Annually	RFO
16	Inappropriate VAT treatment	<ul style="list-style-type: none"> ➤ Penalties from HMRC ➤ Excessive exempt VAT expenditure ➤ Reputational risk and damage to Council 	2	3	6	MTD implementation, bi annual audit and further staff training Measures to minimise business exempt expenditure where appropriate or seek alternatives when necessary (such as option to tax)	1 x 3 = 3	Bi-weekly As required	RFO
17	Non-compliance with restrictions on borrowing / inability of Council to repay a loan	<ul style="list-style-type: none"> ➤ Penalty payments ➤ Negative PR 	1	4	4	Include loan repayments in annual budget Clear Financial Regulations Careful review of current procedures for borrowing	1 x 4 = 4	Annually As required	Town Clerk

DISS TOWN COUNCIL – GOVERNANCE AND MANAGEMENT RISK REGISTER

No.	Risk	Details of Impact	Likelihood	Impact	Rating	Control Action		Review Frequency	Responsible Person(s)
18	Failure to use grants received for intended purposes	<ul style="list-style-type: none"> ➤ Lack of funds for project for which grant was intended ➤ Investigation into the use of funds ➤ Repayment of funds 	2	4	8	Ensure funds properly ring fenced Clear financial procedures Clear record in minutes Inclusive of scope of audit preparations Internal controls councillor to continue with financial weekly checks	1 x 4 = 4	As required	RFO
19	Failure for local organisations to use grants given for intended purposes under specific powers or s137	<ul style="list-style-type: none"> ➤ Lack of funds for project for which grant was intended ➤ Misuse of grant monies ➤ Reputational risk for misuse of S137 powers 	2	3	6	Revised grant application and follow up procedure to establish expenditure. Maintain a separate record for s.137 expenditure Clerk to understand and highlight necessary procedures for use of S137 monies	1 x 3 = 3	Annually	Town Clerk
20	Not keeping the proper statutory financial records	<ul style="list-style-type: none"> ➤ Inadequate financial control 	3	4	12	Regular scrutiny of financial records and proper arrangements for the approval of expenditure Bi annual audit and year end update Internal controls councillor weekly checks Executive Committee checking quarterly expenditure returns.	1 x 4 = 4	Annually	RFO
21	Failure to plan for staff absence	<ul style="list-style-type: none"> ➤ Inability to replace staff with temporary staff 	2	4	8	Maintain adequate staff to cover staff absences Monitor leave requests Succession Planning –	2 x 2 = 4	As required	Town Clerk

DISS TOWN COUNCIL – GOVERNANCE AND MANAGEMENT RISK REGISTER

		<ul style="list-style-type: none"> ➤ Inability to pay staff and contractors ➤ Loss of knowledge and experience ➤ Single point of failures if staff are only point of knowledge for the role 				Train staff to understand all roles for such an incident Utilise councillors specialist knowledge to help in staff shortages.			
22	Failure to register Town Council owned land	<ul style="list-style-type: none"> ➤ Land ownership disputes ➤ Cost to council for legal specialists 	1	5	5	Ensure all Town Council owned land is registered with HM Land Registry Keep records of Land Registry docs in secure place Access to boundary maps	1 x 3 = 3	As required	Town Clerk
23	Failure to carry out Cemetery Record Checks	<ul style="list-style-type: none"> ➤ Inaccurate allocation of exclusive rights / burial plots ➤ Loss of potential income ➤ Unnecessary distress to bereaved families ➤ Financial cost for council ➤ Reputational cost for council 	2	4	8	Checks of Cemetery Records by independent member of staff All burials and memorials to be checked by Dep TC	1 x 4 = 4	Quarterly	Town Clerk
25	Misuse of credit card	<ul style="list-style-type: none"> ➤ Financial loss ➤ Financial regs not being adhered to ➤ Bank carrying out fraud investigations 	3	4	12	Appropriate controls on spending Robust payment authorisation process Accounting treatment through P/Ledger	1 x 4 = 4	Annually/ Monitored monthly	Town Clerk

DISS TOWN COUNCIL – GOVERNANCE AND MANAGEMENT RISK REGISTER

		<ul style="list-style-type: none"> ➤ Bank carrying out Council banking requirements ➤ Loss of Credit Card or Bank account 				Only Clerk/Dep TC/RFO have access to credit cards Internal controls councillors ensuring financial regs are being adhered to			
26	Risks associated with changing bank / Debtor delays	<ul style="list-style-type: none"> ➤ Money paid into the wrong account ➤ Unable to maintain cash flow ➤ Time management of securing new bank accounts and mandates 	1	4	4	To keep current account open to cover the overlap. Inform Debtors immediately	1 x 4 = 4	After 6 months	RFO
27	Disaster impacting on town	<ul style="list-style-type: none"> ➤ Loss of life ➤ Casualties ➤ Fear amongst community ➤ Loss of / damage to Council assets or town facilities 	2	5	10	Emergency Response Plan Work with Police/Ambulance/Fire Brigade Work alongside higher tier authorities Work alongside Emergency Planning Officer Social media updates to try and relieve stress in Town Signposting of public to nearest shelter centre Opening up of Buildings to enable Emergency Plan to work Council to take part in any learning reviews after any disaster Emergency Plan updated yearly with new telephone numbers etc	2 x 3 = 6	As and when disaster occurs. Emergency plan updated yearly or when changes need to be implemented.	Town Clerk

DISS TOWN COUNCIL – GOVERNANCE AND MANAGEMENT RISK REGISTER

						Council providing point of contact in emergencies through Emergency plan Emergency Plan box with details and eqpt kept in office.			
28	Council Offices unserviceable (e.g. fire / flood)	<ul style="list-style-type: none"> ➤ Services suspended ➤ Cost of repair / replacement of equipment ➤ Loss of IT facilities 	1	5	5	<p>Enacted Homeworking Policy</p> <p>Short-term measured recovery in the alternative location – DYCC</p> <p>Medium / long-term plan to return to Council Offices</p> <p>Backup cloud service provided by existing IT supplier</p> <p>Replacement IT eqpt to be purchased/replaced</p> <p>All information in Cloud</p> <p>Cemetery books in fireproof cabinet in main office</p>	1 x 3 = 3	As and when required. Emergency plan updated yearly.	Town Clerk
29	Media misreporting	<ul style="list-style-type: none"> ➤ Incorrect information being consumed by public ➤ Complaints ➤ Negative PR ➤ Reputation risk to Council ➤ Reputation risk to staff 	3	3	9	<p>Press releases / news items issued where relevant by correct members of staff</p> <p>Develop good relations with media</p> <p>Follow Communications Policy</p> <p>Council Leader / Clerk to brief journalists as per Comms policy</p> <p>Social media monitored daily and rectified if misreporting</p>	3 x 2 = 6	As required 4-yearly	Town Clerk

DISS TOWN COUNCIL – GOVERNANCE AND MANAGEMENT RISK REGISTER

30	Contractors not supplying agreed services	<ul style="list-style-type: none"> ➤ Incomplete project ➤ Unsatisfactory outcomes ➤ Additional cost / time to complete project ➤ Relationship with contractor ➤ Financial penalties ➤ Loss of income through not being able to rent property 	2	4	8	<p>All tasks are controlled by Purchase Order against specification</p> <p>Review higher cost contracts to ensure they are controlled by defined contract or service level agreement</p> <p>Contracts monitored and kept on track</p> <p>All contracts over 2k to be agreed by Council</p>	1 x 4 = 4	As required	Town Clerk
31	Confidential data being disclosed	<ul style="list-style-type: none"> ➤ ICO investigation / fine ➤ Negative PR ➤ Complaints ➤ GDPR implications 	3	4	12	<p>Confidential data held in accordance with GDPR</p> <p>Security measures in place and used e.g. safes, shredding, firewall</p> <p>Staff / Member GDPR policy</p> <p>Nominated Data Protection Officer in place</p> <p>Personnel files accessed by Managers only</p> <p>Sensitive information accessed by Clerk and Dep Clerk</p>	1 x 4 = 4	Annually	Town Clerk

Draft Schedule of Council/Committee Meetings 2022/23

	April 2022	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan 2023	Feb	Mar	Apr	May
Executive Committee			29 th			21 st			7 th			1 st		
Facilities Committee		11 th		20 th				23 rd			15 th			3 rd
Infrastructure Committee	20 th			27 th			26 th			25 th			5 th	
Full Council	13 th	18 th	15 th	13 th		7 th		9 th	21 st	11 th		15 th	12 th	17 th
Annual Town Meeting (electors)	27 th												26 th	
Informal meetings of councillors			1 st				12 th				22 nd			

Notes

1. The **Annual Town Meeting** (for electors) for 2022/23 is scheduled for **6pm** on **Wednesday 26th April 2023** at the **Diss Youth & Community Centre**.
2. All other meetings will be held at 7.15pm with most taking place in the Council Chamber at the Corn Hall.
3. The Schedule excludes Planning meetings, which usually precede scheduled committee dates above and start between 6pm and 6.30pm should applications require committee consideration.
4. The annual meeting of the Diss Surveyors Allotment Charity (DSAC), of which all councillors are trustees, will precede the June meeting of Council at a time to be advised.
5. Meetings will be advertised 5 clear days in advance with the agenda on the Council's notice board and website.
6. Members will be invited to all meetings via Outlook calendar once the schedule is approved and the agenda packs will be attached to the calendar invite.

