

Town Clerk (CEO)
Mrs S. Villafuerte-Richards (CiLCA)

Our Ref: FC 21.05.25
Date: 16/05/2025

For Information:
Town Clerk

Diss Express

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

Telephone: 01379 643848
Email: towncouncil@diss.gov.uk

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 21st May 2025** at **7:15pm** to consider the business detailed below.

Town Clerk / Chief Executive Officer

Agenda

1. Election of Town Mayor for the Municipal Year 2025/26

To elect a Town Mayor for 2025/26 and to receive a declaration of acceptance of office.

2. Apologies

To receive and consider apologies for absence.

3. Election of Council Leader for the Municipal Year 2025/26

To elect the Council Leader for 2025-26.

4. Declarations of Interest and Requests for Dispensations¹

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.

5. Minutes

To confirm as a true record, the minutes of Full Council on Wednesday 23rd April 2025 (copy herewith).

6. 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 (*The period of designated time for public participation is 20 minutes, unless directed by the Chair of the meeting, and individual members of the public are entitled to speak for a maximum of five minutes each*).

7. 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*).

8. Finance

- a) To note bank outgoings for April 2025 (copy herewith).
- b) To note the Income & Expenditure reports for April 2025 (copy herewith).
- c) To note the Earmarked Reserves reports for April 2025 (copy herewith).
- d) To note that the Year End financial report will be included with the end-of-year accounts at the June meeting.
- e) To approve the suspension of Financial Regulation 7.1 to allow payment authorisations (report reference 06/2526 herewith).

- f) To note that the container will be moved from the Sports Ground to the Park prior to Carnival and the cost has increased from £510 to £1,200 to include a re-spray allocated to Town & Park R&R budget code.

9. Internal Controls

To consider recommendations regarding the review of internal controls (report reference 07/2526 refers).

10. Meeting Administration

- a) To review and approve committee membership for 2025/26 (copy herewith).
- b) To review delegations to Officers (copy herewith).

11. Representatives on Outside Bodies

To review the appointment of Diss Town Council representatives on Outside Bodies (copy herewith).

12. Local Government Reorganisation in Norfolk

To consider Diss Town Council's response to the proposed changes to local government structure (copy herewith).

13. Broadland & South Norfolk Design Code Consultation

To consider Diss Town Council's response to the Broadland & South Norfolk Design Code consultation (copy herewith).

14. Diss Youth & Community Centre

To receive a project update from the DYCC Action Group.

15. Clerk's Report

To receive the Clerk's report on activities since the last report (to be tabled).

16. Progress Report

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

17. Date of Next Meeting

To note that the next meeting of Full Council is scheduled for Wednesday 18th June 2025 at 7.15pm.

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>.



NOMINATION FORM

TOWN MAYOR - DISS TOWN COUNCIL 2025 - 2026

We the undersigned, hereby nominate

Declan Craggs

For the office of Town Mayor of Diss Town Council for the term May 2025 until May 2026.

Proposer:

Name JOHN ROBERTSON Signature [Signature]

Seconder:

Name Sue Kneen Signature [Signature]

I hereby consent to my nomination.

Name Declan Craggs Signature [Signature]

DISS TOWN COUNCIL



NOMINATION FORM

COUNCIL LEADER - DISS TOWN COUNCIL 2025 - 2026

We the undersigned, hereby nominate

JOHN ROBERTSON.

For the office of Council Leader of Diss Town Council for the term May 2025 until May 2026.

Proposer:

Name Richard Perry

Signature [Signature]

Seconder:

Name Se Kioau

Signature [Signature]

I hereby consent to my nomination.

Name JOHN ROBERTSON

Signature [Signature]

Diss Town Council

Minutes

Draft

Minutes of the meeting of the **Town Council** held in the **Council Chamber** at **Diss Corn Hall** on **Wednesday 23rd April 2025** at **7.15pm**.

Present: Councillors: D. Collins, D. Craggs, C. Dente, A. Goulder, S. Kiddie, K. Murphy (Chair), J. Robertson, R. Peaty, L. Sinfield, E. Taylor, J. Welch.

In attendance: Sarah Villafuerte-Richards (Town Clerk/CEO)
County / District Councillor Kiddie
District Councillor Minshull
12 members of the public

FC0425/01 Apologies

Councillor's Name	Apologies Received	Absent Without Apology	Reason / Approval
S. Browne	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Car accident
A. Kitchen	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No reason provided

FC0425/02 Declarations of Interest

Minute No.	Councillor's Name	Personal/Other Interest	Pecuniary Interest	Reason
FC04025/06	K. Murphy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Member of South Norfolk Council's Development Management Committee.

FC0425/03 Minutes

Members received the minutes of the extraordinary meeting of Full Council meeting on Wednesday 2nd April 2025. It was

Resolved: To approve the minutes of the meeting of the extraordinary meeting of Full Council held on Wednesday 2nd April 2025 as a true record and were signed by the Chair.

FC0425/04 Public Participation

There were 14 members of the public in attendance. County Councillor Kiddie reported on pothole filling (Walcot Green) and planned pavement resurfacing from Sunnyside to Catholic church scheduled for May. He advised that Vehicle Activated Safety signage would be installed on pre-positioned poles around high school and that they are trialling commercial food waste collections prior to domestic next year, which includes a fleet of new vehicles. a large order for 'silver' food caddies for weekly collections & a depot upgrade.

District cllr Minshull reported on Council's WTF campaign, which has increased the reporting of fly tipping incidents. There is a new £10k grant available for Nature Recovery & carbon sequestration. Their business builder programme aims to support and promote small and medium-sized enterprises, and they are creating specialist jobs in the area to retain workers. Given the change to the central government's policy determining that the 5-year land supply is no longer protected, an option being considered is building a new town housing 40,000, which will allow for proper infrastructure rather than piecemeal. The swimming pool has received 22.5k visitors since opening in January and is proving very popular. The Local Government Reorganisation will take effect in 2028, leaving 2-3 years of SNDC and a shadow period in 2027. The powers to invoke new projects will then pass to the new Council. SNDC is continuing to explore all options under the one and two unitaries.

Several members of the public spoke about the Norfolk Homes planning application (minute reference FC0425/06) following the preceding public meeting. Concerns reiterated included drainage, and it was noted that the Planning Chair intends to attend the Development Management

Committee when this application is considered, and that members of the public can also attend to put forward their views.

One member of the public raised concerns regarding the lack of lines and signs around the Heritage Triangle and the dangerous parking and driving issues it causes. It was noted that the Town Council is working with the District Council and County Council (project lead) to reinstate yellow lines but it will take time to go through the legal process.

FC0425/05 Items of Urgent Business

There were no items of urgent business raised.

FC0425/06 Shelfanger Road Planning Application

Members considered planning application reference 2025/0960 from Norfolk Homes Ltd. regarding the Land East of Shelfanger Road and West of Heywood Road, Diss. It was agreed that the Town Council would recommend refusal of the application based on the following points:

Traffic and road Safety – speed limit management signage & double yellow lines to prevent roadside parking.

Design Guide - various sections need compliance that cover a wide and diverse range of issues

Flood Risk - the site has historically flooded. Despite the proposed provision of 5 attenuation basins weather patterns may well alter function to ponds creating child safety hazards.

LEAP Children's play - is located too close to 3 attenuation basins and access requires crossing of a busy road. Should be relocated or more formal and structured crossing / safety measures installed.

Lighting - none is provided. NCC & Police guidance supports lighting for security /pedestrian and cycleways

Lighting on Shelfanger Rd & Burston Rd is not provided despite safety issues of variable traffic speeds & bends.

Drainage - Victorian sewers must be replaced to avoid spill over to homes and gardens. It was

Resolved: for the Chair and Vice-Chair of Planning to work with the Clerk to update the proposed recommendation included in the planning pack to reflect the additional public comments relevant to planning & for the Planning Committee Chair to attend the Development Management Committee at South Norfolk Council.

(Action: ET / AG / Clerk; by 04.05.25)

FC0425/07 Finance

- a) Members noted bank outgoings for March 2025.
- b) Members noted the Income & Expenditure report for March 2025.
- c) Members noted the Earmarked Reserves report for March 2025.

FC0425/08 Quarterly Report

Members received the 4th quarterly finance report (reference 05/2526). It was

Resolved: To amend the Financial Reserves policy clause 7.2 to maintain 4-5 months of precept.

(Action: Finance Officer; immediately)

FC0425/09 Financial Regulations

Members considered the new model Financial Regulations based on the National Association of Local Councils' template. These have been completely rewritten as there were too many changes to track changes. They have been adapted to suit Diss Town Council based on the previous version and there is no impact on the financial operations of the Council other than a requirement to advertise large contracts via Find A Tender. It was

Resolved: to adopt the new model Financial Regulations based on the National Association of Local Councils' template.

(Action: Clerk; immediately)

FC0425/10 Roles and Responsibilities

Members reviewed the revised roles and responsibilities document considered at the last meeting of Council. It was

Resolved: to approve the revised roles and responsibilities document.

(Action: Clerk; immediately)

- FC0425/11 Clerk's Report**
Members received the Clerk's report on activities since the last report. It was noted that the Park Radio Ltd sublease should be signed in next few weeks.
- FC0425/12 Progress Report**
Members noted progress on decisions made at the last meeting of Council.
- FC0425/13 Date of Next Meeting**
Members noted that the next meeting of the Full Council is scheduled to take place on Wednesday 21st May 2025 at 7.15pm.
- FC0425/14 Public Bodies (Admissions to Meetings)**
Members considered a resolution under the Public Bodies (Admissions to Meetings) Act 1960 and Standing Orders 3d to exclude members of the public and press in order to discuss the following items which are properly considered to be of a confidential nature
- FC0425/15 John Grose**
Members received a *confidential* update from South Norfolk District Council on the plans for the redevelopment of the John Grose site. The Officer has been meeting regularly with the Town Council's DYCC Action Group and he summarised the plans for the forthcoming public consultation starting on Friday and running until the end of May, which DTC councillors will support. There will be a micro website attached to the project which the public can comment on and they are hoping to capture as much information as possible from a wide range of residents.
- The development will include a gym (relocated from the swimming pool site with data supporting its demand), soft play area which will help with financial viability and came out strongly from the recent Heritage consultation as needed, café, multi-use studio and community space.
- They are aiming for BREEAM Excellence, signifying a building project's commitment to long-term sustainability and reducing environmental impact. Materials are subject to change and will be in keeping with the conservation area and they will work with DTC around the opportunity to improve the Mere drainage.
- They are continuing to progress the south of Park Rd project engaging with the various stakeholders.
- FC0425/16 Sports Ground**
Members considered a *confidential* update regarding the novation agreement for the Sports Ground. The other party would like clause 4.2 removed, given the unlikely event that the Sports Ground will be developed for anything other than sports-related activity in the next five years. It was
- Resolved:** to arrange for the novation agreement for the Sports Ground with the removal of clause 4.2 to be signed as per Standing Orders 23.
(Action: Clerk; immediately)

Meeting closed: 9.42pm.

