



TOWN CLERK
Mrs S Villafuerte-Richards, CILCA

DISS TOWN COUNCIL
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Date: 04 January 2024

NOTICE OF MEETING

Dear Members of the Public and Press,

You are cordially invited to attend an extraordinary meeting of **Full Council** to be held in the **Council Chamber** at **Diss Corn Hall** on **Wednesday 10th January 2024** at **7.15pm** to consider the business detailed below.

Town Clerk / Chief Executive Officer

AGENDA

1. **Apologies**
To receive and consider apologies for absence.
2. **Declarations of Interest and Requests for Dispensations**
To note any declarations of members' pecuniary and/or non-pecuniary/other interests pertaining to items on the following agenda, to note any dispensations granted in respect of business to be discussed and to consider any requests for dispensations.
3. **Minutes**
To confirm as a true record, the minutes of the meetings of Full Council on 20th December 2023 (copy herewith).
4. **Public Participation**
To consider a resolution under Standing Orders 3d to 3h to suspend the meeting to hear comments from members of the public on items to be discussed on the agenda (*members of the public are entitled to speak for a maximum of three minutes*).
5. **Items of URGENT business**
To discuss any item(s) of business which the Town Mayor or Town Clerk has previously been informed at least 24 hours before the meeting and decides should be considered as a matter of urgency (*councillors are reminded that no resolutions can be made under this agenda item*).
6. **Finance**
 - a) To note bank outgoings for December 2023 (copy herewith).
 - b) To note Income & Expenditure report for December 2023 (copy herewith).
 - c) To note Earmarked Reserves for December 2023 (copy herewith).
7. **Budget**
To approve the budget and precept request for the 2024-25 financial year (report reference 48/2324 herewith refers).
8. **Schedule of Meetings**
To consider the draft Schedule of Meetings for the Mayoral Year 2024-25 (copy herewith).
9. **Progress Report**
To note progress on decisions made at the last meeting of Council (copy herewith).

10. Date of Next Meeting

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

11. Public Bodies (Admissions to Meetings)

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

12. Payroll

To consider a recommendation (report reference 49/2324 herewith refers) regarding outsourcing payroll.

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

Item 3

Minutes of the meeting of the **Town Council** held in the **Marriage Room** at **Diss Town Council Offices** on **Wednesday 20th December 2023** at **7.15pm.**

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

In attendance: Sarah Villafuerte-Richards (Town Clerk/Chief Executive Officer)
Susan Hurst (Responsible Finance Officer)
County Councillor Kiddie
1 member of the public

FC1223/01 **APOLOGIES**

Apologies were received and accepted from councillor Wooddissee.

FC1223/02 **DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS**

There were none.

FC1223/03 **MINUTES**

Members confirmed the minutes of the Full Council meetings on 15th & 29th November 2023. It was

RESOLVED: To approve the minutes of the meetings of Full Council held on 15th & 29th November 2023 as a true record to be signed by the Town Mayor.

(Action: Town Clerk; immediately)

FC1223/04 **PUBLIC PARTICIPATION**

There were two members of the public present. County Councillor Kiddie reported that they've finished the scheme at the top of Denmark Road. The 20mph restriction for the same area is progressing but will take approximately 12 months. Funds have been allocated for 20mph flashing signs to be installed around schools operating during arrival and departure to improve safety.

Cllr Kiddie's member grant has been part allocated to a tree planting scheme on Fair Green and another group to plant bulbs along verges. The traffic works around rail station should be completed soon enabling buses to access the station. Other road schemes include three 20mph areas including one in Croft Lane.

From a District council perspective, the latest Link magazine provides info on their recycling scheme. Recycling in Diss & District is now at 48% up from 31%. They hosted a very successful Reuse & Recycling event held in the Diss Youth & Community Centre car park when 10 bins were filled avoiding landfill. They are likely to set some further dates. The upgrade of the leisure centre is due to start in February with an investment of £4m into Diss' local facilities. This will be followed by the redevelopment of the John Grose and bus station sites.

Thanks were extended to county councillor Kiddie for the improvement to rail station access, which will help improve adult education access. It was noted that additional buses are now running from Shelfanger and North Lopham into Diss with ongoing discussions regarding frequency of service and that two hours free parking on the Saturdays leading to Christmas are offered.

Due to traffic slowing on the A1066, it was agreed that the traffic lights synchronisation would be reviewed, and members noted that buses are using Croft Lane, which has a 7.5 tonne weight restriction on it.

(Action: KK; 31.01.24)

FC1223/05 **ITEMS OF URGENT BUSINESS**

There was one item of urgent business. Concerns were raised regarding the impact of the planned closure of the Market Place Post Office on footfall, another large empty building and access given the proposed move to the Carphone Warehouse. It was noted that the bailiffs have now boarded this building up and neither Royal Mail nor landlord of the Carphone Warehouse have been approached regarding this.

Members discussed preserving a bank provision via a banking hub and cllr Olander will forward details to members. The banks that have closed and are due to close are directing customers to the Post Office for a paying in service. Diss Town council will respond to the consultation prior to the 5th January deadline expressing its concerns and disappointment with the consultation process.

(Action: SO / Clerk; immediately)

FC1223/06 **FINANCE**

a) Members noted bank outgoings for November 2023. It was noted that a filter tap needs to be installed at the Council Offices to reduce costs of the water cooler.

(Action: FBM; 31.01.24)

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

c) Members noted Earmarked Reserves for November 2023. It was noted that General Reserves has been split out from Precept in the table at the bottom.

FC1223/07 **INTERNAL AUDIT**

Members received the internal audit report and considered proposed actions relating to the auditor's recommendations (report 46/2324 referred). It was

RESOLVED:

1. To note the contents of the internal interim audit report 2023/24 (Appendix).
2. To approve the proposed actions as appropriate responses to the internal audit report's recommendations.

(Action: RFO; immediately)

FC1223/08 **COMMUNITY INFRASTRUCTURE LEVY**

Members considered the Council's Annual Community Infrastructure Levy Declaration for 2022-23. It was

RESOLVED: to approve the Council's Annual Community Infrastructure Levy Declaration for 2022-23.

(Action: RFO; immediately)

FC1223/09 **PRIDE IN PLACE CLEAN UP & BLOOM FUNDING**

Members noted that an application has been submitted to South Norfolk Council for a £300 Pride in Place Clean Up & Bloom grant.

FC1223/10 **CO-OPTION**

Members noted that the elections team at South Norfolk Council has been notified of the Council's casual vacancy and that it will be filled by co-option if an election is not called within 14 working days of the notice being displayed. This period ends on 3rd January 2024.

FC1223/11 **TREE PRESERVATION ORDERS**

Members considered appointing an action group to consider tree preservation orders for Council owned trees that are under threat of being damaged or cut down and make a significant contribution to the amenity of the area. It was

RESOLVED: to appoint councillors Collins, Olander and Robertson to consider suggesting tree preservation orders for Council owned trees that are under

threat of being damaged or cut down and make a significant contribution to the amenity of the area.

(Action: DC / SP / JR; by 30.06.24)

FC1223/12 **BUDGET**

Members reviewed the Council's budget proposals for the financial year 2024-25 for approval at the January meeting of Full Council (report 47/2324 referred). It as noted that the General Reserves balance is low and below the minimum stated in the Council's policy. It was proposed that additional funds are allocated to increase this. Two options were presented an increase in the precept request from 9.9% to 12.01% i.e. £12.5k or 35p a month per Band D householder and to 13.03% i.e. £18.5k or 50p per month. It was noted that a 12-13% increase is common amongst other councils.

Members discussed the 0% and 2% precept increases that have been applied over the last three years and CPI / RPI increases.