DISS TOWN COUNCIL – COUNCILLOR INDUCTION PACK - CONTENTS

Name of Councillor:

Date of Co-option / Election:

This pack contains the following documents under subheadings. N.B. Most of these documents have been created, some may require review and several need to be produced. Some documents are available via the Council's website so links will be provided where appropriate.

Administration

1. Complete appointment paperwork i.e. declaration of office / confirmation of email for service of documents / register of interests within 28 days of election or co-option / iPad receipt
2. Induction checklist
3. Agenda for initial welcome meeting
4. Induction programme review form

Staffing

5. DTC organisation chart
6. Town Clerk job description
7. Job descriptions other staff
8. Staff / cllr contacts (include website and social media details)
9. Policy handbook (most policies apply to staff & cllrs)

Councillor roles

10. Councillor job description (to include roles/responsibilities)
11. Job descriptions of Town Mayor, Council Leader and Chairs
12. Model code of conduct
13. Event attendance
14. Role of the "Buddy"
15. Link to Good Councillors Guide
16. Appraisal process for members

Meetings

17. Committee Structure and Membership
18. Schedule of meetings
19. Standing Orders
20. Committee responsibilities
21. Annual Review of Key Documents
22. Council reps on other bodies

Council Strategy

23. Strategic Plan
24. List of current Action Groups
25. Communications Strategy

Council sites & assets

26. Details of Council owned sites
27. Parish map
28. Assets list
29. Council responsibilities graphic (DTC / District / County)

Finance

30. Financial Regulations
31. Copy of current budget

Training

- 32. Details of training opportunities and links to providers
- 33. Cllr training evaluation form

DSAC

- 34. Diss Surveyors Allotment Charity policy

DISS TOWN COUNCIL – COUNCILLOR INDUCTION PROGRAMME

Name of Councillor:

Date of Co-option / Election:

Date	Activity	Date Complete
Week 1	Initial welcome meeting with Town Clerk and Mayor. Complete formal paperwork. Issue Induction Pack. Brief tour of Council offices and initial brief introduction to staff.	
Week 1	Allocation of, and introduction to, "Buddy".	
Weeks 2-5	Formal Meeting with Deputy Town Clerk – 30 minutes.	
Ditto	Formal Meeting with RFO – 30 minutes.	
Ditto	Formal Meeting with Maintenance Manager – 30 minutes.	
Ditto	Site visits with Maintenance Manager and informal meetings with maintenance staff (sites will need to be listed)	
Ditto	Informal meetings with office based staff – 20 minutes each (These will need to be listed on separate lines so that they can be checked off)	
Week 6	Induction review meeting with Town Clerk and Mayor. To provide feedback on the Induction programme, to identify any additional training/development needs for the Inductee. (Town Clerk/Mayor to seek feedback from "buddy" prior to meeting).	
Week 13	Quarterly personal development review meeting with Town Clerk and Mayor.	
Week 26	Quarterly personal development review meeting with Town Clerk and Mayor.	
Week 39	Quarterly personal development review meeting with Town Clerk and Mayor.	
Week 52	Quarterly personal development review meeting with Town Clerk and Mayor.	

Good morning Eric,

Thanks for your email, and I look forward to hearing from you after the 13th.

I can see your point about the management fees. For the affordable housing, the fee is usually paid directly by the Registered Provider (not the tenant), so this is factored into the purchase price paid to the developer for the properties. For private housing the fees will vary between different property types (i.e. number of bedrooms). The Consumer Code requires developers to make any management charges clear in their sales literature, and the fees are taken account of in the property prices and any affordability calculations for mortgage lending. So there is definitely an incentive for developers to keep this reasonable so as not to discourage potential purchasers.

Unfortunately there is not a lot we can do at this stage to influence this, as the eventual developer and management company will agree a schedule based on the approved detailed design (including hard and soft landscaping etc.). It would however be a good question to ask as part of any future reserved matters application, on which the Town Council will of course be consulted.

I hope this helps and please let me know if you need any further information on the above.

Kind regards,

Richard

Richard Martin
Director



Suite 5, Oyster House, Severalls Lane, Colchester, Essex CO4 9PD

On Wed, 30 Mar 2022 at 08:25, Eric Taylor <councillorTaylor@diss.gov.uk> wrote:

Good Morning Richard

Thank you for your email. I will recommend acceptance of this revised figure to Full Council on 13th April and I am confident this will be accepted.

I still have a minor concern on the Management fee which seems high at £250 especially with so many dwellings on the site. I realise it is early in the process for setting this fee but would be grateful if you could bear my comments in mind when this is eventually set.

Thank you for your help

Kindest Regards

Eric Taylor

From: Rich Martin <richard@mscott.co.uk>

Sent: 27 March 2022 11:52

To: Eric Taylor <councillorTaylor@diss.gov.uk>

Cc: Simon Olander <councillorOlander@diss.gov.uk>; Sarah Richards <sarah.richards@diss.gov.uk>

Subject: Re: Land East of Shelfanger Road - POS Maintenance

Good morning Eric,

Thanks for your email.

In terms of the hedge, that makes sense, and I have just measured the northern boundary as c. 320m. As such we would propose an additional £7,328 (+indexation) for this element.

I used 2 cuts per year for the wildflower area as this is what is in the SPD, and I can't see anything separate for weed suppression?

On balance, would a revised base figure of £27,182 (indexed to £30,636) be acceptable?

Kind regards,

Richard

On 27 Mar 2022, at 10:29, Eric Taylor <councillorTaylor@diss.gov.uk> wrote:

Hello Richard

Thank you for getting back to me with your explanation.

One of our newest councillors used to live just across the border in Mid Suffolk and has had previous experience with calculating Section 106 contributions. He said that in an agreement made in Bacton in July 2018 a figure of £5.73 per square metre was agreed. He also made two further points:

- The wildflower meadow would need more care than just two cuts a year, especially weed suppression.
- If there is to be a hedge on the new boundary, his estimate is about 300m. @£2.29 per linear metre = £ 6,870.

Even without extra for weed suppression, a new figure would be £26,924. Indexed, this would be £30,345.

In view of what I am being told I wondered if you would be able to have another look.

Kindest Regards

Eric

From: Richard Martin <richard@mscott.co.uk>

Sent: 24 March 2022 17:13

To: Eric Taylor <councillorTaylor@diss.gov.uk>

Cc: Simon Olander <councillorOlander@diss.gov.uk>; Sarah Richards <sarah.richards@diss.gov.uk>

Subject: Re: Land East of Shelfanger Road - POS Maintenance

Good afternoon Eric,

Thanks for your email, and apologies - I had not received your email from the 21st.

Please see below in response to your points.

Management Fee

We would expect this to be in the region of £250 per year. Without confirmation from the eventual developer this is just an estimate, but it is based on what we have seen on similar sites in the region. The developer will be seeking to keep this as low as possible as the charge will of course be factored into the overall purchase price by prospective buyers.

Cemetery Maintenance Fee

The Open Space SPD (<https://www.southnorfolkandbroadland.gov.uk/downloads/file/197/open-space-spd>) has a generic figure for Informal Recreation Space of £0.71 per m2. However, c. 42% of that cost comes from mowing the grass 15 times per year, and a further c. 9% from maintaining surfaced paths. Given that this land will be seeded as wildflower meadow, I think it is more appropriate to use the Meadow Grass figures from the SPD. I have done a bottom-up calculation based on my best estimate of what will actually be in place and therefore required on the land:

- Meadow Grass: £0.03 (cutting rate) x 6,400 (area) x 2 (visits per year) x 10 (years) = £3,840
- Litter Pick: £2 (per 3,000 m2) x 2.133 (pro-rated to 6,400 m2) x 18 (visits) x 10 (years) = £768
- Empty Bin: £5.30 (per visit) x 2 (no. bins) x 52 (visits) x 10 (years) = £5,512
- Technical Maintenance: £5.07 (SPD rate) x 6,400 (area) x 10 (years) x 3% (maintenance rate) = £9,734
- **TOTAL = £19,854**

All of these rates are from September 2018, and RPI indexation would apply in the S106 agreement. By way of example, the February 2022 RPI figure of 320.2 would result in an indexed figure of £22,377.

I can also confirm that we can commit to seeding the extension land as requested, as well as installing the fencing and appropriate landscaping on the development site side of the fence (as set out in my original email).

I trust the above is clear and please let me know if there is anything you would like to discuss further.