Councillor K. Murphy
Chair / Town Mayor

BANK OUTGOINGS APRIL 2025				
Date Paid	Payee Name	Bacs Ref	Amount Paid	Transaction Detail
01.04.2025	Bollywood Sparkles	Bacs2591	£ 100.00	Performance at Carnival 2025
01.04.2025	Mikes Audios & Visuals	Bacs2592	£ 870.00	Arena Sound System - Carnival 2025
01.04.2025	Millennium Pest Control Ltd	Bacs2593	£ 792.00	Pest Control at Madgetts Walk Annual Fee 2025/2026
01.04.2025	South Norfolk District Council	Bacs2594	£ 6,392.85	Domestic Rates 1st Installment 2025/26
01.04.2025	Zurich Municipal	Bacs2595	£ 17,197.33	Annual Insurance 2025/26
01.04.2025	Red5 Networks Ltd	DD672	£ 118.18	Phone/Broadband March 2025 - Office & Skatepark CCTV Broadband March 2025
04.04.2025	Barclays Bank Plc	B.Net	£ 20.00	Monthly Barclays.Net Charges
15.04.2025	Alliance Disposables Ltd	Bacs2596	£ 103.01	Sanitary Products - All Sites
15.04.2025	Andrew Willis T/A Frontisde	Bacs2597	£ 1,325.00	Repairs to Volcano and Bump Pump at Skatepark
15.04.2025	Institute of Cemetery & Crematorium Management	Bacs2598	£ 105.00	Annual Membership 2025/26
15.04.2025	Lighting & Illumination Technology Experience Ltd	Bacs2599	£ 4,481.38	Deposit for Christmas Lights in Heritage Triangle 2025
15.04.2025	LR Wyard-Scott Ltd	Bacs2600	£ 384.98	Van & machinery Fuel for March 2025
15.04.2025	Nomix Enviro Ltd	Bacs2601	£ 21.90	Pesticide Log Book
15.04.2025	One Stop Promotions Ltd T/A Flags	Bacs2602	£ 846.60	Disposable Bunting for All Events 2025
15.04.2025	Park Radio Ltd	Bacs2603	£ 250.00	Attendance at VE and VJ Day Events
15.04.2025	P.Cottrell	Bacs2604	£ 55.00	Bus Shelter & Window Cleaning - Council Office & Museum
15.04.2025	Screwfix Direct Ltd	Bacs2605	£ 78.93	Face Shields/Chemical Spill Kit - Weedkilling, Decking Pads - Boardwalk Repairs
15.04.2025	South Norfolk Council	Bacs2606	£ 875.00	Annual Rent for Meres Mouth Toilets 2025
15.04.2025	South Norfolk Council	Bacs2607	£ 49.30	Additional Rates for Storage Sheet at Council Office
15.04.2025	Storm in a Teacup (Kieran Leary T/A)	Bacs2608	£ 450.00	Circus Entertainment at Carnival 2025
15.04.2025	Travis Perkins Trading Co Ltd	Bacs2609	£ 84.09	Wood Stain & Metal Paint for Boardwalk
15.04.2025	Trustees Diss Museum	Bacs2610	£ 192.83	Reimburse Market Electricity January-March 2025
15.04.2025	Vmit Ltd	Bacs2611	£ 993.67	IT Software & Support April 2025 - Council Office & DDNP
15.04.2025	Worknest Ltd	Bacs2612	£ 3,284.95	Employment HR Support & Legal Insurance 2025
17.04.2025	Public Works Loan Board	DD673	£ 2,179.01	Loan Repayment - Market Place Collapsed Path
17.04.2025	BNP Paribas Leasing Ltd	DD674	£ 483.37	Photocopier Rent April - June 2025
22.04.2025	Anglian Water Business Ltd (National)	DD675	£ 559.56	Water Supplied Jan - April 2025 - Park Toilets
22.04.2025	Anglian Water Business Ltd (National)	DD676	£ 116.30	Water Supplied Jan - April 2025 - Sports Pavilion
24.04.2025	Anglian Water Business Ltd (National)	DD677	£ 10.43	Water Supplied Jan - April 2025 - Market Place
24.04.2025	British Gas Trading Ltd	DD678	£ 129.47	Electricity March 2025 - Council Office

24.04.2025	British Gas Trading Ltd	DD679	£ 120.82	Electricity March 2025 - Meres Mouth Toilets
24.04.2025	British Gas Trading Ltd	DD680	£ 49.60	Electricity March 2025 - Market
24.04.2025	British Gas Trading Ltd	DD681	£ 758.47	Electricity March 2025 - DYCC
24.04.2025	British Gas Trading Ltd	DD682	£ 531.26	Electricity March 2025 - Sportground
24.04.2025	British Gas Trading Ltd	DD683	£ 538.47	Electricity March 2025 - Mere Fountain
24.04.2025	British Gas Trading Ltd	DD684	£ 68.71	Electricity March 2025 - Cemetery
24.04.2025	British Gas Trading Ltd	DD685	£ 167.85	Electricity March 2025 - Park Toilets
24.04.2025	British Gas Trading Ltd	DD686	£ 87.78	Electricity March 2025 - Park Lighting
25.04.2025	Employees	BACS	£ 18,063.55	Salaries Month 1
28.04.2025	EE Ltd	DD687	£ 52.90	Mobile Phones 18/04/25 to 17/05/25 - Clerk, Maintenance & Maintenance Manager
29.04.2025	Anglian Water Business Ltd (National)	DD688	£ 72.74	Water Supplied Jan - April 2025 - Cemetery
30.04.2025	AGR Interiors Ltd	Bacs2613	£ 1,787.50	Refurbishment of Council Office Windows and Doors
30.04.2025	Alliance Disposables Ltd	Bacs2614	£ 288.49	Sanitary Products - All Sites
30.04.2025	Cemetery Development Services Ltd	Bacs2615	£ 5,742.00	Groundwater Inspections at Cemetery with Reports
30.04.2025	Diss Cornhall Trust	Bacs2616	£ 305.00	Cornhall Hire for ATM & April Meetings
30.04.2025	ESPO	Bacs2617	£ 381.25	Gas Supplied March 2025 - Council Office & DYCC
30.04.2025	Fatstickman Ltd	Bacs2618	£ 504.00	6x Sponsorship Banners for Carnival 2025
30.04.2025	The Garden Project Team	Bacs2619	£ 5,871.60	Final Payment for Anglian Garden Project
30.04.2025	Hillside Office Supplies Ltd	Bacs2620	£ 42.00	Stationery - Council Office
30.04.2025	Mary Moppins Ltd	Bacs2621	£ 1,897.20	Monthly Opening & Cleaning of Park and Meres Mouth Toilets - April 2025
30.04.2025	MYG Servicing Ltd	Bacs2622	£ 102.00	Boiler Service - Council Office
30.04.2025	Rural Services Partnership Ltd	Bacs2623	£ 148.68	Annual Membership to Rural Town Group for 2025/26
30.04.2025	Screwfix Direct Ltd	Bacs2624	£ 76.97	Broom & Pin Nails - General Use, Safety Trainers - Maintenance
30.04.2025	ToolStation Diss	Bacs2625	£ 51.55	Sanding Discs and Decking Pad Kits - Boardwalk
30.04.2025	Town & County Printers	Bacs2626	£ 719.00	5000 x Carnival Programme Printing
30.04.2025	Travis Perkins Trading Co Ltd	Bacs2627	£ 59.40	Magnolia Paint - Post Office Boards
30.04.2025	Treadfirst Ltd	Bacs2628	£ 292.80	2x New Tyres with Alignment - Ford Ranger CY15 KUO
30.04.2025	Norfolk Pension Fund	BACS	£ 6,315.70	Pension Contributions Month 1
30.04.2025	HM Revenue & Customs	BACS	£ 5,224.57	NI/PAYE Month 1
			£ 92,872.00	

02/05/2025

Diss Town Council 2025/2026

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Detailed Income & Expenditure by Budget Heading 01/04/2025

Month No: 1

Cost Centre Report

	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	3,983	3,848	(135)			103.5%	
Agency Services :- Income	3,983	3,848	(135)			103.5%	0
4000 NCC Grasscutting	0	100	100		100	0.0%	
Agency Services :- Indirect Expenditure	0	100	100	0	100	0.0%	0
Net Income over Expenditure	3,983	3,748	(235)				
120 Allotments							
1120 Allotment Rent	0	525	525			0.0%	
Allotments :- Income	0	525	525			0.0%	0
4020 Allotment Expenditure	30	1,030	1,000		1,000	2.9%	
Allotments :- Indirect Expenditure	30	1,030	1,000	0	1,000	2.9%	0
Net Income over Expenditure	(30)	(505)	(475)				
140 Amenities							
1140 Amenities Income	844	2,000	1,156			42.2%	
Amenities :- Income	844	2,000	1,156			42.2%	0
4040 Gardens/Floral Scheme	0	2,000	2,000		2,000	0.0%	
4060 Town/Park - R&R	1,600	26,000	24,400	7,346	17,054	34.4%	
4061 Play Equipment R&R	0	5,000	5,000		5,000	0.0%	
4062 Boardwalk Maintenance	80	1,000	920		920	8.0%	
4070 Van x 2 Running Costs	495	7,000	6,505		6,505	7.1%	
4071 Van Insurance	1,811	1,810	(1)		(1)	100.0%	
4075 Tree Management	0	18,000	18,000	3,910	14,090	21.7%	
4080 Bus Shelter Cleaning - EMR	0	120	120		120	0.0%	
4085 Closed Churchyard - R&R	7	100	93		93	7.0%	
4090 Manorial Rights - R&R	1	10	9		9	6.6%	
4095 Mere - Water/drainage	0	2,000	2,000		2,000	0.0%	
4100 Mere - Fountain	0	2,000	2,000		2,000	0.0%	
4101 Mere - Fountain Electricity	449	6,000	5,551		5,551	7.5%	
4102 Mere Fountain/Kiosk -Insurance	166	170	4		4	97.4%	
4110 Park - Water Rates	0	100	100		100	0.0%	
4115 Park - Electricity	84	1,903	1,819		1,819	4.4%	
4120 Mere's Mouth - Rent	0	100	100		100	0.0%	
4125 Mere's Mouth - Business Rates	212	424	212		212	50.0%	
4130 Mere's Mouth Water Rates	0	500	500		500	0.0%	
4140 Park - Insurance	1,885	1,900	15		15	99.2%	
Amenities :- Indirect Expenditure	6,788	76,137	69,349	11,256	58,093	23.7%	0
Net Income over Expenditure	(5,944)	(74,137)	(68,193)				

