



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

**Our Ref:** FC 11.02.26  
**Date:** 06/02/2026

**For Information:**  
Town Clerk  
  
Diss Express

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

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## 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 11<sup>th</sup> February 2026** at **7:15pm** to consider the business detailed below.

Town Clerk

## Agenda

### 1. Apologies

To receive and consider apologies for absence.

### 2. Declarations of Interest and Requests for Dispensations<sup>1</sup>

To note any declarations of members' pecuniary and/or non-pecuniary/other interests pertaining to items on the following agenda, to note any dispensations granted in respect of business to be discussed and to consider any requests for dispensations.

### 3. Minutes

To confirm as a true record, the minutes of Full Council on Wednesday 14<sup>th</sup> January 2026 (copy herewith).

### 4. Public Participation

To consider a resolution under Standing Orders 3d to 3h to suspend the meeting to hear comments from members of the public on items to be discussed on the agenda (*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.*)

### 5. Items of Urgent Business

To discuss any item(s) of business which the Town Mayor or Town Clerk has previously been informed at least 24 hours before the meeting and decides should be considered as a matter of urgency (*Councillors are reminded that no resolutions can be made under this agenda item*).

### 6. Finance

- To authorise the bank outgoings for January 2026 retrospectively (copy herewith).
- To note the Income & Expenditure report for January 2026 (copy herewith).
- To note the Earmarked Reserves report for January 2026 (copy herewith).
- To note internal control councillor bank reconciliations for November & December 2025 (copies herewith).

### 7. Park Road Development Update

To receive an update from South Norfolk District Council on the plans for the redevelopment of the north and south side of Park Road.

### 8. Co-Option

To consider two applications for co-option to Diss Town Council (copy details herewith).

**9. Councillor Allowance Review**

To approve the amended conditions to claiming of councillors' allowances (report reference 43/2526 herewith refers).

**10. Internal Controls**

To consider recommendations regarding the review of internal controls (report reference 44/2526 refers).

**11. Community Grant Scheme**

To consider a recommendation from the Council's grant panel regarding an application for funding to support a book festival (report reference 45/2526 refers).

**12. Memorial Safety Testing**

To consider recommendations for testing memorials in the Cemetery and St Mary's Churchyard (report reference 46/2526 herewith refers).

**13. Diss & District Neighbourhood Plan**

To consider correspondence regarding a review of the Diss & District Neighbourhood Plan (copy details herewith).

**14. Events**

To consider Stallholder Terms and Conditions, a Bar Tender Document & an Entertainer Agreement for use at events (copy details herewith).

**15. Items for Noting**

- a) That the Clerk & Town Mayor's updates on activities since their last reports will be on the March agenda
- b) That NALC has published a new online resource showcasing practical case studies on devolution from parish and town councils across England and case studies are available to view via the Council's subscription.
- c) To note information regarding the EcoPower Suffolk Solar Project (copy details herewith).
- d) The progress on decisions made at the last meeting of Council (copy herewith).

**16. Date of Next Meeting**

To note that the next meeting of Full Council is scheduled for Wednesday 18<sup>th</sup> March 2026 at **7:15pm**.

**17. Public Bodies (Admissions to Meetings)**

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

**18. Legal Support Services**

To consider a recommendation for appointing legal support services (report reference 47/2526 herewith).

**Notes**

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

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

# Diss Town Council

## Minutes

### Draft

Minutes of the meeting of the **Town Council** held in the **Council Chamber** at **Diss Corn Hall** on **Wednesday 14<sup>th</sup> January 2026** at **7.15pm**.

Present: Councillors: D. Craggs (Chair), C. Dente, S. Kiddie (via Teams), A. Kitchen, R. Peaty, J. Robertson (ex-officio), L. Sinfield, J. Welch.

In attendance: Sarah Villafuerte-Richards (Town Clerk)  
District Councillor Minshull  
8 members of the public

#### FC0126/01 Apologies

Councillor's Name	Apologies Received	Absent Without Apology	Reason / Approval
S. Browne	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Written apologies not accepted
K. Murphy	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Verbal apologies not accepted

#### FC0126/02 Declarations of Interest

Minute No.	Councillor's Name	Personal/Other Interest	Pecuniary Interest	Reason
FC0126/09	A. Kitchen	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Member of Diss & District Royal British Legion

#### FC0126/03 Minutes

Members received the minutes of the Full Council meeting on Wednesday 17<sup>th</sup> December 2025. It was

**Resolved:** To approve the minutes of the meeting of the Full Council held on Wednesday 17<sup>th</sup> December 2025 as a true record and were signed by the Chair.

#### FC0126/04 Public Participation

Eight members of the public were in attendance. District Cllr Minshull reported on the quieter Christmas period; the disappointing local government settlement announced just before Christmas, though SNDC had anticipated the outcome and can absorb the impact; the costs and charging arrangements for the introduction of food waste collections; continued reductions in core funding and the end of the New Homes Bonus. He noted that Local Government Reorganisation is progressing, with updates expected in March and a County Councillor election still anticipated in May 2026. Plans for the new leisure centre are advancing, with approval expected in March and construction to begin in April 2026 ahead of an April 2027 opening. SNDC is purchasing a dedicated street cleaner for Diss, with pavement jet-washing planned ahead of summer when weather permits.

County Cllr K. Kiddie apologised for not being able to attend. Cllr Martin Wilby provided a written report covering Norfolk County Council's winter gritting programme, including the deployment of a 58-vehicle fleet and support from volunteers and farmers; the Council's top ranking in the Eastern Region and second nationally in the National Highways and Transport Public Satisfaction Survey; confirmation of multi-year government funding for highways maintenance and bus services through to 2029/30, with allocations rising to £83 million for highways and over £15 million annually for buses; delivery of two new state-of-the-art water and foam carriers for Norfolk Fire & Rescue Service; the introduction of Tap on/Tap off payment technology across First and Konnect buses, with all operators expected to follow in 2026. Members were encouraged to contact cllr Minshull with any questions for the County Councillor.

The majority of the other members of public were observing only with one member interested in the budget, Council Sites and the street naming items. e asked for Mike – budget – questioning 3.7%. DYCC. Shelfanger Road street naming.

**FC0126/05 Items of Urgent Business**

There were no items of urgent business raised.

**FC0126/06 Finance**

- a) Members noted bank outgoings for December 2025.
- b) Members noted the Income & Expenditure report for December 2025. It was requested that the month was updated.

(Action: RFO; immediately)

- c) Members noted the Earmarked Reserves report for December 2025.

- d) Members received the 3<sup>rd</sup> quarterly financial report (reference 40/2526 herewith).

**FC0126/07 Budget 2026-27**

Members considered the budget and precept request for the 2026-27 financial year (report 41/2526 referred). The proposed increase hasn't changed since the last meeting and is in line with inflation. Councillors of the Action Group have scrutinised the budget document to keep the increase as low as possible whilst ensuring sufficient funds in Earmarked Reserves to either fund upcoming projects or go towards future known costs. Inflationary and staff salary increases have been accounted for, and the increase equates to an extra £7 per year for each Band D householder compared to the previous year. Cllr Welch abstained from the budget decision. It was

**Resolved:** To approve the precept demand to South Norfolk Council of £752,684 or £256.19 for each Band D householder for the financial year 2026/27.

(Action: RFO; immediately)

**FC0126/08 Council Sites**

- a) Members received a PowerPoint presentation regarding the Council's key sites from Cllr Peaty.

The Diss Youth & Community Centre (DYCC) has remained closed since October 2023 following RAAC-related roof issues, and a feasibility study by FMG Consulting confirmed the continued community need for accessible space. Park Radio Ltd has recently vacated the building, now used by the Facilities & Buildings team, Diss Litterpicking Group and Community Larder, generating no income. There is no longer an athletics club operating from the Sports Ground site. Norfolk County Council Registration Services will continue to require office accommodation, although wedding ceremonies will relocate to the Corn Hall from April 2026. In addition, a men's mental health & wellbeing group continues to hire space within the Council Offices on a weekly basis.

The strategic context reflects sustained population growth, upcoming housing developments (including Shelfanger Road), and the construction of the John Grose site community facility due for completion in 2027. Evidence from the South Norfolk Built Facilities Assessment, alongside local indicators of deprivation, underscores the need for flexible, modern community space within Diss. From the limited response to the Council's public consultation, the majority (90%) of respondents consider new youth and community facilities a worthwhile investment, with most willing to consider a Council Tax contribution. A nearby church plans to offer a hireable community space, there is interest in a Community/Men's Shed facility, and local groups support using the Citizens Advice porta cabin.

Several development options were presented. Option 1 involves refurbishment of the ageing DYCC structure at an estimated cost exceeding £750k. Option 2 comprises a series of new-build options on the existing site, ranging from a £650k office-only building to a £1.5m facility with a large high-ceiling hall, stage and sprung floor. Example floor plans and modular building case studies were provided for comparison. Available internal funding totals £685,459, with potential additional external funding from Community Infrastructure Levy, Sport England and the National Lottery, alongside possible borrowing via the Public Works Loan Board.

Indicative cost analysis shows that consolidating the DYCC and Council Offices could generate annual savings of approximately £20k. Sport England's 2025 cost guidance was used to benchmark hall construction costs. The presentation concluded with proposed next steps: defining a detailed project brief, commissioning design and cost work, engaging with planning authorities and potential user groups, exploring external funding routes, assessing healthcare

partnership opportunities, developing a future income model, and undertaking further community consultation.

b) Members considered the recommendation to further investigate the various options for developing a new building on the DYCC site as described on slides 7 & 15 following the presentation. Discussion centred around the benefit of a flexible modular design which could grow alongside need fulfilling immediate office space requirement and reducing operational costs running two sites with the ability to extend the building as demand requires. It was noted that the existing roof cannot be repaired and business rates would apply unless the whole site was demolished at a cost of circa £140k (costs which could be absorbed in a redevelopment project).

District cllr Minshull encouraged members to appoint a Project Manager to save time and money on the project and to be bold. He recommended the Poringland community facility, funds for which were raised by the community and spoke of the multitude of grants available to support an ambitious higher ceiling facility. He also spoke about the high demand for leisure facilities including the higher-than-expected usage of the recently reopened swim centre.

One member of the public reminded members of the benefactor's wishes to continue to provide a community facility on the site, queried the need for more sports facilities given forthcoming developments and supported the requirement for meeting space for local businesses in a town centre location. It was

**Resolved:** to further investigate the various options for developing a new building on the DYCC site as described on slides 7 & 15.  
(Action: DYCC AG to meet & determine timescales)

**FC0126/09 Shelfanger Road Development Street Naming**

Members reconsidered the request from Norfolk Homes for street names relating to the new Shelfanger Road housing development. Suggestions have been received from councillors, staff and members of the public and South Norfolk District Council will select those that adhere to their street naming policy. Five suggestions have already been provided by Roydon Parish Council, and the developer requires between 8 & 10. Preference was given to the following, Betjeman Grove/Gardens, Wilson Way / Walk & Well Place. Members were less keen on the Friendly Invasion references and one member noted there is an Amyot gate at St Mary's church. It was

**Resolved:** to put forward a selection of street names for the Shelfanger Road housing development to include the above and retain the remaining suggestions for future developments.

(Action: DTC; immediately)

**FC0126/10 Clerk & Town Mayor Reports**

Members received the Clerk & Town Mayor's updates on activities since their last reports. It was noted that the Mayor and Clerk had most recently attended the installation service of the new Assistant Curates / Revd and Deacon and wife and husband team at St Mary's church.

**FC0126/11 Progress Report**

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

**FC0126/12 Date of Next Meeting**

Members noted that the next meeting of the Full Council is scheduled to take place on Wednesday 11<sup>th</sup> February 2026 at 7.15pm.

Meeting closed: 20.45.

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Councillor D. Craggs  
Chair / Town Mayor

Item 6a

BANK OUTGOINGS JANUARY 2026				
Date Paid	Payee Name	Bacs Ref	Amount Paid	Transaction Detail
02.01.2026	South Norfolk Council	DD798	£ 43.96	Extra Bins - Christmas Light Switch-On Event
02.01.2026	Red5 Networks Ltd	DD799	£ 242.76	Phone/Broadband Dec 25 - Council Office, Broadband for CCTV - Skatepark & DYCC
09.01.2026	Alliance Disposables Ltd	Bacs2860	£ 37.16	Sanitary Products - All Sites
09.01.2026	Broadland District Council	Bacs2861	£ 308.00	Neurodiversity Training Course - All Office Staff
09.01.2026	First Aid Training Associates	Bacs2862	£ 389.28	First Aid Training Course - All Staff
09.01.2026	Mary Moppins Ltd	Bacs2863	£ 1,866.60	Opening & Cleaning December 2025 - Meres Mouth and Park Public Toilets
09.01.2026	Sandy Lane Nursery Ltd	Bacs2864	£ 57.24	Small Bushes with Rabbit Guards - Rectory Meadow
09.01.2026	Screwfix Direct Ltd	Bacs2865	£ 68.64	Metal Drill Bits & Screws - Repairs to Fingerpost Signs, Screenwash & Carbon Monoxide Monitor - DYCC Restroom
09.01.2026	Society of Local Council Clerks	Bacs2866	£ 379.00	Annual Membership 2026 - Clerk
09.01.2026	South Norfolk Council	Bacs2867	£ 216.00	ROSPA Play Equipment Inspection - Mere Park & Skatepark
09.01.2026	Sutcliffe Play Ltd	Bacs2868	£ 353.79	Basket Ball Hoop & Fittings - Mere Park
09.01.2026	Top Garden Services	Bacs2869	£ 3,036.32	Final Grass Cutting 2025 - Sportsground & Cemetery, Hedge Cutting - Cemetery
09.01.2026	Vmit Ltd	Bacs2870	£ 1,528.08	IT Support & Software January 2026, Microsoft 365 x 10 Users for February-October 2026
09.01.2026	Welch Group Services Ltd	Bacs2871	£ 600.00	Engineer Survey of Barrisol Ceiling at Cornhall
09.01.2026	Iliffe Media Publishing Ltd	DD800	£ 54.89	Annual Subscription to Diss Express Online for 2026
16.01.2026	British Gas Trading Ltd	DD801-802	£ 222.42	Electricity Dec 2025 - Meres Mouth WC & Market
19.01.2026	BNP Paribas Leasing Solutions	DD803	£ 483.37	Photocopier Rental January to March 2026
20.01.2026	Anglian Water Business Ltd	DD804	£ 557.87	Water Supplied October to January 2026 - Park Toilets
20.01.2026	British Gas Trading Ltd	DD805-810	£ 2,755.16	Electricity Dec 2025 - DYCC, Fountain, Park Toilets, Sportsground, Park & Council Office
20.01.2026	Barclaycard	Dec-25	£ 537.85	Christmas Lights Volunteer Refreshments, Road Tax - Ford Transit Connect
21.01.2026	Anglian Water Business Ltd	DD811-813	£ 348.59	Water Supplied October to January 2026 - Market, DYCC & Sportsground
23.01.2026	Employees	BACS	£ 19,451.11	Salaries Month 10
26.01.2026	EE Ltd	DD807	£ 52.90	Mobile Phones x3 - 18th January to 17th February 2026
29.01.2026	Anglian Water Business Ltd	DD808	£ 32.05	Water Supplied October to January 2026 - Cemetery
30.01.2026	HM Revenue & Customs	BACS	£ 6,128.93	NI/PAYE Month 10
30.01.2026	Norfolk Pension Fund	BACS	£ 6,827.05	Pension Contributions Month 10
30.01.2026	AGR Interiors Ltd	Bacs2872	£ 2,125.00	Refurbishment of Office Side Elevation and Windows
30.01.2026	Alliance Disposables Ltd	Bacs2873	£ 435.56	Sanitary Products - All Sites
30.01.2026	Baldwin Skip Hire Ltd	Bacs2874	£ 276.90	Mixed Waste Skip Hire - All Sites
30.01.2026	Collective Community Planning	Bacs2875	£ 120.00	Neighbourhood Plan Review Advice inc Meeting Attendance
30.01.2026	ESPO	Bacs2876	£ 387.08	Gas Supplied December 2025
30.01.2026	Etc (East Anglia) Ltd	Bacs2877	£ 156.00	Wireless Bridge Repair Works for CCTV
30.01.2026	Lighting & Illumination Technology	Bacs2878	£ 2,240.69	2025 Festive Lighting in Heritage Triangle - Final Installment
30.01.2026	LR Wyard-Scott Ltd	Bacs2879	£ 219.79	Van Fuel - December 2025
30.01.2026	Mary Moppins Ltd	Bacs2880	£ 2,019.60	Additional Cleaning Meres Mouth WC for Xmas Lights Switch-On Event 2025
30.01.2026	Norfolk County Council	Bacs2881	£ 46.35	Road Closure Application for Carnival Parade 2026
30.01.2026	Pearce & Kemp Ltd	Bacs2882	£ 4,360.80	2025 Festive Lighting in Mere Street - Final Installment, Flock Lighting Repairs
30.01.2026	Screwfix Direct Ltd	Bacs2883	£ 16.79	Padlock - Market Place
30.01.2026	Stannah Stairlift Services Ltd	Bacs2884	£ 481.18	Annual Stairlift Servicing Contract 2026
30.01.2026	Street First Aid Ltd	Bacs2885	£ 73.98	2x Haemostatic Gauzes - Council First Aid Kits
30.01.2026	Trustees Diss Museum	Bacs2886	£ 134.07	Re-imbure Market Electricity Usage October - December 2025
30.01.2026	Vmit Ltd	Bacs2887	£ 40.70	Microsoft Exchange Online Licence Jan-Sept 2026
31.01.2026	Unity Trust Plc	Charges	£ 21.75	Bulk Payment and Monthly Bank Charges - January 2026
			£ 59,426.79	

## Income Expenditure January 2026

	Budget 25-26	Actual YTD 25-26	Percentage Spend
<b>Agency Services</b>			
Total Income	£3,848	£3,983	104%
Overhead Expenditure	-£100	-£23	23%
Income Less Expenditure	£3,748	£3,960	106%
<b>Allotments</b>			
Total Income	£525	£0	0%
Overhead Expenditure	-£1,030	-£30	3%
Income Less Expenditure	-£505	-£30	6%
<b>Amenities</b>			
Total Income	£2,000	£5,824	291%
Overhead Expenditure	-£76,137	-£45,174	59%
Income Less Expenditure	-£74,137	-£39,350	53%
<b>Mini Recycling Centre Adopter</b>			
Total Income	£450	£225	50%
<b>Bank Interest rec'd/Bank Charges</b>			
Total Income	£14,000	£119,193	851%
Bank Charges	-£400	-£383	96%
Income Less Expenditure	£13,600	£118,810	874%
<b>Capital Expenditure - Loans</b>	-£27,589	-£20,504	74%
<b>Cemetery</b>			
Total Income	£33,000	£40,060	121%
Overhead Expenditure	-£13,320	-£17,358	130%
Income Less Expenditure	£19,680	£22,702	115%
<b>General Equipment</b>			
Overhead Expenditure	-£4,596	-£1,183	26%
<b>Christmas Lights</b>			
Total Income	£0	0	0%
Overhead Expenditure	-£19,083	-£18,500	97%
Income Less Expenditure	-£19,083	-£18,500	97%
<b>Corn Hall</b>			
Overhead Expenditure	-£8,846	-£5,377	61%
<b>Council Offices</b>			
Total Income	£6,536	£7,312	112%
Overhead Expenditure	-£19,080	-£14,799	78%
Income Less Expenditure	-£12,544	-£7,487	60%
<b>Other Council Properties</b>			
Health & Safety	-£2,500	-£787	31%
PK Toilets	-£18,205	-£12,867	71%
Mere's Mouth Toilet	-£18,500	-£11,844	64%
Staff Uniforms/Replacements	-£500	£0	0%
Total Expense	-£39,705	-£25,498	64%
<b>Diss Youth &amp; Community Centre</b>			
Total Income	£0	£1,539	0%
Overhead Expenditure	-£19,880	-£12,407	62%
Income Less Expenditure	-£19,880	-£10,868	55%
<b>Grants</b>			
Grants Expenditure	-£10,000	£0	0%
<b>Highways - Parish Partnership Bid</b>			
Income	£0	0	0%
Parish Partnership Bid	£0	0	0%
DDNP Contribution	-£1,000	-£168	17%
Income Less Expenditure	-£1,000	-£168	17%

## Income Expenditure January 2026

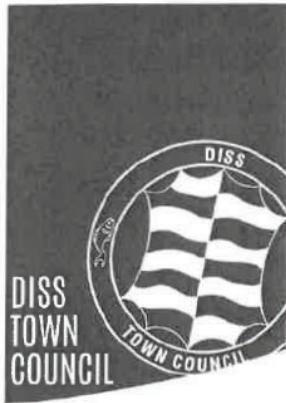
	Budget 25-26	Actual YTD 25-26	Percentage Spend
<b>Market</b>			
Total Income	£21,000	£19,540	93%
Overhead Expenditure	-£3,180	-£2,870	90%
Income Less Expenditure	£17,820	£16,670	94%
<b>Promotion</b>			
Overhead Expenditure	-£1,300	-£851	65%
<b>Precept</b>			
Total Income	£717,191	£717,191	100%
<b>General Expenditure (inc IT)</b>			
Total Income	£0	£500	0%
Overhead Expenditure	-£53,725	-£51,104	95%
<b>Sports Ground</b>			
Total Income	£10,500	£7,588	72%
Overhead Expenditure	-£21,522	-£8,896	41%
Income Less Expenditure	-£11,022	-£1,308	12%
<b>Events</b>			
Event Income	£0	£1,046	0%
Overhead Expenditure	-£1,300	-£1,645	127%
Income Less Expenditure	-£1,300	-£599	46%
<b>Christmas Switch-On Event</b>			
Total Income	£4,000	£296	7%
Overhead Expenditure	-£5,250	-£3,352	64%
Income Less Expenditure	-£1,250	-£3,056	244%
<b>Carnival</b>			
Total Income	£10,000	£11,434	114%
Overhead Expenditure	-£12,750	-£12,614	99%
Income Less Expenditure	-£2,750	-£1,180	43%
<b>Wages</b>			
Recharge	£0	£4,732	0%
Recharge	£0	-£8,204	0%
Wages Admin	-£219,705	-£158,138	72%
Wages Maint	-£205,552	-£160,766	78%
Income Less Expenditure	-£425,257	-£314,172	74%
<b>Town Mayors Charity</b>			
Total Income	£0	£1,643	0%
Overhead Expenditure	£0	-£1,172	0%
Income Less Expenditure	£0	£471	0%
<b>CIL</b>			
Total Income	£0	£2,820	0%
Overhead Expenditure	£0	-£2,917	0%
<b>Sec 106 Income</b>	£0	0	0%
<b>Sec 106 Expenditure</b>	£0	0	0%
<b>Streetlighting</b>			
Total Income	£0	0	0%
Overhead Expenditure	-£16,000	-£2,587	16%
Income Less Expenditure	-£16,000	-£2,587	16%
<b>Total Income</b>	£823,050	£944,926	115%
<b>Total Expenditure</b>	-£781,050	-£612,024	78%