Kind regards,

Richard

On Thu, 24 Mar 2022 at 15:06, Eric Taylor <councillorTaylor@diss.gov.uk> wrote:

Good Afternoon Richard

Yes we did agree to your suggestions, however you are missing an email I think.(attached above)

You will see I was asked to clarify

1. What sort of management fee the residents will have to pay. There was concern that they were not faced with very high maintenance charges.

2. What had you in mind in terms of the 10 year maintenance fee for the cemetery.

Providing there are no major surprises to the two questions we would happy to formally agree.

Kindest Regards

Eric Taylor

Sarah

I have attached a document from SLCC which clearly defines the roles of Clerk, Council and Councillors and brings it back to basics. As we know, in addition to this the mayor / chair legally has is the role of chairing full council meetings and has the casting vote in the event of a tied vote. All other roles / responsibilities will need to be covered in Standing orders however they obviously do need to be legal.

On the issue regarding removal of a member / Council Leader – I don't see how you can separate the role from the person. Removal of an elected council member is fraught with legal issues. There appears to be a number of legal cases around this and it is very complex. I also understand the recent issues at Attleborough Town Council was caused by trying to remove Deputy Mayor & committee member roles and this eventually was settled out of court before going to a judicial review and costing the Council £150k+ in legal fees.

I would therefore suggest that the piece regarding the removal of The Council Leader not be included.

Regards,
Jeremy

Jeremy Burton
County Officer, Norfolk Association of Local Councils

From: Sarah Richards <sarah.richards@diss.gov.uk>
Sent: 28 March 2022 22:04
To: Jeremy Burton <CountyOfficer@norfolkalc.gov.uk>
Subject: RE: Town Council Leader.

Hi Jeremy

Thanks for your email and good to see you on Friday albeit briefly. Yes that would be the focus but if there is any further general advice on the report / proposals, that would also be helpful.

Kind regards
Sarah Richards
Town Clerk

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

Tel/Fax: 01379 643848 (Ext: #209)

Find us online: www.diss.gov.uk or on Facebook.

From: Jeremy Burton <CountyOfficer@norfolcalc.gov.uk>
Sent: 25 March 2022 07:51
To: Sarah Richards <sarah.richards@diss.gov.uk>
Subject: RE: Town Council Leader.

Good morning Sarah,

I have read the draft minutes and it would be myself at NALC who you would need to contact to get further advice on this. I will also seek further advice if I am unclear on any aspect.
Is it just the piece regarding 'the Council Leader may be replaced at any meeting of Full Council' which you are requiring clarification on ?

Regards,
Jeremy

Jeremy Burton

County Officer, Norfolk Association of Local Councils
County Hall, Martineau Lane, Norwich, NR1 2UF
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From: Sarah Richards <sarah.richards@diss.gov.uk>
Sent: 22 March 2022 16:51
To: Jeremy Burton <CountyOfficer@norfolcalc.gov.uk>
Subject: RE: Town Council Leader.

Hi Jeremy

The protocol for the Council Leader was discussed last week and I copy below the draft minute:

FC0322/10

COUNCIL LEADERSHIP

- a) Members received a report from the Town Mayor regarding his year to date in his role. Cllr Browne confirmed that she was pleased there were now regular meetings between the Town Mayor, Council Leader and Clerk.
- b) Members received a report regarding the role of Council Leader from the Chair of the Executive Committee who explained that there was no provision in Standing Orders to cover the Council Leader if s/he was no longer able to perform her / his duties and that the proposed protocol intends to make the role as transparent and open as possible. Cllr Gingell was thanked for the work undertaken on the report.

It was noted that it had been written for presentation to the Executive committee originally but that due to timescales, the overlap with the Mayor's report and that the roles and responsibilities of members is

considered by Full Council, the Clerk had requested it was considered by Full Council. Advice had been sought from the Norfolk Association of Local Councils regarding the legalities of the proposals and it was agreed that further checks would be required prior to adoption. It was

RESOLVED: for councillors Gingell, Olander and Clerk to review the legalities and bring back to the April Council meeting or an extraordinary meeting if necessary for adoption prior to the elections in May.

When we spoke I understood that you queried the legality of the removal of members as you didn't believe the Council has the power to do this (relevant to point 3 under CL role – 'The Council Leader may be replaced at any meeting of Full Council. The motion to replace the Leader must be notified in the agenda of that meeting.'). It was suggested that the protocol refers to replacing a role not a member although I would argue that the reason you would be replacing a Council Leader is because the current incumbent wasn't doing an effective job not that the Council had decided to discontinue with the role of Council Leader.

Anyway as you can see, I've been asked to seek further advice. Can you please confirm who at Norfolk ALC or SLCC I should be speaking with?

Kind regards
Sarah Richards
Town Clerk

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

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3 March 2021

[REDACTED]

Our Reference: Norf 21/388

Dear [REDACTED]

Client: Swaffham Town Council ('the Council')
Subject Matter: Splitting chairman/ mayor position

Thank you for your recent request for advice with regards to legality of splitting the Mayor and Chairman roles, received 1 March 2021.

In short, there is no legal power to separate these two roles. Section 245(6) Local Government Act 1972 states that:

The council of a parish [...] which is not grouped with any other parish [...] may resolve that the parish [...] shall have the status of a town and thereupon—

(a) the council of the parish [...] shall bear the name of the council of the town;

(b) the chairman and vice-chairman of the council shall be respectively entitled to the style of town mayor and deputy town mayor;

(c) the parish meeting [...] shall have the style of town meeting.

I draw your attention to the underlined subsection b above, which makes clear that the roles of chairman and town mayor are identical, and therefore cannot be separate; and there is no power to separate these two roles. The Council cannot have both a Chairman and Mayor, and neither can it have a Vice-Chairman and Deputy Mayor. These two terms and roles are the same and cannot be split.

I recommend the Council and CALC re-familiarises itself with LTNs 1 – Council's powers to discharge their functions and 2 – Chairman of local councils, both providing useful and basic legal guidance on this matter. Both are available from our website www.nalc.gov.uk/members-area/legal

NALC Legal does not comment on policy documents from councils. However, as a general point, it is clear that the Council is trying to replicate what is often done at

principal authorities. Whilst it is common for principal authorities to split the roles, given their size and increased duties, there is no power for the Town Council to do so, and thus they should remain within the framework of their legal powers.

Yours sincerely

A black rectangular redaction box covering the signature area.

APRIL 2018

LTN 1 | COUNCILS' POWERS TO DISCHARGE THEIR FUNCTIONS

Introduction

1. When statutory functions are conferred on a local council, they are given to the full council. This means that formal decisions (known as resolutions) about the discharge of the council's statutory functions and the related responsibilities must be made at meetings of the full council. It is often impractical for the full council to meet every time decisions need to be made. Therefore legislation permits a council to delegate the performance of its statutory and legal responsibilities to:
 - a committee; or
 - a sub-committee; or
 - an officer of the authority; or
 - another local authority.
2. When a council delegates its responsibilities to committee, sub-committee, officer or another local authority, they are acting for and on behalf of the council. The statutory authority for a delegation is found in section 101(1) of the Local Government Act 1972 ('the 1972 Act'). The different delegations options are explained later in this Note.
3. A council cannot delegate responsibility for the performance of all its statutory functions. A council should be alert to the existence of statutory prohibitions to the delegation of particular statutory functions of a council. For example, a council's functions with respect to levying or issuing a precept can only be discharged by the full council (s.101 (6) of the 1972 Act). In practice, it is common for a committee to consider the level of precept and to make recommendations to the full council who can then make a final decision. Using another example, only full council can decide to borrow money (paragraph 2(4)) of schedule 1 to Local Government Act 2003 or can adopt or revise the code of conduct applicable to its members (s.28(13) of the Localism Act 2011 and, in Wales, s.51(9) of the Local Government Act 2000).

Individual councillors

4. A council cannot delegate the performance of its statutory and legal responsibilities to an individual councillor. This rule does not impinge on the statutory authority of a councillor to make decisions that do not relate to the performance of the council's responsibilities. For example, a councillor who is chairman of the council has additional voting powers in the election of a new chairman of the council (see Legal Topic Note 2 – the Chairman of Local Councils). Using another example, individual councillors may call an extraordinary meeting of the council if, having requested to do so, the Chairman of Council does not call one. As a further example, the councillor chairing a meeting of the full council, a committee or a sub-committee has additional voting powers and can take decisions relation to the running of a meeting (see Legal Topic Note 5 –Parish and Community Council Meetings).
5. The procedures and standing orders of a council should not allow for decisions about the discharge of a council's functions to be made by individual councillors. Resolutions made at a meeting or occasionally the standing orders of a council may authorise a councillor to act on matters which the council, or as the case may be, a committee or sub-committee is ultimately responsible for. For example, a meeting may resolve a particular councillor to be the council's representative at an external meeting. A council's standing orders based on model standing order 19c authorises a councillor to review the work of an individual member of staff and to conduct his appraisal on behalf of the staffing committee or sub-committee that he is a member of. The procedures and standing orders of a council should not allow for decisions about the discharge of a council's functions to be made by individual councillors.