Continued over page

Detailed Income & Expenditure by Budget Heading 01/04/2025

Month No: 1

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<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	736	14,000	13,264			5.3%	
Bank Interest :- Income	<u>736</u>	<u>14,000</u>	<u>13,264</u>			<u>5.3%</u>	<u>0</u>
4202 Bank Charges	30	400	370		370	7.6%	
Bank Interest :- Indirect Expenditure	<u>30</u>	<u>400</u>	<u>370</u>	<u>0</u>	<u>370</u>	<u>7.6%</u>	<u>0</u>
Net Income over Expenditure	<u>706</u>	<u>13,600</u>	<u>12,894</u>				
<u>160 Capital Expenditure</u>							
4200 PWLB Repayment	2,179	27,589	25,410		25,410	7.9%	
Capital Expenditure :- Indirect Expenditure	<u>2,179</u>	<u>27,589</u>	<u>25,410</u>	<u>0</u>	<u>25,410</u>	<u>7.9%</u>	<u>0</u>
Net Expenditure	<u>(2,179)</u>	<u>(27,589)</u>	<u>(25,410)</u>				
<u>180 Cemetery</u>							
1180 Cemetery Interment/Chapel Fees	2,979	25,000	22,021			11.9%	
1185 Cemetery Memorial Fees	200	8,000	7,800			2.5%	
Cemetery :- Income	<u>3,179</u>	<u>33,000</u>	<u>29,821</u>			<u>9.6%</u>	<u>0</u>
4250 Cemetery - Grounds - R&R	50	10,300	10,250		10,250	0.5%	
4260 Cemetery - Chapels - R&R	0	1,000	1,000		1,000	0.0%	
4270 General Equipment	0	4,000	4,000		4,000	0.0%	
4271 General Equipment Insurance	153	156	3		3	97.8%	
4272 Ride on Mower Insurance	440	440	(0)		(0)	100.0%	
4275 Cemetery - Water Rate	73	175	102		102	41.6%	
4280 Cemetery - Electricity	65	1,300	1,235		1,235	5.0%	
4285 Cemetery - Insurance	530	545	15		15	97.2%	
Cemetery :- Indirect Expenditure	<u>1,311</u>	<u>17,916</u>	<u>16,605</u>	<u>0</u>	<u>16,605</u>	<u>7.3%</u>	<u>0</u>
Net Income over Expenditure	<u>1,868</u>	<u>15,084</u>	<u>13,216</u>				
<u>190 Cemetery Gravedigging</u>							
1190 Cemetery Gravedigging Fees	2,774	0	(2,774)			0.0%	
Cemetery Gravedigging :- Income	<u>2,774</u>	<u>0</u>	<u>(2,774)</u>				<u>0</u>

Detailed Income & Expenditure by Budget Heading 01/04/2025

Month No: 1

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4300 Cemetery Gravedigging Exp.	0	0	0	2,936	(2,936)	0.0%	
Cemetery Gravedigging :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>2,936</u>	<u>(2,936)</u>		<u>0</u>
Net Income over Expenditure	<u>2,774</u>	<u>0</u>	<u>(2,774)</u>				
<u>200 Christmas Lights</u>							
4320 Christmas Lights	3,734	19,000	15,266	5,602	9,664	49.1%	
4322 Insurance re. Christmas Lights	83	83	0		0	100.0%	
Christmas Lights :- Indirect Expenditure	<u>3,817</u>	<u>19,083</u>	<u>15,266</u>	<u>5,602</u>	<u>9,664</u>	<u>49.4%</u>	<u>0</u>
Net Expenditure	<u>(3,817)</u>	<u>(19,083)</u>	<u>(15,266)</u>				
<u>220 Corn Hall</u>							
4350 Corn Hall - Maint./R&R	0	6,000	6,000		6,000	0.0%	
4360 Corn Hall - Insurance	2,814	2,846	32		32	98.9%	
Corn Hall :- Indirect Expenditure	<u>2,814</u>	<u>8,846</u>	<u>6,032</u>	<u>0</u>	<u>6,032</u>	<u>31.8%</u>	<u>0</u>
Net Expenditure	<u>(2,814)</u>	<u>(8,846)</u>	<u>(6,032)</u>				
<u>240 Council Properties</u>							
1240 Office Rent/Service Charge	1,634	6,536	4,902			25.0%	
Council Properties :- Income	<u>1,634</u>	<u>6,536</u>	<u>4,902</u>			<u>25.0%</u>	<u>0</u>
4400 Office R&R	101	3,500	3,399		3,399	2.9%	
4405 Office Building Maintenance	0	2,000	2,000	1,788	213	89.4%	
4410 Office Stairlift	0	400	400		400	0.0%	
4425 Health & Safety	229	2,500	2,271	72	2,199	12.1%	
4435 Pk Toilets Servicing	898	14,000	13,102	8,581	4,521	67.7%	
4445 Pk Toilets - Insurance	410	422	12		12	97.2%	
4450 Pk Toilet- Electricity	200	1,783	1,583		1,583	11.2%	
4460 Pk Toilets - Water Rates	560	2,000	1,440		1,440	28.0%	
4465 Mere's Mouth Toilets	1,773	17,000	15,227	8,581	6,646	60.9%	
4466 Mere's Mouth Electricity	115	1,500	1,385		1,385	7.7%	
4475 Staff Uniforms/Replacements	0	500	500		500	0.0%	
Council Properties :- Indirect Expenditure	<u>4,286</u>	<u>45,605</u>	<u>41,319</u>	<u>19,021</u>	<u>22,298</u>	<u>51.1%</u>	<u>0</u>
Net Income over Expenditure	<u>(2,651)</u>	<u>(39,069)</u>	<u>(36,418)</u>				
<u>260 Diss Youth & Community Centre</u>							
1260 DYCC Hire Fees	312	0	(312)			0.0%	
Diss Youth & Community Centre :- Income	<u>312</u>	<u>0</u>	<u>(312)</u>				<u>0</u>

Detailed Income & Expenditure by Budget Heading 01/04/2025

Month No: 1

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4500 DYCC - Electricity	632	6,500	5,868		5,868	9.7%	
4505 DYCC - Gas	81	830	749		749	9.7%	
4510 DYCC - Business Rates	2,520	3,800	1,280		1,280	66.3%	
4515 DYCC - Water Rates	0	800	800		800	0.0%	
4525 DYCC - Insurance	1,169	1,200	31		31	97.5%	
4530 Annual Service Costs	0	750	750		750	0.0%	
4540 DYCC - General R&R	1	6,000	5,999		5,999	0.0%	
Diss Youth & Community Centre :- Indirect Expenditure	4,403	19,880	15,477	0	15,477	22.1%	0
Net Income over Expenditure	(4,091)	(19,880)	(15,789)				
280 Administrative Overheads							
4610 Council Office Business Rates	2,475	4,860	2,385		2,385	50.9%	
4615 Council Office - Gas	282	3,000	2,718		2,718	9.4%	
4620 Council Office - Electricity	123	1,630	1,507		1,507	7.6%	
4625 Council Office - Telephone	44	2,750	2,706		2,706	1.6%	
4630 Council Office - Insurance	942	940	(2)		(2)	100.2%	
4657 IT Equipment, Software & Suppo	1,305	22,000	20,695		20,695	5.9%	
Administrative Overheads :- Indirect Expenditure	5,172	35,180	30,008	0	30,008	14.7%	0
Net Expenditure	(5,172)	(35,180)	(30,008)				
300 Grants							
4720 General Grants	0	10,000	10,000		10,000	0.0%	
Grants :- Indirect Expenditure	0	10,000	10,000	0	10,000	0.0%	0
Net Expenditure	0	(10,000)	(10,000)				
310 Highways							
4785 Neighbourhood Plan	3	1,000	997		997	0.3%	3
Highways :- Indirect Expenditure	3	1,000	997	0	997	0.3%	3
Net Expenditure	(3)	(1,000)	(997)				
7000 plus Transfer from EMR	3	0	(3)				
Movement to/(from) Gen Reserve	0	(1,000)	(1,000)				
320 Market							
1320 Market Stallage	4,609	21,000	16,391			21.9%	
Market :- Income	4,609	21,000	16,391			21.9%	0

Detailed Income & Expenditure by Budget Heading 01/04/2025

Month No: 1

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4810 Market Place - Water Rates	10	100	90		90	10.4%	
4815 Market Place - Business Rates	1,235	2,480	1,245		1,245	49.8%	
4830 Market Expenditure	47	600	553		553	7.9%	
Market :- Indirect Expenditure	1,293	3,180	1,887	0	1,887	40.7%	0
Net Income over Expenditure	3,316	17,820	14,504				
<u>340 Promotion</u>							
4840 Promotion	0	1,000	1,000		1,000	0.0%	
4845 Website/Intranet Hosting/Maint	0	300	300		300	0.0%	
Promotion :- Indirect Expenditure	0	1,300	1,300	0	1,300	0.0%	0
Net Expenditure	0	(1,300)	(1,300)				
<u>360 Precept</u>							
1076 Precept	358,596	717,191	358,596			50.0%	42,000
Precept :- Income	358,596	717,191	358,596			50.0%	42,000
Net Income	358,596	717,191	358,596				
8001 less Transfer to EMR	42,000	0	(42,000)				
Movement to/(from) Gen Reserve	316,596	717,191	400,596				
<u>370 General Expenditure</u>							
4600 Town Mayor's Allowance	80	1,500	1,420		1,420	5.3%	
4605 Ccl Members' Allowance & Exp	0	1,900	1,900		1,900	0.0%	
4635 Subscriptions	229	2,500	2,271		2,271	9.2%	
4640 Audit	0	3,000	3,000		3,000	0.0%	
4645 Training	0	2,000	2,000		2,000	0.0%	
4646 Liability Insurance	4,805	4,800	(5)		(5)	100.1%	
4650 Conference Expenditure	100	1,200	1,100		1,100	8.3%	
4655 Printing & Stationery	480	4,000	3,520		3,520	12.0%	
4660 Postage	3	125	122		122	2.7%	
4665 Wages - General Admin.	13,473	219,705	206,232		206,232	6.1%	
4666 Wages - General Maint.	15,971	205,552	189,581		189,581	7.8%	
4667 Staff Mileage	0	500	500		500	0.0%	
4675 Legal/Financial/Prof fees	0	6,500	6,500		6,500	0.0%	
4680 Vacancy Advert	0	1,000	1,000		1,000	0.0%	
4690 HR Support	2,767	2,700	(67)		(67)	102.5%	
General Expenditure :- Indirect Expenditure	37,909	456,982	419,073	0	419,073	8.3%	0
Net Expenditure	(37,909)	(456,982)	(419,073)				

Detailed Income & Expenditure by Budget Heading 01/04/2025

Month No: 1

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
375 Rechargeable							
1280 Rechargeable Exp. Refunded	150	0	(150)			0.0%	
Rechargeable :- Income	150	0	(150)				0
4685 Rechargeable Expenditure	10	0	(10)		(10)	0.0%	
Rechargeable :- Indirect Expenditure	10	0	(10)	0	(10)		0
Net Income over Expenditure	140	0	(140)				
400 Sports Ground							
1400 Sports Ground Hire Fees	278	10,500	10,223			2.6%	
Sports Ground :- Income	278	10,500	10,223			2.6%	0
4900 Track Maintenance	0	4,000	4,000		4,000	0.0%	
4905 Floodlights - R&R	0	1,685	1,685		1,685	0.0%	
4910 Pavilion Maintenance	0	2,500	2,500		2,500	0.0%	
4920 Ground Maintenance	16	5,000	4,984		4,984	0.3%	
4930 Sports Grnd-Water Rate	116	600	484		484	19.4%	
4935 Sports Ground - Electricity	443	4,767	4,324		4,324	9.3%	
4945 Sports Ground - Insurance	1,421	1,420	(1)		(1)	100.0%	
4955 Skateboard Pk - Insurance/Insp	539	550	11		11	98.0%	
4965 Skateboard Pk-Maint. Materials	0	1,000	1,000		1,000	0.0%	
Sports Ground :- Indirect Expenditure	2,535	21,522	18,987	0	18,987	11.8%	0
Net Income over Expenditure	(2,257)	(11,022)	(8,765)				
420 Events							
1146 VE/VJ Day Income	800	0	(800)			0.0%	
Events :- Income	800	0	(800)				0
4760 Remembrance Service Costs	0	700	700		700	0.0%	
4991 General Events Expenditure	250	600	350		350	41.7%	
4994 VE/VJ Day Expenditure	559	0	(559)		(559)	0.0%	
Events :- Indirect Expenditure	809	1,300	491	0	491	62.3%	0
Net Income over Expenditure	(9)	(1,300)	(1,291)				
425 Christmas Switch on Event							
1235 Christmas Switch On Income	0	4,000	4,000			0.0%	
Christmas Switch on Event :- Income	0	4,000	4,000			0.0%	0
4990 Christmas Switch on Event	0	5,250	5,250		5,250	0.0%	
Christmas Switch on Event :- Indirect Expenditure	0	5,250	5,250	0	5,250	0.0%	0
Net Income over Expenditure	0	(1,250)	(1,250)				