The requirement to review the responsibilities of landlord / tenant of Diss Corn Hall to ensure appropriate expenditure was raised again and cllr Peaty and the Clerk are due to meet with the acting CEO of the Corn Hall in the New Year and once their accounts have been filed. It was

RESOLVED:

1. To approve a precept request of £18,000 for specified EMR Tree Management and £10,543 from the anticipated year-end surplus as shown in Appendix B.
2. Members recognize that the General Reserves' minimum threshold of 6 months' expenditure falls below the agreed-upon standard in our financial regulations. The council, collectively, will make efforts to save funds to restore this to an acceptable level.
3. That members approve the proposed income and expenditure budgets shown in Appendix A for 2024/25, which reflects a 13% increase for Diss taxpayers in the current year.
4. To approve the precept demand to South Norfolk Council of £668,148 or £235.76 for Band D householders, with an increase of 13.03%.
5. To give delegated authority to the Town Clerk to work with the Responsible Finance Officer and the Chair of the Executive Committee to publicise the budget outcomes.
(Action: RFO / Clerk / MG; post January meeting)

FC1223/13 **PROGRESS REPORT**

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

FC1223/14 **DATE OF NEXT MEETING**

Members noted that the next meeting of Full Council is scheduled for Wednesday 10th January 2024 at 7.15pm.

Meeting Closed: 20.08pm.

Councillor Murphy
TOWN MAYOR

BANK OUTGOINGS DECEMBER 2023				
<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
01.12.2023	British Gas Trading Ltd	DD452	£ 72.08	Electricity 1st October to 7th November 2023 - Market Place
01.12.2023	British Gas Trading Ltd	DD453	£ 655.94	Electricity 1st October to 7th November 2023 - Fountain
04.12.2023	Barclays Bank Plc	B.Net	£ 20.00	Barclays.Net Monthly Charge October - November 2023
04.12.2023	Red5 Networks Ltd	DD454	£ 201.40	Phone/Broadband November 2023 - Sports Pavilion, Council Office & DYCC
12.12.2023	British Gas Trading Ltd	DD455	£ 207.79	Electricity 29th October to 21st November 2023 - Cemetery
12.12.2023	British Gas Trading Ltd	DD456	£ 105.92	Electricity 23rd October to 22nd November 2023 - Meres Mouth WC
15.12.2023	Ben Langley	Bacs2099	£ 280.00	Christmas Lights Compere 2023
15.12.2023	Brendon King	Bacs2100	£ 275.98	Santa Claus for Christmas Lights Switch-On 2023
15.12.2023	Broadland District Council	Bacs2101	£ 510.00	Time Management Training Course x 6 Staff Members
15.12.2023	Carl Baker	Bacs2102	£ 80.00	Christmas Lights Bubbles & LED Light Displays 2023
15.12.2023	Cooleraid Ltd	Bacs2103	£ 27.90	3x Water Bottles Council Office
15.12.2023	Cozmo Entertainment - Alex Rackham	Bacs2104	£ 2,400.00	Christmas Lights Staging & Lighting 2023
15.12.2023	De Lucy House - Main	Bacs2105	£ 48.00	Refund of Christmas Lights Stallage - Good Will Gesture
15.12.2023	Diss Parochial Church Council	Bacs2106	£ 410.00	Christmas Lights Heating Costs at St Marys Church 2023, Town Mayors Civic Service Hire, Utilities & Organist
15.12.2023	ESPO	Bacs2107	£ 759.07	Gas Supplied November 2023 - DYCC and Council Office
15.12.2023	Gasway Services	Bacs2108	£ 105.60	Call-Out to Repair Heating System at Cornhall
15.12.2023	J.Aiken	Bacs2109	£ 60.00	Christmas Lights Singing Performers 2023
15.12.2023	LR Wyard-Scott	Bacs2110	£ 286.44	Fuel for Vans & Machinery - November 2023
15.12.2023	P.Cottrell	Bacs2111	£ 45.00	Window Cleaning Nov 2023 - DYCC
15.12.2023	Ram Building Consultancy	Bacs2112	£ 718.80	Drone Survey of Roof at DYCC
15.12.2023	Simonds Garage Services	Bacs2113	£ 157.61	Bronze Services of Ford Ranger CY15 KUO
15.12.2023	Travis Perkins Trading Co Ltd	Bacs2114	£ 13.68	4x Cans De-Icer for Vans
15.12.2023	Vmit Ltd	Bacs2115	£ 943.08	IT Support October 2023, IT Software November 2023
15.12.2023	Voice Squad (Brigitta Kenyon)	Bacs2116	£ 50.00	Christmas Lights Singing Performers 2023
15.12.2023	British Gas Trading Ltd	DD457	£ 162.84	Electricity 27th October to 26th November 2023 - Council Office
19.12.2023	British Gas Trading Ltd	DD458	£ 311.86	Electricity 9th to 23rd November 2023 - Sports Ground
19.12.2023	British Gas Trading Ltd	DD459	£ 37.70	Electricity 22nd to 23rd November 2023 - Sports Ground
19.12.2023	British Gas Trading Ltd	DD460	£ 130.02	Electricity 7th to 23rd November 2023 - Park WC
19.12.2023	British Gas Trading Ltd	DD461	£ 10.85	Electricity 8th to 23rd November 2023 - Market
19.12.2023	Anglian Water Business Ltd (National)	DD462	£ 17.32	Water September to December 2023 - Park

21.12.2023	Barclaycard	Nov-23	£ 540.57	VW Caddy Road Tax, Decking Mould Remover, Key Cutting, Grotto Books, Diss Business Forum Christmas Lunch
20.12.2023	Employees	BACS	£ 19,903.29	Salaries Month 9
27.12.2023	EE Ltd	DD463	£ 43.79	Mobile Phones 18th December to 17th January
29.12.2023	Norfolk Pension Fund	BACS	£ 7,349.89	Pension Contributions Month 9
			£ 36,942.42	

02/01/2024

Diss Town Council

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Detailed Income & Expenditure by Budget Heading 01/12/2023

Month No: 9

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Agency Services</u>							
1000 Agency Services Income	3,848	3,456	(392)			111.3%	
Agency Services :- Income	<u>3,848</u>	<u>3,456</u>	<u>(392)</u>			<u>111.3%</u>	<u>0</u>
4000 NCC Grasscutting	90	100	10		10	90.1%	
Agency Services :- Indirect Expenditure	<u>90</u>	<u>100</u>	<u>10</u>	<u>0</u>	<u>10</u>	<u>90.1%</u>	<u>0</u>
Net Income over Expenditure	<u>3,758</u>	<u>3,356</u>	<u>(402)</u>				
<u>120 Allotments</u>							
1120 Allotment Rent	0	500	500			0.0%	
Allotments :- Income	<u>0</u>	<u>500</u>	<u>500</u>			<u>0.0%</u>	<u>0</u>
4020 Allotments - Insurance	28	28	0		0	100.0%	
Allotments :- Indirect Expenditure	<u>28</u>	<u>28</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>100.0%</u>	<u>0</u>
Net Income over Expenditure	<u>(28)</u>	<u>472</u>	<u>500</u>				
<u>140 Amenities</u>							
1140 Amenities Income	3,672	2,085	(1,587)			176.1%	
1143 Flock Income	9,999	0	(9,999)			0.0%	9,999
Amenities :- Income	<u>13,671</u>	<u>2,085</u>	<u>(11,586)</u>			<u>655.7%</u>	<u>9,999</u>
4030 Park Enhancement Costs (470)	42	0	(42)		(42)	0.0%	42
4040 Gardens/Floral Scheme	983	1,300	317		317	75.6%	
4060 Town/Park - R&R	15,290	20,000	4,710	567	4,143	79.3%	90
4061 Play Equipment R&R	4,892	5,000	108		108	97.8%	
4062 Boardwalk Maintenance	4,282	1,000	(3,282)		(3,282)	428.2%	4,136
4065 Van Replacement	0	1,000	1,000		1,000	0.0%	
4070 Van x 2 Running Costs	4,100	3,500	(600)		(600)	117.1%	
4071 Van Insurance	1,695	1,220	(475)		(475)	138.9%	
4075 Tree Management	2,090	9,000	6,910		6,910	23.2%	1,400
4085 Closed Churchyard - R&R	35	30	(5)		(5)	116.1%	
4090 Manorial Rights - R&R	7	10	3		3	66.6%	
4095 Mere - Water/drainage	0	2,800	2,800		2,800	0.0%	
4100 Mere - Fountain	1,500	1,500	0		0	100.0%	
4101 Mere - Fountain Electricity	2,314	4,830	2,516		2,516	47.9%	
4102 Mere Fountain/Kiosk -Insurance	155	155	0		0	100.0%	
4110 Park - Water Rates	51	100	49		49	50.7%	
4115 Park - Electricity	1,265	1,841	576		576	68.7%	
4120 Mere's Mouth - Rent	100	100	0		0	100.0%	
4125 Mere's Mouth - Business Rates	424	424	(0)		(0)	100.0%	