Leaders

6. A local council has no statutory authority to elect a leader. However some politically divided or larger local councils do so. The leader of the council is often chosen by the group of councillors that has the political majority on the council. The role of a leader of a local council is not intended to undermine the role of the Chairman of the council or the chairman of a meeting. However a leader may be instrumental in raising business for consideration at a meeting or lobbying other councillors on an issue. The leader has the same formal standing as any other councillor. Like other councillors, the leader has no authority to discharge a council's statutory functions.

The Discharge of Functions by a Committee or a Sub-Committee

7. The appointment of a committee by full council or the appointment of a sub-committee by a committee must be confirmed by resolution. A committee may appoint a sub-committee unless otherwise directed by full council (s.101(2) of the 1972 Act). The appointing body for a committee or sub-committee must also decide, by resolution, the nature and scope of the responsibilities that it is delegating. In other words such resolution will confirm the terms of reference for the committee or, as the case may be, the sub-committee.
8. In respect of the appointment of a committee by full council or the appointment of a sub-committee by a committee, s.102 of the 1972 Act requires them to determine:
 - the number of members;
 - the terms of office of those members; and
 - the area within which the committee is to exercise its authority (if restricted);

S.106 of the 1972 Act provides that subject to any standing orders that the council has made in respect of quorum, proceedings and the place of meeting of a committee or sub-committee, the committee or sub-committee can determine the standing orders for their quorum, proceedings and place of meeting.

9. The collective decision-making responsibilities of the members of a committee or a sub-committee are limited by their terms of reference, Functions may be discharged by a committee or a sub-committee but not, as confirmed in paragraphs 4 and 5 above, by individual members of the committee (who may include the Chairman of a council or a chairman of a committee). Such practice was ruled by the High Court to be unlawful, in the case of *R v Secretary of State for the Environment ex parte London Borough of Hillingdon* [The Times 20 November 1985 also reported at greater length in the 'Local Government Review' on 4 January 1986].
10. The 1972 Act does not prescribe the minimum number of members for a committee or a sub-committee. In the Hillingdon case, the court confirmed that the minimum number of members should be more than one. If there were only two members, the person presiding could (but is not required to)

exercise his casting vote (by virtue of paragraph 39(2) of Schedule 12 to the 1972 Act). If he did exercise his casting vote, he could always secure a decision to his liking. In practice, the chairman of a committee comprised of only two members would have the sole power to take a decision which would conflict with the ruling in the Hillingdon case. It is NALC's position that the minimum number of members of a committee or sub-committee is three. Further commentary in support of NALC's position can be found on page 6 of the book 'Knowles on Local Authority Meetings – A Manual of Law and Practice, 8th Edition.'

11. Committee and sub-committee meetings can be held frequently and, arguably, these are easier to schedule than full council meetings because fewer councillors are involved. Such arrangements would, for example, enable local councils to respond to planning applications affecting their area within the timeframe allowed and, as another example, would enable councils to progress staffing matters without delay. This is further considered in Legal Topic Note 22 (Disciplinary and Grievance Arrangements).
12. Legal Topic Note 5 (Parish and Community Council Meetings) explains the statutory and other requirements relevant to committee and sub- committee meetings.

The Discharge of Functions by an Officer of the Authority

13. Functions may be delegated to an officer of the council by three bodies:
 - the full council;
 - a committee; or
 - a sub-committee.

It is open to the full council or a committee that it has appointed to decide when functions should be further delegated. A committee may delegate some of its responsibilities to a sub-committee or to an officer unless otherwise directed by full council. A sub-committee may delegate the discharge of functions to an officer unless otherwise directed by full council or its parent committee (s.101(2) of the 1972 Act). Further, it is always open to the council or a committee to undertake the work that it has delegated to a sub-committee or officer (s.101(4) of the 1972 Act).

14. It is prudent to ensure that the delegation of a council's statutory functions and related responsibilities is evidenced by a resolution. This rule does not apply to many of the routine administrative tasks such as raising invoices or sending correspondence or updating the council's website that staff are expected to undertake on a daily basis. A council's standing orders can usefully confirm specific or notable administrative responsibilities that particular officers are responsible for. Councils are referred to model standing orders 15b and 18dv for England and 15b and 18cv for Wales and other relevant model standing orders.
15. If a council delegates the performance of statutory functions to its officers in the course of their normal duties or from time to time, their job descriptions should reflect this.
16. Councils should also take care to ensure that any statutory functions delegated to officers are not, in fact, performed by individual councillors. This is particularly important if officers and councillors work together closely. As set out in paragraphs 4 and 5 above, the performance of a council's statutory responsibilities cannot be delegated to individual councillors. They cannot make decisions in relation to the performance of a council's statutory powers and functions outside meetings.
17. In the Hillingdon case (see paragraphs 9 and 10 above), the Judge stated that it would be difficult to fault a procedure where decisions by a council are taken by a duly authorised officer pursuant to s.101 of the 1972 Act in consultation with the elected chairman as it would be a simple way of dealing with urgent matters which could not be decided at a meeting, but for which it was undesirable for a single officer to take sole responsibility. In some instances, it may be appropriate for consultation to be wider than solely with the Chairman of the council or the chairman of a relevant committee or sub-committee. Councils may incorporate such arrangements in their standing orders or other internal procedures and policies that require a course of action to be taken without delay e.g. responses to media queries, progressing some personnel matters, reporting incident(s) to the police, or to the auditor, arranging for the execution of urgent repair works on council premises.

The Discharge of Functions by Other Authorities

18. Unless prohibited by legislation, the 1972 Act allows an authority to arrange for any of its functions to be discharged by another authority. Two or more local authorities can also arrange that their functions are to be exercised jointly (s.101(5) of the 1972 Act) and can ensure that any such joint functions are delegated to a joint committee or to an officer of one of the authorities. If a joint committee is appointed, the appointing authorities decide its members and terms of reference (see paragraph 7 above). The local authorities that appoint a joint committee must share the expenses incurred by it in such proportions as they think fit (s.103 of the 1972 Act). Additionally, s.136 of the 1972 Act allows two or more local authorities to make arrangements for defraying any expenditure incurred by one of them in exercising any functions exercisable by both or all of them. This means that if two or more authorities have the power to exercise a function, they can arrange for one of the authorities to carry out that function on behalf of them both (or all) and both (or all) authorities can contribute towards the costs incurred by the authority actually carrying out that function. S.113 of the 1972 Act enables local authorities to place their staff 'at the disposal' of other authorities for the purpose of their functions but cannot do so without consulting the member of staff concerned.

Can a Local Council appoint itself as a Committee?

19. Prior to the introduction of the Public Bodies (Admission to Meetings) Act 1960 as amended by s.100 (2) of the 1972 Act which confirmed the right of the public and the press to attend committee meetings, it was the practice of many councils to appoint itself as a committee to exclude the press and the public. The practice is not common in recent years but NALC is sometimes asked if it is lawful. There is no lawful reason why a local council should not appoint itself as a committee but in NALC's view, there is no cogent argument for this. NALC's view is supported in 'Knowles on Local Authority Meetings – A Manual of Law and Practice, 8th Edition.' Paragraph 9.68 on page 227 states that "a committee of the whole council cannot by definition be a committee of the parent body".

Non-Councillor Members of Committees

20. Legal Topic Note 7 (Non-Councillor Members of Committees) sets out the powers of local councils to appoint non-councillors to committees.

Advisory Committees

21. S.102(4) of the 1972 Act is in the following terms:

‘A local authority may appoint a committee, and two or more local authorities may join in appointing a committee, to advise the appointing authority or authorities... on any matter relating to the discharge of their functions, and any such committee—

- a) may consist of such persons (whether members of the appointing authority or authorities or not) appointed for such term as may be determined by the appointing authority or authorities; and
- b) may appoint one or more sub-committees to advise the committee with respect to any such matter.’

22. A person wishing to become a councillor has to satisfy the qualification requirements of s.79 of the 1972 Act but a non-councillor appointed to an advisory committee pursuant to s.102(4) does not. However, any person disqualified from being a councillor pursuant to s.80 of the 1972 Act is unable to be a member of any committee (including an advisory committee under s.102(4)) by virtue of s.104 of the 1972 Act. Further information in respect of the qualification and disqualification provisions is available in Legal Topic Note 7 (Non-Councillor Members of Committees).

23. The wording of 102(4) is broad but it makes it clear that the role of committees and sub-committees appointed under s.102 (4) is restricted to advising the council (or committee) on ‘any matter relating to the discharge of their functions’. The key word is ‘advise’. Importantly, committees (or subcommittees) appointed under s.102(4) have no power to discharge the functions of a council,

24. Many councils make good use of the power contained in s.102(4) and often refer to committees (or sub-committees) appointed under it as ‘working parties’ or ‘working groups’ or ‘panels’ rather than advisory committees (or sub-committees). However councils should be aware that such parties/groups/panels are, in fact, committees or sub-committees within the meaning of the 1972 Act and are, accordingly, subject to the same legal provisions in the 1972 Act as other committees described in paragraph 2 above.