Detailed Income & Expenditure by Budget Heading 01/04/2025

Month No: 1

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	7,603	10,000	2,397			76.0%	
Carnival :- Income	<u>7,603</u>	<u>10,000</u>	<u>2,397</u>			<u>76.0%</u>	<u>0</u>
4996 Carnival	3,376	12,750	9,374	1,628	7,746	39.2%	
Carnival :- Indirect Expenditure	<u>3,376</u>	<u>12,750</u>	<u>9,374</u>	<u>1,628</u>	<u>7,746</u>	<u>39.2%</u>	<u>0</u>
Net Income over Expenditure	<u>4,227</u>	<u>(2,750)</u>	<u>(6,977)</u>				
<u>460 CIL</u>							
1460 CIL - CIL Income	261	0	(261)			0.0%	261
CIL :- Income	<u>261</u>	<u>0</u>	<u>(261)</u>				<u>261</u>
Net Income	<u>261</u>	<u>0</u>	<u>(261)</u>				
8001 less Transfer to EMR	261	0	(261)				
Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>	<u>0</u>				
<u>470 Streetlighting</u>							
4730 CCTV Costs	0	4,000	4,000		4,000	0.0%	
4970 Streetlighting	0	12,000	12,000		12,000	0.0%	
Streetlighting :- Indirect Expenditure	<u>0</u>	<u>16,000</u>	<u>16,000</u>	<u>0</u>	<u>16,000</u>		<u>0</u>
Net Expenditure	<u>0</u>	<u>(16,000)</u>	<u>(16,000)</u>				
<u>900 Reserves</u>							
9000 Earmarked Reserve Expenditure	9,803	42,000	32,197	10,700	21,497	48.8%	9,803
Reserves :- Indirect Expenditure	<u>9,803</u>	<u>42,000</u>	<u>32,197</u>	<u>10,700</u>	<u>21,497</u>	<u>48.8%</u>	<u>9,803</u>
Net Expenditure	<u>(9,803)</u>	<u>(42,000)</u>	<u>(32,197)</u>				
7000 plus Transfer from EMR	9,803	0	(9,803)				
Movement to/(from) Gen Reserve	<u>0</u>	<u>(42,000)</u>	<u>(42,000)</u>				
Grand Totals:- Income	385,758	823,050	437,292			46.9%	
Expenditure	86,568	823,050	736,482	51,144	685,338	16.7%	
Net Income over Expenditure	<u>299,189</u>	<u>0</u>	<u>(299,189)</u>				
plus Transfer from EMR	9,806	0	(9,806)				
less Transfer to EMR	42,261	0	(42,261)				
Movement to/(from) Gen Reserve	<u>266,734</u>	<u>0</u>	<u>(266,734)</u>				

SUMMARY REPORT OF EARMARKED RESERVES 2025-2026

NC	Committee	Site	EMR	Balance as at 1st April 2024	Less:Actual Year to date Expense	Balance	Add: Year to date receipts	Balance as at 30th April 2025
320	AIE	Cemetery	Cemetery Bungalow Sale	£ 268,841.60		£ 268,841.60		£ 268,841.60
330	Exec	By-election	By-election costs	£ 5,000.00		£ 5,000.00		£ 5,000.00
335	AIE	Mere	Flock Project	£ 9,999.00		£ 9,999.00		£ 9,999.00
342	AIE	Events	Christmas Lights switch on	£ 4,262.42		£ 4,262.42		£ 4,262.42
344	AIE	Events	Carnival	£ 5,441.93		£ 5,441.93		£ 5,441.93
370	AIE	Cemetery	Cemetery Grounds (Inc Monuments)	£ 8,699.30	£ 4,785.00	£ 3,914.30	£ 2,987.50	£ 6,901.80
375	AIE	Corn Hall	Corn Hall	£ 24,455.21		£ 24,455.21		£ 24,455.21
384	AIE	Council Offices	Council Office Building Maint	£ 30,589.58	£ 1,787.50	£ 28,802.08		£ 28,802.08
390	AIE	DYCC	Van Replacement	£ 8,000.00		£ 8,000.00	£ 2,000.00	£ 10,000.00
392	AIE	DYCC	Replacement Ride-On Lawnmower	£ 6,345.00		£ 6,345.00		£ 6,345.00
398	AIE	DYCC	DYCC	£ 14,860.24		£ 14,860.24		£ 14,860.24
400	AIE	Market	Maintenance Market	£ 21,500.00		£ 21,500.00		£ 21,500.00
410	AIE	Mere	Anglian Gardens	£ 5,396.00	£ 4,893.00	£ 503.00		£ 503.00
412	AIE	Mere	Boardwalk	£ -		£ -	£ 5,000.00	£ 5,000.00
414	AIE	Mere	Maintenance Mere's Mouth	£ 1,530.00		£ 1,530.00		£ 1,530.00
416	AIE	Mere	Mere Fountain	£ 22,815.00		£ 22,815.00	£ 5,000.00	£ 27,815.00
420	AIE	Rectory Meadow	Rectory Meadow Fencing	£ 7,000.00		£ 7,000.00		£ 7,000.00
422	AIE	Park	Park General - Beacon Project	£ 1,229.46		£ 1,229.46		£ 1,229.46
424	AIE	Park	Play Equipment	£ 3,557.57		£ 3,557.57	£ 5,000.00	£ 8,557.57
426	AIE	Park	Park Toilets	£ 16,000.00		£ 16,000.00		£ 16,000.00
430	AIE	SPG	Athletics maintenance	£ 11,000.00		£ 11,000.00		£ 11,000.00
432	AIE	SPG	SPG Floodlights	£ -		£ -	£ 5,000.00	£ 5,000.00
434	AIE	SPG	SPG Pav maintenance	£ 1,919.58		£ 1,919.58		£ 1,919.58
436	AIE	SPG	SPG - Skateboard Park	£ 8,012.80	£ 1,325.00	£ 6,687.80		£ 6,687.80
440	AIE	St Marys	Closed churchyard repairs	£ 18,579.00		£ 18,579.00		£ 18,579.00
445	AIE	Town	Parish Partnership Works	£ 5,000.00		£ 5,000.00		£ 5,000.00
455	AIE	HTP	HTP	£ 8,633.59		£ 8,633.59		£ 8,633.59
460	AIE	Town	Bus Shelters maintenance	£ 15,571.04		£ 15,571.04		£ 15,571.04
462	AIE	Town	Streetlights	£ 8,116.06		£ 8,116.06	£ 15,000.00	£ 23,116.06
464	AIE	Town	Community Infrastructure Levy (CIL)	£ 81,327.35		£ 81,327.35	£ 261.24	£ 81,588.59
466	AIE	Town	CCTV	£ 1,674.99		£ 1,674.99		£ 1,674.99
468	AIE	Town	D&D Neighbourhood Plan	£ 5,393.08	£ 3.20	£ 5,389.88		£ 5,389.88
469	AIE	Maintenance	5 Yr Electrical Testing	£ 3,300.00		£ 3,300.00		£ 3,300.00
470	AIE	Park	Park Enhancement Project	£ 12,139.67		£ 12,139.67		£ 12,139.67
472	AIE	Town	Parking Scheme	£ 10,000.00		£ 10,000.00	£ 5,000.00	£ 15,000.00
			TOTAL	£ 656,189.47	£ 12,793.70	£ 643,395.77	£ 45,248.74	£ 688,644.51

30.04.2025	Current Year End balance (Precept)	£ 299,032.00
	General Reserves	£ 260,492.00
	EMR	£ 688,644.51
	Total Funds	£ 1,248,168.51

	Streetlighting Funds Breakdown	
	Capital Reserves (ring fenced)	£ 4,096.11
	EMR General	£ 319.95
		£ 4,416.06

**DISS TOWN COUNCIL**

Council Offices, 11-12 Market Hill,
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Report Number:
06 / 2526

Report to:	Full Council
Date of Meeting:	Wednesday 21 st May
Authorship:	Finance Officer
Subject:	Suspension of Financial Regulations

1. As per clause 7.1 of our current agreed financial regulations, two councillors should authorise electronic payments alongside the Clerk.
2. We are currently banking with Barclays, and only have three councillors who are able to authorise payments. Adding another signatory to Barclays could take several months.
3. We are in the process of changing banks, but this will take some time to implement.
4. Our current councillor signatories are Cllr Robertson, Cllr Taylor and Cllr Olander, with staff signatories being the Clerk & Finance Officer.
5. Due to the availability of current signatories, we are requesting approval to suspend the above regulation, with the Clerk and Finance Officer authorising the payment runs alongside one councillor.
6. The payment runs would be input by the Office Administrator-Cemetery Lead, as the bank will not allow the person who entered the payment to authorise them for security reasons.

Recommendation

To approve the suspension of Financial Regulation clause 7.1 to allow one councillor alongside the Clerk and Finance Officer, to authorise payments.



DISS TOWN COUNCIL

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Report Number:
07 / 2526

Report to:	Full Council
Date of Meeting:	21 st May 2025
Authorship:	Town Clerk / Acting Responsible Finance Officer (RFO)
Subject:	Review of Internal Controls

Introduction

1. As a statutory body (Local Government Act 1972 (LGA) s 9(4)(b)) in receipt of public funds, the Town Council must, in accordance with proper practices maintain adequate and effective financial management systems, a sound system of internal controls and arrangements for the management of risk (Audit & Accountability Act 2014 (A&A), s4(1) and annually review their effectiveness (A&A, s4(2) &(3)(b)).

Internal Control Documents

2. The Council relies on various documents enabling it to meet its obligations in managing risks and financial controls. These measures are crucial for ensuring accountability in the responsible handling of public funds.
3. The Council's internal control documents were updated last year to align with our current practices and to reflect the latest regulations, ensuring that our documents meet the required standards and promoting accountability, transparency, and efficiency in our operations.
4. The next review date for most documents is 2028 unless legislative changes require review sooner. The current versions of these documents can be found on the Town Council's website at <https://www.diss.gov.uk/finance>.
5. The following documents constitute the Council's internal controls:
 - a) Standing Orders – see **Appendix A**.
 - b) Asset Register – to be approved in June.
 - c) The budget document – approved in January each year (minute reference FC0125/07).
 - d) The end-of-year statement of accounts and Annual Return – to be approved in June.
 - e) The insurance schedule – see **Appendix B**.
 - f) Financial Regulations – reviewed & approved at the April meeting (minute ref FC0425/09)
 - g) External & Internal Audit Policy – reviewed in March 2024, next review March 2028.
 - h) Financial Reserves Policy – reviewed & approved at the April meeting (minute ref FC0425/08).
 - i) Financial Statement Control Policy – reviewed in March 2024, next review March 2028.