## SUMMARY REPORT OF EARMARKED RESERVES 2025-2026

NC	Committee	Site	EMR	Balance as at 1st April 2025	Less:Actual Year to date Expense	Balance	Add: Year to date receipts	Balance as at 31st January 2026
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	£ 620.93	£ 9,378.07		£ 9,378.07
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	£ 1,616.30	£ 7,058.23
370	AIE	Cemetery	Cemetery Grounds (Inc Monuments)	£ 8,699.30	£ 5,735.00	£ 2,964.30	£ 2,987.50	£ 5,951.80
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	£ 5,700.00	£ 24,889.58		£ 24,889.58
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	£ 1,365.00	£ 165.00		£ 165.00
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	£ 5,131.14	£ 1,868.86		£ 1,868.86
422	AIE	Park	Park General - Beacon Project	£ 1,229.46		£ 1,229.46		£ 1,229.46
424	AIE	Park	Play Equipment	£ 3,557.57	£ 6,198.36	-£ 2,640.79	£ 5,000.00	£ 2,359.21
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	£ -		£ -
432	AIE	SPG	SPG Floodlights	£ -	£ 5,000.00	-£ 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	£ 27,797.23	£ 34,485.03
440	AIE	St Marys	Closed churchyard repairs	£ 18,579.00	£ 12,145.00	£ 6,434.00		£ 6,434.00
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	£ 3,700.00	£ 4,416.06	£ 15,000.00	£ 19,416.06
464	AIE	Town	Community Infrastructure Levy (CIL)	£ 81,327.35	£ 2,479.13	£ 78,848.22	£ 2,819.86	£ 81,668.08
466	AIE	Town	CCTV	£ 1,674.99		£ 1,674.99		£ 1,674.99
468	AIE	Town	D&D Neighbourhood Plan	£ 5,393.08	£ 171.40	£ 5,221.68		£ 5,221.68
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	£ -		£ -
472	AIE	Town	Parking Scheme	£ 10,000.00		£ 10,000.00	£ 5,000.00	£ 15,000.00
			TOTAL	£ 656,189.47	£ 77,603.63	£ 578,585.84	£ 77,220.89	£ 655,806.73

31.01.2026	Current Year End balance (Precept)	£ 330,031.00
	General Reserves	£ 293,329.00
	EMR	£ 655,806.73
	Total Funds	£ 1,279,166.73

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



**TOWN CLERK**  
Miss S Richards,

**DISS TOWN COUNCIL**  
Council Offices, 11-12 Market Hill,  
Diss, Norfolk, IP22 4JZ.  
Telephone/Fax: (01379) 643848

Email: [towncouncil@diss.gov.uk](mailto:towncouncil@diss.gov.uk)  
Web: [www.diss.gov.uk](http://www.diss.gov.uk)  
Facebook: @DissTC  
Twitter: @DissTownCouncil

## BANK RECONCILIATIONS COUNCILLOR CHECK

**November 2025**

**Bank Accounts:**

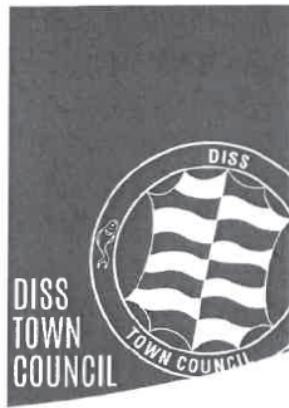
- Cashbook 11 - Unity Trust Current Account - 20535144 ✓
- Cashbook 12 - Unity Trust Instant Access – 20535160 ✓
- Cashbook 13 – Unity Trust 6month Fixed - 80190655 ✓
- Cashbook 6 - Barclaycard – 547676 07843 38272 ✓
- Cashbook 7 - Nationwide Account – 90187011 ✓
- Cashbook 8 - Lloyds Current Account – 83534868 ✓
- Cashbook 9 - Lloyds 95 day Notice Account – DITOCODGB ✓

I, Councillor Declan Craggs as Internal Control Officer, can confirm that the above bank reconciliations are all correct.

Signed

Date

03/2/26



**TOWN CLERK**  
Miss S Richards,

**DISS TOWN COUNCIL**  
Council Offices, 11-12 Market Hill,  
Diss, Norfolk, IP22 4JZ.  
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Facebook: @DissTC  
Twitter: @DissTownCouncil

## BANK RECONCILIATIONS COUNCILLOR CHECK

December 2025

### Bank Accounts:

- Cashbook 11 - Unity Trust Current Account - 20535144 ✓
- Cashbook 12 - Unity Trust Instant Access - 20535160 ✓
- Cashbook 13 - Unity Trust 6month Fixed - 80190655 ✓
- Cashbook 6 - Barclaycard - 547676 07843 38272 ✓
- Cashbook 7 - Nationwide Account - 90187011 ✓
- Cashbook 8 - Lloyds Current Account - 83534868 ✓
- Cashbook 9 - Lloyds 95 day Notice Account - DITOCODGB ✓

I, Councillor Declan Craggs as Internal Control Officer, can confirm that the above bank reconciliations are all correct.

Signed

Date

03/12/26

If you have any further questions, please do not hesitate to contact us (details above and on our website). And if you're still interested in becoming a Town Councillor, please complete the attached application and return to us.



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

### Application for Co-Option

1. Name ...ChristinaKinghts.....

Address .....

.....

..... Postcode.....

Telephone.....Mobile.....

Email.....

2. Please provide a brief description of the nature of your employment throughout your working life and any skills, training or experience you have which may be useful to the Council:

.....Ive been planning events since 1998, ive lived in Diss since 1991 and care deeply about our town, ive worked at Heywood sports doing reception and events as its always been my passion, i then went on to Diss cue club as a barmaid,cook,receptionist.,during all this time I have organised our own events at these venues and have very good organisational skills

.....

3. Please explain your interest in Diss and why you would be interested in becoming a Councillor:

Iv'e lived in diss for the last 35 years and i care deeply about our town which.....

Is our home. I would love to be able to help out in our community .also i have a twelve year old child who i care for and would be able to make all the meetings

.....

4. Please list any other voluntary or community work that you are currently or have previously been involved in:

I used to work for Mencap, voluntarily helping on trips and have grown up with children and adults with disabilities. Also I have been reaching out to our local newspapers etc trying to raise awareness about how ADHD and mental health is being handled.

5. Please provide any other information that you feel may be of interest to the Council in considering your application for co-option:

.....i would just like to help our town and listen to the publics opinion and try to help where i can as a group. Also as i have experience in the events industry i would really love to explore more opportunities at the pavillion, ive just been listening to our towns folk and they would love to see more if possible, i just have a lot of ideas if you'd consider me at all.

Please also complete the nomination papers attached and arrange for two current members of Diss Town Council to propose and second your application.

Thank you for taking the time to complete this application form. Once received, applicants will meet the Town Clerk and a Council member to go through the application and answer any questions relating to becoming a Diss Town Councillor.

Applications for co-option will be considered by Full Council. You are welcome to attend this meeting (all meetings of Council are open to the public) and if co-opted will be invited to join members at the table.



**Co-Option of a Town Councillor**  
**Nomination Paper**

I would like to be considered for co-option as a Councillor with Diss Town Council. I understand that I must seek nomination by two existing town councillors (one to nominate me and one to second the nomination). The period of service is from the date of co-option to the next local government parish elections or until you stand-down or are no longer eligible to hold the office of councillor.

### **Candidate**

Surname	KNIGHTS
Other names in full	CHRISTINA DAWN
Title (please delete as appropriate)	Mr / Mrs / Miss / Other (please state)
Home address in full	[REDACTED]

## Processor

I, R A KITCHEN (print name) being a serving Member of Diss Town Council do hereby PROPOSE the above-named individual for the vacancy of councillor with Diss Town Council.

R. Kitchen  
Signed

14 JA 2026

**Date**

## Seconder

I, \_\_\_\_\_ (print name) being a serving Member of Diss Town Council do hereby SECOND the proposal for the above-named individual to be co-opted to fill the vacancy of councillor with Diss Town Council.

Signed

Date

**Nomination papers MUST be delivered to the Clerk of the Council at the Council Offices, 11-12 Market Hill, Diss, Norfolk, IP22 4JZ**

For office use only

No. of Nomination Paper (in order of delivery)	Date Delivered	Hour Delivered	Received by:
---	----------------	----------------	--------------

## Candidate's Consent to Nomination

I hereby consent to my nomination as a candidate for co-option as a councillor with Diss Town Council. I declare that on the day of my nomination I qualify for co-option.

To be eligible for co-option as a Diss Town Councillor you must satisfy certain criteria. You must satisfy both a and b below and at least one of the options c. to f.

I confirm that (please tick all which apply to you):

a. I am 18 years of age or over	<input checked="" type="checkbox"/>
b. I am a British citizen or a citizen of the Commonwealth or a citizen of any other member state of the European Union	<input checked="" type="checkbox"/>
c. I am registered as a local government elector for the Town at this address (give address)	<input checked="" type="checkbox"/>
d. I have, during the whole of the twelve months preceding my application occupied, as owner or tenant, land or other premises in the Town (give address)	<input checked="" type="checkbox"/>
e. My principal or only place of work during those twelve months has been in the Town (give details and address)	<input checked="" type="checkbox"/>
f. I have during the whole of those twelve months resided in the Town or within three miles of it (give address)	<input checked="" type="checkbox"/>

Under Section 80 of the Local Government Act 1972 there are some reasons why a person is disqualified from being a Town Councillor, including these reasons:

I confirm that (please tick **all** which apply to you):

i. I am not employed by the Town Council or hold paid office under the Town Council;	
ii. I am not employed by an entity controlled by the Town Council;	
iii. I am not the subject of a bankruptcy restrictions order or an interim bankruptcy restrictions order or a debt relief restrictions order or an interim debt relief restrictions order;	
iv. I have not within the last five years, been convicted in the UK, Channel Islands or Isle of Man of any offence and been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine;	
v. I am not otherwise disqualified under Part III of the Representation of the People Act 1983 (relating to corrupt or illegal electoral practices and offences relating to donations) or the Audit Commission Act 1998.	

## Use of Personal Information

The Council will use the information provided on this form to assess your eligibility to be co-opted as a Town Councillor. The information will be treated as confidential by the Council and Councillors and will not be retained after the co-option meeting unless your application is successful, when it will be destroyed after your resignation from Council.

## Declaration & Consent (please tick all which apply to you):-

I have read the section entitled 'Use of Personal Information' and by signing this form I consent to the use and disclosure of my information included in this application form.	
I will complete a Declaration of Acceptance of Office, Declaration of Interests form, and I will comply at all times with the Council's Code of Conduct.	
I declare the information given on this form to be true and correct.	

Signature T.Knights..... Name (BLOCK CAPITALS) .....CHRISTINA  
KNIGHTS..... Address

..... Email Address .....



Date of signature: .....24/06/2025.....

# DISS TOWN COUNCIL



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

## Application for Co-Option

1. Name ...**Takudzwa..Shava**.....

Address [REDACTED] .....

..**Diss**.....

.....**Postcode**... [REDACTED] .....

**Telephone**.....**Mobile**... [REDACTED] .....

**Email**... [REDACTED] .....

2. Please provide a brief description of the nature of your employment throughout your working life and any skills, training or experience you have which may be useful to the Council:

**I'm a highly imaginative, multi-disciplinary creative with an NCFE in Music Technology (production-focused), a BA in Videogames Art and Design and an MSc in Rapid Prototyping and Applied Technologies (i.e. 3D printing and other CNC-related methodologies).**  
**I've worked for a number of employers in the local area. Most recently at Specsavers as an Optical Lab Technician. I also worked at Glazing Vision, where I was a CNC technician and then a Marketing Assistant.**

**I also have extensive experience in the care sector, having worked in secure mental health units nearby and as a Night Support Worker at Rush House.**

**I have a calm and friendly demeanour, which helps me get along well with people from all walks of life.**

**I also have a knack for aesthetics, design and ideation. Generally tech-savvy and extremely curious with a futurist mindset.**

Other interests include photography, writing, film, product design, logo design and research.

3. Please explain your interest in Diss and why you would be interested in becoming a Councillor:

I moved to Diss in 2008, having recently enrolled to study Video Games Design at Norwich University of the Arts. I became a father soon after graduation and decided that Diss would be the best place to raise a child. Over the last 17 years, I've come to call this town my home and have always been curious about governance at the local level.

After my wife passed away in May 2025, I decided to focus more on my intrinsic interests, which include gaining a granular understanding of my local community and the infrastructure that serves them.

I'm eager to learn and provide insight where I can.

I recently ended my role at Specsavers to start working on creative projects (sculpture, luxury product design, film, music... and then some). I hope to one day have a public-facing studio here in Diss, and I believe this ties in well with a consistent involvement at this level.

4. Please list any other voluntary or community work that you are currently or have previously been involved in:

I haven't done any voluntary work, but I have good relationships with local business owners and some of the creative practitioners at Designer Makers 21.

5. Please provide any other information that you feel may be of interest to the Council in considering your application for co-option:

I have a solid understanding of the current technological landscape - including AI - which I believe will become increasingly relevant in the near future.

I have an innate talent for sense-making and directing conversations in a way that yields meaningful outcomes.

Please also complete the nomination papers attached and arrange for two current members of Diss Town Council to propose and second your application.

Thank you for taking the time to complete this application form. Once received, applicants will meet the Town Clerk and a Council member to go through the application and answer any questions relating to becoming a Diss Town Councillor.

Applications for co-option will be considered by Full Council. You are welcome to attend this meeting (all meetings of Council are open to the public) and if co-opted will be invited to join members at the table.



## Co-Option of a Town Councillor

## Nomination Paper

I would like to be considered for co-option as a Councillor with Diss Town Council. I understand that I must seek nomination by two existing town councillors (one to nominate me and one to second the nomination). The period of service is from the date of co-option to the next local government parish elections or until you stand-down or are no longer eligible to hold the office of councillor.

### **Candidate**

<b>Surname</b>	Shava
<b>Other names in full</b>	Tamirira Takudzwa Tafadzwa
<b>Title (please delete as appropriate)</b>	Mr
<b>Home address in full</b>	[REDACTED] Diss Norfolk Postcode: [REDACTED]

**Proposer**I, Declan CRAGGS(print name) being a serving Member of Diss Town Council  
do hereby PROPOSE the above-named individual for the vacancy of councillor with Diss Town Council.

Signed

28/1/2026

Date

**Seconder**I, Catherine Dent(print name) being a serving Member of Diss Town Council  
do hereby SECOND the proposal for the above-named individual to be co-opted to fill the vacancy of  
councillor with Diss Town Council.

Signed

28.01.26

Date

Nomination papers **MUST** be delivered to the Clerk of the Council at the Council Offices, 11-12 Market Hill, Diss, Norfolk, IP22 4JZ

**For office use only**

No. of Nomination Paper (in order of delivery)	Date Delivered	Hour Delivered	Received by:

**Candidate's Consent to Nomination**

I hereby consent to my nomination as a candidate for co-option as a councillor with Diss Town Council. I declare that on the day of my nomination I qualify for co-option.

To be eligible for co-option as a Diss Town Councillor you must satisfy certain criteria. You must satisfy both a and b below and at least one of the options c. to f.

I confirm that (please tick **all** which apply to you):-

a. I am 18 years of age or over	<input checked="" type="checkbox"/>
b. I am a British citizen or a citizen of the Commonwealth or a citizen of any other member state of the European Union	<input checked="" type="checkbox"/>
c. I am registered as a local government elector for the Town at this address (give address)	<input checked="" type="checkbox"/>
d. I have, during the whole of the twelve months preceding my application occupied, as owner or tenant, land or other premises in the Town (give address)	<input checked="" type="checkbox"/>
e. My principal or only place of work during those twelve months has been in the Town (give details and address)	<input checked="" type="checkbox"/>

f. I have during the whole of those twelve months resided in the Town or within three miles of it (give address)	<input checked="" type="checkbox"/>
---	-------------------------------------

Under Section 80 of the Local Government Act 1972 there are some reasons why a person is disqualified from being a Town Councillor, including these reasons:

I confirm that (please tick all which apply to you):

i. I am not employed by the Town Council or hold paid office under the Town Council;	✓
ii. I am not employed by an entity controlled by the Town Council;	✓
iii. I am not the subject of a bankruptcy restrictions order or an interim bankruptcy restrictions order or a debt relief restrictions order or an interim debt relief restrictions order;	✓
iv. I have not within the last five years, been convicted in the UK, Channel Islands or Isle of Man of any offence and been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine;	✓
v. I am not otherwise disqualified under Part III of the Representation of the People Act 1983 (relating to corrupt or illegal electoral practices and offences relating to donations) or the Audit Commission Act 1998.	✓

## Use of Personal Information

The Council will use the information provided on this form to assess your eligibility to be co-opted as a Town Councillor. The information will be treated as confidential by the Council and Councillors and will not be retained after the co-option meeting unless your application is successful, when it will be destroyed after your resignation from Council.

## Declaration & Consent (please tick all which apply to you):-

I have read the section entitled 'Use of Personal Information' and by signing this form I consent to the use and disclosure of my information included in this application form.	✓
I will complete a Declaration of Acceptance of Office, Declaration of Interests form, and I will comply at all times with the Council's Code of Conduct.	✓
I declare the information given on this form to be true and correct.	✓

Signature  Name (BLOCK CAPITALS) TAKUDZWA SHAVA

Address ... [REDACTED] Diss, Norfolk [REDACTED] .....

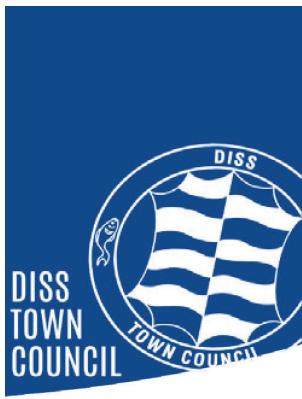
Email Address [REDACTED] .....

Date of signature: ....14/01/2026.....

I declare that to the best of my knowledge and belief I am not disqualified from being co-opted by reason of any disqualification set out in section 80 of the Local Government Act 1972 and that the information supplied above is accurate. I understand that by providing misleading or inaccurate information, my nomination may be disqualified.

  
Signed

14/01/2026  
Date



## DISS TOWN COUNCIL

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

Report Number:  
**43 / 2526**

Report to:	Full Council
Date of Meeting:	11 <sup>th</sup> February 2026
Authorship:	Responsible Finance Officer
Subject:	Member allowances

### Introduction

1. For some years now some elected members have claimed taxable member allowances. Only elected members are eligible to claim, not co-opted members.
2. The payment structure for the current financial year is shown as follows and was implemented to acknowledge the extra workload for councillors with additional responsibilities. Only one allowance can be paid per councillor.

£318 to Mayor and Council Leader each  
£190 to Committee Chairs  
£110 to all other councillors

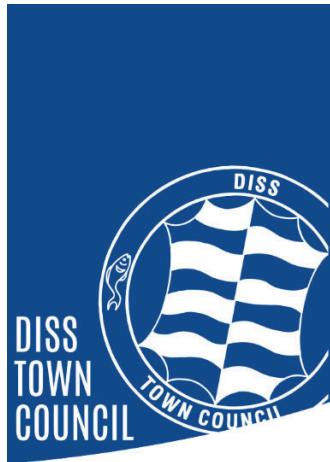
3. At the meeting the Executive Committee on the 15<sup>th</sup> January 2025, it was agreed that we would continue to still offer allowances to the Members Elect.

### Entitlement to Claim

4. Currently, we only have 8 members who are Members Elect.
5. There are many councillors who are going over and above, who can justifiably claim the allowance but choose not to in some cases. We also have councillors who are co-opted and work harder for the council than some members elect, and they are not entitled to claim.
6. There are others who are regularly absent from meetings, contribute very little if at all in other ways to support the council but claim the allowance.
7. In light of these inconsistencies, and in the interest of fairness, I propose that eligibility to claim be limited to elected members who have attended at least 75% of Full Council meetings (excluding additional meetings) and 75% of the committee meetings they opted into during the year.
8. This approach is intended to encourage improved attendance at meetings.

### **Recommendation**

That only councillors with 75% or higher attendance at both Full Council and opted committee meetings may claim the annual allowance.



## DISS TOWN COUNCIL

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Email: [towncouncil@diss.gov.uk](mailto:towncouncil@diss.gov.uk) Website:  
[www.diss.gov.uk](http://www.diss.gov.uk)

Report Number:  
**44 / 2526**

Report to:	Full Council
Date of Meeting:	11 <sup>th</sup> February 2026
Authorship:	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. We reviewed all internal control documents during the year to confirm they align with current practices and comply with the latest regulations, ensuring they meet required standards and support accountability, transparency, and operational efficiency.
4. We will confirm with the Internal Auditor at year end the required frequency for reviewing each of these documents going forward.
5. The tracked change documents were not included as they would have been difficult to follow. Instead, a brief summary of the amendments is included at **Appendix A**.
6. The following documents constitute the Council's internal controls:
  - a) Standing Orders – approved at Full Council May 2025 – minute reference FC0525/09
  - b) Asset Register – approved by Executive Committee June 2025 – EX0625/12
  - c) The budget document – approved in January each year - FC0126/07
  - d) The end-of-year statement of accounts and Annual Return – approved at Full Council in June 2025 – FC0625/07
  - e) The insurance schedule – approved at Full Council May 2025 – FC0525/09
  - f) Financial Regulations – see **Appendix B**
  - g) External & Internal Audit Policy – see **Appendix C**
  - h) Financial Reserves Policy – see **Appendix D**
  - i) Financial Statement Control Policy – see **Appendix E**
  - j) Governance & Risk Management Policy and Register – see **Appendix F**
  - k) Investment Strategy – see **Appendix G**.