25. Sometimes councillors wish to attend meetings of committees (or sub-committees) to which they have not been appointed. This is a perfectly legitimate practice as councillors have the same rights to attend committee (or sub-committee) meetings as members of the public. However, where councillors attend meetings of committees (or sub-committees) to which they have not been appointed, they will not enjoy all the rights they enjoy as councillors. They will not have a right to participate in the meeting unless the meeting includes a public participation session. In England, a councillor (or non-councillor) member of a committee is not, without a dispensation, permitted to speak during a public participation session if he holds a disclosable pecuniary interest or another interest stipulated by his council's code of conduct in a matter that is being discussed during the public participation session of a meeting. In Wales, the code of conduct adopted by a council means that a councillor (or non-councillor) member of a committee with a prejudicial interest in a matter being considered at the committee meeting (without a dispensation) may make representations, answer questions or give evidence if the public have the same rights. He must leave the meeting room immediately after the period for making representations, answering questions or giving evidence relating to the business has ended and in any event before further consideration of the business begins, whether or not the public are allowed to remain in attendance for such consideration.

The 'Need to Know'

26. Councillors do not have a 'need to know' all aspects of council business and cannot claim an automatic right to see all council documentation and information. In other words, councillors are not permitted a fishing expedition in respect of council documentation and information simply because they are councillors. The following may prove helpful in establishing whether a councillor has a 'need to know':
- If a councillor is a member of a committee, he has the right to inspect documents or to obtain information relating to the business of that committee;
 - If a councillor is not a member of a particular committee, he has to demonstrate why sight of the document(s)/or receipt of the information in question is necessary to enable him to perform his duties as a councillor;

- If the councillor's motive for seeing the documents/obtaining information is indirect, improper or ulterior, then the documentation or information should be withheld.

Written records of officers' decisions (England only)

27. The minutes of a meeting of the council, its committees, sub-committees or joint committees must record the decisions made at them and be made available to the public. The Openness of Local Government Bodies Regulations 2014 ("the 2014 Regulations"), issued under s.43 (2) of the Local Audit and Accountability Act 2014 require (i) certain decisions made by officers to be recorded in writing (ii) records of such decisions and any background papers to be made available for public inspection and (iii) such papers to be retained by the council for prescribed periods. Part 4 of the Government's guide to the 2014 Regulations considers the requirement to record and inspect decisions by officers and can be accessed via <https://www.gov.uk/government/publications/open-and-accountable-local-government-plain-english-guide>
28. Regulation 7 (2) of the 2014 Regulations requires a decision to be recorded if it would otherwise have been taken by a council, committee, sub-committee, or a joint committee but has been delegated to an officer under:
 - (a) a specific express authorisation or
 - (b) under a general authorisation to officers to take decisions and the effect of the decision is to:
 - (i) grant a permission or licence (e.g. a permission to use a playing field for a school fete);
 - (ii) affect the legal rights of an individual (e.g. the termination of an allotment garden tenancy);
 - (iii) award a contract or incur expenditure which, in either case, materially affects the council's financial position (e.g. the award of a grounds maintenance contract or the payment of a grant). The Government's guide suggests that the "material threshold" is a judgement that would be made by individual councils).
29. Administrative and some operational decisions will not be caught by the 2014 Regulations and do not need to be recorded or made available for public inspection. The Government's guide gives other examples such as:

- A decision to sign an allotment tenancy agreement;
 - Decisions to allocate burial plots;
 - Decisions to book rooms or sports grounds.
30. The officer who makes a decision of the type described in paragraph 28 must produce a written record of his decision as soon as reasonably practicable after the decision has been made. The written record must include:
- the date the decision was taken;
 - a record of the decision taken with reasons for the decision;
 - details of alternative options, if any, considered and rejected and
 - if the decision was delegated to an officer under a specific express authorisation, the names of any councillor who had declared a conflict of interest in relation to the decision. The Government's guide does not provide information about what constitutes a conflict of interest. It is possible that this is a reference to an interest (meaning a disclosable pecuniary interest or an interest set out in the code of conduct adopted by the council) that a councillor is required to register with the monitoring officer.
31. Where there is a separate statutory requirement to produce a written record of a decision described in paragraph 28, a record of the decision (along with reasons for it) and the date the decision was taken will satisfy the requirement in the 2014 Regulations to record such a decision (Regulation 7(4) of the 2014 Regulations). For example, it is often the responsibility of an officer of a council to decide the council's response to requests for information under the Freedom of Information Act 2000 ("the 2000 Act") which must be communicated to the requester in writing.
32. The written record of an officer decision described in paragraph 28 together with any background papers must be made available for public inspection as soon as reasonably practicable after the record is made. It must be available for inspection at all reasonable hours at the council's offices, on the council's website if it has one and by such other means that the council considers appropriate (Regulation 8(1) of the 2014 Regulations). If requested and upon receipt of payment of postage, copying or other necessary charges for the

transmission of information requested, a council must provide a copy of the written record and any background papers (Regulation 8 (2) of the 2014 Regulations).

33. The written record of an officer decision must be made available for public inspection and retained by the council for a period of six years from the date the decision was made. In the case of background papers relating to the decision, these must be made available for public inspection and retained by the council for a period of four years from the date the decision was made.
34. A council is not authorised or required to disclose or make available for inspection document(s) or part of documents that contain or may contain confidential information (Regulation 9 of the 2014 Regulations). "Confidential information" is defined as (i) information provided to the council by a government department where public disclosure is forbidden or (ii) information which cannot be disclosed to the public because disclosure is prohibited by a court order or legislation (Regulation 6 of the 2014 Regulations). For example, the 2000 Act does not require a council to disclose personal data about an individual or communications between the council and its professional legal advisors.
35. A person with custody of a document which is required to be available for public inspection commits an offence if he, without reasonable excuse, (i) intentionally obstructs a person exercising a right to inspect written records and background papers or (ii) refuses a request to provide written records or background papers. A person convicted of one of these offences is liable to a fine not exceeding level 1 on the standard scale (currently £200). (Regulation 10 of the 2014 Regulations).

Other Legal Topic Notes (LTNs) relevant to this subject:

LTN	Title	Relevance
5	Parish and Community Council Meetings	Sets out the procedures and requirements of committees in further detail.
7	Non-Councillor Members of Committees	Sets out (i) the powers of councils to appoint non-councillors to sit on committees and (ii) qualification and disqualification provisions in respect of non-councillors.
8	Elections	Details the qualification and disqualification provisions for councillors.

LTN	Title	Relevance
9E	Handling Complaints	The 2014 Regulations apply if officers are authorised to make decisions about an individual's complaint against a council.
22	Disciplinary & Grievance Arrangements	Explains the role of committees and sub-committees in handling disciplinary and disciplinary matters.
80	Members' conduct and the registration and disclosure of their interests (England)	Explains councillors' obligations upon taking office.

APRIL 2018

LTN 2 | THE CHAIRMAN OF LOCAL COUNCILS

Introduction

1. Legislation concerning the election of a chairman of a local council provides that:
 - there is always someone to preside over a council meeting; and
 - the person presiding has a casting vote which must be used.
2. The relevant legislation is the Local Government Act 1972 (“the 1972 Act”). All references to sections and schedules in this Note are to the 1972 Act. NALC’s model standing orders 5e-i incorporate these statutory provisions.

The legislation

3. The first business of the annual meeting is to elect a chairman (England: ss.15(1) and (2); Wales: ss.34(1) and (2)).
4. The chairman of a council remains in office until his successor is elected, even when he has himself not been elected to the new council (England: s.15(4); Wales: s.34(4)). The chairman, if present, must preside at the meeting. If the chairman is absent from the meeting and the council has a vice-chairman who is present, he must preside at the meeting. If both the chairman and vice-chairman (if there is one) are absent from the meeting, a councillor chosen by council members present at the meeting presides. (England: paragraph 11 of schedule 12; Wales: paragraph 27 of schedule 12). In practice, councillors may agree a process of nomination for the office of chairman before the annual meeting of the council. Such arrangements may be confirmed in a council’s standing orders.
5. The retiring chairman’s duties include noting the members who are present or absent, receiving nominations and counting votes in the election of the new chairman.
6. If the retiring chairman has been elected as a councillor and is present at the council meeting, then he must preside over the election of the new chairman:
 - the retiring chairman has an original vote but is not under a duty to cast it (paragraph 39(1) of schedule 12);

- if there is a tie, the retiring chairman has a casting vote (paragraph 39(2) of schedule 12) which he must use to break the deadlock (England:s.15(3); Wales s.34(3));
 - there is no legal prohibition against a retiring chairman using either his original or his casting vote to vote for himself.
7. If the retiring chairman has not been elected as a councillor for the new council then he must preside over the election of the new chairman:
- he does not have an original vote (England: s.15(2); Wales s.34(2));
 - if there is a tie then he has a casting vote which he must use to break the deadlock.(England:s.15(3); Wales s.34(3)).
8. It is sometimes claimed that it is unethical for a chairman standing for re-election to vote for himself. A council could decide that no candidate for chairman should vote for himself. However, such arrangements are unlawful and could not prevent a chairman (or any other councillor) from casting an original vote for himself or prevent a chairman from using the casting vote for himself.
9. Whilst a council may make standing orders to regulate its proceedings, they cannot override statutory provisions (paragraph 42 of schedule 12). A standing order which is inconsistent with the policy and objects of the 1972 Act is unlawful and since it clearly gives chairmen the power to exercise votes as they think fit, a council is not permitted to restrict those rights.