- j) Governance & Risk Management Policy and Register – reviewed in March 2024, next review March 2028.
- k) Investment Strategy – reviewed in March 2024, next review March 2028.

Internal Audit

- 6. The first internal audit report of the year (interim) was completed by the Council's internal auditor, Victoria Waples, and was presented to Full Council in February with one recommendation, which has been implemented.
- 7. The second internal audit is scheduled for 22nd May.

Insurance

- 8. The insurance premium takes into account the long-term agreement discount which keeps the underlying rates the same until 2027.
- 9. Please note that in the last 3 years rates for the whole insurance market have risen sharply (by approximately 25%). New agreements will be considered towards the end of 2026.

Conclusion

- 10. Conducting an annual assessment of internal controls stands as a crucial duty for the Council collectively and the 'Council meeting as a whole' must officially agree on the internal control documents.

Recommendation:

To adopt Standing Orders (App A) and the Insurance Schedule (App B) as the revised internal control documents and as appended to this report.



Diss Town Council

STANDING ORDERS

These Standing orders are based on the 2025 update to Model Standing Orders 14 and 18 by the National Association of Local Council (NALC).

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer. Model financial regulations are available to councils in membership of NALC.

Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. It is NALC's view that all model standing orders will generally be suitable for councils.

For convenience, the word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights. Model

standing orders use gender-neutral language (e.g. "Chair").

A model standing order that includes brackets like this '()' requires information to be inserted by a council. A model standing order that includes brackets like this '[]' and the term 'OR' provides alternative options for a council to choose from when determining standing orders.

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1. **RULES OF DEBATE AT MEETINGS**

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.
- h A councillor may move an amendment to his / her own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.
- k One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since s/he last spoke;

- iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chair of the meeting and his / her decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his / her right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed five minutes without the consent of the chair of the meeting.

2. **DISORDERLY CONDUCT AT MEETINGS**

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If a person(s) disregards the request of the chair of the meeting to moderate or improve his / her conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if

seconded, shall be put to the vote without discussion.

- c If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a Councillors are expected to read the agenda packs in advance of the meetings and bring to the attention of the Clerk any queries relating to agenda items prior to the start of the meeting.
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed twenty minutes unless directed by the chair of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than five minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
- i A person shall raise their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort) at meetings of Full Council. The chairman of the meeting may at any time

permit a person to be seated when speaking.

j A person who speaks at a meeting shall direct their comments to the chair of the meeting.

k Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.

- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Council Leader.**
- p **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Council Leader if present, shall preside. If both the Chair and the Council Leader are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- r **The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not he gave an original vote.**

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.

- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.**

t The minutes of a meeting shall include an accurate record of the following:

- i. the time and place of the meeting;
- ii. the names of councillors who are present and the names of councillors who are absent;
- iii. interests that have been declared by councillors and non-councillors with voting rights;
- iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- vi. if there was a public participation session; and
- vii. the resolutions made.

• u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.**

• v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.

• w **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

x A meeting shall not exceed a period of two hours.

4. COMMITTEES AND SUB-COMMITTEES

a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**

b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**

c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**

- d The Council may appoint standing committees or other committees as may be necessary, and:
- i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer one day before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
 - ix. shall determine if the public may participate at a meeting of a committee;
 - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
 - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
 - xii. may dissolve a committee or a sub-committee.

5. **ORDINARY COUNCIL MEETINGS**

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **The annual meeting of the Council shall take place at 7.15pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council**

decides.

- e **The first business conducted at the annual meeting of the Council shall be the election of the Chair / Town Mayor and Council Leader.**
- f **The Town Mayor, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**
- g **The Council Leader, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Town Mayor at the next annual meeting of the Council.**
- h **In an election year, if the current Town Mayor has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Town Mayor has been elected. The current Town Mayor shall not have an original vote in respect of the election of the new Town Mayor but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Town Mayor has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Town Mayor has been elected. He may exercise an original vote in respect of the election of the new Town Mayor and shall give a casting vote in the case of an equality of votes.**
- j Following the election of the Town Mayor and Council Leader of the Council at the annual meeting, the business shall include:
 - i. **In an election year, delivery by the Town Mayor and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Town Mayor of their acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - iv. Review of the terms of reference for committees;
 - v. Appointment of members to existing committees;
 - vi. Appointment of any new committees in accordance with standing order 4;
 - vii. Review and adoption of appropriate standing orders and financial regulations;
 - viii. Review of representation on or work with external bodies and arrangements for reporting back;
 - ix. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;

- x. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a **The Town Mayor may convene an extraordinary meeting of the Council at any time.**
- b **If the Town Mayor does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chair of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
- d If the chair of a committee or a sub-committee does not call an extraordinary meeting within seven days of having been requested to do so by three members of the committee or the sub-committee, any three members of the committee or the sub-committee may convene an extraordinary meeting of the committee or a sub-committee.

7. PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least four councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.

9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least seven clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least five clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;

- vii. to proceed to the next business on the agenda;
- viii. to require a written report;
- ix. to appoint a committee or sub-committee and their members;
- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

11. **MANAGEMENT OF INFORMATION**

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. DRAFT MINUTES

- Full Council meetings ●
- Committee meetings ●
- Sub-committee meetings ●

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

"The chair of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but this view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."

- e **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
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- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

Commented [SR1]: Not relevant as Council's gross income & expenditure exceed £25k. Minutes are usually published within two weeks of a meeting.

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless s/he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. S/he may return to the meeting after it has considered the matter in which he had the interest.

- c Unless s/he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's code of conduct. S/he may return to the meeting after it has considered the matter in which s/he had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- f Subject to standing orders 13(d) and (e), a dispensation request shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required and that decision is final.
- g **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. **it is otherwise appropriate to grant a dispensation.**
- h All dispensation requests shall be considered in accordance with the Council's adopted Dispensation Procedure.

14. **CODE OF CONDUCT COMPLAINTS**

- a **Upon notification by the Principal Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him/ her. Such action excludes disqualification or suspension from office.**

15. **PROPER OFFICER**

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.

Commented [SR2]: Currently a risk as there isn't another staff member to act in my absence. But many parish councils only have a Clerk and no other staff ...

- b The Proper Officer shall:

- i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
- **serve on councillors by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least five days before the meeting confirming their withdrawal of it;
- iii. convene a meeting of the Council for the election of a new Town Mayor, occasioned by a casual vacancy in their office;
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Lead;
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);

- xii. arrange for legal deeds to be executed; (*see also standing order 23*);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record electronically every planning application notified to the Council and the Council's response to the local planning authority;
- xv. determine, in consultation with the relevant Chairman, whether a planning application received by the Council is required to be considered by committee and, if necessary, to call a meeting of the relevant committee;
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council which shall not be used without a resolution to that effect (*see also standing order 23*).

16. **RESPONSIBLE FINANCIAL OFFICER**

The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. **ACCOUNTS AND ACCOUNTING STATEMENTS**

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council's income and expenditure for each quarter;
 - ii. the Council's aggregate income and expenditure for the year to date;
 - iii. the balances held at the end of the quarter being reported and
 - iv. a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council's income and expenditure for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of

the annual governance and accountability return, as required by proper practices, for consideration and approval.

- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council income and expenditure for the year to 31 March. A completed draft Annual Governance and Accountability Return shall be presented to each councillor with the Full Council agenda for the scheduled meeting held in June. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value above £30,000 due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - iv. tenders shall be opened by the Proper Officer in the presence of at least one

councillor after the deadline for submission of tenders has passed;

- v. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- d. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- e. **Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

Commented [SR3]: Does this duplicate a) v above?

19. **HANDLING STAFF MATTERS**

- a. A matter personal to a member of staff that is being considered by a meeting of the Executive committee is subject to standing order 11.
- b. Absences from work will be handled in accordance with the Council's adopted Staff Sickness and Absence Policy.
- c. Staff appraisals will be conducted in accordance with the Council's adopted Appraisal Policy.
- d. Grievance matters will be conducted in accordance with the Council's adopted Grievance Policy.
- e. Disciplinary matters will be conducted in accordance with the Council's adopted Disciplinary & Dismissal Policy.
- f. Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g. In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. **RESPONSIBILITIES TO PROVIDE INFORMATION**

See also standing order 21.

- a. **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b. **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations**

2015.

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 11.

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his / her personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

22. RELATIONS WITH THE PRESS/MEDIA

Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's adopted Communications policy.

23. EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **Subject to standing order 23(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.**

24. COMMUNICATING WITH DISTRICT AND COUNTY COUNCILLORS

An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council representing the area of the Council.

25. **RESTRICTIONS ON COUNCILLOR ACTIVITIES**

- a. Unless duly authorised no councillor shall:
- i. inspect any land and/or premises which the Council has a right or duty to inspect;
or
 - ii. issue orders, instructions or directions.

26. **STANDING ORDERS GENERALLY**

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least four councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.
- e These Standing Orders to be reviewed by Full Council on an annual basis or at a specific trigger, such as a legislative change or a change in Council structure, with recommendations from the Clerk to vary or revoke one or more of the Council's Standing Orders to reflect specific Council requirements, best practice guidance or new legislative requirements.

These Standing Orders were formally ADOPTED by Diss Town Council at its meeting held on 21st May 2025.

S Villafuerte-Richards

TOWN CLERK

Councillor

TOWN MAYOR



Mrs Sarah Richards
 Diss Town Council
 Council Offices
 11/12 Market Hill
 Diss
 Norfolk
 IP22 4JZ

Select for Local Councils Policy Schedule

This insurance policy, which meets your demands and needs, has been based on the latest information obtained from you. The Policy, the Policy Schedule, any Certificates of Insurance and Endorsements form one document and should be read together. This Schedule replaces any previous Schedule.

Policy Number	YLL-272003-4853
Insured	Diss Town Council
Business	Parish / Town Council
Period of Insurance	
From	01 st April 2025
To	31 st March 2026

and any other period for which cover has been agreed.

Renewal Premium	£ 17,197.33
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Premiums are inclusive of Insurance Premium Tax and/or VAT as appropriate.

Schedule Number	147810304
Long term agreement active until	01 st April 2027
Preparation Date	18 th March 2025
Prepared by	Mr Jonathan Meiseles
Policy Form Reference	MLAACH09

Policy Cover Declaration:

You, the Insured, are not aware of any known losses or events that could give rise to a claim, or circumstances that would be prejudicial to us, the Insurer, should the basis of cover on the below given insurance product (s) be changed.

This is important information, please read it carefully and check that the facts given about you are correct and that we have included all the covers that you require. We are unable to give you advice so it is your responsibility to check the cover is correct for your organisation.

Statement of Fact

If you provide services or activities to children, or adults who are in need of care and support and therefore may be unable to protect themselves against abuse or neglect:

- Your organisation has not had any third-party inspections with a grading of Inadequate, Requires Urgent Improvement, Weak or Unsatisfactory
- You have in place a written safeguarding policy and accompanying procedures that clearly set out the actions to take in response to child and vulnerable adult abuse
- You carry out safer recruitment and selection processes that include the seeking of appropriate criminal records checks, alongside a renewal and update process
- All Employees and **volunteers** engaged in regulated activity and/or activity that brings them into contact with children or vulnerable adults receive safeguarding awareness training including refresher training
- You have one or more designated practitioners for safeguarding to support other practitioners in the organisation to recognise and respond to concerns about Abuse
- You retain employment records, safeguarding checks, safeguarding policies and procedures and safeguarding records for at least the prevailing regulatory best practice period.