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Detailed Income & Expenditure by Budget Heading 01/12/2023

Month No: 9

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4140 Park - Insurance	1,764	1,757	(7)		(7)	100.4%	
Amenities :- Indirect Expenditure	<u>40,990</u>	<u>55,567</u>	<u>14,577</u>	<u>567</u>	<u>14,010</u>	<u>74.8%</u>	<u>5,667</u>
Net Income over Expenditure	<u>(27,318)</u>	<u>(53,482)</u>	<u>(26,164)</u>				
7000 plus Transfer from EMR	5,667						
8001 less Transfer to EMR	9,999						
Movement to/(from) Gen Reserve	<u>(31,650)</u>						
<u>145 Mini Recycling Centre Adopter</u>							
1150 Mini Recycling Adopter Payment	0	450	450			0.0%	
Mini Recycling Centre Adopter :- Income	<u>0</u>	<u>450</u>	<u>450</u>			<u>0.0%</u>	<u>0</u>
Net Income	<u>0</u>	<u>450</u>	<u>450</u>				
<u>150 Bank Interest</u>							
1090 Interest Received	8,243	500	(7,743)			1648.7%	
Bank Interest :- Income	<u>8,243</u>	<u>500</u>	<u>(7,743)</u>			<u>1648.7%</u>	<u>0</u>
4202 Bank Charges	252	240	(12)		(12)	105.1%	
Bank Interest :- Indirect Expenditure	<u>252</u>	<u>240</u>	<u>(12)</u>	<u>0</u>	<u>(12)</u>	<u>105.1%</u>	<u>0</u>
Net Income over Expenditure	<u>7,991</u>	<u>260</u>	<u>(7,731)</u>				
<u>160 Capital Expenditure</u>							
4200 Capital Expenditure	22,683	41,007	18,324		18,324	55.3%	
Capital Expenditure :- Indirect Expenditure	<u>22,683</u>	<u>41,007</u>	<u>18,324</u>	<u>0</u>	<u>18,324</u>	<u>55.3%</u>	<u>0</u>
Net Expenditure	<u>(22,683)</u>	<u>(41,007)</u>	<u>(18,324)</u>				
<u>180 Cemetery</u>							
1180 Cemetery Interment/Chapel Fees	22,951	25,000	2,049			91.8%	
1185 Cemetery Memorial Fees	6,393	10,500	4,107			60.9%	
Cemetery :- Income	<u>29,345</u>	<u>35,500</u>	<u>6,155</u>			<u>82.7%</u>	<u>0</u>
4250 Cemetery - Grounds - R&R	6,463	8,000	1,537		1,537	80.8%	
4260 Cemetery - Chapels - R&R	46,406	1,000	(45,406)		(45,406)	4640.6%	11,456
4270 General Equipment	1,303	3,000	1,697		1,697	43.4%	
4271 General Equipment Insurance	142	142	0		0	100.0%	
4272 Ride on Mower Insurance	412	412	0		0	100.0%	
4275 Cemetery - Water Rate	111	150	39		39	74.2%	
4280 Cemetery - Electricity	519	472	(47)		(47)	109.9%	

Detailed Income & Expenditure by Budget Heading 01/12/2023

Month No: 9

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4285 Cemetery - Insurance	496	496	0		0	100.0%	
Cemetery :- Indirect Expenditure	55,852	13,672	(42,180)	0	(42,180)	408.5%	11,456
Net Income over Expenditure	(26,507)	21,828	48,335				
7000 plus Transfer from EMR	11,456						
Movement to/(from) Gen Reserve	(15,051)						
<u>190 Cemetery Gravedigging</u>							
1190 Cemetery Gravedigging Fees	6,486	0	(6,486)			0.0%	
Cemetery Gravedigging :- Income	6,486	0	(6,486)				0
4300 Cemetery Gravedigging Exp.	4,698	0	(4,698)		(4,698)	0.0%	
Cemetery Gravedigging :- Indirect Expenditure	4,698	0	(4,698)	0	(4,698)		0
Net Income over Expenditure	1,788	0	(1,788)				
<u>200 Christmas Lights</u>							
4320 Christmas Lights	14,613	21,000	6,387		6,387	69.6%	
4322 Insurance re. Christmas Lights	79	79	0		0	100.0%	
Christmas Lights :- Indirect Expenditure	14,692	21,079	6,387	0	6,387	69.7%	0
Net Expenditure	(14,692)	(21,079)	(6,387)				
<u>220 Corn Hall</u>							
4350 Corn Hall - Maint./R&R	6,348	6,000	(348)		(348)	105.8%	
4360 Corn Hall - Insurance	2,588	2,582	(6)		(6)	100.2%	
Corn Hall :- Indirect Expenditure	8,936	8,582	(354)	0	(354)	104.1%	0
Net Expenditure	(8,936)	(8,582)	354				
<u>240 Council Properties</u>							
1240 Office Rent/Service Charge	4,902	5,500	598			89.1%	
Council Properties :- Income	4,902	5,500	598			89.1%	0
4400 Office R&R	2,999	2,500	(499)		(499)	120.0%	
4405 Office Building Maintenance	985	0	(985)		(985)	0.0%	505
4410 Office Stairlift	0	340	340		340	0.0%	
4415 Cemetery Bungalow	2,445	2,000	(445)		(445)	122.2%	
4420 Electricity Testing 5 Yrly	798	0	(798)		(798)	0.0%	798
4425 Health & Safety	850	2,500	1,650		1,650	34.0%	
4435 Pk Toilets Servicing	6,985	12,000	5,015		5,015	58.2%	