### Internal Audit

7. 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 December with five recommendations, which are now being implemented.
8. The second internal audit is scheduled for 7<sup>th</sup> May 2026.

### Insurance

9. The insurance premium takes into account the long-term agreement discount which keeps the underlying rates the same until 2027.
10. 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

11. 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 the Financial Regulations, External & Internal Audit Policy, Financial Reserves Policy, Financial Statement of Control Policy, Governance & Risk Management Policy & Register and the Investment Strategy (Appendices B – G) as the revised Internal Control documents.

## **Summary of Changes to Internal Control Documents:**

### **Financial Regulations:**

The main changes relate to Section 7 – Electronic Payments, reflecting the updated processing arrangements following the transition from Barclays Bank Plc to Unity Trust Plc. The remaining amendments simply replace references to the Finance Officer with RFO to reflect the change in job role.

### **External & Internal Audit Policy, Financial Reserves Policy and Investment Strategy:**

The contents page has been removed and the document re-headed, reducing its length from four pages to two. No substantive changes have been made to the content.

### **Financial Statement Control Policy:**

Significant reductions have been made to the Internal Financial Applications section. The previous edition included detailed breakdowns of income and expenditure for the Barclays current account, wages account, and the Town Mayor's Charities accounts. As we now operate a single current account with Unity Trust, this information has been consolidated.

### **Governance and Risk Management Policy and Register:**

Section 6 has been updated to assign responsibility for Health and Safety (H&S), and property matters to the Facilities and Building Manager, reflecting the duties now carried out in this role and aligning with the responsibilities set out within the pay scale.

Amendments have been made to item 26 of the risk register, removing 'Non-Compliance with H&S Laws' and establishing it as a standalone entry. This reflects the fact that the responsibilities associated with H&S differ from those relating to other areas of legal compliance, and that it represents a high risk to the Council. The proposed mitigation measures including internal H&S audit will address this.

Amendments have also been made to the control actions for sections 17, 19, 24, 25 and 27. These reflect additional protocols introduced since the last update of the register to further reduce the associated risks.



## DISS TOWN COUNCIL FINANCIAL REGULATIONS

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*These Financial Regulations are based on the template produced by the National Association of Local Councils (NALC) April 2024 and were reviewed and adopted by the Council at its meeting held on 23<sup>rd</sup> April 2025 with clause 2.6 later amended following the Executive committee meeting on 4<sup>th</sup> June 2025. Since the appointment of the Council's RFO, changes have been made accordingly, and these will be considered by Full Council in February 2026.*

## 1. General

- 1.1. These Financial Regulations govern the financial management of the Council and may only be amended or varied by resolution of the Council. They are one of the Council's governing documents and shall be observed in conjunction with the Council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of Councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
  - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
  - "Approve" refers to an online action, allowing an electronic transaction to take place.
  - "Authorise" refers to a decision by the Council, or a committee or an officer, to allow something to happen.
  - 'Proper practices' means those set out in *The Practitioners' Guide*
  - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
  - 'Must' and **bold text** refer to a statutory obligation the Council cannot change.
  - 'Shall' refers to a non-statutory instruction by the Council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the Council. The RFO:
  - acts under the policy direction of the Council.
  - administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices.
  - determines on behalf of the Council its accounting records and control systems.
  - ensures the accounting control systems are observed.
  - ensures the accounting records are kept up to date.
  - seeks economy, efficiency and effectiveness in the use of Council resources; and
  - produces financial management information as required by the Council.
- 1.6. **The Council must not delegate any decision regarding:**
  - **setting the final budget or the precept (Council tax requirement);**
  - **the outcome of a review of the effectiveness of its internal controls**
  - **approving accounting statements.**

- approving an annual governance statement.
- borrowing.
- declaring eligibility for the General Power of Competence; and
- addressing recommendations from the internal or external auditors

1.7. In addition, the Council shall:

- determine and regularly review the bank mandate for all Council bank accounts.
- authorise any grant or single commitment in excess of £10,000; and

**2. Risk management and internal control**

2.1. **The Council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

2.2. The Clerk and RFO shall prepare, for approval by Council, a risk management policy covering all activities of the Council. This policy and consequential risk management arrangements shall be reviewed by the Council at least annually.

2.3. When considering any new activity, the Clerk and RFO shall prepare a draft risk assessment including risk management proposals for consideration by the Council.

2.4. **At least once a year, the Council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**

2.5. **The accounting control systems determined by the RFO must include measures to:**

- ensure that risk is appropriately managed.
- ensure the prompt, accurate recording of financial transactions.
- prevent and detect inaccuracy or fraud; and
- allow the reconstitution of any lost records.
- identify the duties of officers dealing with transactions and
- ensure division of responsibilities.

2.6. At least once in each quarter, and at each financial year end, a member from the Executive Committee shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the Council.

2.7. Regular back-up copies shall be made of the records on any Council computer and stored either online or in a separate location from the computer. The Council shall put measures in place to ensure that the ability to access any Council computer is not lost if an employee leaves or is incapacitated for any reason.

**3. Accounts and audit**

3.1. All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.

3.2. **The accounting records determined by the RFO must be sufficient to explain the Council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**

- **day-to-day entries of all sums of money received and expended by the Council and the matters to which they relate.**
- **a record of the assets and liabilities of the Council.**

3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.

3.4. The RFO shall complete and certify the annual Accounting Statements of the Council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the Council, within the timescales required by the Accounts and Audit Regulations.

3.5. **The Council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**

3.6. **Any officer or member of the Council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the Council, supply the RFO, internal auditor, or external auditor with such information and explanation as the Council considers necessary.

3.7. The internal auditor shall be appointed by [the Council] and shall carry out their work to evaluate the effectiveness of the Council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.

3.8. The Council shall ensure that the internal auditor:

- is competent and independent of the financial operations of the Council.
- reports to Council in writing, or in person, on a regular basis with a minimum of one written report during each financial year.
- can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the management or control of the Council.

3.9. Internal or external auditors may not under any circumstances:

- perform any operational duties for the Council.
- initiate or approve accounting transactions.
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

- 3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.
- 3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.
- 3.12. The RFO shall, without undue delay, bring to the attention of all Councillors any correspondence or report from internal or external auditors.

#### **4. Budget and precept**

- 4.1. **Before setting a precept, the Council must calculate its Council tax (England) requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**
- 4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the Chair and Vice Chair of the
- 4.3. Executive Committee at least annually in September for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Executive committee. The RFO will inform committees of any salary implications before they consider their draft budgets.
- 4.4. No later than November each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year along with a forecast for the following three financial years, taking account of the lifespan of assets and cost implications of repair or replacement.
- 4.5. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of Full Council.
- 4.6. The Budget Action Group (made up of Chairs of committees) shall review each committee's draft budget and submit any proposed amendments to the Council not later than early December each year.
- 4.7. The draft budget (with any committee proposals and three-year forecast), including any recommendations for the use or accumulation of reserves, shall be considered by the Executive committee and a recommendation made to the Council.
- 4.8. Having considered the proposed budget (and three-year forecast), the Council shall determine its Council tax (England) requirement by setting a budget. The Council shall set a precept for this amount no later than the due date in January set by the precepting authority for the ensuing financial year.
- 4.9. **Any member with Council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.**

- 4.10. The RFO shall **issue the precept to the billing authority no later than the due date set in January by the precepting Authority** and supply each member with a copy of the agreed annual budget.
- 4.11. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.12. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by Full Council.

## 5. Procurement

- 5.1. **Members and officers are responsible for always obtaining value for money.**  
Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and recorded in the minutes.
- 5.3. Every contract shall comply with these the Council's Standing Orders and these Financial Regulations, and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the Council shall obtain prices as follows:
- 5.6. **For contracts estimated to be over £30,000 including VAT, the Council must comply with any requirements of the Legislation<sup>1</sup> regarding the advertising of contract opportunities and the publication of notices about the award of contracts.** Tenders shall be invited in accordance with Appendix 1.
- 5.7. For contracts greater than £3,000 excluding VAT the Clerk shall seek at least 2 fixed price quotes.
- 5.8. Where the value is between £500 and £3,000 excluding VAT, the Clerk shall try to obtain 2 estimates, which might include evidence of online prices, or recent prices from regular suppliers.
- 5.9. For smaller purchases, the Clerk shall seek to achieve value for money.
- 5.10. **Contracts must not be split into smaller lots to avoid compliance with these rules.**
- 5.11. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:

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<sup>1</sup> The Regulations require councils to use the Find-Tender website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

- i. specialist services, such as legal professionals acting in disputes.
- ii. repairs to, or parts for, existing machinery or equipment.
- iii. works, goods or services that constitute an extension of an existing contract.
- iv. goods or services that are only available from one supplier or are sold at a fixed price.

5.12. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the Council. Avoidance of competition is not a valid reason.

5.13. The Council shall not be obliged to accept the lowest or any tender, quote or estimate.

5.14. Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- the Clerk, under delegated authority, for any items below £2,500 excluding VAT.
- the Clerk, in consultation with the Chair of the appropriate committee, for any items below £5,000 excluding VAT.
- a duly delegated committee of the Council for all items of expenditure within their delegated budgets for items under £10,000 excluding VAT.
- the Council for all items over £10,000.

Such authorisation must be supported by a minute (in the case of Council or committee decisions) or other auditable evidence trail.

5.15. No individual member, or informal group of members may issue an official order or make any contract on behalf of the Council.

5.16. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the Council or a duly delegated committee acting within its Terms of Reference except in an emergency.

5.17. In cases of serious risk to the delivery of Council services or to public safety on Council premises, the Clerk may authorise expenditure of up to £5,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair of Executive Committee as soon as possible and to Full Council as soon as practicable thereafter.

5.18. No expenditure shall be authorised, no contract entered into, or tender accepted in relation to any major project, unless the Council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.

5.19. An official order shall be issued for all work, goods and services unless a formal contract is to be prepared, or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.

5.20. Any ordering system can be misused and access to them shall be controlled by the RFO.

## **6. Banking and payments**

- 6.1. The Council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the Council; banking arrangements shall not be delegated to a committee. The Council has resolved to bank with Unity Trust, Lloyds Bank Plc and Nationwide Building Society. The arrangements shall be reviewed every two years for security and efficiency.
- 6.2. The Council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation. Even where a purchase has been authorised, the payment must also be authorised, and only authorised payments shall be approved or signed to allow the funds to leave the Council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the Council before being certified by the RFO. The processed payment vouchers are then countersigned by the Clerk.
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by online banking in accordance with a resolution of the Council, unless the Council resolves to use a different payment method.
- 6.6. For each financial year, the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the Council may authorise in advance for the year.
- 6.7. A list of such payments shall be reported to the next appropriate meeting of the Council for information only.
- 6.8. The Clerk & RFO shall have delegated authority to authorise payments in the following circumstances:
  - i. any payments of up to £2,500 excluding VAT, within an agreed budget.
  - ii. payments of up to £5,000 excluding VAT in cases of serious risk to the delivery of Council services or to public safety on Council premises.
- 6.9. The RFO shall present a detailed list of all payments made to Full Council at each month's meeting, which will be noted to the minutes of that meeting.

## **7. Electronic payments**

- 7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the Council shall identify a minimum of 4 councillors who will be authorised to approve transactions on those accounts and a minimum of two councillors will be involved in any online approval process.
- 7.2. All authorised signatories shall have access to view the Council's bank accounts online.

- 7.3. No employee or Councillor shall disclose any PIN or password, relevant to the Council or its banking, to anyone not authorised in writing by the Council or a duly delegated committee.
- 7.4. The RFO shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be made available to the three authorised signatories, the RFO and 2 council members.
- 7.5. In the prolonged absence of the RFO, the Office Administrator – Cemetery Lead shall set up any payments due before the return of the RFO. As they are not a signatory, this will require three authorisations from two councillors and the Clerk.
- 7.6. The authorised signatories shall check the payment details against payment list provided before approving each payment using the online banking system. All relevant paperwork will be available to review by the councillors in the office.
- 7.7. A full list of all payments made in a month shall be provided to the next Full Council meeting.
- 7.8. Regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the Council in line with contract renewal dates.
- 7.9. Payment may be made by BACS or CHAPS by resolution of the Council provided that each payment is approved online by two authorised bank signatories, evidence is retained, and any payments are reported to the Council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the Council at least every two years.
- 7.10. Account details for suppliers may only be changed upon written notification by the supplier verified by the Clerk and the RFO. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held is checked against bank details on suppliers invoices with each transaction.
- 7.11. Members and officers shall ensure that any computer used for the Council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.12. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for Council banking.

## **8. Cheque Payments**

- 8.1. Cheques for payments shall be signed by two mandated council members and either the clerk or RFO.
- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory for that payment.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil, the signatories shall also initial the cheque counterfoil.

8.4. Cheque payments shall be listed on the payment made list provided to the full council on a monthly basis.

## **9. Payment cards**

9.1. Any corporate credit card or trade card account opened by the Council will be specifically restricted to use by the Clerk, RFO and Facilities & Buildings Manager and any balance shall be paid in full each month.

9.2. Personal credit or debit cards of members or staff shall not be used under any circumstances, except for expenses of up to £250 including VAT, incurred in accordance with Council policy.

## **10. Petty Cash**

10.1. The Council will not maintain any form of cash float or petty cash.

## **11. Payment of salaries and allowances**

11.1. **As an employer, the Council must make arrangements to comply with the statutory requirements of PAYE legislation.**

11.2. **Councillors' allowances are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**

11.3. Salary rates shall be agreed by the Council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the Council or relevant committee.

11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the 25th of each month.

11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.

11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook.

11.7. Any termination payments shall be supported by a report to the Council, setting out a clear business case. Termination payments shall only be authorised by Full Council.

11.8. Before employing interim staff, the Council must consider a full business case.

## **12. Loans and investments**

12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by Full Council and recorded in the minutes. All borrowing shall be in the name of the Council, after obtaining any necessary approval.

12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to

be repaid within the financial year) must be authorised by Full Council, following a written report on the value for money of the proposed transaction.

- 12.3. The Council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any strategy and policy shall be reviewed by the Council at least annually.
- 12.4. All investment of money under the control of the Council shall be in the name of the Council.
- 12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 12.6. Payments in respect of short-term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

### **13. Income**

- 13.1. The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.
- 13.2. The Council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report from the Clerk. The RFO shall be responsible for the collection of all amounts due to the Council.
- 13.3. Any sums found to be irrecoverable, and any bad debts shall be reported to the Council by the RFO and shall be written off in the year. The Council's approval shall be shown in the accounting records.
- 13.4. All sums received on behalf of the Council shall be deposited intact with the Council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 13.5. Personal cheques shall not be cashed out of money held on behalf of the Council.
- 13.6. The RFO shall ensure that VAT is correctly recorded in the Council's accounting software and that any VAT Return required is submitted from the software by the due date.
- 13.7. Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the Council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any Council meeting.

### **14. Payments under contracts for building or other construction works**

- 14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.
- 14.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the Council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

## **15. Stores and equipment**

- 15.1. The Facilities and Buildings Manager shall be responsible for the care and custody of stores and equipment.
- 15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 15.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 15.4. The Facilities and Buildings Manager shall be responsible for periodic checks of stocks and stores, at least annually.

## **16. Assets, properties and estates**

- 16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the Council.
- 16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the Council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.
- 16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.
- 16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law. In each case a written report shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).
- 16.5. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Council, together with any other consents required by law, except where the estimated value of any one item does not exceed £500. In each case a written report shall be provided to Council with a full business case.

## **17. Insurance**

- 17.1. The RFO shall keep a record of all insurances effected by the Council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the Council's review of risk management.
- 17.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 17.3. The Clerk shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the Council at the next available meeting. The Clerk shall negotiate all claims on the Council's insurers.
- 17.4. All appropriate members and employees of the Council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the

maximum risk exposure as determined annually by the Council, or duly delegated committee.

## **18. Charities**

18.1. Where the Council is sole managing trustee of a charitable body the Clerk shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

## **19. Suspension and revision of Financial Regulations**

19.1. The Council shall review these Financial Regulations annually and following any change of Clerk / RFO. The Clerk shall monitor changes in legislation or proper practices and advise the Council of any need to amend these Financial Regulations.

19.2. The Council may, by resolution duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the Council to act unlawfully.

19.3. The Council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

## **Appendix 1 - Tender process**

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post.
- 3) Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of Council.
- 4) Any invitation to tender issued under this regulation shall be subject to Standing Order 18d and shall refer to the terms of the Bribery Act 2010.
- 5) Where the Council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.



## External & Internal Audit Policy

### 1. Principles

1.1 Diss Town Council, under section 3 of the Accounts and Audit (England) Regulations 2015, must establish a robust internal control system to facilitate effective functions, achieve objectives, and ensure sound financial and operational management, including risk management.

#### *Internal Audit*

1.2 Smaller authorities, as per Regulation 5(1) of the Accounts and Audit Regulations 2015, must conduct regular internal audits, aligning with public sector internal auditing standards, to assess the effectiveness of risk management, control, and governance processes.

1.3 Internal audit, a vital part of the internal control system, aims to assess the effectiveness of a council's financial and internal controls. It must be independent, with auditors competent to meet the council's business needs.

1.4 Internal audit entails periodic independent reviews of a council's internal controls, providing assurance reports to enhance efficiency and effectiveness in controlled activities and procedures.

#### *External Audit*

1.5 Parish and Town Councils in the UK are required to undergo external audits to ensure transparency, accountability, and compliance with financial regulations. The legislation governing this process is primarily outlined in the The Accounts and Audit Regulations 2024.

1.6 The external auditor is independently appointed and is currently PKF Littlejohn LLP. The external auditor examines the Annual Return and other documents relating to Diss Town Council's internal controls which are specifically requested to give them a limited assurance.

### 2. Practice

2.1 It's recommended to conduct two internal audits in the financial year to ensure the ongoing adequacy of internal controls.

2.2 Councils should tailor internal audits to their needs, size, and circumstances.

2.3 Councils, based on complexity, should define control objectives in standing orders and financial regulations. The audit scope widens with increased organizational complexity.

2.4 Councils determine the internal audit's necessary scope and extent, ensuring it aligns with their specific requirements.

2.5 Regardless of procurement, local councils must adhere to two key principles in establishing their internal audit: independence and competence.

2.6 Independence in internal audit means avoiding involvement in financial decision-making and refraining from offering advice on financial matters.

2.7 Essential competencies for internal auditors include basic bookkeeping, understanding internal audit roles, awareness of risk management, and comprehension of accounting requirements within the legal framework.

### 3. Scope

3.1 Internal audit covers the entire spectrum of the council's activities, ensuring policy implementation, upholding values, legal compliance, process adherence, accurate financial information, and efficient resource management.

3.2 The audit scope may expand based on identified weaknesses, including investigations, executive committee requests, and additional work on planned activities.

### 4. Roles and responsibilities

#### *Diss Town Council*

4.1 To fulfil internal audit responsibilities, Diss Town Council (DTC) conducts annual reviews of its internal control systems, appoints an independent and competent internal auditor, and ensures proportionality to the Council's size and complexity.

4.2 The Town Council provides the internal auditor access to the necessary documents and personnel for effective audits.

#### *Internal Auditor*

4.3 The Internal Auditor conducts at least two audits per financial year, providing assurance reports to enhance the Council's controlled activities and procedures.

4.4 If unable to complete any section in the Annual Return, the Internal Auditor provides an explanation.

4.5 Internal Audit has unrestricted access to review financial and officer controls, compliance with policies, safeguarding of assets, reliability of financial information, integrity of computer systems, risk management, corporate governance, and identified areas for improvement.

4.6 The Internal Auditor presents reports to the Town Council summarizing work, significant findings, agreed actions, and recommendations after each audit

#### *Terms of Engagement*

4.7 Internal audit engagements are governed by an appointment letter covering roles and responsibilities, audit planning, terms of reference, reporting requirements, assurances on independence and competence, access to information, engagement period, remuneration, and other relevant matters



## Financial Reserves Policy

### 1. **Background**

- 1.1 Diss Town Council, in accordance with statutory obligations, must maintain sufficient financial reserves to meet organisational needs. Section 50 of the Local Government Finance Act 1992 mandates precepting authorities to consider reserve levels when calculating the budget. While no specific minimum or maximum is stipulated
- 2.1 Diss Town Council has established a minimum 4-5 month target for general reserves.

### 2. **Legislative/Regulatory Framework**

- 2.1 Section 114 of the Local Government Finance Act 1988 requires the Responsible Finance Officer to report unlawful expenditure or an unbalanced budget to the council.
- 2.2 Sections 26 and 27 of the Local Government Act 2003 outline-controlled reserve levels, and the Use of Resources assessment includes maintaining reserves within the agreed policy.

### 3. **Role of the Responsible Finance Officer**

- 3.1 The Responsible Finance Officer advises on reserve levels within the statutory framework and ensures clear protocols for their establishment and use.
- 3.2 Whilst the legislation doesn't quantify minimum reserve levels, guidance from the National Association of Local Councils and the Society of Local Council Clerks is considered.

### 4. **Purpose of Reserves**

- 4.1 Reserves serve three main purposes at Diss Town Council:
  - Current Fund Account – Lists the precept for the current financial year.
  - General Reserve Account – Cushions uneven cash flows, preventing unnecessary temporary borrowing.
  - Earmarked Reserves Account – Specific funds for known or predicted liabilities, with clear protocols for their management.
- 4.2 For each Earmarked Reserve held, there should be a clear protocol setting out:
  - The reason for/purpose of the reserve
  - How and when the reserve can be used
  - Procedures for the reserve's management and control
  - A process and timescale for review of the reserve to ensure continuing relevance and adequacy.