If you provide services or activities to children, or adults who are in need of care and support and therefore may be unable to protect themselves against abuse or neglect, and you become non-compliant with any of the above statements, you must tell us, as it may affect your ability to claim under this policy.

Important information

Taking reasonable care

We require that you take reasonable care in managing your activities. Where appropriate this requires you to do the following:

- Keep written risk assessments for your key activities
- Keep written records of your staff and volunteer training. For example, manual handling training, or for use of tools and machinery
- Abide by any rules, guidelines or advice that is given to you by any relevant authority, such as a Local Authority, or the Health and Safety Executive

We want you to be confident about your insurance and understand what is required of you. Please contact us if you have any questions relating to the above.

Lines of Cover applying

Part A – Material damage

Table Headings

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

Sums Insured

Premises Address	Buildings Sum Insured	Loss of Rent	Contents (a)	Contents (b)	Contents (c)	Contents (d)	Contents (e)	Contents (f)	Contents (g)
1. Council Offices, Address, 11-12 Market Hill, Diss, Norfolk, IP22 4JZ	£746,072.78	£13,718.00	£22,539.70	£1,922.92	£0.00	£0.00	£0.00	£0.00	£0.00
2. Park Pavillion, Address, Diss, Norfolk, IP22 4JZ	£68,796.00	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3. Public Convenience, Address, Park Road, Diss, Norfolk, IP22 4AS	£95,256.00	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4. Corn Hall, Address, St. Nicholas Street, Diss, Norfolk, IP22 4LB	£6,420,124.20	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
5. Sports Pavillion, Address, Shelfanger Road,, Roydon, Diss, Norfolk, IP22 5XT	£589,297.21	N/A	£11,319.54	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
6. 2 x Cemetery Chapels, Address, Diss, Norfolk, IP22 4DL	£766,086.41	N/A	£0.00	£6,585.81	£0.00	£0.00	£0.00	£0.00	£0.00
7. Diss Youth and Community Centre, Address, Shelfanger Road,, Diss, Norfolk, IP22	£2,021,857.23	N/A	£24,172.27	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

4EH									
8. The Shambles, Address, 4-5 Market Place, Diss, Norfolk, IP22 4AB	£175,959.00	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
9. Public Conveniences - interest of South Norfolk Council is noted, Address, Mere's Mouth, Mere Street, Diss, Norfolk, IP22 4AG	£434,605.50	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

For Premises: 1, 2, 3, 4, 5, 6, 7, 8, 9

Insured Perils applicable to Material Damage : 1-13, 15 & 16

Excesses Applicable to Premises 1, 2, 3, 4, 5, 6, 7, 8 & 9

The following Excesses apply to each and every loss arising in respect of each and every separate premises:

Accidental Damage	£100
Theft	£100
Riot civil commotion and Malicious Persons	£250
Storm or Flood	£250
Escape of Water	£250
Falling Trees or Branches	£250

Operative Endorsements: 1, 2, 3, 5, 6, 7, 8 & 9 (please refer to the Endorsement section of the policy wording)

Part B – Business interruption

Premises Address	Additional Expenditure	Indemnity Period (Months)	Loss of Data	Indemnity Period (Months)	Loss of Gross Revenue	Indemnity Period (Months)
11-12 Market Hill, Diss, Norfolk, IP22 4JZ	£30,000	24	£5,000	24	£46,802	24
Shelfanger Road,, Roydon, Diss, Norfolk, IP22 5XT	N/A		N/A		£16,834	24
Shelfanger Road,, Diss, Norfolk, IP22 4EH	N/A		N/A		£34,000	24

For Premises: 1, 2, 3, 4, 5, 6, 7, 8, 9

Insured Perils applicable to Business Interruption : 1-13, 15 & 16

Operative Endorsements:

None

Part C – All risks

Table Headings

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other Contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer Equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

Additional Items:

Where no premises address is shown, the item is not based at one location and cover is provided anywhere within the **territorial limits**.

Item Description	Sum Insured	Excess
Machinery, Equipment and Hand Tools	£12,005.84	£100
Paintings	£8,107.22	£100
Christmas lights	£24,533.03	£100
Town Sign	£6,783.04	£100
Seats	£5,895.53	£100
Bins	£6,066.31	£100
Chairmans Chain of Office	£11,319.14	£100
Deputy Town Mayors Pendant	£1,116.42	£100
Mayoral Robes	£1,516.14	£100
Fountain in Middle of Mere at Diss Park	£38,502.33	£100
Floodlighting	£58,930.67	£100
Park Lighting	£44,961.39	£100
Information boards	£2,283.91	£100
Millennium Stone of Carved Granite	£4,043.07	£100
Entrance Stone to Garden of Rest at the Cemetery	£899.82	£100
10 Benches	£4,448.04	£100
5 x Picnic Tables	£3,601.08	£100
Sign	£505.38	£100
Skatepark	£148,932.62	£100
Polished Granite Commemorative Stone	£4,766.53	£100
Cast Iron Finger Posts	£16,598.35	£100
Junior Swings including safety surfacing	£14,800.47	£100
MUGA and associated equipment	£96,845.07	£100
Toddler Play equipment including safety surfacing and perimeter fencing	£89,038.74	£100
Twinfly including safety surfacing	£25,306.07	£100
4 Metal picnic benches	£4,403.78	£100
2 x Lighting Columns and 2 x Control Boxes - Skateboard Park	£8,548.12	£100

20 x 8 Cut-down Container, Situated at Sports Ground, Shelfanger Road, Diss IP22 4JG	£2,725.38	£100
Allotment Sheds	£8,548.12	£100
Fountain Kiosk	£10,257.73	£100
Town Freedom Carved Granite Commemorative Stone	£4,149.57	£100
7 Panel Full Pod Shelter / Adult Gym Equipment	£39,523.32	£100
100 Fold Up Chairs stored at Park Pavilion but also used in Park	£2,417.24	£100
Duck Suit	£2,503.29	£100
Canon Camera and Accessories	£387.26	£100
Projector and Accessories	£464.72	£100
20 Fold Up Tables	£3,098.12	£100
Walk Clock by S Newman	£3,385.38	£100
Corn Hall Clock by AT Marsh	£5,078.09	£100
Running Track and Fencing	£171,421.71	£100
7 Toblerones	£21,472.08	£100
6 Benches	£27,606.96	£100
4 Cycle Racks	£4,601.17	£100
Viewing Platforms and Boardwalk	£223,357.22	£100
Container Storage	£3,654.90	£100
Container Storage	£2,374.84	£100
18x Steel Engine Bins - Planters for Streetscape	£1,389.54	£100
Junior Play Equipment	£201,743.63	£100
Cemetery Benches x 8	£4,491.43	£100
Market Place Noticeboard	£2,047.80	£100
Flagpole outside Council Offices	£1,929.54	£100
New Play Equipment and Associated Items	£76,734.00	£100
Office Computer and Sports Equipment including Laptops	£90,828.14	£100
Beacon of Hope	£13,657.90	£100
Chairs	£2,905.31	£100
Hired In Plant and Equipment	£22,050.00	£100
14 Ipads	£4,746.26	£100
Hexagonal Tree Bench	£825.96	£100
Pressure Washer	£4,615.34	£100
The Flock	£49,612.50	£100
Recycled Planter at Market Place	£2,235.00	£100
Trampoline at Mere Park	£4,500.00	£100
Planter for Christmas Tree	£1,247.85	£100
CCTV at Various Locations	£19,500.00	£100

The excess stated applies to each and every loss.

Operative Endorsements: 1, 2, 3 & 7 (please refer to the Endorsement section of the policy wording)

Part D – Money

	Limit any one loss
1. Loss of Non-Negotiable Money in the situations specified in items 2(a), 2(b), 2(c)(i) and 2(c)(ii):	£250,000
2. Loss of other Money:	
(a) in transit in the custody of any member or employee or in transit by registered post (limit £250), or in a Bank Night Safe	£10,000
(b) in the private residence of any member or employee	£500
(c) in the premises	
(i) in the custody of or under the actual supervision of any member or employee	£10,000
(ii) in locked safes or strongrooms	£10,000
(iii) in locked receptacles other than safes or strongrooms	£500

Excess: £50 each and every loss

Personal Accident Assault Limits: Stated in Section 3(c) of the policy wording

Operative Endorsements:

1. In respect of **Section 1 – Special Definitions**, the definition of Person Insured is extended to include any person between the ages of 16 and 90.

Part E – Public liability

Limit of Indemnity: £15,000,000

Operative Endorsements: None

Part F – Hirers' liability

Limit of Indemnity: £2,000,000

Excess: £100 each and every claim for damage to the premises or contents caused other than by fire or explosion

Operative Endorsements

None

Part G – Employers liability

Limit of Indemnity: £10,000,000

Operative Endorsements:

None

Part H – Libel and slander**Sum Insured**

£250,000

Excess: 10% each and every claim or £1,000 whichever is the lower**Operative Endorsements**

None

Part I – Motor vehicles

Insured Vehicle:	All as described in
Persons Entitled to Drive:	the Certificate of
Limitation as to Use:	Motor Insurance

Cover: Section 23

A. Comprehensive

Excess : Section 24

Amount	Description
£ 150	Accidental Damage , Fire , Theft , Windscreen , Theft total loss
£ Nil	Third party

Additional to any other **excess** which applies

Repair Limit:	£Nil
Section 12	

Damage to Property Limit:

£5,000,000 Applicable to any Commercial Vehicle, Minibus, Agricultural Vehicle and Special Type

£50,000,000 Applicable to any Private Motor Car

Personal Effects Limit:	£150
Section 13	

Medical Expenses Limit:	£250
Section 14	

Additional Cover : Section 25

T. Continuing Hire Charges	Not Operative
U. Occasional Business Use	Not Operative
V. Loss of No Claim Discount/Excess	Not Operative
W. Hiring Charges	Not Operative
X. Termination Charges	Not Operative

Operative Endorsements:

None

Part J – Motor legal expenses and uninsured loss recovery

Limit of Indemnity: £100,000 per insured incident

Operative Endorsements:

None

Part N – Fidelity guarantee

Persons Guaranteed:
All **members** and **employees**

Sum Guaranteed
£1,000,000

Excess: £100 each and every loss

Operative Endorsements:

None

Part O – Personal accident

The cover		
Category:	Insured Persons:	Operative Time:
A	Employees	Engaged in Usual Occupation including Journeys and whilst commuting directly between place of residence and usual place of business
B	member	Engaged in the business including undertaking Journeys and whilst commuting directly between place of residence and usual place of business
C	volunteer	Engaged in the business including undertaking Journeys and whilst commuting directly between place of residence and usual place of business
D	key personnel as follows:	24 hours per day engaged in any activity worldwide not excluded from this cover.