Other Legal Topic Notes (LTNs) relevant to this subject:

LTN	Title	Relevance
1	Councils powers to discharge their functions	Confirms that discharge of local councils' functions cannot be by an individual councillor (including the chairman of a council.)
5	Parish and community council Meetings	Refers to the role of the chairman in a meeting
8	Elections	Explains the requirement for the chairman of a council to sign and deliver the acceptance of office form.

1. SUMMARY

1.1 A local council has no statutory authority to elect a Council Leader. However, some politically divided or larger local councils do so. The leader of the council is often chosen by the group of councillors that has the political majority on the council.

1.2 The role of a leader of a local council is not intended to undermine the role of the Town Mayor or the chairman of a meeting. However, a leader may be instrumental in raising business for consideration at a meeting or lobbying other councillors on an issue. The leader has the same formal standing as any other councillor. Like other councillors, the leader has no authority to discharge a council's statutory functions.

1.3 Reference to Council Leader, and Leader in this report, refer to the one post and the terms are synonymous with one another.

2. RECOMMENDATIONS

2.1 It is recommended that consideration be given to the continuation of the appointment of a Council Leader.

2.2 Subject to agreement to paragraph 2.1, it is recommended to resolve to recommend to Council;

2.2.1 the role of the Council Leader be agreed as per the protocol as provided with this report headed "Diss Town Council Leader Role and Protocol."

2.2.2 Consideration should be given to the appointment of a Council Leader at the Annual Meeting of the Town Council.

2.2.3 standing orders and relevant policies will need to be amended to reflect any changes from the above recommendations.

2.2.4 If agreed at the April Full Council meeting, this would need to be implemented before the May meeting of the Town Council when the Council Leader is to be appointed.

3. BACKGROUND

3.1 The Council Leader position was originally created to assist the newly appointed Mayor of DTC, some time ago. It was created to reduce the burden on the Town Mayor to attend civic functions, chair Full Council meetings and lead the Council. This would be challenging for retired Town Mayors let alone working ones.

3.2 I believe that the position of Council Leader has changed from inception to the current day and the reason for that is that there was little detail and documentation such as protocols, handbooks or parameters put in place other than the roles and responsibilities document, therefore the role has evolved organically and now provides DTC with another councillor that can be a conduit for communication between Town, District and County Council.

3.3 If it is agreed to continue to appoint a Council Leader, then his / her role must be specified to reflect the work that DTC has prioritised and work with the Clerk on issues which are considered priorities of the Council, of strategic importance and assist in forward planning. Before being presented to Council for approval, it will be necessary to establish a protocol which will oversee and govern this relationship. It is suggested the protocol below is considered.

3.4 Should it be agreed to adopt the protocol and to continue to appoint a Council Leader, it will be necessary to amend Standing Orders as described in the protocol.

DISS TOWN COUNCIL LEADER - ROLE AND PROTOCOL

Council Leader Role

1. The Council Leader does not have any special power that is not available to ordinary members.
2. **Either:**

The Annual Meeting of the Town Council (in May) shall elect a councillor with the additional title of as Council Leader in accordance with Standing Orders.

Or

The Annual Meeting of the Town Council (in May) shall elect a councillor with the additional title of as Council Leader in accordance with Standing Orders. It is expected that the councillor with the Council Leader title, is elected each year for the electoral term. This will provide the opportunity for the Leader to develop in the role and provide consistent leadership for the duration of his / her tenure.

3. **either:**

The Council Leader title may be removed from a councillor at any meeting of Full Council and they will continue in their role as a councillor of DTC. Full Council will then decide which councillor should be given the additional title of Council Leader. The motion to remove the title of Council Leader from a councillor must be notified prior to and included in the agenda of that meeting.

Or

~~The Council Leader may be replaced at any meeting of Full Council. The motion to replace the Leader must be notified in the agenda of that meeting.~~

4. The Council Leader can guide the decision-making process at councillor level and liaise with the Town Clerk on those issues, forward plans and matters of policy or strategic direction. Both the Council Leader and the Chair of the Executive Committee assists with the policies of the Council to be implemented, working within the guidelines as promoted in the Council's Policy Statement.
5. The Town Clerk may use the Leader as a "sounding board" in advance of formal consideration of any matter to assist in gauging likely councillor reaction to a proposal.

LEADER PROTOCOL

Introduction

This protocol aims to ensure that the Leader is guided by a set of principles designed to maintain high standards of public accountability, mutual respect and an understanding of the Council's decision-making structures.

1. General Principles

1.1 The Leader must not use Council resources for party political purposes. The Leader must uphold the political impartiality of the Town Clerk and not ask the Town Clerk to act in any way which would conflict with the Council's statutory Code of Conduct, the local etiquette on Member/Officer relationships or national Conditions of Service.

1.2 The Council Leader has line management responsibilities for the Town Clerk and can agree with the Town Clerk issues that arise on a day-to-day basis in relation to the implementation of Council decisions. The Leader will report back, any line management duties of the Town Clerk to the Executive Committee Chair and respond to questions if the need arises to any committee.

1.3 Where a decision is required following discussion between the Leader and the Town Clerk, the matter

will be submitted to Council or a committee for consideration, unless the matter is already delegated to the Town Clerk, in consultation with the Leader.

1.4 Matters wholly within the responsibility of the Town Clerk, or which have been delegated to the Town Clerk without consultation requirements, may still be discussed between the Leader and the Town Clerk.

1.5 In undertaking their roles, the Leader and Town Clerk should respect the following:

PRINCIPLES:

Principle 1 The Leader will be the spokesperson for the Council on all policy matters and the Council's representative at major conferences. They will have no civic ceremonial responsibilities unless deputising for the Mayor. Town Council meetings will be chaired by the Mayor. The Leader has no special role in relationship to any of the Trusts in which the Council is involved.

Principle 2 As a 'visible' and accountable elected representative, with defined responsibilities, the Leader will be properly briefed on all significant aspects of the work of the Council. The Town Clerk should ensure a proper information flow so as to ensure that the Leader can "lead" effectively.

Principle 3 Good communications can best be achieved through planned and programmed meetings and briefing arrangements, on the basis that the Town Clerk should be ensuring that the information needs of the Leader are met. The Leader should avoid making requests for unanticipated briefings.

Principle 4 The Leader (and all councillors) should channel significant requests for information, advice, and other support via the Town Clerk. The Leader (and all councillors) should not approach other staff to seek to commission work from individual staff.

Principle 5 The Leader will liaise with the Town Clerk on forward plans and matters of policy or strategic direction.

Principle 6 Employment policies, having been set by the Council, are implemented via the Town Clerk. The Leader should avoid becoming over-involved in issues of individual performance of officers or individual cases of grievance, disciplinary action, or harassment, thus ensuring that appropriate policies and procedures are followed.

The Leader (and other councillors) may however, bring to the Town Clerk's notice any instances where they have evidence that there are problems of inefficiency or ineffectiveness, and to be kept informed of what course of action is being pursued in such circumstances.

Principle 7 In relation to the Town Clerk, the Leader, in conjunction with the Chair of the Executive Committee should provide regular advice and guidance as to the Town Clerk's performance against any objectives and outcomes for the postholder, as determined by Council. If there are any performance, capability or disciplinary issues concerning the Town Clerk the Leader may submit a report to Council in line with Principle 9 below. The Mayor acts as the channel for a complaint by the Town Clerk about the Leader.

Principle 8 When a report to committee or Council is being prepared, the Leader is entitled to discuss issues with the Town Clerk and with other officers concerning the content of such reports and the framing of recommendations. Whilst the Leader may wish to make suggestions on content and drafting, to achieve clarity of presentation, simplify jargon, or better explain issues, the Leader should not attempt to edit out or override any content of reports which the Town Clerk or other officers consider important to put before the Council.

This is especially relevant to matters of a professional or technical nature, and the Town Clerk retains an inherent right to report direct to Council and all committees where the Town Clerk considers it necessary. Once a committee or Council has made a decision regarding a report, the Town Clerk will oversee its timely implementation (subject to Principle 9 below).