### 5. **Principles to Assess Adequacy**

- 5.1 Key financial assumptions, budget considerations, and financial management arrangements inform reserve levels.
- 5.2 The minimum level of General Reserves is annually reviewed during the budget process. Earmarked Reserves are reviewed as part of the annual budget preparation and accounts closure.

5.3 External auditors recommend a risk-based approach, considering specific budgeted needs and informed judgment.

5.4 Budget Assumptions

- The treatment of inflation and interest rates
- Estimates of the level and timing of capital receipts
- The treatment of demand led pressures
- The treatment of planned efficiency savings/gains
- The financial risks inherent in any significant new funding partnerships, major outsourcing arrangements, or major capital developments
- The availability of other funds to deal with major contingencies and the adequacy of provisions.

Financial Standing and Management

- The overall financial standing of the authority (level of borrowing, debt outstanding, council tax collection rates, etc.)
- The authority's track record in budget and financial management
- The authority's capacity to manage in-year budget pressures
- The strength of the financial information and reporting arrangements
- The authority's virement and end-of-year procedures about budget under/overspends

5.5 The minimum level of General Reserves which is considered appropriate for the Council is reviewed annually as part of the budget process.

**6. Reporting Framework**

6.1 The Council, guided by the Responsible Finance Officer/Clerk, formally determines reserve levels and utilisation.

6.2 The annual budget report includes statements on general fund balances and Earmarked Reserves, assessing adequacy.

**7. Reserve Criteria**

7.1 The Current Fund Reserve comprises the current year's precept.

7.2 The General Reserve should maintain a 4-5 months amount of precept for cash flow and contingencies.

7.3 Earmarked Reserves are specified for council-approved projects.

7.4 Total assets should never be less than total liabilities, and an annual risk assessment determines the contingency reserve level.

**8. Community Infrastructure Levy**

8.1 CIL secures contributions from developers for infrastructure. Diss Town Council has discretion in spending, and receives 25% of CIL receipts, due to the Diss & District Neighbourhood Plan.

8.2 Town and Parish Councils have broader spending discretion. CIL funds can be collaboratively used with other income streams for community benefit.

8.3 Infrastructure categories include physical, social, and green infrastructure.

8.4 CIL funds must be separately accounted for and spent within five years, with exceptions for allocated projects.



## Financial Statement Control Policy

### **1. Scope of Responsibility**

Diss Town Council (the Council) is a local authority funded largely by public money and is responsible for ensuring its business is conducted in accordance with the law and proper standards, and that public money is safeguarded, properly accounted for, and used economically, efficiently, and effectively.

In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

### **2. The Purpose of the System of Internal Control**

2.1 The Council's system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risks of failure. It can therefore only provide reasonable and not an absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to

- identify and prioritise the risks to the achievement of the Council's policies, aims, and objectives,
- evaluate the likelihood of those risks being realised, and the impact should then be realised
- manage them effectively and economically.

2.2 The system of internal control accords with the practices set out in the Governance and Accountability for Smaller Authorities in England (March 2017).

### **3. The Internal Control Environment**

3.1 The Council reviews its obligations and budgets and the level of precept required for the following year between October and February each year.

3.2 The Full Council meets 11 times during the year and monitors progress against its objectives at each meeting by reviewing and ratifying all committee decisions. The Council carries out regular reviews of its internal controls, systems, and procedures and has to exercise a proper and reasonable degree of control over financial matters, which it achieves by delegating the task to the Internal Controls Councillor (ICC).

3.3 The Council has appointed: a Town Clerk who acts as the Council's advisor and administrator, and a Responsible Financial Officer (RFO).

3.4 The RFO manages and administers the Council's finances and is responsible for the day-to-day compliance with laws and regulations which the Council is subject to and for managing risks as well as ensuring adherence to the Council's procedures, control systems, and policies.

#### **4. Payments**

4.1 The Council has adopted Financial Regulations, based on the National Association of Local Council's model, which set parameters for the Council's financial operations. The majority of payments are made by the Bankers Automated Clearing System (BACS) from the account in the name of Diss Town Council with Unity Trust Plc. Two members and an officer of Diss Town Council authorise these payments.

#### **5. Risk Assessment**

5.1 Diss Town Council reviews its Risk Management Policy annually.

#### **6. Internal Audit**

6.1 The Council will appoint an independent and competent internal auditor prior to the start of the financial year.<sup>1</sup>

#### **7. External Audit**

7.1 The External Auditor is independently appointed and is currently PKF Littlejohn LLP.<sup>2</sup>

#### **8. Effectiveness**

8.1 The Council is responsible for conducting an annual review of the effectiveness of the system of internal control. The review of the effectiveness of the system of internal control is monitored by:

- The Council
- The Town Clerk/RFO is responsible for the design and maintenance of the internal control environment and managing risk.
- The independent internal auditor who reviews the Council's systems.
- The external auditor who makes a final check using the annual return.
- The external auditor in their annual report.

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<sup>1</sup> Internal & External Auditor Policy

<sup>2</sup> Internal & External Auditor Policy

## INTERNAL CONTROL PROCEDURES

WORK ELEMENT	INTERVAL	ACTION OF RFO / CLERK	COUNCIL ACTION
CASH FLOW	Monthly	To report income from grants, donations, etc.  To report on accounts to be paid.	To consider and amend/note income. To consider invoices and authorise payments.
INCOME & EXPENDITURE ACCOUNT and BANK RECONCILIATION	Quarterly	To present to Council a breakdown of income & expenditure, together with bank balance information including expenditure against budget.	To consider and receive the report.
BANK STATEMENTS	Bi-Monthly	To check bank statements against income & expenditure.	Internal Control Councillors to Check Bi-monthly the bank reconciliation.
PETTY CASH	None		
VAT RETURNS	Quarterly	To make a claim to recover VAT on quarterly basis.	To check claim has been made, immediately following the end of each financial quarter (July, October, January & April).
PAYE INCOME TAX & NATIONAL INSURANCE CONTRIBUTIONS	Monthly Annual	To pay appropriate PAYE Income Tax and National Insurance Contributions monthly  To complete Employer Annual Return by date specified.	To check payments have been made.  To check annual return has been completed and sent
ASSET REGISTER	Annual	To present a report to Council on assets and up-to-date values.	To consider and adopt the reports.
INSURANCES	Annual	To present to Council a report on insurance held and required.	To consider and adopt the report.
END OF YEAR ACCOUNTS AND AUDIT DOCUMENTATION	Annual	To prepare income & expenditure accounts and balance sheet, together with external audit papers for presentation to Council as soon as possible after 31 March.	To consider and adopt the accounts and approve the audit papers.
INTERNAL AUDIT	Annual	To have an audit of the Council's accounts and procedures by an independent & competent agency. The internal audit precedes the formal external audit and feeds into it.	To appoint an internal auditor, and to consider the internal auditor's report.
RFO	Annual	To have a work review and personal action plan, including training if necessary.	To be conducted by the Clerk
COMPUTER FILES	Monthly	To ensure that files are regularly backed up onto a portable hard drive / cloud storage.	To be verified in work review conducted by the Clerk
DOCUMENT SAFETY	As required	To ensure that all essential documents are securely held, and signed minutes are archived on a regular basis.	To be verified in work review conducted by the Clerk
LEGISLATION	As required	To inform Council of legislation impinging on the Council and/or its policies and work programmes.	To consider and act upon the reports.

## Internal Financial Applications

### INCOME

No	PROCEDURE	CARRIED OUT BY	CHECKED BY
1.	Write out receipt for all income received, and Income to be entered in cash book with either invoice and/or receipt number under appropriate budget heading	RFO	N/A
2.	Appropriate invoice, interment or memorial application, or diary entry to be marked with receipt number	RFO, Lead administrator	N/A
3.	Monthly – all cheques and cash to be entered into cash book and banked	RFO	N/A
4.	Daily – check bank account for income received via BACs and entered into Cash book	RFO	N/A
5.	Weekly – all enteries to be entered into computerised accounts system	RFO	N/A
6.	Monthly Bank reconciliation	RFO	Internal Controls Councillor
7.	Ensure the annual precept is paid by South Norfolk District Council into the current account by BACs in two equal instalments – end of April and September each year. As soon as the funds are in the bank account, transfer the precept funds to the investment account.	RFO	As part of Internal Audit

### EXPENDITURE

For Wages - Current Account (signatories' requirement the Clerk, RFO and either Chair or Vice Chair of Executive Committee). Note Fidelity Insurance cover is £2,000,000.

No	PROCEDURE	CARRIED OUT BY	CHECKED BY
1.	A receipt is obtained for all expenditure, as employees are to complete appropriate time sheets	RFO	Clerk
2.	Liaise with NALC reference staff wages and makes relevant payments	RFO	N/A
3.	List of Wages to be completed, along with expenses showing nature of goods, budget codes & amount.	RFO	Clerk
4.	RFO to arrange a bank transfer	RFO	Clerk
5.	List of payments to be sent to the clerk and appropriate Councillor for authorisation	RFO	Clerk
6.	Wage Documentation to be filed in Payroll folder in Locked draw in RFO Ofice	RFO	N/A
7.	Monthly - All entries to be entered into computerised accounts system	RFO	N/A
8.	Monthly Bank reconciliation	RFO	Internal Controls Councillor

Last Reviewed March 2024  
New Review February 2026

For General Expenditure - Current Account (signatories' requirement of 2 Councillors and Town Clerk, or RFO).

<b>No</b>	<b>PROCEDURE</b>	<b>CARRIED OUT BY</b>	<b>CHECKED BY</b>
1.	Check invoices against Purchase orders, for accuracy and prepare Payment Voucher showing name of payee, nature of goods, budget code (s), Bacs Number & amount – split net, VAT and gross amounts, and stapled to invoice (s) for twice monthly payment run	RFO	Clerk
2.	Prepare electronic payments for approval by signatories twice a month	RFO	N/A
3.	Prepare a Spreadsheet in order alphabetically & set up the payments on the bank	RFO	N/A
4.	Ensure sufficient funds in bank account, raise necessary transfers between bank accounts	RFO	Clerk
5.	Contact 2 councillor signatories to authorise the payments remotely – Full payment list sent by email with Vouchers and Invoices available on request	RFO	N/A
6.	Signatories approve the transactions, and the payments are released	RFO	2 Councillor Signatories
7.	All entries to be entered into computerised accounts system.	RFO	N/A
8.	Monthly prepare list of payments made for inclusion with the next convenient agenda of Full Council, to be approved in retrospect.	RFO	Clerk
9.	Any Cheques to be signed by two councillor signatories, with the Clerk, or RFO. Cheque stubs to be initialled by signatories. Cheques to be sent out once signed	RFO	2 Councillor Signatories
10.	Vouchers & invoices to be filed in accounts for payment file (Sundry Creditors)	RFO	N/A
11.	Monthly bank reconciliation	RFO	Internal Controls Councillor
12.	Publish Earmarked Reserves and community grants awarded on DTC website	Marketing Administrator	Clerk/RFO
13.	In case of new or infrequent expenditure, quote the statutory authority being used on the payment voucher and ensure inclusion in the minutes	RFO	Clerk

Last Reviewed March 2024  
New Review February 2026

### **Town Mayor's Charity**

This is the same current bank account and treated in the same way as Diss Town Councils Income and Expenditure, but this is coded to the Town Mayors Charities account through Rialtas. In addition, the following procedures apply:

#### **INCOME**

<b>No</b>	<b>PROCEDURE</b>	<b>CARRIED OUT BY</b>	<b>CHECKED BY</b>
1.	Financial Summary Excel spreadsheet to be opened at the beginning of each Mayoral Year	RFO	N/A
2.	Excel spreadsheet to be opened for each fundraising event (Concerts, Mayor's ball)	Lead Office Administrator	RFO
3.	Income to be entered in cash book and coded to Town Mayor's Charity and on to appropriate event spreadsheet	RFO	N/A
6.	After each fundraising event, income from individual spreadsheet to be entered onto Financial Summary spreadsheet Monthly balances to be agreed between Rialtas Town Mayors Charities Code and the Mayoral Financial Spreadsheet	RFO	N/A
8.	Quarterly balances to be agreed between Rialtas Town Mayors Charities Code and the Mayoral Financial Spreadsheet	RFO	Clerk

#### **EXPENDITURE**

<b>No</b>	<b>PROCEDURE</b>	<b>CARRIED OUT BY</b>	<b>CHECKED BY</b>
1.	Voucher to be completed for payment showing name of payee, nature of goods, budget Code (s), bacs number & amount – split net, VAT and gross amounts. There should only be one payment per year to the Mayors chosen charity after the Annual Town Meeting	RFO	Clerk
2.	Prepare bacs for authorisation by internal and external signatories	RFO	2 Councillor Signatories
3.	Expenditure to be entered on to Financial Summary Spreadsheet	RFO	N/A
4.	Vouchers to be filed in Sundry Creditors' file	RFO	N/A
5.	All entries to be entered into computerised accounts system	RFO	N/A
6.	Monthly Bank reconciliation	RFO	Internal Controls member
7.	After the expenditure has been entered onto the Financial Summary spreadsheet, this can be closed for the financial year.	RFO	Clerk

The items marked as N/A are routine administrative tasks that do not require checking. They are completed prior to later stages of the process, which are subsequently checked.



## Governance & Risk Management Policy

### **1. Purpose of a Risk Management Policy**

- 1.1 Diss Town Council recognises that it has a responsibility to manage the risks, both internal and external, and is therefore committed to the implementation of a risk management strategy to protect the Council from unavoidable losses.
- 1.2 This policy places a responsibility on all members and officers to have regard for risk in performing their duties. Its purpose is to enable the Council to manage its risks through anticipation and control. This should in turn lead to conscious choices as to the most appropriate method of dealing with each risk, be it elimination, reduction, transfer or acceptance.
- 1.3 Risk management will strengthen the ability of the Council to achieve its objectives and enhance the value of services provided whilst safeguarding public resources.
- 1.4 This policy provides assurances to members and officers on the adequacy of arrangements for the conduct of business and the use of resources. Implementation of the policy leads to greater risk awareness and improved control, which should mean fewer incidents and control failures.
- 1.5 There is a requirement under the Accounts and Audit Regulations 2015 s3(c) that local Councils must ensure they have a sound system of internal control which includes effective arrangements for the management of risk. Risks and their control will be identified and collated in a Risk Register which will be managed by the RFO.

### **2. The Principles of Risk Management**

- 2.1 The Audit Commission (2001) defined "risk" as an event or action which will adversely affect an organisation's ability to achieve its objectives, project plans and processes and to successfully execute its strategies. Therefore, "risk management" is the process by which risks are identified, evaluated and controlled.
- 2.2 The Council recognises that it has a responsibility to manage risks effectively in order to protect its employees, assets, liabilities and community against potential losses, to minimise uncertainty in achieving its objectives and to maximise the opportunities to achieve its vision.
- 2.3 Whilst it is acknowledged that risk cannot be totally eliminated, it is accepted that much can be done to reduce the extent of injury, damage and financial loss. Therefore, the Council is committed to identifying, reducing or eliminating the risks to both people and the environment.
- 2.4 The Clerk will ensure that the Council has insurance in such amounts and in respect of such perils as will protect against significant losses, where insurance is required by law or contract and in other circumstances where risks are insurable, and premiums are cost-effective.

2.5 The Council will seek to embed effective risk management into its culture, processes and structure to ensure that opportunities are maximised; it will seek to encourage managers to identify, assess and manage risks, and learn to accept the right risks.

### 3. Risk Management

3.1 Risks can be classified into various types, but it is important to recognise that for all categories, direct financial losses may have less impact than the indirect costs, such as disruption of normal working. The examples below are not exhaustive:

- a) Strategic Risk - long-term adverse impacts from poor decision-making or poor implementation. Risks include damage to the reputation of the Council, loss of public confidence, in a worst-case scenario a Judicial Review or Report in the Public Interest.
- b) Compliance Risk - failure to comply with legislation or laid down procedures or the lack of documentation to prove compliance. Risks exposure to prosecution, Judicial Review, employment tribunals, additional audit investigation, inability to enforce contracts.
- c) Financial Risk - fraud and corruption, waste, excess demand for services, bad debts. Risk of additional audit investigation, public objection to accounts, reduced service delivery, increased Council tax levels/impact on Council reserves, increased Council borrowing.
- d) Operating Risk - failure to deliver services or maintain buildings/property effectively, malfunctioning equipment, hazards to service users, the general public or staff, damage to property. Risk of insurance claims, higher insurance premiums, lengthy recovery processes, increased Council tax levels/impact on Council reserves, increased Council borrowing.

3.2 These risks can be broken down further into specific areas which could impact the achievement of the Council's long-term objectives and day-to-day delivery of services:

- a) Political - Those associated with the failure to deliver either local, regional or national policy.
- b) Financial – Those affecting the ability of the Council to meet its financial commitments; failure of major projects; internal and external audit requirements; failure to prioritise and allocate resources effectively; poor contract management; new ideas overload; poor internal controls leading to fraud/mismanagement.
- c) Social – Those relating to the effects of changes in demographic, residential, or socio-economic trends on the Council's ability to deliver its corporate priorities.
- d) Technological – Those associated with the capacity of the Council to deal with the pace/scale of technological change, or its ability to use technology to address changing demands.

3.3 It would also include the consequences of internal failures on the Council's ability to deliver its objectives.

- a) Legal – The ability of the Council to keep up to date with changes in legislation and ensuring compliance to avoid breaches in legislation.

- b) Partnership/contractual – Those associated with the failure of partners/contractors to deliver services to an agreed cost and specification and similarly failure of the Council to deliver services to an agreed cost and specification; compliance with procurement policies (internal/external); ensuring open and fair competition.
- c) Human Resources – Those associated with the professional competence of staff; lack of training and development; over reliance on key personnel; ineffective project management; recruitment and selection issues; inadequate personnel policies
- d) Organisational – Those associated with the review of services and delivering continuous improvement.
- e) Health & Safety/Physical – Those related to fire, safety, accident prevention and health & safety which pose a risk to both staff and the public.
- f) Reputational – Those associated with the changing needs of customers and the electorate; ensuring appropriate consultation; avoiding bad public and media relations.

3.4 Not all these risks are insurable, and for some, the premiums may not be cost-effective. The emphasis should always be on eliminating or reducing risk before costly steps to transfer risk to another party are considered.

3.5 Risk is not restricted to potential threats but can relate to opportunities. Good risk management can facilitate proactive, rather than merely defensive, responses. Measures to manage adverse risks are likely to help with managing positive ones.

#### 4. **The Risk Management Process**

4.1 Implementing this Policy involves identifying, analysing/prioritising, managing and monitoring risks, which should be controlled in the form of a risk register.

4.2 Risk Identification – Identifying and understanding the hazards and risks facing the Council is crucial if informed decisions are to be made about policies or service delivery methods. The risks associated with these decisions can then be effectively managed. All risks identified will be recorded in the Council's Risk Register.

4.3 Risk Analysis – Once risks have been identified they need to be systematically and accurately assessed. Analysis should make full use of any available data on the potential frequency of events and their consequences. If a risk is seen to be unacceptable, then steps need to be taken to control it or respond to it.

4.4 The scores for impact and likelihood are multiplied. Risks scoring 4 and above will be subject to detailed consideration and preparation of a contingency/action plan to appropriately control the risk.

4.5 Risk Control – the process of taking action to minimise the likelihood of the risk event occurring and/or reducing the severity of the consequences should it occur. Typically, risk control requires the identification and implementation of revised operating procedures, but in exceptional cases more drastic action will be required to reduce the risk to an acceptable level.

Options for control include:

- a) Elimination – the circumstances from which the risk arises are ceased so that the risk no longer exists.

- b) Reduction – loss control measures are implemented to reduce the impact/likelihood of the risk occurring.
- c) Transfer – the financial impact is passed to others, e.g., by revising contractual terms.
- d) Sharing the risk with another party.
- e) Insuring against some or all of the risk to mitigate financial impact; and
- f) Acceptance – documenting a conscious decision after assessment of areas where the Council accepts or tolerates risk.

4.7 **Risk Monitoring** – The risk management process does not finish with putting any risk control procedures in place. Their effectiveness in controlling risk must be monitored and reviewed.

4.8 The information generated from applying the risk management process will help to ensure that risks can be avoided or minimised in the future. It will also inform judgements on the nature and extent of insurance cover and the balance to be reached between self-insurance and external protection.

## 5. **Implementation**

5.1 Initial identification of risks will be by the Town Clerk with support from other staff and councillors.

5.2 The Council will annually reassess its objectives and any threats to achieving them. The Council will build risk management procedures into the way that it operates.

5.3 The measures to eliminate or control identified risks of new projects or recommended service changes will be documented in agenda reports to be considered by the Council and/or its committees.

5.4 The Council is entering into an increasing number of partnerships with organisations from the public, private, voluntary and community sectors. Some of these organisations may not have the same sensitivities to the risks that the Council sees as important. Part of the process of setting up future partnerships will be to ensure that all relevant risks are identified and that appropriate control mechanisms are built into the management arrangements for the partnership.

## 6. **Roles and Responsibilities**

6.1 It is important that risk management becomes embedded into the everyday culture of the Council. The roles and responsibilities set out below are designed to ensure that risk is managed effectively across the Council, and that responsibility for risk is allocated appropriately. Those who know the risks of a particular service should be responsible for it. The process must be policy-driven but must also involve staff throughout the organisation.

6.2 **Councillors** – risk management is seen as a key part of the councillors' stewardship role, and there is an expectation that they should lead and monitor the approach adopted. This will include:

- Review and approval of the Risk Management Policy.
- Analysis of key risks in reports on major projects, ensuring that all future projects and services undertaken are adequately risk-managed.
- Annual review of Internal Controls; and
- Assessment of risks whilst setting the budget, including ensuring sufficient resources to tackle specific issues.

6.4 Town Clerk – will act as the Lead Officer on Risk Management, overseeing the implementation of the Risk Management Policy and will:

- provide advice as to the legality of policy and service delivery choices.
- provide advice on the implications of potential service actions for the Council's corporate aims and objectives.
- update the Council on the implications of new or revised legislation.
- assist in handling any litigation claims.
- provide advice on any human resource issues relating to strategic policy options or the risks associated with operational decisions and assist in handling cases of work-related illness or injury.
- develop and monitor Performance Indicators for Risk Management.
- report progress to Council via the Executive Committee.
- assess and implement the Council's insurance requirements.