Excesses	
Excesses:	Not applicable

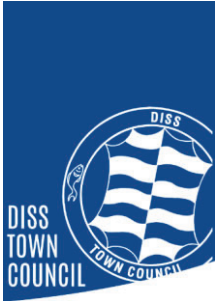
Table of benefits				
Benefit:	Category:			
	A	B	C	D
1. Death	£50,000.00	£50,000.00	£50,000.00	£Nil
2. Loss of Limb (one or more) and/or Loss of Sight (in one or both eyes)	£50,000.00	£50,000.00	£50,000.00	£Nil
3A. Total Loss of Hearing (in both ears) and/or Total Loss of Speech	£50,000.00	£50,000.00	£50,000.00	£Nil
3B. Total Loss of Hearing in one ear	25% of 3A	25% of 3A	25% of 3A	25% of 3A
4. Permanent Total Disablement	£50,000.00	£50,000.00	£50,000.00	£Nil
5. Permanent Partial Disablement	See section	See section	See section	See section

	2.16	2.16	2.16	2.16
6. Paraplegia	£75,000	£75,000	£75,000	£Nil
7. Quadriplegia	£125,000	£125,000	£125,000	£Nil
8. Temporary Total Disablement	£400.00 per week	£400.00 per week	£400.00 per week	£Nil
9. Temporary Partial Disablement	50% of 8 or Nil	50% of 8 or Nil	50% of 8 or Nil	50% of 8 or Nil
Benefit Period – temporary disablement	104 weeks	104 weeks	104 weeks	104 weeks
Deferment Period – temporary disablement	0 days	0 days	0 days	0 days
Operative endorsements				
Endorsement title:	Endorsement wording:			
1	Special Exclusion 2 of Section 3 is inoperative provided always that the insurer will not make any payment of any benefit or in respect of any expense or loss arising from any Person Insured who has attained the age of 90 years unless such expense or loss arises during the period of insurance during which the Person Insured attains the age of 90			

COMMITTEE MEMBERSHIP 2025/26

N.B. Also see committee Terms of Reference for committee responsibilities.

Name of Committee	Frequency of Meetings	Membership	Members	Number of Members
Executive Committee	Quarterly	Minimum of 6	<p>Additional member requirement Additional member requirement</p> <p>Sonia Browne Declan Craggs (Vice-Chair) Kieran Murphy Richard Peaty (Chair) John Robertson Eric Taylor</p>	8
Assets, Infrastructure & Events Committee	Quarterly	Minimum of 8	<p>Sonia Browne Doreen Collins Catherine Dente Annie Goulder (Vice-Chair) Sue Kiddie Kieran Murphy John Robertson (Chair) Liz Sinfield Eric Taylor Jim Welch</p>	10
Planning Sub-Committee	As Required	Minimum of 3	<p>Declan Craggs Annie Goulder (Vice-Chair) Adrian Kitchen Richard Peaty Eric Taylor (Chair) Jim Welch</p>	6
Neighbourhood Plan Steering Group	Quarterly	2 - plus 1 substitute	<p>Additional member Richard Peaty (substitute) Eric Taylor</p>	3



DELEGATIONS TO OFFICERS

Specific delegations to the Town Clerk

1. The following list of delegations to the Town Clerk may be further delegated to Council staff at the discretion of the Town Clerk.
 - a. To carry out the functions of the Proper Officer under the Local Government Act 1972; to arrange and call meetings of the Town Council and its committees and sub-committees; and to implement decisions thereof.
 - b. The general management of the Council's services in accordance with the policies determined by the Council and its committees, including dealing with correspondence, handling complaints and requests for information and complying with relevant health and safety regulations.
 - c. ~~To monitor compliance with data protection legislation, act as the Council's Data Protection Officer in compliance with the requirements of the General Data Protection Regulation.~~
 - d. The management and letting of the Town Council's facilities in accordance with Council's agreed policies.
 - e. The development of new and revision of existing arrangements for the improved management of Council providing the estimated cost has been included in the current revenue budget.
 - f. The determination of the use of existing office accommodation, the purchase of equipment and the authorisation of repairs and maintenance to all buildings and equipment within the financial limit of the current revenue budget.
 - g. The appointment, management and development of employees' subject to Council's approved policies.
 - h. The exercise of virement¹ within a committee's budget, according to need & in association with the Responsible Finance Officer.
2. The Council may further delegate actions to the Town Clerk in consultation with the appropriate committee Chairman. Such delegation will be clearly minuted and revised accordingly.

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¹ Transfer of monies between budget headings

Delegations to the Responsible Financial Officer

1. To be and carry out the functions of the Responsible Financial Officer under the Local Government Act 1972 s151, including managing the Council's accounts, internal audit and the budget preparation for the forthcoming year;
2. To make arrangements to pay the salaries of employees of the Council.

For review at the Full Council meeting scheduled for 21st May 2025.



Diss Town Council representatives on local organisations from 2025

1. The Town Council maintains links with local community organisations 'working for the benefit of the community of Diss' through the appointment of serving councillors to these bodies.
2. The following table provides a list of organisations with whom the Council has historically had links or who have requested Town Council representation.
3. When attending meetings on behalf of the Council, representatives need to ensure that they are fairly representing the Council, themselves and the organisation to which they have been appointed. At all times, appointed representatives should seek to avoid bringing the Council into disrepute and must abide by the Council's adopted Code of Conduct.
4. In addition, representatives must ensure that they act in accordance with the governing document for that organisation.
5. When attending meetings representing the Council and voting (where voting rights have been granted), the representative must only vote as directed by a resolution of Council. If the Council has not provided direction on how to vote, then the representative must abstain from voting.
6. Appointed representatives are expected to report to all members and the Clerk a minimum of twice per year on the activities of the affiliated organisation. Reports should be disseminated via email in September and March. Where decisions of Council are required, the relevant Committee Chair, Council Leader or Town Mayor and Clerk will determine whether the item should be included as an agenda item.

To be reviewed 21st May 2025 by Full Council.

Councillor representatives for local organisations

No.	Organisation	No. of Reps	Representative(s)	Substitute(s)	Notes
1	Diss Carnival Sub-Committee	2	Town Mayor (ex-officio)	Council Leader (ex-officio)	Councillors Collins, Kiddie & Sinfield are represented on this committee.
2	Diss Christmas Lights Switch-On Sub-Committee	1	Town Mayor (ex-officio)	Council Leader (ex-officio)	
3	Diss Surveyors Allotment Charity	14	All Town Councillors as Trustees	N/A	
4	The Diss Heritage Trust	1	Assets, Infrastructure & Events Committee Chair	Assets, Infrastructure & Events Committee Vice-Chair	
5	Diss & District Citizens' Advice	1	Town Mayor	Council Leader	Each year CA invites Mayor of Diss to become its President during their year of office.
6	Diss Museum	1	Assets, Infrastructure & Events Committee Chair	Assets, Infrastructure & Events Committee Vice-Chair	
7	Diss Parochial Charity	4	Cllr John Robertson & Mrs Janet Blight	N/A	The Town Council appoints two Trustees every other year for a period of four years, with effect from 1st August.
8	Diss Town Guide Committee	2	Assets, Infrastructure & Events Committee Chair & Cllr Collins	Assets, Infrastructure & Events Committee Vice-Chair	
9	Diss Medical Centre	1	Assets, Infrastructure & Events Committee Chair	Assets, Infrastructure & Events Committee Vice-Chair	
10	Diss High School	1	Cllr Browne	Assets, Infrastructure & Events Committee Vice-Chair	Cllr Browne is Governor & Clerk has a good working relationship with DHS.
11	Primary Schools	1	Cllr Craggs	Assets, Infrastructure & Events Committee Vice-Chair	Cllr Craggs is Governor to Diss Infant & Junior School
12	Diss and District Allotment Holders Association	1	Cllr Sinfield	Assets, Infrastructure & Events Committee Chair	Representation started in summer 2021.
13	Co-Op Local Communities Group	1	Cllr Browne	Assets, Infrastructure & Events	Representation started in summer 2021.
14	Diss Business Forum	1	Executive Chair	Executive Vice-Chair	
15	Fair Green Neighbourhood Association	1	Cllr Browne	Assets, Infrastructure & Events committee	

				rep	
16	Diss Corn Hall Trust	1	Executive Chair	Executive Vice-Chair	Added 2025

Questions to consider

1. Are there any organisations no longer operational or not worth sending a representative to?
2. Are there any new organisations that should be represented?
3. The Assets, Infrastructure & Events Chair is rep to 4 organisations. This workload would be best shared with the Vice-Chair of that committee or another willing member. N.B. The Clerk also has relationships with most organisations.
4. How can we best report on activities to benefit DTC / the represented organisation?

*To all Town and Parish
Councils in South Norfolk
Via email*

South Norfolk Council
The Horizon Centre
Peachman Way
Broadland Business Park
Norwich NR7 0WF

Dear colleague,

I am writing to you as Leader of South Norfolk Council to seek your thoughts on the future of local government and delivery of services.

As part of the Government's plans for English devolution, councils across Norfolk have been invited to submit proposals for Local Government Reorganisation (LGR) by 26 September 2025. This follows the Government's vision, outlined in the English Devolution White Paper, to replace the existing districts, boroughs, city, and county council with new unitary councils delivering all services in agreed areas.

Currently, local councils operate under a two-tier system, where different councils manage different services. Government have outlined their ambitions to reorganise all two-tier areas in England. LGR aims to simplify this by replacing existing councils in Norfolk with unitary authorities. This means fewer councils will be responsible for all local services across Norfolk. We appreciate this is a significant moment for local government in Norfolk, and while many details are yet to be determined, we want to engage with key stakeholders like you to help shape our response.

The aim of LGR is to deliver sustainable economic growth, empower local leaders, and rebuild and reform Local Government to better serve our communities. The proposal should aim to establish a single tier of local government for the entire area concerned, with new councils having a population size of 500,000 or more, although exceptions can be made if the structure makes sense for the area. The proposal should prioritise the delivery of high-quality and sustainable public services, meet local needs, and be informed by local people, supporting devolution arrangements and enabling stronger community engagement and neighbourhood empowerment. Additionally, the new councils should be able to withstand financial shocks, achieve efficiencies, and improve capacity, all while being developed in line with the criteria and guidance set out by Government.

Therefore, we are asking you to offer your initial thoughts on what you would like to see delivered by any new local government structure in Norfolk. We would like to understand your priorities and concerns of LGR.

We are particularly interested in understanding what you would be looking for a new unitary council to achieve, any guiding principles or red lines in respect of how it should operate.

Given the tight deadline set by the Government, we would be grateful if you could share your initial thoughts with us through any of the following channels. Please note we require responses by the 13th June 2025.

- Submit your thoughts through our online form, please follow the [link](#)
- Response via email – lgr-snc@southnorfolkandbroadland.gov.uk
- Arrange a meeting with one of the team – please contact us at: lgr-snc@southnorfolkandbroadland.gov.uk

We are committed to ensuring any future arrangements work for the people, businesses, and communities of Norfolk.

Thank you in advance for your time and insight. We look forward to working with you to create a local government system that is effective, responsive, and fit for the future.

Yours sincerely,



Cllr Daniel Elmer, Leader of South Norfolk Council

Local Government Reorganisation in Norfolk

We value your input on the proposed changes to local government structure. Please take a few minutes to share your thoughts and priorities.

* Required

1. What is the name of your partnership, organisation, group, or business? *

Provide the official name for identification purposes.

Enter your answer

2. What is the first part of your business or organisation's postcode? *

This helps us understand the geographical distribution of responses.

Enter your answer

3. What is most important to your business or organisation regarding how local government is structured? (Select all that apply) *

Choose the factors that matter most to your organisation.

☐

Improved services

☐

Financial savings

☐

Limited disruption to current services during the transition

☐

Protecting local identity

☐

Local decision-making and representation

4. Which services should be prioritised for reorganisation or improvement? *

Select the service areas that are most critical to your organisation.