Principle 9 When the Leader wishes to put forward proposals of his/her own it is the responsibility of the Leader (via the Town Clerk or other adviser) to seek any necessary legal or financial advice for inclusion in the report. The Town Clerk may wish, and have a right, to add comments to such reports. It is anticipated that this action will be exceptional and normally Principles 7 and 8 will be followed.

Principle 10 The Town Clerk, managers and other officers exercise statutory functions and have individual responsibilities. The Leader should understand and respect these roles.

2 The Leader and Fellow Councillors

2.1 The Council Leader can guide the decision-making process at councillor level

2.2 The Leader should ensure they consult as necessary with colleagues in the early stages of formulating proposals. Committee Chairs, in particular, should be consulted on issues relevant to their committee and the Mayor should be involved in any civic related matters or issues which may affect the conduct of Council meetings.

2.3 The Leader will be the first line of control of any member who is behaving inappropriately towards colleagues or staff.

2.4 The Leader does not have to chair a committee, nor are they debarred from so doing.

2.5 The Leader is an ex-officio voting member of committees as is the Mayor.

Dated 4th April 2022

**DISS TOWN COUNCIL**

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

Telephone & Fax: (01379) 643848

Email: towncouncil@diss.gov.uk

Website: www.diss.gov.uk

Report Number:
68 / 2122

Report to:	Full Council
Date of Meeting:	13 th April 2022
Authorship:	Town Clerk
Subject:	DYCC Upstairs Refurbishment Works

Introduction

- At the February Facilities meeting, a report regarding room reconfiguration at the DYCC was considered and the following two resolutions made:

F0222/09 DISS YOUTH & COMMUNITY CENTRE

- Members considered a report (reference 55/2122 referred) regarding room reconfiguration at the DYCC. Members discussed the report regarding SNYSB and their recommendations and believed that the area is free space and could be turned into functional space. It was

RESOLVED:

- To approve the proposed changes to the first floor of the DYCC (as per Annex B) subject to planning or building regulations approval if required.
- To give the Clerk delegated authority to work with the Chair of the Facilities and Executive committee to negotiate a rental agreement and hire charge with SNYSB.

Quote

- It was hoped that the cost of the works would come in within the Clerk's delegated authority of £2k.
- However, the quote received for the works to the agreed SNYSB space plus some alterations to the Maintenance Manager's new office opposite is £3,684.97 (see appendix).
- Given that the cost is above the Clerk's delegated authority and the requirement to schedule the works to enable storage / office reconfiguration at the DYCC, this item is being presented to Full Council for consideration (N.B. the next Facilities meeting is proposed for 11th May).
- These works will improve the rentability of a space in the DYCC and improve the fire safety of the building.

Rental agreement

- A hire charge of £120 per month has been agreed with SNYSB for this space for one year (based on double the charge to the former tenant who occupied half the space), which means that the Council should recover the costs in 2.5 years.

Baptist Church

7. The Baptist Church is currently storing equipment in the above space and an alternative cupboard has been set aside for them with an agreement to pay storage fees to make way for SNYSB. To maximise the space, its door needs to be re-hung so it opens outwards. A quote is being requested from Norse in order that they can undertake this work first and the SNYSB space cleared.

Community Fridge

8. As previously discussed, a smoke detector needs to be installed in the glass sided room to safely accommodate the community fridge and freezer. As above, a quote has been requested from Norse so that this work can be undertaken at the same time.

Budget

9. There is currently £3k in Earmarked Reserves DYCC and £4k in the DYCC R&R current budget so it is proposed by the RFO that funds are allocated to these budget headings.

Recommendation

To approve expenditure of £3,684.97 for the refurbishment works to the Diss Youth & Community Centre upstairs space allocated to DYCC R&R and Earmarked Reserves DYCC.

Appendix

From: Chapman, David <David.Chapman@norsegroup.co.uk>

Sent: 11 March 2022 13:22

To: Sonya French <sonya.french@diss.gov.uk>

Cc: Sarah Richards <sarah.richards@diss.gov.uk>; Robert Ludkin <robert.ludkin@diss.gov.uk>

Subject: RE: Diss Youth Centre

Hi Sonya,

The quote allows for the following :-

1. 2no thermalite blocks, rough render coat and finish plaster coat. No allowance has been made for fire proofing any steel beam in this area.
2. The double power socket and data points were going to be moved and not removed.
3. The universal beam is currently situated above the wall that is being removed and I have allowed for fire proofing in this room only. However, I have just noticed that there is a beam on the existing wall to the main hall and I have not allowed for this to be fire proofed. **To fire proof this as well would add an additional £238.41 + VAT.**
4. 2 new smoke detectors in the new office area, 1 LED bulkhead non-maintained emergency light in the new office area, alter switching as required in the new office area.

I have also just noticed that I have made no allowance for carrying out any works to the flooring which will need to be done as there is different carpet on each side of the wall and there will be a trip hazard if left. We could simply remove the existing carpet which I think will leave just the vinyl underneath. Please let me know what you would like to do with this?

I hope that this clarifies matters.

Kind regards,

David

From: Sonya French <sonya.french@diss.gov.uk>

Sent: 11 March 2022 12:42**To:** Chapman, David <David.Chapman@norsegroup.co.uk>

Cc: Sarah Richards <sarah.richards@diss.gov.uk>; Robert Ludkin <robert.ludkin@diss.gov.uk>

Subject: RE: Diss Youth Centre

Hi David,

Thank you for your email clarifying your quote.

1. Can you confirm that closing up the small hole in the front office will only cost £197.83 for the complete works of installing x 2 bricks to fill the gap, installing plasterboard and then skimming with plaster? Also providing fire proofing insulation around the beam that is currently exposed?
2. can you confirm is the double socket and data points currently positioned on the wall that you will be removing?
3. Where is the Universal beam that you will be fireproofing?
4. Emergency lighting and fire protection works, can you explain further what this is and where this is to be completed.

Once I have the answer to all of the above then I can go back to council to get an agreement for the works.

Many thanks

Sonya French
Deputy Town Clerk

Diss Town Council

From: Chapman, David <David.Chapman@norsegroup.co.uk>
Sent: 11 March 2022 12:13
To: Sonya French <sonya.french@diss.gov.uk>
Cc: Sarah Richards <sarah.richards@diss.gov.uk>; Robert Ludkin <robert.ludkin@diss.gov.uk>
Subject: RE: Diss Youth Centre

Hi Sonya,

Many thanks for your email, which I have just picked up.

The cost split is as follows:-

To fill the hole in the wall and make good ready for decoration £197.83 + VAT

To complete works to enlarge existing office as already detailed £3248.73 + VAT

Kind regards,

David Chapman Head of Service (Centric)

Norse Commercial Services

From: Sonya French <sonya.french@diss.gov.uk>
Sent: 06 March 2022 13:30
To: Chapman, David <david.chapman@norsegroup.co.uk>
Cc: Sarah Richards <sarah.richards@diss.gov.uk>; Robert Ludkin <robert.ludkin@diss.gov.uk>
Subject: FW: Diss Youth Centre

Good Afternoon David,

This has been passed to me as Robert is away on annual leave for the next week.

Can you separate out the two different areas of work in your quote.

So two quotes, one for the extension of the office to make into a large space and the other one for the room that will be made safe and the hole fixed.

Once these have been separated out we can then make a proper informed decision on the works.

Many thanks

Sonya French
Deputy Town Clerk

Diss Town Council
11-12 Market Hill

Diss, Norfolk, IP22 4JZ

Tel/Fax: 01379 643848 (Ext: #202)

From: Chapman, David <David.Chapman@norsegroup.co.uk>

Sent: 04 March 2022 17:20

To: Robert Ludkin <robert.ludkin@diss.gov.uk>

Cc: Wrench, Bruce <Bruce.Wrench@ncsgrp.co.uk>

Subject: Diss Youth Centre

Good afternoon Rob,

Following my meeting with you at Diss Youth Centre on 17 February, I am please to submit my costs for the modification and enlargement of a room on the first floor as follows:-

Fill hole in first floor communal area where old consumer used to be. Supply & fix 2 Thermalite block and skim coat plaster
Fire Proof Universal Beam
Remove existing 2800 x 2200 partition wall
Construct new partition 2200l x 2650h - no vision panels
Tape & joint wall & decorate
Supply and fit bull nose skirting 100mm
Decorate whole of new room inc woodwork.
Move Double socket & data points
Norse Fire Solutions - emergency lighting and fire protection works
skip

To complete all of the above works for the sum of £3446.56 + VAT.

If you require 2no 590 x 1160 georgian wired fire safety glass installed in the partition and additional cost of £780.55 will need to added to make the total cost **£4227.11 + VAT.**

The existing steel beams will need to be clad in fire rated plasterboard and this is allowed for within the quote.