6.5 Facilities & Buildings Manager – will take responsibility for driving and overseeing the effective implementation of Health and Safety procedures, making sure the council are compliant and will:

- advise on any health and safety implications of the chosen or proposed arrangements for service delivery;
- ensure that Risk Management is an integral part of any service review process.
- ensure that recommendations for risk control are detailed in service review reports.

6.6 Responsible Finance Officer – as the Council's Section 151 Officer, will:

- assess the financial implications of strategic policy options.
- provide assistance and advice on budgetary planning and control.
- ensure that the Financial Information System allows effective budgetary control.
- inform investment decisions made by the Council.

6.7 Employees – will undertake their job within risk management guidelines, ensuring that the skills and knowledge passed on to them are used effectively. All employees will maintain an awareness of the impact and costs of risks and how to feed data into the formal process. They will work to control risks or threats within their roles, monitor progress and report on job related risks to their Line Manager.

6.8 Internal Auditor – provides an important scrutiny role, carrying out audits to provide independent assurance to the Executive Committee that the necessary risk management systems are in place and all significant business risks are being managed effectively.

- a) The Internal Auditor assists the Council in identifying both its financial and operational risks and seeks to assist the Council in developing and implementing proper arrangements to manage them, including adequate and effective systems of internal control to reduce or eliminate the likelihood of errors or fraud.
- b) The Internal Audit Report, and any recommendations contained within it, will help to shape the Council's system of Internal Control.

6.9 Training – where appropriate, risk management training will be provided to councillors, and key staff to ensure that both councillors and staff have the skills necessary to identify, evaluate and control the risks associated with the services they provide.

## **7. Reporting on Progress**

The Town Clerk will present an annual report to the Executive Committee detailing progress on risk management over the year and provide a summary of the Risk Register as part of the review of internal controls.

## Risk Register

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

### OBJECTIVES:

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

### METHOD:

The impact that the risk presents is measured on a scale of 1-5 in terms of risk to quality of service, financial impact, safety implications, and delay in services. This shows the severity of the risk and its significance.

The likelihood of a risk is measured on a scale of 1-5, where 1 is very rare, 2 is once a year, 3 is more than once a year but less than once a month, 4 is once a month or more and 5 is daily or weekly. This shows how often there is an opportunity for the risk to occur.

No	Risk	Details of Impact	Likelihood	Impact	Rating	Control Action	Review Frequency	Responsible Person
1	Fraud, Misconduct or Gross Under-performance	*Reduction in available funds *Loss of reputation	2	4	8	*Clear financial procedures and regulations *Staff/Member/Internal control policies *Bi-annual internal audits *Adequate insurance cover	Annually	Clerk/RFO
2	Significant change in funding; sudden large expenditure required; excessive under-budgeting	*Services not provided *Lack of confidence in council *Inability to carry out functions *Insufficient funds for contingencies or projects	1	4	4	*Robust budgeting process *Regular in-year budget progress reports *3-year financial plan *Council has established adequate reserves *Insurance in place to cover major risk *Resort to other funding sources or Public Works Loan Board *Correct deficit via budget planning over subsequent years *Extend forward budget planning over several years	Annually / Quarterly	Council/Clerk/RFO
3	Inappropriate VAT treatment	*Penalties from HMRC *Excessive exempt VAT expenditure	3	3	9	*Rigorous checks of proposed VAT treatment for all expenditure *Measures to minimise business exempt where appropriate or seek alternatives where necessary (such as option to tax)	Bi-Weekly / As required	Clerk/RFO
4	Non-compliance with restrictions on borrowing / inability of Council to repay a loan	*Penalty payments *Negative PR	1	4	4	*Include loan repayments in annual budget *Clear financial regulations *Careful review of current procedures for borrowing	Annually / As required	Clerk/RFO
5	Failure to use grants received for intended purposes	*Lack of funds for project for which grant was intended *Investigation into the use of funds *Repayment of funds	2	2	4	*Ensure funds properly ringfenced *Clear financial procedures *Clear record in minutes	As required	Clerk/RFO

6	Failure for local organisations to use grants given for intended purposes under specific powers or s137	*Lack of funds for project for which grant was intended *Misuse of grant monies	2	2	4	*Follow up on project with project reporting form *Maintain a separate record for s137 expenditure	Annually	Clerk/RFO
7	Not keeping the proper statutory financial records	*Inadequate financial control	1	5	5	*Regular scrutiny of financial records and proper arrangements for the approval of expenditure	Annually	Clerk/RFO
8	Failure to have adequate limits of compensation on investment	*Significant financial loss of reserves *Weak financial position	1	4	4	*Regular review of current investments *Investment strategy review *Diversification of investments	Annually	Clerk/RFO/ Executive Committee
9	Ensuring all business activities are within Legal power	*Illegal expenditure *Poor public image	2	3	6	*Recording the precise power under which unusual expenditure is approved *Officer training to keep up to date with legislation	As required	Clerk/RFO
10	Misuse of credit card	*Financial Loss	1	4	4	*Appropriate control on spending *Robust payment authorisation process *Accounting treatment throughout P/Ledger	Annually/ Monitored monthly	Clerk /RFO/ FBM/ Executive Committee
11	Risks associated with changing bank / Debtor delays	*Money paid into the wrong account *Unable to maintain cash flow	1	3	3	*To keep current account open to cover the overlap *Inform debtors immediately	After 6 months	Clerk/RFO
12	Lack of forward planning and budgetary controls	* Lack of Direction and Prioritisation	1	4	4	*24 Mnth Strategy Plan *3-year Financial Plan *Clear and annually reviewed Financial Regulations	Annually by October *	Clerk/RFO/ Council
13	Poor reporting to Council	*Poor Quality Decision Making *Council becomes ill informed	2	3	6	*Timely & accurate financial reporting *Clear Instructions to staff *Regular project reports	Quarterly/ When required	Clerk/RFO

14	Poor document control	*Information not passed on in a timely manner *Deadlines missed *Lack of achievement	3	1	3	*Clear Standing Orders *Clear Job Descriptions *Monitoring of Staff progress *Sound filing systems *Use of fireproof cabinet where required *Document Retention Policy	Annually	Clerk/RFO
15	Failure to carry out Cemetery Record Checks	*Inaccurate allocation of exclusive rights/burial plots *Loss of potential income *Unnecessary distress to bereaved families	1	5	5	*Check of Cemetery Records	Quarterly	RFO
16	Disaster impacting on town	*Loss of life *Casualties *Fear amongst community *Loss of/ damage to Council assets or town facilities	2	5	10	*Resilience/ Emergency Response Plan *Accept instructions from Category 1 responders i.e Emergency Services, NHS Bodies & higher tier authorities *Council to take part in any learning reviews after any disaster	Annually	Council/Clerk
17	Contractors not supplying agreed services	*Incomplete project(s) *Unsatisfactory outcome(s) *Additional cost/ time to complete project(s) *Relationship with contractor	2	4	8	*All tasks are controlled by Purchase Order against specification *Introduce request for quote to ensure resources required is recorded *Ensure contractors report any changes to specification immediately to Council (condition of contract) *Review higher cost contracts to ensure they are controller by defined contract or service level agreement *Monitor supplied service and sign off works once completed	As required	FBM/Clerk
18	Media misreporting	*Incorrect messages being consumed by public *Complaints *Negative PR	3	3	9	*Press releases/ news items issued when relevant *Develop good relation with media *Follow Communication Policy *Council Leader/ Clerk to brief journalists as per Comms policy	As required/ yearly	4- Clerk/Council Leader/Mayor

19	Loss of key staff	*Failure in budgetary controls *Correspondence backlog *Loss of working hours *Diversion of key staff from priority work	3	4	12	*Succession planning for Clerk / RFO and FBM with extended notice periods in contracts *Clear office procedures *Clear financial procedures *Good recruitment procedures and utilise recruitment agency where necessary *Budget for professional services eg Locum *Priority task lists regularly updated by all office staff *Addition staff member to be trained in all mandatory tasks	Annually	Council Leader/Clerk
20	Failure to plan for staff absence	*Inability to pay staff and contractors	2	4	8	*Maintain adequate staff to cover staff absences *Monitor leave requests *Succession planning - Schedule payments for planned leave accordingly	As required	Council Leader/Clerk
21	Council becomes dominated by one or two individuals, or cliques form	*Conflicts of interest *Pursuit of personal agendas *Decisions made outside Council	3	4	12	*Clear standing Orders regarding conduct at meetings awareness and record of declarations of interest at every meeting *Regularly reviewed councillor Code of Conduct *Civility & Respect Pledge *Training for Councillors *Ensure all councillors are aware of the NOLAN principals and governance	Annually	Council Leader
22	Council lacks relevant skills and commitment	*Higher cost for professional advise *Council fails to achieve its purpose *Decision making by-passes Council *Poor value for money	1	4	4	*Clear co-option procedure *Mandatory training for councillors *Close review of attendance *Encourage good relationships between Officers and Councillors	Annually/ Every meeting	Clerk/Council

23	Failure to register Members' interests, gifts, etc.	*Member could make inappropriate gains *Could affect Councils reputation	1	3	3	*Annually record and monitor Members interest and Gifts *Officers up to date with Code of Conduct procedures *Annual review of Code of Conduct and Dispensation Policy *Members training	As required	Clerk/Council Leader
24	Sudden loss of councillors	*Unable to make decisions if inquorate *Delay to decision making process *District Council may be required to intervene to fill vacancies	3	4	12	*Ensure meetings are Quorate *Standing Orders would apply if not quorate and no business can be transacted *Council by-election / co-option process would commence *District Council informed if Council unable to transact business until by-election held *Adequate induction programme , with training and support to councillors *Build good relationships between staff & Councillors *Regular Communications from Clerk to Members	As required	Clerk/Council Leader
25	Non-Compliance with law, in particular: *Equalities *Data Protection *Human Rights *Disability Discrimination	*Fines and Penalties from regulation bodies *Employee action for negligence or grievance *Loss of reputation	2	5	10	*Clear policies and procedures *Regular review of legislation *Updated employment contracts *Training programme for staff including induction procedure *Use of council appointed employment law advisors & legal expenses insurance *Use of ACAS and other bodies to keep up to date	Bi-Annually/ Annually	Clerk/Council Leader
26	Non-Compliance with Health & Safety Laws	*Fines and Penalties from regulation bodies *Employee action for negligence or grievance *Loss of reputation	3	5	15	*Risk Assessment Method Statements for high risk activites (most maintenance tasks) *Review Risk Assessment statement for Maintenance and Office activites *Training programme for staff including induction procedure *Internal Audit of all Health and Safety	As required/ Annually	FBM/Clerk

27	Confidential data being disclosed	*ICO investigation/ fine *Negative PR *Complaints	3	4	12	*Confidential data held in accordance with GDPR *Independent Data Protection audit every 4 years, with internal audit every year *Security measures in place and used eg safes, shredding, firewall, key boxes for Clerk/RFO *Nominated Data Protection Officer in place	Annually	Clerk/Council
28	Lack of maintenance of Council owned property	*Higher cost of repair *Injury to third party leading to claims *Damage to property	2	3	6	*Building structural surveys *Stock condition surveys *Facilities management plan *Regular routine maintenance *Insurance cover	Annually	FBM/Clerk
29	Damage to or loss of Council owned property by third party or act of God	*High cost of repairs *Loss of assets *Disruption to services *Damage to public/property	2	3	6	*Annual review of risk and adequacy of insurance cover *Fire Alarm; improved security *Clear monitoring and auditing procedures by staff *Maintain asset register *Regular maintenance of physical assets *Backup IT services *Resilience/Business Continuity Plan	Annually	FBM/Clerk/Executive Committee
30	Failure to register Town Council owned land	*Land ownership disputes *Increased legal costs	1	5	5	*Ensure all Town Council owned land is registered with HM Land Registry	As required	Clerk
31	Council Offices unserviceable (e.g. fire / flood)	*Services Suspended *Cost of repair/ replacement of equipment *Loss of IT facilities	1	5	5	*Business Continuity Plan *Emergency management team called together to agree priority *No life-critical services provided *Enact Homeworking Policy *Short-term measured recovery in alternative accommodation to be agreed *Medium/ long-term plan to return to Council Offices *Back-up services provided by existing IT supplier	Annually	Council/Clerk

32	Damage to third party property or individual due to service or amenity provided	*Claim against Council *Increased insurance premium	2	3	6	*Public liability insurance *Comprehensive event planning *Regular checks of facilities	As required	FBM/Clerk
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## Investment Strategy

### 1. **Background**

- 1.1 Diss Town Council (the Council) acknowledges the importance of prudently investing surplus funds held on behalf of the community. All investments will be made in line with the Council's financial procedures and observations, or advice received from the Council's internal and external auditors, supported as necessary by advice from the Council.
- 1.2 The Council will ensure it has adequate, though not excessive cash resources, to enable it at all times to have the level of funds available which are necessary for the achievement of its service objectives.
- 1.3 Investment Strategies must also be in line with the Government's "Statutory Guidance on Local Government Investments" which in particular includes much detail on the provision of loans.

### 2. **Investment Objectives**

- 2.1 The Council's investment priorities are the security of general and emergency reserves and adequate liquidity of its investments.
- 2.2 The Council will aim to maximise income from its investments commensurate with proper levels of security and liquidity. All investments will be made in sterling.
- 2.3 The Council will seek to ensure that investment income is consistent from one year to the next.
- 2.4 Where external investment managers are used, they will be contractually required to comply with this strategy.
- 2.5 In balancing risk against return, this Council will give priority to avoidance of risk against maximum returns.

### 3. **Specified Investments**

- 3.1 Specified investments are those offering high security and high liquidity, made in sterling and maturation of no more than a year. Such short-term investments made with the UK Government or a local authority or town or parish council will automatically be Specified Investments.
- 3.2 For the prudent management of its treasury balances, maintaining sufficient levels of security and liquidity, the Council will use:
  - Deposits with banks, building societies, local authorities or other public authorities.
  - Other recognised funds specifically targeted at the Public Sector.

- The choice of institution and length of deposit will be at the discretion of the Responsible Financial Officer, in consultation with the Chairman of the Executive Committee.

#### 4. **Non-Specified Investments**

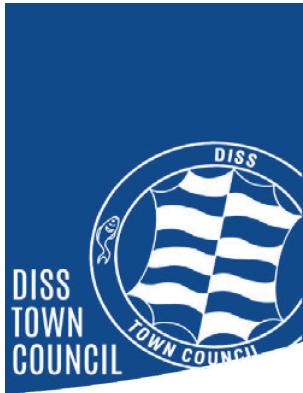
- 4.1 The Council will not use non-specified investments in the money market, stocks, and shares given their unpredictability and greater potential risk.
- 4.2 The Council will not use long-term investments, defined as greater than 36 months.
- 4.3 The Council will expect the RFO to recommend the diversification of available funds in banks and buildings societies allowing for maximum returns and the spread of risk.

#### 5. **Loans**

The Department for Communities and Local Government maintains that borrowing of monies purely to invest, or to lend and make a return, is unlawful and this Council will not engage in such activity.

#### 6. **Review**

This strategy will be reviewed annually. The Executive Committee reserves the right to make variations to the strategy at any time, subject to the approval of Full Council.



## DISS TOWN COUNCIL

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

Report Number:  
**45 / 2526**

Report to:	Full Council
Date of Meeting:	11 <sup>th</sup> February 2026
Authorship:	Grants Panel / Clerk
Subject:	Grant application – Diss Corn Hall Trust

### Introduction

1. One application has been received for Council grant funding.
2. There is currently £10k remaining in the total annual grant budget of £10k for 2025-26.
3. The Grants Panel has met to consider the application and puts forward the following summary and recommendation to Full Council.

### Diss Corn Hall Trust

4. The Diss Corn Hall Trust has submitted a grant application for £3.5k towards a book festival, a three-day celebration of literature & creativity in May (see Appendix A).
5. The supporting documents have been excluded from the agenda pack as they run to over 40 pages but are available on request.
6. The event will bring together authors, readers, schools & local businesses to foster cultural engagement and position Diss as a vibrant hub for literary activity in the Waveney Valley.
7. The estimated event costs total £5,378 with a considerable amount of local sponsorship match funding already secured.
8. The Grant Panel is keen to support this application for the following reasons:
  - a) It meets several of the grant criteria benefitting residents of Diss as a whole and providing a service or facility (or event) not currently provided elsewhere in Diss.
  - b) The event meets at least one of the Council's three funding priorities namely 'community & people' with opportunities for volunteering and participation.
  - c) It will inspire readers and support schools and libraries.
  - d) It should increase the footfall in the town and support the local economy, including the Corn Hall.
  - e) Culturally, it will provide access to high quality literary events locally.
  - f) It aligns with the Council's mission to support the community and promote Diss as

the heart of East Anglia for Business, Leisure and the Arts.

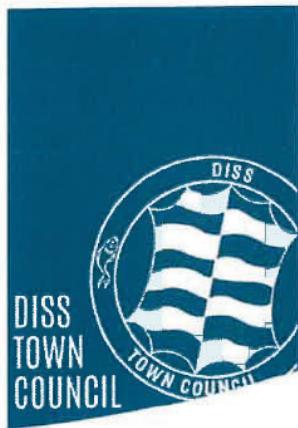
- g) It's the first time such a book festival has been organised, and much effort has gone into planning to date.
- h) It is hoped the event, if successful, will be repeated in future years and that it will require less financial support.
- i) The event should benefit considerably more than 100 people and evaluation metrics to report on this have been included.

### **Financials**

9. Given the Council's funding guidance, it is recommended that the grant supports all expenditure listed in the application including author & chair people expenses & organisational costs / marketing alongside additional activities including folk singer, book purchases, advert and school display materials with a contribution towards the venue hire.

### **Recommendation**

The Grants Panel recommends to Full Council that a grant award of £3.5k is made to the Diss Corn Hall Trust to support DissCover Book Festival 2026.



## Diss Town Council

11-12 Market Hill, Diss

Norfolk, IP22 4JZ

Telephone: (01379) 643848

Email: [towncouncil@diss.gov.uk](mailto:towncouncil@diss.gov.uk)

Website: [www.diss.gov.uk](http://www.diss.gov.uk)

Facebook: @DissTC

### Community Grant Scheme – Application Form

**(To be completed with reference to the accompanying grant policy)**

Diss Town Council is committed to assisting voluntary and not-for-profit organisations working for the benefit of Diss residents and who deliver projects that will make a difference to people living in Diss. One of the ways this is done is through applying for funding through our Community Grant Scheme.

The Council's Financial Year runs from April to March, and applications for grants are considered at two points in the year: Applications received by 30<sup>th</sup> May will be considered in July for payment from September onwards. Applications received by 31<sup>st</sup> January will be considered in February for payment from March onwards.

Applicants are advised to read the accompanying grant policy before completing this form.