- ☐ Social care
- ☐ Housing
- ☐ Planning
- ☐ Public Health
- ☐ Education and schools
- ☐ Roads and Transport (e.g., local bus services and road networks)
- ☐ Waste collection and recycling
- ☐ Business and economic support (e.g., market town support, trading standards, grants and funding, etc.)
- ☐ Community services (e.g., prevention and early help)
- ☐ Parks and local amenities
- ☐ Not sure / No specific focus

5. How important is it that any new council structure recognises and protects local identity? *

Rate the importance of preserving local identity in the new structure.

- ☐ Extremely important
- ☐ Very important
- ☐ Somewhat important
- ☐ Somewhat not important
- ☐ Not important
- ☐ Neutral

6. Would changes to council boundaries affect how your business or organisation identifies with your area? *

Share your perspective on the impact of boundary changes.

- ☐ Yes, it would significantly affect my organisation or business's sense of belonging
- ☐ Possibly - depends on the change
- ☐ No, it wouldn't impact our identity
- ☐ Not sure

7. What would your business or organisation like a new unitary council to achieve?

Share your expectations for the new council structure.

Enter your answer

8. What guiding principles or red lines should the new council adhere to?

Specify any non-negotiable principles or boundaries.

Enter your answer

9. Do you have any other comments about Local Government Reorganisation in Norfolk?

Provide additional feedback or concerns.

Enter your answer

Broadland & South Norfolk Design Code FAQs (Updated Spring 2025)

What is a Design Code?

A Design Code establishes clear design requirements for the physical development of a site or area. It provides straightforward guidance to ensure high quality and appropriate development. Design Codes may cover themes such as the height of buildings, their design and materials, landscaping, the design of bin stores, and the design of parking spaces.

How will the Broadland & South Norfolk Design Code be used?

The Design Code will be used to help in the planning applications process to ensure that new development is of appropriate quality, responds to the local context, and provides great places for people to live. It will apply to residential schemes between 1-500 homes in size. As part of this code, South Norfolk and Broadland District Council have requested for particular emphasis to be put on: quality of landscaping; the character of areas and local buildings; and the use of distinctive materials.

Whilst the main Design Code will be similar across both districts, we want to make sure that the local differences, character and identities between the two districts are identified. These distinctions are illustrated in the accompanying Character Assessments for Broadland and South Norfolk which support the coding requirements in the Design Code.

How have the design issues included in the Design Code been identified?

Over the last nine months, Tibbalds Planning and Urban Design has worked with the Councils to produce a Design Code that is reflective of the key design issues across the two districts. These design challenges have been identified through two previous rounds of engagement with stakeholders and members of the public. Alongside the local priorities identified through engagement, the code also explains how protecting the environment and climate resilience are fundamental considerations to be considered at every stage of the design process.

More information about the earlier rounds of engagement is set out below.

What 'weight' does the Design Code have in planning terms?

It is intended the new Code will eventually be adopted by each Council as a Supplementary Planning Document (SPD) independently. SPDs are used to provide further guidance on existing planning policies.

There will be a six-week period of formal consultation on the proposed Design Code for each local authority area before the SPDs are adopted. It is expected that this will take place later this year.

What is the current stage of consultation?

We are now seeking views on a draft Design Code, as well as a draft Broadland Character Assessment and an Assessment Framework that have been prepared to support the code.

How do I take part in the consultation?

The team has re-launched the dedicated engagement website at <https://southnorfolkandbroadland.placechangers.co.uk/page>.

This summarises the process so far and outlines the core content of the design code and other documents. There are a series of questions and opportunities to leave feedback, which will inform the final amendment to the documents before they go to statutory consultation.

Any feedback as part of this consultation needs to have been submitted by **5.00pm on 23 June 2025**.

Summary of Stage 2 Engagement (Autumn 2024)

The second stage of public and stakeholder engagement in relation to the emerging Design Code took place between September and November 2024. The consultation sought views on the proposed vision for the Design Code, as well as the different issues and opportunities for each of the coding area types. As part of this process we:

- Held three online workshops with Council officers, Council members, Parish and Town Councils, and local developers, agents and architects, with approximately 40 attendees in total;
- Hosted a six week consultation via the Placechangers consultation platform with 209 responses being submitted by 85 participants.
- Received written feedback from a range of statutory consultees and stakeholders.

Summary of Stage 1 Engagement (Summer 2024)

As part of our first round of engagement on the Design Code, we undertook a series of engagement exercises during summer 2024 to understand how people feel about what makes the areas distinctive, and what they would like a Design Code to prioritise across the two authorities. As part of this process, we:

- Held six online workshops with Council officers, Council members, Parish and Town Councils, and local developers, agents and architects, with approximately 75 attendees in total;
- Hosted a six-week online engagement period on the Placechangers website. We had a significant level of response to the website, and 147 individual respondents left 155 responses. There were a range of comments, ranging from the

importance of character in the rural context, to the use of appropriate local materials, to the need for new development that is sustainable and resilient to climate change;

- Received written feedback from a range of statutory consultees and stakeholders.

Progress Report

Item 16

Committee	Minute Ref	Subject	Action	Assigned to	Timescale	Comments or further action
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	immediately	Due to other priorities, an update to be provided to the July Assets, Infrastructure & Events committee and in time to launch the website this summer.
	FC0724/15	DISS CORN HALL	to ask that Diss Town Council be involved in more detailed discussions regarding the Corn Hall following feedback from Trustees and to inform future planning requirements.	Clerk	28.02.25	Chair of CH has confirmed that the board welcome DTC rep at their meetings. May meeting will be attended by cllr Craggs and July & September by cllr Peaty (as Chair & VC of Exec)
	FC0924/04	PUBLIC PARTICIPATION	There was also a question regarding the possibility of removing an unused cycle rack outside the library on Church St.	KK	17.10.24	
	FC0924/04	PUBLIC PARTICIPATION	Town Council may wish to consider additional First Aid blood kits alongside defibs and / or training for residents to use them.	Clerk	31.12.24	Cllr Kiddie has agreed to fund up to 5 bleed kits. We have 4 organisations keen. I've emailed the grant support team at SNC to progress. They also provide free training. First session on 25th May, at Bowls Club for any councillors interested. Please contact me.
	FC1224/09	Madgett's Walk	To approve that the Madgett's Walk sleeper beds are Heras fenced off within the John Grose development site early 2025 with access for maintenance when required and leaving the footpath open for access.	Clerk	Immediately	This was not undertaken due to impact of the fencing on the root protection zone. FBM to liaise with Tree Officer at SNDC to consider options. Awaiting on site inspection
	FC0225/08	Banking	1. Keep the Nationwide savings account as it is, as it attracts favourable interest for minimal work. 2. Keep the Lloyds account, so we can continue to utilise their longer-term savings for Earmarked Reserves funds. 3. Open a Unity Trust account, with a current and savings account, with councillors Craggs, Kitchen, Peaty, Robertson, Sinfield & Taylor as signatories. 4. Close the Barclays accounts.	Finance Officer	31.03.25	Update going to June Executive meeting
	FC0225/09	Diss Youth & Community Centre	to approve the usage of the grassed area at the rear of the Diss Youth & Community Centre as a community allotment temporarily (until such time the site might be developed) and subject to insurance cover being provided by the organising body.	George Waterman / Clerk	Immediately	No follow up
	FC0225/10	IT Support	1. To enter into a three-year contract with VMIT Ltd from April 2025 – March 2028 at an annual cost of £7,752. 2. Replace the Lenovo laptop at an estimated cost of £750 - £1k from the 2024-25 budget. 3. To add Last Pass and Microsoft 365 Premium licenses to the Council's IT contract from April 2025 and September 2025 respectively.	Clerk	Immediately	Completed. Completed. Lastpass training for staff scheduled for 22.05.25
	FC0225/12	Staff Performance Management Review	To adopt the new staff appraisal scheme with associated forms and policy with a review by 31st March 2026.	Clerk	Aug/Sept 2025 March 2026	
	FC0225/13	Anglian Memorial Garden	To appoint the Garden Project Team to complete the works in the Anglian Memorial Garden for the price of £9,283 plus VAT allocated to Community Infrastructure Levy funds.	FBM	Immediately	Completed. Awaiting improved planting scheme plan / costs and memorial stone install prior to VJ Day 15th August
	FC0225/14	Clerk's Report	It was agreed that the Clerk would contact the Corn Hall to resolve the last remaining queries regarding the sublease to Park Radio Ltd so they can relocate as soon as possible.	Clerk	Immediately	Solicitor is abroad until end of May. Requested sublease is sent for signature.
	FC0225/18	Staffing Review	To appoint LCC to undertake a staffing review for a total cost of £2,190 excluding mileage as per quote received allocated to Legal/Financial/Prof fees (4675) and schedule from April 2025.	Clerk	31.03.25	Staff / cllr rep meetings have taken place. Hoping to receive a report and recommendations for consideration by the Exec committee in June.
	FC0325/14	Rectory Meadow	1. To approve the quote from Clarke Fencing Ltd of up to £7,475 from Earmarked Reserves Community Infrastructure Levy funds to install new fencing and two gates as per the proposed positioning at Rectory Meadow subject to further discussions with Diss Cricket Club. 2. That Diss Town Council assumes responsibility for the green infrastructure on the path side of the fence at Rectory Meadow. 3. That the lease between Diss Town Council and Diss Cricket Club is reviewed to reflect any changes. 4. To approve the proposed planting scheme for installation in Autumn 2025.	Clerk / FBM	30.04.25 31.10.25	Completed. Quote to maintain green strip inbetween fence & pathway = £25 per visit excl rough area where the hedge was, which could be cleared & mown for £120. Or should we leave most of it unmown / wildflower area?
	FC0325/15	Diss Youth & Community Centre	That the presentation and report would be circulated to all members and there would be an update following review by the DYCC Action Group at the next Full Council meeting.	DYCC AG	23.04.25	On agenda
	FC0325/16	Council Leader	1. To remove the title of Council Leader from cllr Olander as per clause 3 of the DTC Leader Role & Protocol. 2. That the Council Leader role becomes vacant until our next election in May 2025 when the leadership role will be considered.	Clerk	Immediately by 21.05.25	On agenda
	FC0325/17	Gas Contract Renewal	3. To review the gas contract in September 2026 aiming for an 18-month contract, so they and at the same time as the electricity.	Finance Officer / Clerk	30.08.26	
	FC0425/06	Shelfanger Road Planning Application	It was resolved for the Chair and Vice-Chair of Planning to work with the Clerk to update the proposed recommendation included in the planning pack to reflect the additional public comments relevant to planning & for the Planning Committee Chair to attend the Development Management Committee at South Norfolk Council.	ET / AG / Clerk	04.05.25	Completed
	FC04/25/08	Quarterly Report	To amend the Financial Reserves policy clause 7.2 to maintain 4-5 months of precept.	Finance Officer	Immediately	Completed
	FC04/25/09	Financial Regulations	It was resolved to adopt the new model Financial Regulations based on the National Association of Local Councils' template.	Clerk	Immediately	Completed
	FC04/25/10	Roles and Responsibilities	It was resolved to approve the revised roles and responsibilities document.	Clerk	Immediately	Completed
	FC04/25/16	Sports Ground	It was resolved to arrange for the novation agreement for the Sports Ground with the removal of clause 4.2 to be signed as per Standing Orders 23.	Clerk	Immediately	Email request sent to solicitor