Detailed Income & Expenditure by Budget Heading 01/12/2023

Month No: 9

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4445 Pk Toilets - Insurance	384	384	0		0	100.0%	
4450 Pk Toilet- Electricity	1,108	1,720	612		612	64.4%	
4460 Pk Toilets - Water Rates	244	2,070	1,826		1,826	11.8%	
4465 Mere's Mouth Toilets	8,602	15,000	6,398		6,398	57.3%	
4466 Mere's Mouth Electricity	644	1,500	856		856	42.9%	
4475 Staff Uniforms/Replacements	0	250	250		250	0.0%	
Council Properties :- Indirect Expenditure	26,044	40,264	14,220	0	14,220	64.7%	1,303
Net Income over Expenditure	(21,142)	(34,764)	(13,622)				
7000 plus Transfer from EMR	1,303						
Movement to/(from) Gen Reserve	(19,839)						
<u>260 Diss Youth & Community Centre</u>							
1160 Loan Park Radio	900	0	(900)			0.0%	
1260 DYCC Hire Fees	15,722	20,000	4,278			78.6%	
Diss Youth & Community Centre :- Income	16,622	20,000	3,378			83.1%	0
4500 DYCC - Electricity	4,357	7,758	3,401		3,401	56.2%	
4505 DYCC - Gas	555	830	275		275	66.9%	
4510 DYCC - Business Rates	5,040	5,200	160		160	96.9%	
4515 DYCC - Water Rates	852	710	(142)		(142)	120.0%	
4520 Licences - Music	0	247	247		247	0.0%	
4525 DYCC - Insurance	1,095	1,085	(10)		(10)	100.9%	
4530 Annual Service Costs	330	1,500	1,170		1,170	22.0%	
4540 DYCC - General R&R	9,275	4,000	(5,275)	156	(5,431)	235.8%	
Diss Youth & Community Centre :- Indirect Expenditure	21,504	21,330	(174)	156	(330)	101.5%	0
Net Income over Expenditure	(4,881)	(1,330)	3,551				
<u>280 Administrative Overheads</u>							
1285 Photocopying Income	48	0	(48)			0.0%	
Administrative Overheads :- Income	48	0	(48)				0
4610 Council Office Business Rates	4,853	4,860	7		7	99.9%	
4615 Council Office - Gas	1,842	1,230	(612)		(612)	149.7%	
4620 Council Office - Electricity	752	956	204		204	78.7%	
4625 Council Office - Telephone	1,145	2,000	855		855	57.2%	
4630 Council Office - Insurance	882	882	0		0	100.0%	
4657 IT Equipment, Software & Suppo	13,983	14,000	17		17	99.9%	
Administrative Overheads :- Indirect Expenditure	23,457	23,928	471	0	471	98.0%	0
Net Income over Expenditure	(23,409)	(23,928)	(519)				

Detailed Income & Expenditure by Budget Heading 01/12/2023

Month No: 9

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>300 Grants</u>							
4720 General Grants	10,000	10,000	0		0	100.0%	
4765 Heritage Triangle Trust	475	0	(475)		(475)	0.0%	475
Grants :- Indirect Expenditure	10,475	10,000	(475)	0	(475)	104.8%	475
Net Expenditure	(10,475)	(10,000)	475				
7000 plus Transfer from EMR	475						
Movement to/(from) Gen Reserve	(10,000)						
<u>310 Highways</u>							
1070 Parish Partnership Bid Income	1,525	0	(1,525)			0.0%	
Highways :- Income	1,525	0	(1,525)				0
4785 Neighbourhood Plan	1,035	0	(1,035)		(1,035)	0.0%	1,035
Highways :- Indirect Expenditure	1,035	0	(1,035)	0	(1,035)		1,035
Net Income over Expenditure	490	0	(490)				
7000 plus Transfer from EMR	1,035						
Movement to/(from) Gen Reserve	1,525						
<u>320 Market</u>							
1320 Market Stallage	15,078	20,000	4,922			75.4%	
Market :- Income	15,078	20,000	4,922			75.4%	0
4805 Mere's Mouth - Maintenance	470	0	(470)		(470)	0.0%	470
4810 Market Place - Water Rates	54	63	9		9	86.4%	
4815 Market Place - Business Rates	2,470	2,800	330		330	88.2%	
4830 Market Expenditure	305	365	60		60	83.7%	
Market :- Indirect Expenditure	3,300	3,228	(72)	0	(72)	102.2%	470
Net Income over Expenditure	11,779	16,772	4,993				
7000 plus Transfer from EMR	470						
Movement to/(from) Gen Reserve	12,249						
<u>340 Promotion</u>							
4840 Promotion	827	250	(577)		(577)	330.6%	
4845 Website/Intranet Hosting/Maint	252	150	(102)		(102)	168.0%	
Promotion :- Indirect Expenditure	1,079	400	(679)	0	(679)	269.6%	0
Net Expenditure	(1,079)	(400)	679				

Detailed Income & Expenditure by Budget Heading 01/12/2023

Month No: 9

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>360 Precept</u>							
1076 Precept	591,978	591,978	0			100.0%	10,000
Precept :- Income	591,978	591,978	0			100.0%	10,000
Net Income	591,978	591,978	0				
8001 less Transfer to EMR	10,000						
Movement to/(from) Gen Reserve	581,978						
<u>370 General Expenditure</u>							
4600 Town Mayor's Allowance	1,038	1,500	462		462	69.2%	
4605 Ccl Members' Allowance & Exp	0	1,000	1,000		1,000	0.0%	
4635 Subscriptions	2,279	2,500	221		221	91.2%	
4640 Audit	2,421	2,180	(241)		(241)	111.1%	
4645 Training	4,047	4,500	453		453	89.9%	
4646 Liability Insurance	4,635	4,536	(99)		(99)	102.2%	
4655 Printing & Stationery	2,966	3,500	534		534	84.7%	
4660 Postage	25	100	75		75	24.9%	
4665 Wages - General Admin.	150,561	199,557	48,997		48,997	75.4%	
4666 Wages - General Maint.	152,297	197,102	44,805		44,805	77.3%	
4667 Staff Mileage	341	300	(41)		(41)	113.8%	
4670 NI/PAYE/Pension	(5,628)	0	5,628		5,628	0.0%	
4675 Legal/Financial/Prof fees	436	2,000	1,564		1,564	21.8%	
4680 Vacancy Advert	0	2,000	2,000		2,000	0.0%	
4992 Annual Town Meeting	96	200	104		104	48.1%	
General Expenditure :- Indirect Expenditure	315,515	420,975	105,460	0	105,460	74.9%	0
Net Expenditure	(315,515)	(420,975)	(105,460)				
<u>375 Rechargeable</u>							
1280 Rechargeable Exp. Refunded	2,474	0	(2,474)			0.0%	
Rechargeable :- Income	2,474	0	(2,474)				0
4685 Rechargeable Expenditure	1,158	0	(1,158)		(1,158)	0.0%	
Rechargeable :- Indirect Expenditure	1,158	0	(1,158)	0	(1,158)		0
Net Income over Expenditure	1,316	0	(1,316)				
<u>380 S 137</u>							
4870 S 137 - Expenditure	19	0	(19)		(19)	0.0%	
S 137 :- Indirect Expenditure	19	0	(19)	0	(19)		0
Net Expenditure	(19)	0	19				