#### Organisation's / Individual's Details

1.	Nature of grant requested from DTC Is your organisation seeking a one-off Project grant, or a Development Grant?	<input checked="" type="checkbox"/> Project grant capital <input type="checkbox"/> Development grant revenue
2.	Name of Organisation	DISS CORN HALL TRUST
3.	Organisation's Address and Website	Address: The Corn Hall Diss St NICHOLAS STREET DISS IP22 4LB Website: <a href="http://www.thecornhall.co.uk">www.thecornhall.co.uk</a>
4.	Do we have an up-to-date copy of your organisations constitution or set of rules?	Yes <input type="checkbox"/> No <input type="checkbox"/>  <i>If you selected no,</i> We will need a copy of your organisation's constitution or set of rules. You may email a copy to <a href="mailto:towncouncil@diss.gov.uk">towncouncil@diss.gov.uk</a> or post this to us.
5.	Name and contact details of applicant	Name: Suzanne Kayne Address: <span style="background-color: black; color: black;">REDACTED</span>  Phone: <span style="background-color: black; color: black;">REDACTED</span> Email: <span style="background-color: black; color: black;">REDACTED</span>
6.	Position held in organisation	VOLUNTEER

7.	How long has this organisation been established? (if applicable)	15 YEARS
8.	How would you describe your organisation / the applicant(s)? (tick all boxes that apply)	<input type="checkbox"/> Voluntary organisation or individuals <input type="checkbox"/> Community/Residents' group <input checked="" type="checkbox"/> Registered charity <input type="checkbox"/> Company limited by guarantee <input type="checkbox"/> Trust <input type="checkbox"/> Other – please state:  
9.	Is the organisation a charity registered with the Charity Commission for England and Wales	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  <i>If you selected yes,</i> What is your organisation's charity number? 1136553
10.	Company registration number (if applicable)	N/A
11.	How many members are involved in the running of the organisation?  <i>Please provide an organisational structure chart to show how your organisation is managed</i>	9 TRUSTEES
12.	Does your organisation have a membership?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A  <i>If you selected yes,</i> Please state current number of members:  Annual subscription cost per member:
13.	Please give details of any other organisation or umbrella group to which your organisation is affiliated (if applicable)	N/A
14.	Please tick if your organisation / group has:  <i>You do not have to provide any of these documents at the time of application, but they may be required before any grant funds are transferred.</i>	<input checked="" type="checkbox"/> A formal constitution <input checked="" type="checkbox"/> A child protection policy <input type="checkbox"/> A protocol for working with vulnerable adults <input checked="" type="checkbox"/> Public Liability insurance <input type="checkbox"/> A disability audit of its own premises <input checked="" type="checkbox"/> A risk assessment relating to the activity to which the grant relates.
15.	Please describe the activities undertaken by your organisation, including location and frequency of meetings or activities if applicable.	ARTS CENTRE IN DISS . 170 ACTIVITIES A YEAR - THEATRE, MUSIC, ART, EXHIBITIONS, FILM, COMEDY, WORD. COMMUNITY ACTIVITIES, ON A WEEKLY BASIS

16.	<p>Does your organisation have its own premises?</p> <p>If yes, are they:</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  <input type="checkbox"/> Owned by the organisation <input type="checkbox"/> Rented <input checked="" type="checkbox"/> Other (please state) <b>DISS...TOWN. COUNCIL</b>
17.	<p>Are there any restrictions on who can join the organisation?</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p><i>If you selected yes,</i> Please list the restrictions and why you have them?</p>

### Project

18.	<p>Please describe your project / activity: its aims and objectives, what it will deliver, what difference will it make and outline how it will benefit the people of Diss.</p> <p><i>Please continue on a separate sheet if necessary.</i></p>	<b>ATTACHED</b>
19.	When do you expect the project / activity to start?	<b>FRIDAY 1st MAY 2026</b>
20.	When do you expect the project / activity to finish?	<b>SUNDAY 3rd MAY 2026</b>
21.	Is the grant for equipment or something else requiring ongoing maintenance?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
22.	If yes, how will this ongoing maintenance be funded?	<b>N/A</b>
23.	How long will the project actively involve residents of Diss?	<input type="checkbox"/> One day <input checked="" type="checkbox"/> Up to one week - <b>ACTIVITIES / EVENTS OVER 3-DAY EVENT</b> <input type="checkbox"/> Up to three months <input type="checkbox"/> 3-6 months <input type="checkbox"/> 6-12 months <input type="checkbox"/> More than one year

24.	Which of the following categories of activity or groups apply to your grant application?	<input type="checkbox"/> Advice Services <input checked="" type="checkbox"/> Arts and Culture <input type="checkbox"/> Enhancing the environment of Diss <input type="checkbox"/> Older People <input type="checkbox"/> Sport and Recreation <input type="checkbox"/> Transport <input type="checkbox"/> Children and Young People <input type="checkbox"/> Women <input type="checkbox"/> Men <input type="checkbox"/> People with a disability <input type="checkbox"/> Black, minority or ethnic groups <input type="checkbox"/> LGBTQ + <input type="checkbox"/> People on low income <input type="checkbox"/> Lone parents
25.	Approximately how many people will benefit from your grant?  <i>You will be asked to provide evidence in your end of year report.</i>	<i>Select one option</i> <input type="checkbox"/> 1 - 9 <input type="checkbox"/> 10 - 19 <input type="checkbox"/> 20 - 29 <input type="checkbox"/> 30 - 49 <input type="checkbox"/> 50 - 99 <input checked="" type="checkbox"/> 100+
26.	Which of the following criteria does your grant application meet?	<input checked="" type="checkbox"/> Benefits the residents of Diss as a whole <input type="checkbox"/> Benefits a specific category of residents of Diss, particularly disadvantaged or vulnerable sections of the population <input checked="" type="checkbox"/> Provides a service or facility not currently provided elsewhere in Diss <input type="checkbox"/> Adds to or improves existing facilities <input type="checkbox"/> Makes better use of under-used Town Council facilities (i.e. DYCC, Sports Ground) <input type="checkbox"/> Is freely available to all sections of the community

### Financials

27.	Grant amount requested	£ <del>5,000</del> £3,500
28.	Please provide the total cost of the project, so we can understand what proportion of funding is being requested	£ 5,378
29.	Include a separate sheet showing a detailed budget breakdown, listing each item and its associated cost	Yes <input checked="" type="checkbox"/>

30.	Do you intend to secure match funding for this project?	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>If you selected yes, please list all sources and amounts:</p> <p>Projected to raise £1,350 from sponsors:</p> <p>Angel Cafe: £150, Fredricks £50, Chapel Doors £400, TW Gaze £200, Fair Green Fish Bar £100, Diss Town Guide £250, Adkins Opticians £200</p>														
31.	Is your organisation making any non-financial contributions to the project/activity?	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>If you selected yes, please list all non-financial contributions to the project/activity:</p> <table> <tr> <td>Corn Hall</td> <td></td> </tr> <tr> <td>Room Hire</td> <td>2, 130</td> </tr> <tr> <td>Technician</td> <td>525</td> </tr> <tr> <td>Energy Costs</td> <td>60</td> </tr> <tr> <td>Duty Managers</td> <td>448</td> </tr> <tr> <td>Cafe Staff Sunday</td> <td>192</td> </tr> <tr> <td></td> <td><u>£3,355</u></td> </tr> </table>	Corn Hall		Room Hire	2, 130	Technician	525	Energy Costs	60	Duty Managers	448	Cafe Staff Sunday	192		<u>£3,355</u>
Corn Hall																
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Cafe Staff Sunday	192															
	<u>£3,355</u>															
32.	Do your current cash reserves exceed the amount of grant you are asking for?	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>If you selected yes, Please explain why you are not using your own funds.</p> <p>As Corn Hall Diss is giving us £3,355 in kind, the Corn Hall is unable to use their own financial reserves for this project</p>														
33.	In addition to the above, the following will be required of grant applications.	<p><input checked="" type="checkbox"/> The organisation's / group's Bank or Building Society account details</p> <p><input checked="" type="checkbox"/> Evidence of efforts to generate income from other sources</p> <p><input checked="" type="checkbox"/> Copies of the organisation's latest audited or independently verified accounts, together with a budget / business plan for the period covered by the grant applied for</p> <p><input checked="" type="checkbox"/> A copy of your group's most recent bank account statement. Please provide copies for all accounts you hold. This account must be in the name of your group, and at least two unrelated people must sign each cheque or withdrawal.</p>														

## Outcomes

	34. What are you hoping to achieve from your project / activity and what robust methods will you use to measure success?	NEW ACTIVITY FOR DISS TO ASSIST OVERALL CULTURAL ACTIVITIES IN THE TOWN. A LONG-LASTING LEGACY FOR THE TOWN OF A BOOK FAIR BRING TOURISM / FOOTFALL INTO DISS BOOST LOCAL SHOPS ECONOMY
35.	How will you measure the outcomes to ensure your project / activity is successful?  <i>Please ensure your outcomes are specific, measurable, achievable, realistic and timely.</i>  <i>If not included above, please also provide:</i>	THROUGH TICKET SALES AUDIENCE SURVEY FEEDBACK SOCIAL MEDIA COMMENTS  <input type="checkbox"/> A list of objectives alongside methods of measuring the achievement of those objectives.

Please add any additional supporting information you would like considered here.

FalsticKman are sponsoring/giving us banners and posters.  
There are five volunteers involved in this project - none of us have had any previous knowledge of doing this kind of event. Since June last year when we started planning we have all contributed a vast amount of time and energy in order to make this a successful event. A number of authors and (chairs) Interviewees have very kindly waived their fee or just charging travel expenses to ensure the success of the event.

This form should be returned to The Town Clerk, Diss Town Council, 11-12 Market Hill, Diss, Norfolk, IP22 4JZ, or to [towncouncil@diss.gov.uk](mailto:towncouncil@diss.gov.uk) no later than 30<sup>th</sup> May for grants sought for payment from September, or 31<sup>st</sup> January for grants sought for payment from March.

## **Terms and Conditions**

Before you submit your application, you must read and agree the following Terms and Conditions of Grant. Two signatories for the group should then sign the declaration, which confirms that the organisation understands and agrees to the Terms and Conditions.

Within the Terms and Conditions 'we' and 'our' refers to the applicant organisation. 'Diss Town Council' refers to the service providing the resources for which you are applying.

### **The Grant**

1. We will use the Grant as described in our application form. Any changes must be agreed in writing and in advance by Diss Town Council.
2. We agree to return any Grant if the project cannot proceed.
3. We understand that any resource awarded must be used within the agreed period, which will normally be one year from the date of the Grant letter or as otherwise stated.
4. We will inform Diss Town Council immediately in writing of anything that significantly delays, threatens or makes it unlikely that the Grant will either not be used within the agreed period or not be used for the purpose described in the application.
5. We understand that we may be asked to produce regular progress reports on the use of the Grant. We also understand that a final report must be completed and submitted to Diss Town Council within 3 months of all Grant expenditure being incurred.
6. We understand that Diss Town Council will not increase the Grant if we overspend, and that any unspent Grant at the end of the agreed period should be returned to Diss Town Council.
7. We are aware that any equipment which has been awarded to us is under the charge of our organisation and must be regularly maintained and insured to its full replacement value and kept in a secure premise.
8. We understand that the amount and schedule of payments will be indicated in the formal Grant offer, and that no expenditure should be incurred until the Grant offer has been received, signed and returned to Diss Town Council.
9. We agree that in any publicity or public presentation about the funding, we must include an indication that the project / activity was supported by Diss Town Council.
10. We understand that there is a possibility that Diss Town Council's internal or external auditors may wish to audit funded projects. We agree that any member may be required to make themselves and any relevant documentation available for any visit by auditors at reasonable notice.

### **The Organisation**

11. We will advise Diss Town Council in writing of any change to our constitution and provide a copy of the revised document.
12. We will advise Diss Town Council in writing of any changes to our bank or building society bank account.
13. We will keep all financial records and accounts, including receipts for items bought with the Grant for two years from the completion of the project for which funding has been awarded. We understand that this does not release us from our legal responsibility to keep records for longer periods.

14. We will make all financial records available for inspection by Diss Town Council as requested. We understand that any documentation supplied will not be returned.
15. We agree to meet all legislation regulating the way that we operate, the work that we carry out, the staff that we employ and the goods that we buy, particularly, but not exclusively covering the areas of Equal Opportunities, Data Protection, Employment and Health & Safety.
16. If appropriate to the Grant, we agree to comply with Diss Town Council's Financial Regulations and Standing Orders and any other guidance as advised by Council Officers. A copy of all such guidance is available on Diss Town Council's website.
17. We understand that Diss Town Council will make public information about our Grant, and that if requested to do so we must prepare and present a short report to either the Annual Town Meeting or Full Council following the completion of the grant funded activity.
18. We understand that we have a duty of care to our members and the public and will ensure that adequate Public Liability Insurance is in place to provide indemnity to our organisation and its members. We will provide these documents to Diss Town Council on request.
19. If appropriate, we will ensure that adequate Employers Liability and Property Insurance is in place. We will produce these documents for Diss Town Council on request.
20. We understand that Diss Town Council will not accept liability or be liable for any damages or injuries associated with projects for which the Council has provided equipment or a Grant.

**Diss Town Council may withhold a Grant or ask for repayment, in whole or in part for the following reasons:**

21. If we fail to keep to these conditions in any way.
22. If members of our governing body, volunteers or staff act or supply information at any time during the application process or project which is dishonest, significantly incorrect or misleading.
23. If, for any reason, the organisation ceases to exist, any unused Grant will be returned to Diss Town Council. We will return any equipment or other assets bought with the Grant to Diss Town Council or, with prior agreement of the Council, transfer the equipment or assets to another organisation with similar objectives.
24. If we sell any asset purchased with a Grant, we will notify Diss Town Council in writing and return an agreed proportion of the sale proceeds agreed with Diss Town Council.
25. If any equipment or asset is stolen, lost or damaged, we will replace it or return monies obtained from insurance to Diss Town Council.

### Declaration by Main Contact

I confirm that the information I have given on this application form is accurate and complete and that I have authorisation to apply for a Grant on behalf of the organisation.

I acknowledge that if I give misleading or inaccurate statements on behalf of the group or organisation we may not receive any Grant, or it may be withdrawn and must be refunded to Diss Town Council.

I confirm that I have read and accept the Terms and Conditions of the Grant.

### Please Print

Title: (Mr, Mrs, Ms, Miss)	
First name:	SUZANNE
Surname:	KAYNE
Signature:	S J Kayne
Date:	28 JANUARY 2026
Position within the organisation:	VOLUNTEER

*Please Note: This must be completed by the same person as named in Question 5 on the application form.*

### Co-signed by another member of your organisation:

Title: (Mr, Mrs, Ms, Miss)	M2
First name:	LEE
Surname:	JOHNSON
Signature:	<del>Lee Johnson</del>
Date:	26/1/26
Home address:	90 THE CORN HALL ARIE 57 NICHOLAS STREET DIN 1P22 4UB
Phone number:	01379 652241 / [REDACTED]
Email address:	lee.johnson@thecornhall.co.uk
Position within the organisation:	General Manager

*Please Note: This must be a different person to the one named above.*

## Privacy Notice

Diss Town Council takes your privacy seriously and will only use your information in relation to your grant application. For further information, please refer to our GDPR Policy at [www.diss.gov.uk](http://www.diss.gov.uk).

### Checklist

**Before sending us your application, please check that you have done the following:**

	<i>Please tick</i>
Answered all the applicable questions on the application form	<input checked="" type="checkbox"/>
The main contact from Question 5 has signed the Declaration	<input checked="" type="checkbox"/>
The Declaration has been co-signed by another member of your organisation	<input checked="" type="checkbox"/>
<b>Included the following:</b>	
• A copy of the constitution or set of rules that your group has adopted. Your group must have this document to receive a grant from us.	<input checked="" type="checkbox"/>
• A dated copy of your most recent yearly accounts verified by an independent person.	<input checked="" type="checkbox"/>
• A projected statement of income and spending for the next 12 months.	<input checked="" type="checkbox"/>
• A copy of your group's most recent bank account statement.	<input checked="" type="checkbox"/>
Or	
• A copy of the pages in your passbooks showing your group's name, account number and current balance, stamped and signed by your building society.	<input type="checkbox"/>
Or	
• If you are a new group which has only just set up a bank account, a signed letter from your bank or building society on their headed paper. This letter must show your account name, number and sort code.	<input type="checkbox"/>
<b>If your project / activity includes work on a building or land, please also provide:</b>	
• Copies of any plans, maps or drawings etc. related to your application for work on a building or land	<input type="checkbox"/>
• Copy of planning permission if appropriate	<input type="checkbox"/>
• Two quotes for any work to be carried out or items to be purchased over the value of £500	<input type="checkbox"/>
• A copy of your Child Protection Policy/Vulnerable Adults Policy where appropriate	<input type="checkbox"/>
• A copy of contents/ employer's liability/public liability insurance policy where appropriate	<input type="checkbox"/>
• Confirmation that other statutory/licensing consents have been received (where appropriate)	<input type="checkbox"/>
Copied this application to keep for reference	<input checked="" type="checkbox"/>

**Please Note:** Applications cannot be processed until all the necessary documents are received by the Community Grants panel.

## DissCover Book Festival 2026 – Funding Proposal

### Project Overview

The DissCover Book Festival will be a three-day celebration of literature and creativity, held at The Corn Hall Diss on the first weekend of May 2026. This event will bring together authors, readers, schools, and local businesses to foster cultural engagement and position Diss as a vibrant hub for literary activity in the Waveney Valley.

### Aims and Objectives

- Promote literacy and a love of reading across all age groups.
- Showcase local and national authors, encouraging cultural exchange and dialogue.
- Support local businesses and venues by driving footfall and tourism.
- Create inclusive opportunities for schools, families, and community groups to participate in creative talks.
- Build Diss' reputation as a destination for cultural events.

### What It Will Deliver

- Three-day festival programme featuring:
  - Author talks and panel discussions.
  - Book signings and Q&A sessions.
- Networking opportunities for writers, publishers, and cultural organisations.

### What Difference It Will Make

The festival will:

- Strengthen Diss' cultural identity and sense of community pride.
- Attract visitors from surrounding towns, boosting the local economy.
- Provide a platform for creative voices and emerging talent.
- Encourage lifelong learning and engagement with literature.

### Benefits for the People of Diss

- Cultural enrichment: Access to high-quality literary events locally.
- Economic impact: Increased trade for shops, cafés, and accommodation providers.
- Community engagement: Opportunities for volunteering and participation.
- Educational value: Inspiring readers and supporting schools and libraries.

## **Budget Breakdown (Estimated)**

TBC. See Attached

## **Marketing Plan**

- Social media campaign across Facebook, Instagram, and local community groups.
- Press releases to local newspapers and radio stations.
- Partnerships with schools and libraries for outreach.

Tickets will be on sale from Corn Hall Diss from end of February.

- Posters and flyers distributed in Diss and surrounding towns.

## **Evaluation Metrics**

- Attendance numbers and ticket sales.
- Feedback from participants and authors.
- Engagement on social media and press coverage.
- Economic impact assessment through local business feedback.

## DissCover Book Festival May 2026

Saturday Authors	Fee	Travel
		expenses & expenses
Daisy Buchanan	0	0 fees and expenses covered by DK
Lucy Vine	0	50 £100 to be paid by publisher
Kate Sawyer	0	20
Kate Weston	0	50/60
Izzy Broom	0	50 including no fee chair
Jenni Keer	0	50

## Sunday Authors

James Canton	100	50 plus expenses from Colchester - to be confirmed
Ian Collins	100	50 plus expenses - to be confirmed
Simon Barnes	200	???
Richard Mabey	150	0
Tor Falcon	0	0
Matt Gaw	0	100

## Chair

	0	
	0	
	0	
	30?	marginal to be confirmed
	20	
	30?	marginal to be confirmed
	0	

## Organisational costs

Yoshi	525	
Energy costs	60	2x30 } included in error. These costings
Programme	303	are included in Kind
Drinks and nibbles costs	150	Printing

estimated at 50 x 4.50

## Editorials / Ads

Diss Matters	0	
Village People	0	
Diss Express	0	
Arts East	0	
Social Media ect.	0	Possibly money to pay
<b>Total to date 25/02/26</b>	<b>1593</b>	<b>430 2023</b>
	<b>1008</b>	<b>1438</b>

Income	Amount	Specific sponsorship
Diss Town Guide	250	
Fair Green Fish Bar	100	
Ed Atkins opticians	200	
Angel Café	150	
Chapel Doors	400	- still awaiting money
Fredicks Fine Foods	50	
Fatstickman	in kind	banners/posters
T W Gaze	200	- still awaiting money

Grant applications to:

Community Grant Scheme	3,500
	<u>5,000</u>

Income from quiz - Unknown

**Total received to date:**

25/01/26	£ 4350
	£ 750

From: Diss Bookfest <[dissbookfest@thecornhall.co.uk](mailto:dissbookfest@thecornhall.co.uk)>  
Sent: 01 February 2026 13:51  
To: Sarah Richards <[sarah.richards@diss.gov.uk](mailto:sarah.richards@diss.gov.uk)>; Lee Johnson <[Lee.Johnson@thecornhall.co.uk](mailto:Lee.Johnson@thecornhall.co.uk)>  
Subject: Grant application

Hi Sarah

Thank you for getting back to us with your thoughts. We are definitely in liaison with Diss Library and they are setting the questions for our Friday night literary quiz - we were hoping they would be the quizmaster but Kelly has just left, and she can't guarantee a new person doing this.

We were also hoping to have a folk singer in the Library during the afternoon who does singing in libraries and bookshops, but they wanted £300 and the Library could not justify spending that money.

I didn't mention in our breakdown that we will probably be buying a copy of each author's new book to give as a prize to the winning team (8 books) - we will, of course, be approaching the author first to see if we can get a 'free' signed copy!

Diss Publishing is supplying author's books on sale or return at The Corn Hall. We are having Oxfam selling preloved books in The Corn Hall all day on Friday. We have liaised with Diss Museum whose theme this year is Books - Basil is putting on a literary walk along Mere Street with all that money going to Diss Museum.

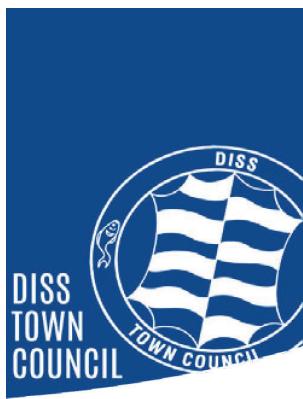
I was hoping that the Carnival theme would be Books - as we discussed last year - so that the shops could dress their windows accordingly with a favourite book - but have now seen it is sport.

I am hoping we can still use the old Post Office fascia to place posters on? We will be advertising in Diss Matters (Kimberley has us marked to place an editorial). Village People wanted £78+ VAT to advertise so we are putting in an editorial which we hope they will use but they couldn't guarantee without an advert being placed! We are in touch already with the newspapers who will be covering this event. We will be getting free airtime on Park Radio.

I also appreciate your comments about The Corn Hall and the running costs. However, we could not put on this event at this wonderful building without them agreeing to us using it free of charge - they are also unable to hire the Hall for that weekend which could have brought them in a significant amount of income. To be able to hold the quiz we need a technical person and again for Saturday and Sunday we need a technical person in order to introduce our speakers and hold our question-and-answer sessions. For Health and Safety there has to be a Duty Manager present on all three days.

We have put many, many hours since last June into getting this event to where it is - not least one of our team designing our programme (he has never done this before)! Everything we have done so far (and on the day) has been and will be a learning curve so hopefully next year should be better!

Suzanne



## DISS TOWN COUNCIL

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

Report Number:  
**46 / 2526**

Report to:	Full Council
Date of Meeting:	11 <sup>th</sup> February 2026
Authorship:	Administrator Cemetery Lead / Town Clerk
Subject:	Memorial Safety Testing

### Introduction

1. The Council has a statutory duty under Section 16 of the Local Authorities Cemeteries Order 1977 (LACO) to maintain cemeteries in good order which includes inspection, stabilisation, repair, or laying down unsafe memorials in the interests of public safety.
2. Diss Cemetery and St Mary's churchyard memorials were last inspected by HL Perfitt Ltd in 2006.
3. A structured system must be implemented for regular memorial safety testing at the cemetery and in the closed churchyard at St Mary's. Considerable research with other Councils has been undertaken and advice from the Institute of Cemetery and Crematorium Management (ICCM) sought. The findings are outlined below including the implications of outsourcing testing versus training and accrediting our own staff or implementing a hybrid approach incorporating both options.
4. When parishes wish to make changes to their church buildings, contents or churchyards, they are required to obtain the necessary permissions for works. The Diocese of Norwich require Faculty List B application for the testing in St Mary's churchyard, which requires:
  - a. Permission from the Parochial Parish Council
  - b. Provision of the Council's memorial testing policy.
5. One historic approach was mechanical testing using topple testing kits, but it proved extremely time-consuming, disruptive relative to the risk presented and of limited effectiveness, particularly for very old memorials.

### ICCM Guidance

6. Best practise ICCM Guidance (2019) is the most current and authoritative and focuses on visual inspection and hand testing, with mechanical testing used only where stability remains uncertain.
7. Memorials are typically inspected on a five-year cycle, or more frequently where deterioration is noted.