I trust that the above meets with your approval and I look forward to hearing from you in due course.

Kind regards,

David

David Chapman Head of Service (Centric)

Norse Commercial Services

E david.chapman@norsegroup.co.uk W norsegroup.co.uk

280 Fifers Lane | Norwich | Norfolk | NR6 6EQ

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Progress Report

Item 14

Committee	Minute Reference	Subject	Action	Assigned to	Timescale	Comments or further action
Full Council	FC0321/04	Public Participation	Norfolk County Council highways to examine the Frenze Hall lane site post the Persimmon development which is near to completion and arrange for any repairs required because of construction traffic.	KK / Highways		Highways Engineer response - this would be carried out when the developer confirms that the site is ready for adoption, I have not heard anything from them yet. Still no update.
Full Council	FC0721/10	Progress Report	The Grants Panel will meet to review the application procedure to consider the inclusion of applicant attendance at Full Council and the duration of Council decisions / appeals process.	MG / KM / SO	by 15.09.21	For consideration at the next Grant Panel meeting. No update.
Full Council	FC0921/10	Skateboard Park CCTV	1) To appoint etc (EAST ANGLIA) LTD to install two CCTV cameras at the Skateboard Park including broadband for remote monitoring and a permanent electrical supply at a total cost of £2,647 allocated to EMR CCTV.	MM	immediately	The Skatepark is underway and will be completed with one further visit. We are just waiting for power to be installed in two positions & expect this to be completed by the end of April. We will be starting the DYCC later this month now the roof has been given the all clear. The upgrade to the town CCTV will start in May and will involve lots of individual separate parts/aspects to be completed but will start with the upgrade of the old fixed cameras. I will be in the office part of 06/04 so will move this on .
Full Council	FC0921/11	Diss Youth & Community Centre	A) 1) To approve the transfer of the portacabin from the Sports Ground to the DYCC to provide additional storage capacity subject to planning consent requirements at a total cost of £3,500 allocated to EMR DYCC. 2) To locate the second portacabin at Option A next to the bin store 3) To create two parking spaces on the grassed area adjacent to the newly positioned cabin using heavy duty rubber grass matting	Clerk/ RL/ Exec	by 31.12.21	Focus is to reduce vaccination centre storage to one space, freeing up a cupboard for MTM Youth Services. Once storage fee agreed by Baptist Church, works will start on space agreed by SNYSB upstairs along with office space for Maintenance Manager. Storage requirements to be reviewed again following vaccination centre trial next week - see update below.
	FC0921/11	Diss Youth & Community Centre	c) To appoint etc (EAST ANGLIA) LTD to install seven CCTV cameras at the Diss Youth & Community Centre at a total cost of £2,395 allocated to EMR CCTV	MM	immediately	As above.
			b) To appoint the Beacon committee to plan the Council's celebrations of the Queen's Platinum Jubilee in June 2022.	Beacon Committee	by June 2022	All entertainment now booked. National Lottery funding received. Several food stalls booked. Decision around bar offering to be confirmed at next meeting, Publicity plan in place around the Glow in the Park branding. Members working with Junior School and Corn Hall on lantern procession. Spec for extension of beacon surround due end of this week. Logistics for event including parking, porta-loos, bins, first aid & security being investigated to incorporate into event management plan.
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	immediately	Awaiting confirmation of dates from District Officer. Either 17th or 24th May.
Full Council	FC1121/14	Cemetery Chapel	1. To appoint M&J Group to complete the works to the Cemetery Chapel roof as per the specification, tender and subsequent email exchange received at a total cost of £65,838.48 + VAT. 2. To allocated the shortfall of £11,537.48 to General Reserves. 3. To acknowledge that further expense may arise and to hold an extraordinary meeting if required.	Dep TC	MM immediately. RFO on payment.	On agenda
Full Council	FC0122/06	Finance	To research alternative options for investing Town Council funds and bring those back to a future meeting before diversifying further funds.	RFO	by 06.01.22	Council has been made aware of legislative updates and the RFO is continuing to identify suitable accounts.
Full Council	FC0122/08	Climate and Ecological Bill	to support the revised motion to support the Climate and Ecological Emergency Bill.	Clerk	by 06.01.22	Letter sent to MP. Council's support of Bill registered & confirmed. Press releases to be included in ATM update / DM.

Progress Report

Committee	Minute Reference	Subject	Action	Assigned to	Timescale	Comments or further action
Full Council	FC120122/05	Items of Urgent Business	Members were advised that the NHS Norfolk and Waveney Clinical Commissioning Group would like to continue using the main hall at the DYCC as a vaccination centre one day per week as the demand for vaccinations reduces. Clerk will determine minimum requirements for the booking to minimise the impact on other hirers and storage.	Clerk	immediately	Vaccination centre due to operate for one day on 13.04 with 100 vaccines. Storage will be condensed into one space and charged accordingly. Uptake on 13th will dictate future weekly bookings. Bed will be moved out of main hall by CCG.
Full Council	FC120122/10	Community Fridge	1.To house the community fridge in the upstairs kitchen at the Diss Youth & Community Centre. 2.That the volunteer group for this project manage the cleaning, maintenance, management and opening and closing of the fridge for the duration of the project. 3.That councillors Browne and Warren join the community fridge volunteer group.	DepTC/ SB /SW	by 30.03.22	On agenda
Full Council	FC120122/12	Member Forum	Councillor Wooddissee asked for the remaining members to return their availability for litter picking so he can organise the rota.	All	immediately	
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 21.01.22	Feedback provided to Evaluation Panel. Update requested on progress 09.03.22
Full Council	FC0322/07	INTERNAL CONTROLS	1) To approve the adoption of the following internal control documents: a) the financial regulations as amended b) the income and expenditure internal controls c) the insurance schedule for 2022-23 – subject to minor change d) the internal audit plan e) the governance and management risk register as amended f) the investment policy and financial reserves policy g) the statement of internal control 2) To note the findings of the 2021/22 interim audit report and approve the proposed actions as appropriate responses to the report's recommendations.	RFO	immediately	All documents in action 1. have been adopted, the actions proposed in action 2 have been implemented and should address the recommendations of the internal audit report as appropriate.
Full Council	FC0322/08	CEMETERY	1.That we agree to the open spaces on this site being managed by the developer's management company in perpetuity subject to consultation with the Town Council on the management cost to residents. 2.We agree to the developers offer to pay a 10-year maintenance contribution on the cemetery extension and delegate the agreement on fee to the Town Clerk. 3.That we ask the developer to seed the cemetery extension as a wildflower meadow as soon as possible after starting work on the site and that Diss Town Council use the area as a quiet place of reflection for those using the cemetery until we need to use the land for burials.	Clerk	immediately	On agenda
Full Council	FC0322/09	PARK	To continue to support the principle of securing Diss Park from potential encampments with a target date of implementation of the mounds option by mid- May.	AG / Clerk	14.05.22	Cllrs Collins & Taylor, the Clerk met with NCC Highways Officers and SNC Tree Officer this week. The mound option has been ruled out due to the impact on tree roots. A combination of additional seating, planters / hedging and bollards is being considered. NCC has confirmed that the kerb could be dropped opposite the bus station (widest gap between trees) to allow for larger vehicle, maintenance and emergency access.

Progress Report

Committee	Minute Reference	Subject	Action	Assigned to	Timescale	Comments or further action
Full Council	FC0322/10	COUNCIL LEADERSHIP	for councillors Gingell, Olander and Clerk to review the legalities of the Council Leader protocol and bring back to the April Council meeting or an Extraordinary meeting if necessary for adoption prior to the elections in May.	MG / SO / Clerk	7.04.22	On agenda
Full Council	FC0322/11	CODE OF CONDUCT	to approve the new model Code of Conduct for Diss Town councillors.	Clerk	immediately	Done & will be circulated in due course and added to website.
Full Council	FC0322/12	COMMUNITY FRIDGE	to approve the relocation of the fridge and freezer to the upstairs glass room at the Diss Youth & Community Centre as per the floorplan.	DepTC	immediately	Smoke detector will be installed as part of the works to upgrade the office for use by SNYSB and the Maintenance Manager's office. The fridge will be located in the open space at the top of the stairs next to the office in the meantime.
Full Council	FC0322/17	INTERNAL CONTROLS	To appoint Victoria Waples to undertake Diss Town Council's internal audit from October 2022 until 2025.	RFO	immediately	The new auditor has been made aware of her appointment and will update council once the letter of engagement has been received and reviewed.
Full Council	FC0322/18	HONOURED AND JUNIOR GOOD CITIZENS	1. To award two Honoured Citizens for 2021/22 to George Waterman and Lou Hines. 2. To arrange a special recognition award for Revd Tony Billett. 2. To award the Junior Good Citizen for 2021/22 to Plamena Marinova.	Clerk	immediately	All winners have been informed and invited to the ATM on 27th April along with proposers. The unsuccessful proposers have been informed.