Detailed Income & Expenditure by Budget Heading 01/12/2023

Month No: 9

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
400 Sports Ground							
1400 Sports Ground Hire Fees	10,094	10,000	(94)			100.9%	
Sports Ground :- Income	10,094	10,000	(94)			100.9%	0
4900 Track Maintenance	0	4,000	4,000		4,000	0.0%	
4910 Pavilion Maintenance	6,495	0	(6,495)		(6,495)	0.0%	
4915 General Sports Ground Maint.	695	3,000	2,305	576	1,729	42.4%	
4920 Ground Maintenance	1,446	2,500	1,054		1,054	57.8%	
4930 Sports Grnd-Water Rate	367	553	186		186	66.4%	
4935 Sports Ground - Electricity	1,519	3,730	2,211		2,211	40.7%	
4940 Sports Ground - Phone	99	300	201		201	32.9%	
4945 Sports Ground - Insurance	1,334	1,332	(2)		(2)	100.2%	
4955 Skateboard Pk - Insurance/Insp	500	499	(1)		(1)	100.2%	
4965 Skateboard Pk-Maint. Materials	4,118	0	(4,118)		(4,118)	0.0%	2,059
Sports Ground :- Indirect Expenditure	16,572	15,914	(658)	576	(1,234)	107.8%	2,059
Net Income over Expenditure	(6,478)	(5,914)	564				
7000 plus Transfer from EMR	2,059						
Movement to/(from) Gen Reserve	(4,419)						
420 Events							
1330 Coronation Income	3,358	0	(3,358)			0.0%	
Events :- Income	3,358	0	(3,358)				0
4760 Remembrance Service Costs	558	800	242		242	69.7%	
4991 Coronation Expenditure	6,811	0	(6,811)		(6,811)	0.0%	
Events :- Indirect Expenditure	7,369	800	(6,569)	0	(6,569)	921.1%	0
Net Income over Expenditure	(4,010)	(800)	3,210				
425 Christmas Switch on Event							
1235 Christmas Switch On Income	4,023	1,400	(2,623)			287.4%	4,063
Christmas Switch on Event :- Income	4,023	1,400	(2,623)			287.4%	4,063
4990 Christmas Switch on Event	4,418	2,800	(1,618)		(1,618)	157.8%	4,468
Christmas Switch on Event :- Indirect Expenditure	4,418	2,800	(1,618)	0	(1,618)	157.8%	4,468
Net Income over Expenditure	(395)	(1,400)	(1,005)				
7000 plus Transfer from EMR	4,468						
8001 less Transfer to EMR	4,063						
Movement to/(from) Gen Reserve	10						

Detailed Income & Expenditure by Budget Heading 01/12/2023

Month No: 9

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>430 Carnival</u>							
1435 Carnival Income	12,931	10,000	(2,931)			129.3%	14,569
	<u>12,931</u>	<u>10,000</u>	<u>(2,931)</u>			<u>129.3%</u>	<u>14,569</u>
Carnival :- Income							
4996 Carnival	13,081	11,455	(1,626)		(1,626)	114.2%	13,884
	<u>13,081</u>	<u>11,455</u>	<u>(1,626)</u>	<u>0</u>	<u>(1,626)</u>	<u>114.2%</u>	<u>13,884</u>
Carnival :- Indirect Expenditure							
Net Income over Expenditure	(150)	(1,455)	(1,305)				
7000 plus Transfer from EMR	13,549						
8001 less Transfer to EMR	14,904						
Movement to/(from) Gen Reserve	(1,505)						
<u>440 Town Mayor's Charity</u>							
1440 Town Mayor's Charity	2,556	0	(2,556)			0.0%	
	<u>2,556</u>	<u>0</u>	<u>(2,556)</u>				<u>0</u>
Town Mayor's Charity :- Income							
4795 Town Mayor's Charity Exp	2,558	0	(2,558)		(2,558)	0.0%	
	<u>2,558</u>	<u>0</u>	<u>(2,558)</u>	<u>0</u>	<u>(2,558)</u>		<u>0</u>
Town Mayor's Charity :- Indirect Expenditure							
Net Income over Expenditure	(2)	0	2				
<u>460 CIL</u>							
1460 CIL - CIL Income	52,196	0	(52,196)			0.0%	52,196
	<u>52,196</u>	<u>0</u>	<u>(52,196)</u>				<u>52,196</u>
CIL :- Income							
5000 CIL - Expenditure	6,907	0	(6,907)		(6,907)	0.0%	8,966
	<u>6,907</u>	<u>0</u>	<u>(6,907)</u>	<u>0</u>	<u>(6,907)</u>		<u>8,966</u>
CIL :- Indirect Expenditure							
Net Income over Expenditure	45,289	0	(45,289)				
7000 plus Transfer from EMR	8,966						
8001 less Transfer to EMR	52,196						
Movement to/(from) Gen Reserve	2,059						
<u>470 Streetlighting</u>							
4730 CCTV Costs	5,743	2,425	(3,318)		(3,318)	236.8%	5,509
4970 Streetlighting	5,902	7,575	1,673		1,673	77.9%	5,902
	<u>11,644</u>	<u>10,000</u>	<u>(1,644)</u>	<u>0</u>	<u>(1,644)</u>	<u>116.4%</u>	<u>11,411</u>
Streetlighting :- Indirect Expenditure							
Net Expenditure	(11,644)	(10,000)	1,644				
7000 plus Transfer from EMR	11,411						
Movement to/(from) Gen Reserve	(234)						

Detailed Income & Expenditure by Budget Heading 01/12/2023

Month No: 9

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	779,379	701,369	(78,010)			111.1%	
Expenditure	614,352	701,369	87,017	1,299	85,718	87.8%	
Net Income over Expenditure	<u>165,027</u>	<u>0</u>	<u>(165,027)</u>				
plus Transfer from EMR	60,859						
less Transfer to EMR	91,162						
Movement to/(from) Gen Reserve	<u>134,724</u>						

SUMMARY REPORT OF EARMARKED RESERVES 2023-24

Project Ref	NC		Committee	Site	EMR	Balance as at 1st April 2023	Less: Actual Year to date Expense	Balance	Add: Year to date receipts	Balance as at 30th September 2023
RF	330	1	Executive	By-election	By-election costs	£ 5,000		£ 5,000		£ 5,000
NEW	335		Facilities	Facilities	Flock Project	£ -		£ -	£ 9,999	£ 9,999
RF	342	3	Executive	Events	Christmas Lights switch on	£ 3,680	£ 4,418	-£ 738	£ 4,063	£ 3,325
RF	344	4	Executive	Events	Carnival	£ 3,981	£ 14,357	-£ 10,376	£ 15,662	£ 5,286
J	370	5	Facilities	Cemetery	Cem Roads, Cem Monuments	£ 4,500		£ 4,500		£ 4,500
J	372	6	Facilities	Cemetery	Cemetery Chapels	£ 11,456	£ 11,456	£ -		£ -
L	375	7	Facilities	Corn Hall	Corn Hall	£ 25,975		£ 25,975		£ 25,975
M	384	8	Facilities	Council Offices	Building maintenance	£ 31,095	£ 505	£ 30,590		£ 30,590
D	390	9	Facilities	DYCC	Van Replacement	£ 7,000		£ 7,000	£ 1,000	£ 8,000
K	392	10	Facilities	DYCC	Replacement Ride-On Lawnmower	£ 3,000		£ 3,000		£ 3,000
O	398	11	Facilities	DYCC	DYCC	£ 4,317		£ 4,317		£ 4,317
P	400	12	Facilities	Market	Maintenance Market	£ 21,500		£ 21,500		£ 21,500
C	412	13	Facilities	Mere	Boardwalk	£ 4,473	£ 4,136	£ 338		£ 338
H	414	14	Facilities	Mere	Maintenance Mere's Mouth (Resurfacing)	£ 2,000	£ 470	£ 1,530		£ 1,530
G	416	15	Facilities	Mere	Mere Fountain	£ 22,815		£ 22,815		£ 22,815
A	422	16	Facilities	Park	Park General - Beacon Project	£ 6,842		£ 6,842		£ 6,842
B	424	17	Facilities	Park	Play Equipment	£ 500		£ 500		£ 500
Y	426	18	Facilities	Park	Park Toilets	£ 16,000		£ 16,000		£ 16,000
Q	430	19	Facilities	SPG	Athletics maintenance	£ 11,000		£ 11,000		£ 11,000
R	432	20	Facilities	SPG	SPG Floodlights	£ -		£ -		£ -
S	434	21	Facilities	SPG	SPG Pav maintenance	£ -		£ -		£ -
T	436	22	Facilities	SPG	SPG - Skateboard Park	£ 2,059	£ 2,059	£ -		£ -
F	440	23	Facilities	St Marys Churchyard	Closed churchyard repairs	£ 18,579		£ 18,579		£ 18,579
E	450	24	Facilities	Facilities	Tree Management	£ 1,000	£ 1,400	-£ 400	£ 9,000	£ 8,600
N	469	25	Facilities		5 Yr Electrical Testing	£ 4,098	£ 798	£ 3,300		£ 3,300
U	470	26	Facilities		Park Enhancement Project	£ 12,181	£ 42	£ 12,140		£ 12,140
RF	455	27	HTP	HTP	HTP	£ 9,109	£ 475	£ 8,634		£ 8,634
RF	460	28	Infrastructure	Infrastructure	Bus Shelters maintenance	£ 15,721	£ 90	£ 15,631		£ 15,631
RF	462	29	Infrastructure	Infrastructure	Streetlights	£ 10,318	£ 5,902	£ 4,416		£ 4,416
RF	464	30	Infrastructure	Infrastructure	Community Infrastructure Levy (CIL)	£ 68,408	£ 8,966	£ 59,442	£ 52,196	£ 111,638
RF	466	31	Infrastructure	Infrastructure	CCTV	£ 7,184	£ 5,509	£ 1,675		£ 1,675
RF	468	32	Infrastructure	Infrastructure	D&D Neighbourhood Plan	£ 5,213	£ 1,036	£ 4,177		£ 4,177
V	471	33	Infrastructure	Infrastructure	Park Light Review	£ -		£ -		£ -
W	472	34	Infrastructure	Infrastructure	Mere Street Pedestrianisation	£ 10,000		£ 10,000		£ 10,000
X	473	35	Infrastructure	Infrastructure	Street Cleaner	£ 10,543		£ 10,543		£ 10,543
RF	445	36	Infrastructure	Infrastructure	Parish Partnership Works	£ 5,000		£ 5,000		£ 5,000
					TOTAL	£ 364,547	£ 61,618	£ 302,929	£ 91,920	£ 394,850