8. Unsafe memorials are temporarily supported (stake and banding), where possible deed holders are contacted and given a limited time to make memorials safe, via an accredited stonemason whose repairs meet BRAMM/NAMM standards.
9. Memorials are laid flat only where there are immediate risks and no response is received from relatives.
10. This process is supported by extensive record-keeping and advance public notification via noticeboards, website, social and other media outlets.

### **Types of Risk Identified**

11. Two categories present the greatest concern:

- a) Very old, large memorials (100+ years old), tall crosses and monoliths, high potential risk if they fall, often stabilised or respectfully laid flat.
- b) More modern memorials installed before ground anchors were standard, typically headstone and plinth designs, which can often be stabilised using reversible stainless-steel brackets or clamps. All remedial works can be reversed if a deed holder later comes forward.

### **Outsourced Memorial Testing**

12. Given the Council's current position of non-compliance, progressing memorial safety testing in a timely manner is essential.
13. The indicative timescales provided by CDS show that completing the full inspection programme in-house would require a significant amount of dedicated staff time, which cannot realistically be met alongside existing operational commitments.
14. Appointing a specialist contractor to undertake the inspections, classification, and reporting would provide professional assurance, ensure compliance is achieved promptly, minimise the demand on staff resources and provide a template system/process for future in house testing.
15. Initial quotes indicate a minimum of five days' work at the cemetery alone, with additional time required for St Mary's Churchyard.

### **Quotations**

16. Three quotes have been sourced as follows, all excluding VAT (see Appendix):
  - a) Contractor 1
    - Both sites £4,310 plus £4.50 per memorial for labelling unsafe stones.
  - b) Contractor 2
    - St Marys churchyard £1,350 for up to 300 memorials
    - Heywood Road Cemetery £7,500
    - plus a further £20 per each unsafe memorial in category A – Dangerous: immediate action required) found at either site.

c) Contractor 3

- Both sites £14,000+
- £5 per memorial plus a further £15 to stake and tape unsafe stones.

### **Future Testing**

17. Following the initial outsourced testing, staff can be trained to ICCM standards, which would involve a one-day course classroom and practical, which covers legal duties, inspection methods and record-keeping, actions and consecrated ground. These tasks could then be planned for and incorporated into routine ground maintenance spread over time, perhaps winter work.
18. Currently courses cost £155 per candidate but are geographically impractical. Of the available ICCM workshops, East Grinstead is the closest location; however, all options would require significant travel time.
19. There is potential to gain 2 free spaces if Diss Town Council hosted a course at its cemetery.

### **Budget**

20. There is currently £5,952 in Earmarked Reserves Cemetery Grounds (inclusive monuments) that should cover the most cost-effective quotation received.

### **Conclusion**

21. Both approaches are compliant with the Council's legal responsibilities and align with current ICCM best practice. Given our present position of non-compliance, it is important that progress is made without delay and that the chosen method enables the inspection programme to be delivered promptly and effectively.
22. Outsourcing the work offers a high level of professional assurance while making best use of limited staff capacity. This option would allow the inspection, classification, and reporting process to be undertaken efficiently and within a clear timescale.
23. An in-house approach, supported by ICCM training, remains a valid long-term aspiration and reflects practice adopted by many other local authorities.
24. It is also suggested that we explore the opportunity for Council Staff to shadow the selected contractor and start understanding the process prior to undertaking in-house testing training in future years.

### **Recommendations**

1. To approve the quote from Contractor 1 to undertake the memorial testing at Diss Cemetery and St Mary's churchyard at a cost of £4,310, plus £4.50 for labelling unsafe memorials allocated to Earmarked Reserves Cemetery Grounds (incl. monuments).
2. To seek permission from the Parochial Parish Council.
3. To draft a memorial testing policy for submission of the faculty.
4. To apply for a faculty (List B) for testing memorials in St Marys Churchyard.

██████████ UK Company specialising in Cemetery Management and Design who have in-house resources of qualified professionals whose collective capabilities cover over 80% of our technical professional services.

A summary of our inhouse resources is given in the table below:

Agronomy	Drainage engineering	Landscape design
CDM Co-ordinator	Environmental engineering	Land surveying
Computer aided design	Flood risk assessment	Memorial stability testing
Construction site supervision	Geotechnical engineering	Planning consultancy
Construction site setting out	GIS development	Project management
Data base development	GIS mapping field surveying	Site layout and design
Design engineering	GPS surveying	Soils engineering and soil science

## Introduction

Following a request from Melissa Hawkes of Diss Town Council, The [REDACTED] have the pleasure in presenting our proposal of works and associated fees for undertaking memorial stability testing at the following cemeteries:

- Diss Cemetery, 37 Heywood Rd, Diss IP22 4DL
- St Mary's Church, Mount St, Diss IP22 4QQ

The approach to testing will be taken in line with the practical and pragmatic methods as laid out in the guidance notes of the Ministry of Justice and BS8415:2018.

## Current Legislation

The most up-to-date guidance with regards to the assessment of the stability of existing memorials within cemeteries is provided in the following documents:

- 1) Ministry of Justice – Managing the Safety of Burial Grounds Memorial, Practical advice for dealing with unstable memorials.
- 2) BSI Standards Publication ref 8415:2018 – Memorials within burial grounds and memorial sites – Specification.

Ministry of Justice – Managing the Safety of Burial Grounds Memorial, Practical advice for dealing with unstable memorials.

Stability testing itself is designed to identify any memorials which are considered unsafe. The next and most important stage of the work is making-safe. Accordingly, the operator of the site should have a strategy in place for implementing an appropriate level of action. It should be noted that recent action in some cemeteries has highlighted the sensitivity the public has regarding their burial grounds and making safe procedures. The wholesale laying-flat of large numbers of failed lawn memorials is both aesthetically and emotionally distressing and, in most cases, unnecessary.

- **Records**

At the end of each working day, the data will be emailed back to the [REDACTED] where it will be processed onto the memorial stability spreadsheet. A summary report will be provided to the client at the end of the week. However, the cemetery manager will be contacted at the end of each working day, if requested, and briefed on the results of the day's testing. A final report will be submitted upon completion and data provided in the format suited to the client's record keeping. It is our standard working practice to record the details of the failed memorials only. If records of all memorials are required, then there would be additional fees based on the number of days required to complete the works.

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### **Site Specific Fee Proposal**

Based on the information provided to date, we assume you require us to inspect the entire cemetery areas and that all three height classes of memorials (<0.625m, >0.625 and <1.5m and >1.5m) are to be assessed as detailed above. Please note, the visual assessment of memorials greater than 1.5m in height is to provide an assessment of any obvious damage or movement which could lead to failure. Memorials of this height should be assessed by qualified structural engineer/stone mason.

If there are any changes to our assumptions made above, please let us know and we can revise accordingly.

In summary, we would be required to detail which types/heights of memorial are to be assessed and what level or remedial action you wish us to undertake (i.e., tape, cordon, lay down) if any high-risk memorials deemed to pose an immediate risk are encountered on site.

### **Memorial Stability Testing**

Activity	Timescales	Fee
Preparation and attendance on site to undertake memorial stability assessment including making safe where required, marking of unsafe memorials	4 days	£2,600.00
Production of Memorial Stability Testing Report including photos,	1.5 day	£975.00

VIDEOS and details of failed memorials		
Mileage	180 miles	£135.00
Overnights	3 nights	£600.00
<b><u>TOTAL</u></b>	<b><u>£4,310.00 (excl VAT)</u></b>	
Warning labels and ties per failed memorial		£4.50 each

The above listed fee assumes provision of cemetery plans and maps prior to attending site and that the plans are in condition suitable to be able to clearly read and understand.

We trust that we have understood your requirements, however if you require any alterations, please do not hesitate to contact us.

Kind Regards



## **Commercial Quotation for Memorial Safety Testing**

**Date: 16<sup>th</sup> January 2026**

**Prepared for: Melissa Hawkes – Heywood Road Cemetery & St Marys Churchyard, Diss Norfolk – Diss Town Council**

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### **Scope of Work**

Provision of memorial safety inspections in accordance with ICCM (Institute of Cemetery and Crematorium Management) guidelines. The service will be delivered by an ICCM-qualified Memorial Testing Operative.

### **Service Inclusions**

- Manual inspection and testing of each memorial using industry-approved methods.
- Full digital report outlining the condition and classification of each memorial.
- Classification according to ICCM standards:
  - **A – Dangerous:** Immediate action required.
  - **B – Reinspect in 12 months.**
  - **C – Structurally sound – Reinspect in 5 years.**
- Photo documentation of any unsafe (Class A) memorials.
- Optional tagging or marking of memorials (upon client request).
- Extremely unsafe memorials, requiring immediate action, will be laid down upon inspection and this will be communicated to our contact on the day.

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### Pricing Structure

Churchyard / Cemetery Size	Memorials Included	Price per Memorial	Unsafe Memorial Fee (Class A - Per Memorial)	Estimated Total*	Approx time to carry out work
Churchyard	Up to 100	£5.00	£20.00	£500.00 + unsafe charges	2 hours
St Marys Church	Up to 300	£4.50	£20.00	£1,350.00 + unsafe charges	4.5 hours
Churchyard	Up to 600	£4.00	£20.00	£2,400.00 + unsafe charges	1 day
Churchyard	Up to 1000	£3.50	£20.00	£3,500.00 + unsafe charges	2 day
Churchyard	Up to 2000	£3.00	£20.00	£6,000.00 + unsafe charges	3 day
Heywood Road	Up to 3000 and above	£2.50	£20.00	£7,500.00 + unsafe charges	4 day +

\*Unsafe memorial charges apply only where Class A memorials are identified.

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### Additional Information

- All inspections are carried out respectfully and without disturbing grave items or decorations.
- Our clients will receive a digital report within 10 working days of completion.
- We are fully insured and compliant with local authority and ICCM safety protocols.
- All operatives are ICCM trained and certified.



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- Within 14 days operatives will attend to those that memorials requiring redial work, using the skate and band method.
- Once all redial works is completed, a report will be issued, and the council/diocese will be responsible for contacting the graves owners to make them aware of the memorial testing outcome.

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#### **Terms & Conditions**

- Payment due within 30 days of invoice.
- Additional services (e.g. tagging, signage, public notices) are available on request and quoted separately.
- Cancellations require a minimum of 72 hours' notice.

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We sincerely appreciate the opportunity to support your cemetery and churchyard's safety and compliance needs.

For questions or to schedule work, please do not hesitate to contact us.

Kind regards,



der



**[REDACTED] - [REDACTED] - Safety Testing****22.01.26**

An external stonemason with experience working in larger cemeteries, including recent commissions at Cromer and Bury St Edmunds, has provided an outline of their service in the absence of a formal written quotation. The contractor undertakes hand-testing of each memorial and photographs any stones identified as unsafe, at a cost of £5 per memorial. Stones assessed as presenting an immediate and serious risk would be laid flat during the initial inspection to ensure temporary stabilisation until further repair arrangements can be made. Where required, staking and banding can be applied at an additional cost of £15 per memorial. The contractor proposes to carry out the work on a piece-work basis, completing several sections over a number of weeks, with reporting provided following each testing session. Based on an estimated 2,500 memorials, the minimum cost of the testing programme would be approximately £12,500, excluding any staking or banding works. The anticipated lead-in time is around one month from appointment.

## Diss & District Neighbourhood Plan

### Monitoring, Review and Timing – Initial Professional Steer

#### 1. Purpose of this note

This note responds to the group's request for an initial professional view on whether it is timely to consider a review of the Diss & District Neighbourhood Plan (DDNP), particularly in the context of recent planning decisions (including Scole), evolving national housing policy, and uncertainty around future local government arrangements.

It is intended to provide a high-level professional steer to inform discussion at the Monitoring & Review Group meeting. It is not a detailed policy review or an assessment of individual planning decisions.

#### 2. Current Status of the DDNP

The DDNP was made approximately two years ago and continues to form part of the statutory development plan. As such, it retains full weight in decision-making alongside the adopted Local Plan.

While individual planning decisions may depart from neighbourhood plan policies, this does not in itself undermine the status of the Plan or automatically indicate that it is out of date.

#### 3. Evolving Strategic Context

There are a number of changes underway or emerging that are relevant to longer-term consideration of the DDNP, including:

- Early stages of review work on the Local Plan,
- Evolving national policy signals in relation to housing delivery and supply, and
- Uncertainty around future local government structures.

At present, these changes are directional rather than definitive and have not yet translated into a settled strategic framework against which a neighbourhood plan review could meaningfully be undertaken.

#### 4. Monitoring vs Formal Review

It is helpful to distinguish between:

- **Monitoring**, which is an ongoing and proportionate activity focused on understanding how policies are being applied in practice; and
- **Formal review**, which is a statutory process requiring clear justification, evidence, resourcing and alignment with the strategic planning framework.

In professional terms, the current circumstances point more strongly towards continued monitoring and reflection, rather than the commencement of a formal review process at this stage.

#### 5. What is productive to do now

Without initiating a full review, it would be constructive for the Group to:

- Continue tracking how DDNP policies are being interpreted and weighed in decision-making;

- Identify whether any recurring issues or themes are emerging;
- Reflect on whether those issues relate to policy wording, external strategic factors, or site-specific circumstances; and
- Consider what future changes (policy, governance or evidence-based) might reasonably trigger a review.

This approach places the Group in a strong position to respond efficiently and proportionately when greater clarity emerges.

## 6. Matters for Group Discussion

To help frame the discussion, the following questions may be useful:

- Are there clear patterns in decision-making, or are outcomes highly context-specific?
- Are perceived tensions with the DDNP policy-wide, or limited to particular locations or issues?
- What would constitute a material change in circumstances sufficient to justify a formal review?
- What level of scope and resourcing would a review realistically require?

## 7. Next Steps

Depending on the outcome of the Group's discussion, potential next steps could include more structured monitoring work, targeted policy performance assessment, or advice on the scope and timing of any future review. These would require more detailed professional input and could be scoped separately if the Group wished to proceed further.



## Diss & District Neighbourhood Plan (DDNP)

### Monitoring & Review Group Meeting Minutes

Date: 15 January 2026

Venue: Microsoft Teams (connection issues noted)

Lead: Louise Cornell (Collective Community Planning)

#### 1. Attendance

- Louise Cornell – CCP (Consultant / Meeting Lead)
- Jane Jennifer – Roydon Parish Council
- Paul Curson – Roydon Parish Council
- Dolores Ward – Scole Parish Council
- Martin Liddell – Brome & Oakley Parish Council
- Alison Wakeham – Burston & Shimpling Parish Council
- Colin West – Diss Town Council (Administrator)

Apologies: Roger Broughton – Brome & Oakley Parish Council

Note: Teams access issues may have prevented other members from joining.

#### 2. Background Context

The DDNP was adopted in October 2023 and now forms part of the statutory Development Plan across the participating parishes. It continues to hold weight alongside Local Plan policies and is used in planning determinations. The Monitoring & Review Group met to discuss whether circumstances justify a review and how housing allocation pressures and local government reorganisation may affect timing.

### **3. Summary of Discussion**

Key points discussed:

- Neighbourhood Plans remain part of statutory planning even during local government restructuring.
- Brome & Oakley face a major housing allocation discrepancy (12 in DDNP vs. c.70 in Mid Suffolk emerging plan).
- A single-issue review is possible but still triggers examination and referendum across the full DDNP area.
- South Norfolk is significantly behind Mid Suffolk in Local Plan progression.
- Evidence from Roydon shows DDNP policies are being consistently applied and carry weight in decisions.
- National grant funding has ceased; only South Norfolk & Broadland offer limited financial support.
- General caution expressed about workload of reviewing twice—prefer alignment with emerging Local Plans.

### **4. Decisions and Agreements**

Resolved: The Group will not initiate a formal review until clearer information emerges from both District Councils.

Resolved: A single-issue review for Brome & Oakley remains an option but requires detailed guidance from Louise.

Resolved: Informal contact will be made with planning authorities to understand Local Plan timelines and housing expectations.

### **5. Action Log**

- Louise Cornell – Provide written advice on process, statutory requirements, cost estimate, and consultation rules.
- Brome & Oakley PC (Martin Liddell) – Contact Mid Suffolk DC regarding timelines and alignment opportunities.
- Paul Curson to Seek insight into South Norfolk's Local Plan position.

### **6. Any Other Business**

- Update provided on delays to the Scole development due to landowner-developer disagreement.
- Discussion on wider development uncertainty due to market conditions and potential future pressures.

### **7. Next Meeting**

To be scheduled once further information is received and Louise's summary paper is circulated.

# DDNP MRG Single Issue Review Process (CCP Ltd)

Further to the Monitoring & Review Group meeting, I set out below a short note confirming the process position and a proposal for how I can support a focused single issue review of the DDNP, limited to addressing the updated housing requirement for Broome & Oakley.

## **Focused / single issue review – principle and process**

It is possible in principle to undertake a focused single issue review of the DDNP to allocate additional land in Broome & Oakley, without reopening the wider policy framework or allocations across the remaining parishes. However, even where the scope is limited, a focused review still needs to follow the statutory neighbourhood plan process, including:

- Agreeing scope, governance and a project timetable;
- Evidence update to support the allocation(s), including a proportionate site assessment narrative;
- Drafting of updated plan sections, policies and mapping;
- Regulation 14 consultation (minimum 6 weeks);
- Submission to the LPA (Regulation 15) with updated supporting documents;
- Regulation 16 consultation, independent examination, referendum and making of the updated Plan.

## **Neighbourhood area / parish involvement**

As the DDNP covers a designated neighbourhood area comprising all seven parishes, this would remain a DDNP review (not a parish-only process). This means the consultation stages and referendum would apply across the whole neighbourhood plan area, even if the proposed changes are confined to Broome & Oakley.

The involvement of the other parishes can be proportionate (i.e. they do not need to amend their allocations or policies), but they will need to be included procedurally and kept informed throughout.

## **SEA / HRA screening and potential additional technical work**

A key early step will be to request SEA / HRA screening from the Local Planning Authority. Depending on the scale and nature of the proposed allocation(s), and any relevant environmental constraints, the screening outcome may identify that further

assessment work is required (for example a full SEA and/or HRA). If so, this would normally require input from specialist consultants and would be additional to my fee. I can coordinate this work and obtain quotations if required.

### **Proposal for CC-Planning support (scope)**

If the Group wishes to proceed, I can support / lead the focused review process, including:

- Agreeing the scope of review and preparing a project plan and timetable;
- Advising on governance and process compliance;
- Reviewing the Call for Sites outputs and supporting the Group with a proportionate site assessment narrative (drawing on the Council's evidence where available);
- Drafting the updated neighbourhood plan sections required to support the new allocation(s), including supporting text and policy wording;
- Updating the Basic Conditions Statement and Consultation Statement for submission;
- Supporting Regulation 14 consultation preparation (consultation wording, materials, stakeholder engagement approach and reporting);
- Liaison with the Local Planning Authority through submission stages and examination, including responding to examiner queries as required.

### **Fee proposal**

For the focused review work described above, my fee would be: £8,500 + VAT (fixed fee). This fee is based on the review being limited to the Broome & Oakley allocation issue and assumes that SEA/HRA remains at screening stage only.

### **Exclusions / additional costs (if required)**

- SEA / HRA assessment work (if required following screening)
- Specialist technical inputs (e.g. transport, ecology, heritage, flood risk) unless agreed separately
- Printing and distribution costs for consultation materials

Please let me know if you would like me to formalise this into a quotation document for approval.

Best wishes

On 2026-02-01 09:52, Roger Broughton wrote:

Thanks Paul

Apologies again for missing the recent MRG. Martin is right to have raised this issue, but I just want to provide a little context.

The 70 additional dwellings figure is Mid Suffolk's indicative allocation derived from a pro-rata 'peanut-buttering' of their District target across parishes based on nothing other than existing housing stock numbers. It is what they describe as a 'Policy Off' number i.e. it takes no account of any prevailing policies, plans etc..

The call for sites concluded on 9th January 2026 and it's conceivable that if landowners have put forward suitable sites, the number could even go up, although I would be hopeful of a substantial reduction.

My own feeling is that we should prepare to respond on the 70 allocation, but await MidSuffolk's updated 'Policy On' allocation number before pushing back directly or engaging Louise. We will be discussing this at PC on 9th February and I don't want to pre-judge that outcome. Martin or I will feed back to the MRG following that meeting.

Roger

On 01/02/2026 08:02 GMT Cllr Paul Curson <[cllr.paul.curson@roydon-southnorfolk-pc.gov.uk](mailto:cllr.paul.curson@roydon-southnorfolk-pc.gov.uk)> wrote:

Dear all,

Following the discussion at our last DDNP MRG meeting regarding the possibility of a targeted DDNP review with regard to Mid-Suffolk's proposed housing allocation being increased from 12 properties to 70 in Brome and Oakley, Graham Minshull kindly made the relevant enquiries regarding possible finance for such a review from Richard Squires at SNDC. The information is forwarded here.

Following Roydon's parish council meeting last week, it was found that the Greater Norfolk Local Plan review is well behind Mid-Suffolk's by an estimated 30 months since this will include a whole new call for sites. It was the view of Roydon that, since our consultant states that neighbourhood plans are still completely valid, Mid-Suffolk should be challenged, as a first step, on why they are totally ignoring the housing allocation for Brome & Oakley within the DDNP, increasing it by almost six-fold. Should B & O challenge Mid-Suffolk for their own part or should we commission a formal response from the MRG to be drafted by Louise Cornell? I suspect the latter would be more effective.

Your views, please, though I am uncertain which of you have had PC meetings, since the MRG meeting, to discuss this matter.

Regards to all,

Paul.

---

**From:** Richard Squires <[Richard.Squires@southnorfolkandbroadland.gov.uk](mailto:Richard.Squires@southnorfolkandbroadland.gov.uk)>

**Sent:** Thursday, January 29, 2026 10:14

**To:** Graham Minshull <[Graham.Minshull@southnorfolkandbroadland.gov.uk](mailto:Graham.Minshull@southnorfolkandbroadland.gov.uk)>

**Subject:** RE: Diss NP

Dear Graham,

Further to Phil's email, below, I can confirm that there is currently funding available from South Norfolk Council towards the development/review of Neighbourhood Plans.