	% of EMR	Balance year end 2022/23	YTD Balance
Facilities	53%	£210,391.34	£209,525
HTP	2%	£9,108.59	£8,634
Infrastructure	41%	£132,386.40	£163,080
Executive	3%	£12,661.14	£13,611
TOTAL		£364,547.50	£394,850

30/11/2023	Current Year End balance (Precept)	£ 165,027
	General Reserves	£ 283,096
	EMR	£ 397,488
	Total Funds	£ 845,611

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



DISS TOWN COUNCIL

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Report Number:
48 / 2324

Report to:	Full Council
Date of Meeting:	10 th January 2023
Authorship:	Finance Officer / Responsible Finance Officer
Subject:	Precept Request

Introduction

1. At the Full Council meeting held on 20th December 2023, approval was granted by Council for all recommendations in report 47/2324 including the precept request for financial years 2024/25 (see appendix).
2. The submission to South Norfolk Council of the precept request for 2024/25 is due by the 12th January 2024.

Budget Conclusions

3. The proposed budget is dedicated to ensuring funding for Diss Town Council's services and assets. It aims to tackle increasing supplier and staffing costs and will utilise other sources of income where appropriate.
4. It was confirmed that £18K from the precept will be allocated to the Earmarked Reserves (EMR) to enable tree management.
5. No revisions have been suggested for the budget. It is therefore recommended that Full Council approve the precept request of £668,148, or £235.76 reflecting a 13.03% increase for each Band D householder for financial years 2024/25.

Recommendation

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

	Last Year		Current Year				Next Year
	Budget 22-23	Actual 22-23	Budget 23-24	Actual YTD 23-24	Projected 23-24	Forecast 23-24	Budget 24-25
Agency Services							
Total Income	£3,044	£2,880	£3,456	£3,848	£0	£3,848	£4,040
Overhead Expenditure	-£100	-£83	-£100	-£79	-£60	-£139	-£100
Income Less Expenditure	£2,944	£2,797	£3,356	£3,769	-£60	£3,709	£3,940
Allotments							
Total Income	£500	£500	£500	£0	£500	£500	£525
Overhead Expenditure	-£27	-£26	-£28	-£28	£0	-£28	-£30
Income Less Expenditure	£473	£474	£472	-£28	£500	£472	£495
Amenities							
Total Income	£2,085	£13,883	£2,085	£12,854	£2,954	£15,808	£2,000
Overhead Expenditure	-£61,187	-£90,954	-£55,567	-£32,454	-£32,110	-£64,564	-£73,243
Income Less Expenditure	-£59,102	-£77,071	-£53,482	-£19,600	-£29,156	-£48,756	-£71,243
Mini Recycling Centre Adopter							
Total Income	£450	£450	£450	£0	£450	£450	£450
Overhead Expenditure		£0					
Income Less Expenditure	£450	£450	£450	£0	£450	£450	£450
Bank Interest rec'd/Bank Charges							
Total Income	£150	£3,006	£500	£4,891	£2,575	£7,466	£6,500
Bank Charges	-£240	-£240	-£240	-£150	-£160	-£310	-£350
Income Less Expenditure	-£90	£2,766	£260	£4,741	£2,415	£7,156	£6,150
Capital Expenditure - Loans	-£41,007	-£41,007	-£41,007	-£22,593	-£18,414	-£41,007	-£41,007
Cemetery							
Total Income	£31,120	£44,605	£35,500	£26,826	£18,539	£45,365	£35,000
Overhead Expenditure	-£15,107	-£88,797	-£10,118	-£57,244	-£3,700	-£60,944	-£12,146
Income Less Expenditure	£16,013	-£44,192	£25,382	-£30,418	£14,839	-£15,579	£22,854
Cemetery Bungalow							
Total Income	£4,572	£762	£0	£0	£0	£0	£0
Overhead Expenditure	-£760	-£2,286	-£2,000	-£2,024	-£826	-£2,850	-£3,000
Income Less Expenditure	£3,812	-£1,524	-£2,000	-£2,024	-£826	-£2,850	-£3,000
General Equipment							
Overhead Expenditure	-£5,066	-£3,881	-£3,554	-£1,605	-£3,000	-£4,605	-£6,580
Christmas Lights							
Total Income	£0	£0	£0	£0	£0	£0	£0
Overhead Expenditure	-£19,081	-£18,049	-£21,079	-£3,708	-£17,371	-£21,079	-£21,081
Income Less Expenditure	-£19,081	-£18,049	-£21,079	-£3,708	-£17,371	-£21,079	-£21,081
Corn Hall							
Overhead Expenditure	-£13,636	-£12,899	-£8,582	-£7,613	-£1,308	-£8,921	-£8,846
Council Offices							
Total Income	£4,557	£6,753	£5,500	£3,298	£2,200	£5,498	£6,864
Overhead Expenditure	-£23,700	-£18,263	-£12,768	-£11,585	-£7,331	-£18,916	-£17,160
Income Less Expenditure	-£19,143	-£11,510	-£7,268	-£8,287	-£5,131	-£13,418	-£10,296
Other Council Properties							
Health & Safety	-£2,500	-£4,434	-£2,500	-£979	-£2,417	-£3,396	-£2,500
PK Toilet Servicing	-£8,450	-£11,832	-£12,000	-£4,595	-£7,347	-£11,942	-£12,000
Pk Toilet Insurance	-£133	-£365	-£384	-£384	£0	-£384	-£422
PK Toilet Electricity	-£1,900	-£1,203	-£1,720	-£684	-£892	-£1,576	-£1,783
PK Toilet B Rates	£0	£0	£0	£0	£0	£0	£0
Pk Toilet Water Rates	-£2,070	-£2,589	-£2,070	£1,051	-£3,121	-£2,070	-£2,000
Mere's Mouth Toilet	-£10,450	-£15,813	-£16,500	-£6,419	-£10,059	-£16,478	-£15,722
Staff Uniforms/Replacements	-£600	-£378	-£250	£0	-£250	-£250	-£250
Total Expense	-£26,103	-£36,614	-£35,424	-£12,010	-£24,086	-£36,096	-£34,677
Diss Youth & Community Centre							
Total Income	£15,560	£24,582	£20,000	£15,564	£3,080	£18,644	£5,181
Overhead Expenditure	-£27,137	-£25,505	-£21,330	-£15,625	-£15,354	-£30,979	-£32,387
Income Less Expenditure	-£11,577	-£923	-£1,330	-£61	-£12,274	-£12,335	-£27,206
Grants							
Grants Income	£0	£0	£0	£0	£0	£0	£0
Grants Expenditure	-£20,000	-£1,432	-£10,000	-£10,475	£0	-£10,475	-£10,000
Highways - Parish Partnership Bid							
Income	£0	£11,837	£0	£0	£0	£0	£0
Parish Partnership Bid	-£11,600	-£5,103	£0	£0	£0	£0	£0
DDNP Contribution	-£2,800	-£8,373	£0	-£1,035	£0	-£1,035	-£1,000

Annual Budget 2024/25

	Last Year		Current Year				Next Year
	Budget 22-23	Actual 22-23	Budget 23-24	Actual YTD 23-24	Projected 23-24	Forecast 23-24	Budget 24-25
Income Less Expenditure	-£14,400	-£1,639	£0	£1,035	£0	-£1,035	-£1,000
Market							
Total Income	£22,022	£20,782	£20,000	£11,172	£13,137	£24,309	£21,000
Overhead Expenditure	-£3,613	-£3,492	-£3,228	-£3,166	-£1,499	-£4,665	-£3,378
Income Less Expenditure	£18,409	£17,290	£16,772	£8,006	£11,638	£19,644	£17,622
Promotion							
Overhead Expenditure	-£1,000	-£426	-£400	-£464	-£131	-£595	-£900
SNC Grant							
Total Income (SNC Grant)	£0	£0	£0	£0	£0	£0	£0
Total Income (SNC Grant)	£0	£0	£0	£0	£0	£0	£0
General Expenditure	-£40,568	-£43,754	-£38,116	-£26,648	-£16,569	-£43,217	-£52,634
Sports Ground							
Total Income	£14,215	£12,942	£10,000	£5,732	£6,091	£11,823	£10,500
Overhead Expenditure	-£15,493	-£10,675	-£15,914	-£14,154	-£10,131	-£24,285	-£20,184
Income Less Expenditure	-£1,278	£2,267	-£5,914	-£8,422	-£4,040	-£12,462	-£9,684
Events							
Event Income	£0	£0	£0	£3,358	£0	£3,358	£0
Overhead Expenditure	-£6,177	-£13,544	-£800	-£6,852	-£600	-£7,452	-£1,000
Income Less Expenditure	-£6,177	-£13,544	-£800	-£3,494	-£600	-£4,094	-£1,000
Christmas Switch-On Event							
Total Income	£1,400	£2,960	£1,400	£3,490	£1,200	£4,690	£1,400
Overhead Expenditure	-£2,650	-£3,992	-£2,800	-£41	-£2,759	-£2,800	-£1,250
Income Less Expenditure	-£1,250	-£1,032	-£1,400	£3,449	-£1,559	£1,890	£150
Carnival							
Total Income	£0	£12,366	£10,000	£12,931	£0	£12,931	£10,000
Overhead Expenditure	-£1,250	-£18,406	-£11,455	-£13,081	£0	-£13,081	-£1,250
Income Less Expenditure	-£1,250	-£6,040	-£1,455	-£150	£0	-£150	£8,750
Wages							
Recharged	£0	£3,066	£0	£1,410	£0	£1,410	£0
Wages Admin	-£181,482	-£186,769	-£199,557	-£97,742	-£117,692	-£215,434	-£219,672
Wages Maint	-£153,905	-£167,460	-£197,102	-£94,190	-£118,567	-£212,757	-£196,033
Income Less Expenditure	-£335,387	-£351,163	-£396,659	-£190,522	-£236,259	-£426,781	-£415,705
Annual Town Meeting	-£200	-£245	-£200	-£40	-£160	-£200	-£200
Town Mayors Charity							
Total Income	£0	£2,379	£0	£442	£500	£942	£0
Overhead Expenditure	£0	-£1,591	£0	-£2,558	-£746	-£3,304	£0
Income Less Expenditure	£0	£788	£0	-£2,116	-£246	-£2,362	£0
CIL Income	£0	£20,362	£0	£3,462	£0	£3,462	£0
CIL Expenditure	£0	-£749	£0	-£6,907	£0	-£6,907	£0
Sec 106 Income	£0	£0	£0	0	£0	£0	£0
Sec 106 Expenditure	£0	£0	£0	0	£0	£0	£0
Streetlighting Income	£0	£15,137	£0	0	£0	£0	£0
Streetlighting Expenditure	-£11,500	-£111,727	-£10,000	-£11,593	-£9,565	-£21,158	-£13,500
	-£11,500	-£96,590	-£10,000	-£11,593	-£9,565	-£21,158	-£13,500
HTP Grants Income	£0	£0	£0	0	£0	£0	£0
HTP Expenditure	£0	£0	£0	£0	£0	£0	£0
Income Less Expenditure	£0	£0	£0	£0	£0	£0	£0
Total Income	£99,675	£187,415	£109,391	£109,278	£51,226	£160,504	£103,460
Total Expenditure	-£685,389	-£916,342	-£701,369	-£455,664	-£402,139	-£856,768	-£771,608
Precept	-£585,714		-£591,978				-£668,148
Tax Base	2,808		2,838				2,834
Band D Householder	£208.59		£208.59				£ 235.76
Estimated Increase in Band D Equivalent							13.03%

Schedule of Council/Committee Meetings 2024/25

	April 2024	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan 2025	Feb	Mar	Apr	May
Executive Committee			26 th			18 th			4 th			25 th		
Facilities Committee		29 th		17 th				20 th			12 th			28 th
Infrastructure Committee	24 th			24 th			23 rd			22 nd			2 nd	
Full Council	10 th	8 th	12 th	10 th		11 th		13 th	18 th	8 th		11 th	16 th	14 th
Annual Town Meeting (electors)	17 th												30 th	

Notes

1. The **Annual Town Meeting** (for electors) for 2024/25 is scheduled for **6pm** on **Wednesday 17th April 2024** at a venue to be confirmed. All other meetings will be held at 7.15pm with most taking place in the Council Chamber at the Corn Hall.
2. The schedule excludes Planning meetings, which usually precede scheduled committee dates above and usually start between 6.30pm and 6.45pm should applications require committee consideration.
3. The schedule also excludes monthly sub-committee meetings (e.g., Carnival & Christmas Lights Switch-On) and working group meetings (e.g. Remembrance).
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 noticeboard and website.
6. Members will be invited to all meetings via email.

<https://disstowncouncil.sharepoint.com/sites/DTCDoc/Shared Documents/Council Admin/Committee info/Schedule of Council Meetings accessible 2024-25 To be approved.docx>

Progress Report

Committee		Subject	Action	Assigned to	Timescale	Comments or further action
	FC1223/12					
Full Council	FC0423/08a)	CEMETERY Bungalow	1)To remove the current condition of sale regarding the overage on the Cemetery bungalow. 2)To terminate the agreement with Abbotts and appoint Whittleby Parish to market the Cemetery Bungalow with an initial purchase price of offers of over £275k.	DepTC		Offer of £275k accepted and sale progressing.
Full Council	FC0623/17	TELEPHONE & BROADBAND CONTRACT	a)To extend the Council's telephone and broadband contract with the existing supplier etc ... (EAST ANGLIA) LTD & Red5 Networks for another two years. b)To remove Park Radio Ltd from the Council's internet connection to improve the phone line quality at the Diss Youth & Community Centre. c)To review the Council's telephone and broadband requirements during the budgeting process for 2025-26.	Clerk	by 30.06.23/01.09.24	In progress.
Full Council	FC0923/08	DISS YOUTH & COMMUNITY CENTRE	To approve expenditure of up to £3,500 allocated to DYCC Earmarked Reserves to re-inspect the DYCC roof subject to investigation of possible funding to help cover costs.	Town Clerk/ FBM	immediately	Whilst building is closed & quotes are awaited for mitigating RAAC in roof structure, only spaces being used are Park Radio, Litterpicking Group continue to meet outside & trial of reception area for use by the community fridge starts 05.01.24 on Fridays & Mondays.
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.	COO/Emergency Planning Officer	30.01.2024	Resilience plans have been written and awaiting meeting with District for minor changes. Diss Town FC new back-up emergency venue due to DYCC closure.
Full Council	FC0623/04	PUBLIC PARTICIPATION	Cllr Waterman volunteered to review the cycle route signage with cllr Kiddie.	KK	by 06.07.23	New signage soon to be installed.
Full Council	FC0923/12	D-DAY 80 ANNIVERSARY	To appoint the Beacon sub-committee to consider an event to mark the 80th Anniversary of D-Day on 6th June 2024.	Town Clerk	immediately	First planning meeting took place in November. Next meeting scheduled for January.
Full Council	FC0423/09	PARK	1) To appoint a working party of councillors Collins, Kiddie, Olander and Waterman and staff (Deputy Town Clerk / COO & Facilities & Buildings Manager) to work on the park enhancement project. 2) To fund up to £55k for the park enhancement project with the balance of the Park Security Earmarked Reserves allocation to be transferred alongside funds making up the difference from the EMR Community Infrastructure Levy.	DC/SK/SO/GW/CO O/FBM RFO	12/07/23 Immediately	Given budget, £12.5k is earmarked to the park enhancement project.
Full Council	FC0523/14	AWARD SCHEMES	a) That the Clerk would apply for a Quality status of the Local Council Award Scheme with a plan for the Gold status to follow.	Clerk	31.03.25	This was proposed & agreed as a low priority project at the last FC.
Full Council	FC0723/9	CLOCKS	to repair the Diss clock subject to quotation and get it displayed in a prominent venue preferably in the Corn Hall.	RP	by 31.12.23	
Full Council	FC0923/19	VISIT DISS WEBSITE	To appoint Red Dune Ltd to develop a Visit Diss website as per quotation received with expenditure of £1,500 allocated to General Reserves / Bank Interest and with ongoing annual costs of £390 to be budgeted separately from 2024-25 under Promotion (power – encourage tourism to the council's area / statutory provision LGA 1972, s.144 / General Power of Competence.	Clerk/GW	immediately	Red Dune Ltd now working with District Council & first draft design proposal shared with DTC for feedback.
Full Council	FC0623/04	PUBLIC PARTICIPATION	Cllr Minshull agreed to follow up with the Planning department to determine whether the Orchard Croft estate off Frenze Hall Lane had been signed off as planning consent required that the roadways would be brought back to previous standard.	GM	by 06.07.23	
Full Council	FC1023/06	MARKET PLACE TREES	1) To submit a planning application to the Planning Authority for the removal of the two alder trees on the Market Place with replacement of both trees with suitable alternatives at least one on the Market Place in a container and on another site to be agreed. 2) Reconsider re-surfacing / landscaping options given quote received.	Town Clerk	by 31.03.23	Press release to be drafted and request to tree surgeon to submit a planning application sent. Works will be carried out from the Spring.

Progress Report

Committee		Subject	Action	Assigned to	Timescale	Comments or further action
	FC1223/12					
Full Council	FC1123/04	PUBLIC PARTICIPATION	Consider producing a high-level one-page monthly executive financial summary with the Full Council agenda	RFO	29.02.23	
Full Council	FC1123/04	PUBLIC PARTICIPATION	Contact NCC ref refreshing disabled road marking in parking bays on St Nicholas Street.	KK / Clerk	immediately	Routine maintenance lining work will be undertaken in Spring (Browne's refreshed recently because of remedial work for Tarmac after the previous work failed prematurely).
Full Council	FC1123/07	PARISH PARTNERSHIP BID	1.To put this project on hold for 2024/25 and revisit for the 2025/26 Parish Partnership Bid due to the Community Infrastructure Levy funds available being required for the Diss Youth & Community Centre roof regeneration. 2.To look at this project alongside the future of the Sports Ground to ensure the longevity of the money spent.	Clerks	30.06.24	
Full Council	FC1123/09	COUNCIL PRIORITIES	1. Focus Diss Town Council resources in the next 12 months to progressing and where possible completing the high and medium priority tasks as per the amended progress report. 2. Utilise the next 12 months to gather public feedback on the Council's future direction via regular community engagement events to better inform the Council's next strategic plan. 3. To appoint an Action Group of councillors Murphy, Robertson and Taylor to develop a plan for repairing our buildings and completing deferred projects.	Clerks KM / JR / ET	30.11.24	
Full Council	FC1123b/07	CEMETERY TREE	2. To plant six additional trees on a Council site to mitigate the removal of tree 544. □	Green Corridors Network AG	by 31.05.24	
Full Council	FC1223/04	PUBLIC PARTICIPATION	It was agreed that the traffic lights synchronisation on A1066 would be reviewed	KK	31.01.24	
Full Council	FC1223/05	ITEMS OF URGENT BUSINESS	DTC will respond to the consultation prior to the 5th Jan deadline expressing its concerns and disappointment with the consultation process.	SO / Clerk	immediately	SO has completed the online survey on behalf of DTC. SO also requested Clerk distribute links to all members should they wish to respond independently.
Full Council	FC1223/06	FINANCE	It was noted that a filter tap needs to be installed at the Council Offices to reduce costs of the water cooler.	FBM	31.01.24	
Full Council	FC1223/07	INTERNAL AUDIT	To approve the proposed actions as appropriate responses to the internal audit report's recommendations.	RFO / Finance Officer	29.02.24	
Full Council	FC1223/08	COMMUNITY INFRASTRUCTURE LEVY	to approve the Council's Annual Community Infrastructure Levy Declaration for 2022-23.	N/A		CIL report sent to District in July therefore the declaration will be considered by Council then in future. CIL report already on Council's website so no further action required.
Full Council	FC1223/11	TREE PRESERVATION ORDERS	to appoint councillors Collins, Olander and Robertson to consider suggesting tree preservation orders for Council owned trees that are under threat of being damaged or cut down & make a significant contribution to the amenity of the area.	DC / SP / JR	by 30.06.24	
Full Council	FC1223/12	BUDGET	1. Approved a precept request of £18,000 for specified EMR Tree Management & £10,543 from the anticipated year-end surplus as shown in Appendix B. 2. Members recognize that the General Reserves' minimum threshold of 6 months' expenditure falls below the agreed-upon standard in our financial regulations. The council, collectively, will make efforts to save funds to restore this to an acceptable level. 3. That members approve the proposed income and expenditure budgets shown in Appendix A for 2024/25, which reflects a 13% increase for Diss taxpayers in the current year. 4. To approve the precept demand to South Norfolk Council of £668,148 or £235.76 for Band D householders, with an increase of 13.03%. 5. To give delegated authority to the Town Clerk to work with the Responsible Finance Officer and the Chair of the Executive Committee to publicise the budget outcomes.	RFO / Clerk / MG	post January meeting	On agenda