In addition to our standard Neighbourhood Plan Grant (which offers up to £6,000), there has recently been agreed an additional, limited 'South Norfolk Transitional Fund' for neighbourhood planning, which potentially offers up to an additional £10,000. A total of £50,000 was allocated to this transitional fund, which will be allocated on a first-come, first-served basis. At present, there is still funding available.

More detail is available on our website, here: [Neighbourhood Planning Grant | Broadland and South Norfolk](#). As and when the Town Council is in a position to make an application, they should contact us for copies of the forms.

As you may be aware, the Government withdrew it's national funding for neighbourhood planning last summer, so funding and technical support through Locality is no longer available.

However, if the review of the Plan is going to keep to the same 'neighbourhood area', then it will be worth the Town Council exploring whether Mid-Suffolk Council has any funding that may be available.

I hope this helps.

Kind regards,

**Richard Squires**

**Senior Community Planning Officer**

t 01603 430637 e [richard.squires@southnorfolkandbroadland.gov.uk](mailto:richard.squires@southnorfolkandbroadland.gov.uk)



## Draft Event Stallholder Terms & Conditions of Booking

### **Effective date: February 2026**

Acceptance of these terms is a condition of participation. By applying for and attending the event, stallholders agree to comply with the following Terms and Conditions.

### **Parties & Definitions**

The Council: Diss Town Council, Market Hill, Diss, Norfolk

The Stallholder: the individual or business allocated a pitch at the Event

The Event: The Council-organised event at which a stall holder has been booked to attend.

The Pitch: the trading space allocated to a stallholder.

### **Booking, Payment & Refunds**

1. All stallholders must pay for their pitch by the deadline shown on the application form via BACS.
2. No refunds will be provided for cancellations of pitches after the payment deadline.
3. Failure to arrive within the allocated setup window may result in pitch forfeiture without refund.
4. Pitches are non-transferable and may not be sublet without prior written consent from the Council.

**Documentation & Compliance** Documents must be submitted prior to the Event by the preset deadline and be available for inspection on the day of the event.

5. All stallholders must hold and submit a copy of their Public Liability Insurance Certificate with a minimum cover of £2 million. Where staff are employed a copy of your Employers Liability Insurance Certificate is also required.
6. All stallholders must provide a written risk assessment covering setup, operation, and breakdown, including wind-loading/anchoring of structures, electrical safety, manual handling, and fire risks.

7. Stallholders selling food or drink must comply with applicable food legislation and guidance and provide relevant documentation proving their registration with their local authority and current hygiene rating and date of the last inspection. They will be required to provide exact details of cooking methods, equipment, washing arrangements & waste management.
8. Stallholders selling alcohol/or playing music must sign the alcohol/premises Licence at least 1 month prior to the Event in the presence of the Designated Premises Supervisor (Town Clerk). Please contact us for an appointment. The Council reserves the right to reject proposals and to inspect bar set-up and operations.

## **Health & Safety Requirements**

9. All electrical equipment must be PAT-tested and used with appropriate RCD protection. Cables must be safely routed, covered, and secured to prevent trip hazards.
10. Use of LPG or gas-powered appliances requires current certification. Cylinders must be stored and used in accordance with safety standards. Suitable fire blankets and extinguishers must be provided.
11. Each Stallholder must provide appropriate fire safety equipment (e.g., extinguishers/blankets) suitable for the hazards of their operation and ensure staff are trained in its use.

## **Safeguarding**

12. Where stalls deliver activities for children, stallholders must ensure appropriate safeguarding measures and staff vetting (e.g., DBS) as applicable.

## **Infrastructure & Equipment**

13. Stallholder infrastructure must be safe and fit for purpose. Gazebos must be securely anchored/weighted, positioned to avoid trip hazards, and suitable for expected weather conditions. Tables must be sturdy, secured, and appropriate for the intended load.
14. All boxes, bags, and other items must be cleared prior to opening to ensure public walkways are unobstructed.
15. Use of generators must be pre-approved by the Council. Generators must be operated safely, appropriately placed, secured to prevent public access, and accompanied by a suitable fire extinguisher. Exhaust fumes must not endanger others. The Council may disable any generator that fails to meet requirements or causes a nuisance.

16. Public toilets are in the park and at the Mere's mouth. Additional facilities may need to be planned by the event organisers depending on expected event footfall by event organisers.

### **Pitch Allocation & Operations**

17. Pitch dimensions and locations will be confirmed in advance. The Council may adjust pitch location or size for safety, crowd flow, or operational needs.
18. Vehicles may only access the site for setup/breakdown within a designated time window. Departure must occur within designated breakdown times.
19. Vehicles are prohibited from moving within the Event area during opening hours. When setting up and closing down, vehicles must not exceed 5 mph, must use hazard lights, and be supervised by an identifiable parking marshal who will escort vehicles on/off site. Only one vehicle is permitted on site for setup per stall due to space restrictions.
20. The Council does not guarantee exclusivity to stallholders at Events.

### **Trading & Merchandise Standards**

21. All goods must be clearly priced to comply with Trading Standards Regulations.
22. The Council may require removal of goods deemed unsuitable. Prohibited items include counterfeit goods, weapons or replicas, and age-restricted items sold without proper controls. The Event is family-friendly; content and goods must be appropriate.
23. Stallholders are solely responsible for product liability and must provide clear allergen information and compliant food labelling at the point of sale.

### **Conduct, Noise & Nuisance**

24. The Council reserves the right to remove anyone exhibiting inappropriate behaviour from the Event without refund.
25. Stallholders must not cause excessive noise, smoke, or odours. Amplified sound requires prior approval. Directions from Environmental Health or Event Control must be followed.

### **Waste, Stock & Income Loss**

26. Stallholders must keep their area clean and remove all waste. Leaving rubbish on-site is prohibited; any disposal costs incurred by the Council will be charged

to the Stallholder.

27. Stallholders must not discharge grey water into drains and dispose of fats / oils safely.
28. Stallholders are responsible for safeguarding their stock. The Council is not liable for loss or theft.
29. The Council disclaims responsibility for any loss of income resulting from events outside the control of the Event organisers.

### **Event Cancellation**

30. The Council may cancel or shorten the Event on the day. If such actions are necessary due to circumstances beyond reasonable control, where in its reasonable opinion, a Force Majeure Event or safety risk exists, the Council will not be liable for any loss or damage and will not issue refunds beyond what is set out in these Terms.
31. The Council may temporarily suspend or terminate trading where structures or operations become unsafe due to adverse weather conditions. Stallholders must follow instructions from Event Control.
32. Where cancellation in full occurs due to a Force Majeure Event arising from extreme weather, the Organiser will offer either:
  - (a) a rescheduled date with automatic transfer of the Stallholder's booking; or
  - (b) a partial refund of the stall fee, considering non-recoverable, reasonable pre-event costs already incurred (e.g., site, safety, and administrative expenses).
33. If the Event is curtailed (e.g., late start or early closure) owing to a Force Majeure Event, no refund is due unless trading time is substantially lost (e.g., more than 50% of scheduled trading hours), in which case the Organiser may, at its discretion, offer a pro-rata credit against a future event.
34. Where a rescheduled date is offered, Stallholders who cannot attend must notify the Organiser within a stated deadline; the Organiser will then offer a refund or credit in accordance with clauses 32b or 33.
35. Deposits (if any) are non-refundable.

### **Liability & Indemnification**

36. Stallholders are solely responsible for their activities and for ensuring adequate insurance coverage for equipment and personnel. The Council will not be held responsible for accidents caused by stallholder negligence.
37. Stallholders agree to indemnify and hold harmless the Council against any claims, losses, or damages arising from their actions, omissions, goods, services, equipment or non-compliance.

### **Data Protection & Photography**

38. Personal data will be processed in accordance with UK GDPR and the Council's Privacy Policy (see [www.diss.gov.uk](http://www.diss.gov.uk)). Booking information will be retained only as long as necessary for our financial records.
39. By attending, Stallholders acknowledge that they and their stalls may be photographed or filmed for Event promotion. Stallholders may opt out of promotional use by notifying the Council in writing prior to the Event, however no exemption can be granted for filming/photos by members of the public at the event.

### **Dispute Resolution**

40. Both parties agree to negotiate in good faith, then utilise mediation if required.

### **Termination & Breach**

41. The Council may terminate a stallholder's participation immediately for material breach of these Terms, for non-compliance with licensing or safety directions, or unsafe practices. No refund will be provided in such cases.

### **Governing Law & Area**

42. These Terms are governed by and construed in accordance with the laws of the United Kingdom. Disputes shall be subject to the authority of the courts of England and Wales.

### **Severability**

43. If any provision of these Regulations is found to be unlawful, invalid, or unenforceable by a court or competent authority, that provision shall be deemed severed from the Regulations. The remaining provisions shall continue in full force and effect.

### **Variation**

44. The Council may make minor amendments to these Regulations from time to time where operational, safety, or legislative requirements make this necessary.

Any significant changes that materially affect stallholders' rights or obligations will be communicated in writing. The version in force at the time of the event shall apply.

### **Acceptance & Signature**

Stall/Business name: \_\_\_\_\_

Signature: \_\_\_\_\_

Print name: \_\_\_\_\_

Date: \_\_\_\_\_



## Tender Document for Bar Provision at Diss Carnival 2026

- **Event Name:** Diss Carnival
- **Date:** Sunday 7<sup>th</sup> June 2026
- **Location:** Diss Park, Park Road
- **Event Duration/Trading Time:** 12 noon – 5.30pm

**Overview:** Diss Town Council invites tenders from experienced and reputable bar operators to provide fully compliant bar services at the 2026 Carnival. This document sets out the legal, operational and safety requirements which all applicants must meet, and selection process for interested applicants.

Name:		Company:	
Address:			
Tel:		Email:	

## Scope of Services

The successful tenderer will be required to:

1. Operate a full bar service, including delivery, setup, operation, and takedown.
2. Supply and serve alcoholic and non-alcoholic beverages suitable for a family-friendly outdoor event.
3. Ensure all staff are appropriately trained in alcohol service and age-verification procedures ie operating Challenge 25.
4. Hold all relevant legal permissions (see application requirements).
5. Adhere to all applicable health and safety, and alcohol licensing laws.
6. Provide all bar infrastructure (marquee, counter, refrigeration, security of stock, barriers if required).
7. Manage all waste and recycling generated by the bar.
8. Ensure bar operations remain professional, efficient, safe, and customer-focused throughout the event.

## **Application Requirements**

Applicants must:

9. Provide evidence of experience in providing bar services at outdoor or similar-scale events.
10. Provide proposed drinks menu, pricing, bar frontage size, layout plan, and power needs.
11. Provide evidence of Public Liability Insurance (minimum £2 million).
12. Submit a Risk Assessment, including fire safety, manual handling, electrical safety, emergency procedures and a Responsible Alcohol Service Plan, covering age verification, refusal procedures, intoxication prevention, staff training, and incident reporting.
13. Submit details of any Personal Licence holders on site.
14. Sign the Alcohol Premises Licence, which must be signed at least 1 month prior to the Event in the presence of the Designated Premises Supervisor (Town Clerk). Please arrange and appointment with the office. E:[towncouncil@diss.gov.uk](mailto:towncouncil@diss.gov.uk) T: 01379 643848.
15. Supply details of the on-site team, qualifications, and the nominated Designated Premises Supervisor (if relevant).
16. Submit a Waste Management & Environmental Plan.
17. Read, sign, and return the Council's Standard Event Terms & Conditions.

## **Selection Criteria**

Proposals will be evaluated based on the following:

18. Compliance with all licensing, operational, safety, and environmental requirements.
19. Experience and track record in delivering similar services.
20. Quality, suitability, and value of proposed beverages.
21. Clarity and fairness of pricing to the public.
22. Commitment to sustainability and waste management.
23. References from previous clients.
24. Creativity and ability to incorporate the Carnival theme into bar décor and/or speciality drinks sold.

## **Fees**

25. The pitch fee of £350 is payable to Diss Town Council upon acceptance of your tender.
26. Voluntary Donation – an additional contribution from profits to Carnival fundraising is always appreciated to support future community events.

## Key Dates

- **Tender Release Date:** Thursday 12<sup>th</sup> February 2026
- **Submission Deadline:** Friday 6<sup>th</sup> March 2026
- **Selection Notification:** w/c 23<sup>rd</sup> March 2026

## Declaration

I have read and understood the requirements of this tender and confirm that all information supplied is accurate. I agree to comply fully with all legal obligations and with the instructions of Diss Town Council. I understand that a binding agreement only arises upon written confirmation of acceptance by Diss Carnival.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Dated: \_\_\_\_\_



## Draft Entertainer Agreement for Events

**Effective date: February 2026**

This agreement sets out the terms and conditions for entertainers engaged and paid by Diss Town Council to perform at Council-organised events. Acceptance of these terms is the condition of booking, payment, and participation.

### **Parties & Definitions**

**The Council:** Diss Town Council, Market Hill, Diss, Norfolk

**The Entertainer:** The individual or organisation contracted to perform.

**The Event:** The Council-organised event at which the Entertainer has been contracted to perform.

### **Booking, Fees & Payment**

1. The Council will confirm the booking in writing, including date, time, duration, fee, performance expectations, and technical requirements.
2. Payment will be made after the event upon receipt of an invoice.
3. If the Entertainer cancels after receiving the Council's written confirmation, the Entertainer agrees to remunerate the Council for reasonable costs or losses arising from securing replacement entertainment or disruption.

### **Scope of Services**

4. The Entertainer agrees to provide their services as specified in their quotation (e.g. act, duration, number of sets, breaks, setup/pack-down times, number of performers, and any other elements).

### **Documentation & Compliance**

5. Documents must be submitted prior to the Event by the preset deadline and be available for inspection on the day of the event.
6. Entertainers must submit a copy of their Public Liability Insurance with a minimum cover of £2 million. Where staff are employed, a copy of their Employers' liability Insurance is also required.

7. All entertainers must provide a written risk assessment covering all identified potential risks including setup, showtime, electrical safety, manual handling, and fire risks.

## **Health & Safety**

8. Entertainers must comply with health and safety law, event emergency procedures, and provide extinguishers/blankets where necessary.

## **Safeguarding**

9. Entertainers involved in children's activities must have appropriate DBS certification.

## **Equipment, Props & Warranties**

10. The Entertainer warrants all equipment is fit for purpose, safe, compliant, and used only by competent people. Damage to Council property may be recharged.

## **Professional Conduct**

11. Performances must be suitable for a family audience. Professional behaviour is always required, and you must not use illegal substances.
12. The Council reserves the right to remove anyone exhibiting inappropriate behaviour from the Event without payment.
13. The Entertainer must report any circumstances beyond reasonable control (eg natural disaster, illness, government mandate) to the Council immediately.

## **Failure to Perform & Reimbursement**

14. Notwithstanding circumstances beyond reasonable control (e.g. illness, accident), if the Entertainer fails to attend or perform, the Council may withhold payment and may seek reimbursement for additional costs.

## **Event Cancellation**

15. The Council may cancel or shorten the Event on the day. If such actions are necessary due to circumstances beyond reasonable control, where in its reasonable opinion, a Force Majeure Event or safety risk exists, the Council will not be liable for any loss or damage and will not issue refunds beyond what is set out in these Terms.
16. The Council may temporarily suspend or terminate trading where structures or operations become unsafe due to adverse weather conditions. Stallholders must follow instructions from Event Control.
17. Where cancellation in full occurs due to a Force Majeure Event arising from extreme weather, the Organiser will offer either:

- (a) a rescheduled date with automatic transfer of the Stallholder's booking; or
- (b) a partial refund of the Entertainers' fee, considering non-recoverable, reasonable pre-event costs already incurred (e.g., site, safety, and administrative expenses).

18. If the Event is curtailed (e.g., late start or early closure) owing to a Force Majeure Event, no refund is due unless trading time is substantially lost (e.g., more than 50% of scheduled trading hours), in which case the Organiser may, at its discretion, offer a pro-rata credit against a future event.

19. Where a rescheduled date is offered, Entertainers who cannot attend must notify the Organiser within a stated deadline; the Organiser will then offer a refund or credit in accordance with clauses 17b or 18.

20. Deposits (if any) are non-refundable.

### **Data Protection & Photography**

21. Personal data will be processed in accordance with UK GDPR and the Council's Privacy Policy (see [www.diss.gov.uk](http://www.diss.gov.uk)). Booking information will be retained only as long as necessary for our financial records.

22. By attending, Entertainers acknowledge that their act may be photographed or filmed for Event promotion. The Entertainer retains copyright. Entertainers may opt out of promotional use by notifying the Council in writing prior to the Event, however no exemption can be granted for filming/photos by member of the public at the event.

### **Indemnity**

23. The Entertainer indemnifies the Council against claims, losses, or damages arising from their actions, equipment, or non-compliance.

### **Dispute Resolution**

24. Both parties agree to negotiate in good faith, then utilise mediation if required.

### **Termination & Breach**

25. The Council may terminate your services immediately for material breach of these Terms, for non-compliance with licensing or safety directions, or unsafe practices, or unprofessional behaviour. No refund will be provided in such cases.

### **Governing Law & Area**

26. These Terms are governed by and construed in accordance with the laws of the United Kingdom. Disputes shall be subject to the jurisdiction of the courts of England and Wales.

## **Severability**

27. If any provision of these Regulations is found to be unlawful, invalid, or unenforceable by a court or competent authority, that provision shall be deemed severed from the Regulations. The remaining provisions shall continue in full force and effect.

## **Variation**

28. The Council may make minor amendments to these Regulations from time to time where operational, safety, or legislative requirements make this necessary. Any significant changes that materially affect Entertainer's rights or obligations will be communicated in writing. The version in force at the time of the event shall apply.

## **Acceptance & Signature**

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# EcoPower Suffolk Solar – EIA Scoping Report Summary

## 1. Project Overview

EcoPower Suffolk Limited (a subsidiary of Econergy International) proposes a >100 MW solar farm with a Battery Energy Storage System (BESS) and associated infrastructure. The site covers 1,175 hectares of predominantly agricultural land near Yaxley, Brome, Eye, Gislingham, Mellis and Occold.

Key components include:

- Ground-mounted solar PV arrays ≤3.5 m high
- LFP battery storage (centralised and/or distributed)
- Substations up to 12 m high (Field, Secondary, Main)
- Underground cabling (33kV–400kV) to the new National Grid substation
- Access tracks, drainage, fencing, security and ecological mitigation areas

The project qualifies as a Nationally Significant Infrastructure Project (NSIP) and will seek approval through a Development Consent Order (DCO).

## 2. Policy & Strategic Need

The scheme directly supports several major national policies:

- UK target to grow solar from 14 GW → 70 GW by 2035
- Clean Power 2030: ambition for 45–47 GW solar by 2030
- Net Zero by 2050
- NPS EN-1 (2025) classifies such renewable infrastructure as Critical National Priority

The scheme could power approximately 75,000 homes annually.

## 3. Site & Environmental Baseline

The study area includes five land parcels linked by cable corridors. The landscape is:

- Mostly Grade 2 and Grade 3 agricultural land
- Predominantly flat, open arable fields with hedgerows
- Low flood risk (mostly Flood Zone 1)

Key environmental receptors within 2 km include:

- 620 listed buildings, 7 conservation areas, 16 scheduled monuments
- Several SSSIs and ancient woodlands
- Two main rivers: River Dove and River Waveney
- Numerous villages and community facilities
- A dense PRoW network

#### 4. Construction, Operation and Decommissioning

- Earliest start: late 2028
- Duration: ~24 months
- Up to 120 workers/day and ~120 HGV movements/day
- Major activities: preparatory works, access tracks, cabling, piling, panel installation
- Temporary compounds and haul roads included

#### Operation

- 40-year lifespan
- Typically three staff on site, plus scheduled maintenance
- Potential for sheep grazing between panels
- Panel replacement once; BESS twice over lifetime

#### Decommissioning

- Expected duration: 12–24 months
- Above-ground infrastructure removed
- Underground cables to remain in situ
- Land returned to agricultural use

#### 5. EIA Scope

The EIA will assess the following scoped-in topics:

- Agricultural land & soils
- Biodiversity & ecology
- Cultural heritage
- Greenhouse gases
- Human health
- Landscape & visual impact
- Noise & vibration
- Socio-economics (construction & decommissioning only)
- Transport & access
- Water resources & flood risk

Topics scoped out due to low likelihood of significant effects:

- Air quality
- Climate change resilience (addressed indirectly)
- Electromagnetic fields
- Glint & glare
- Ground conditions
- Major accidents & disasters

- Materials & waste

Mitigation will follow a strict design-led approach with defined setbacks (e.g., 15 m from ancient trees, 10 m from watercourses, 30 m from badger setts).

## 6. Environmental Design Principles

Embedded measures include:

- Avoiding ecologically sensitive areas
- Maintaining PRoW access
- Minimising hedgerow loss
- Using SuDS for drainage
- Minimising construction noise, dust and lighting impacts
- Ensuring biodiversity net gain (BNG target ≥10%)

A full suite of management plans (e.g. OCEMP, OLEMP, ODEMP, Soil Management Plan, Battery Fire Safety Plan) will accompany the DCO application.

## 7. Key Potential Impacts

### Construction & Decommissioning

- Soil compaction and disturbance
- Habitat loss, fragmentation, species disturbance
- Impacts on setting of heritage assets
- Increased noise, HGV traffic, temporary views of construction
- Water quality risks from run-off and sediment

### Operation

- Long-term change in landscape character
- Visual impacts from panels and substations
- Small number of residual impacts on heritage settings likely
- Net biodiversity improvements expected through habitat creation

Most operational ecological impacts are considered minor or well mitigated due to limited human activity and targeted planting.

## 8. Cumulative Effects

The assessment will incorporate 119+ other developments within 10 km, including major infrastructure such as:

- Norwich to Tilbury Great Grid Upgrade
- Suffolk Water Recycling, Transfer & Storage Project

- Interactive and cumulative effects will be assessed per PINS Advice Note 17.

## 9. Materials, Waste & Ground Conditions

- Very large volumes of materials required (e.g., ~271,000 tonnes aggregate)
- Waste projected to be within regional disposal capacity
- No significant ground contamination identified; risks manageable
- All material and waste impacts judged not significant

## 10. Consultation

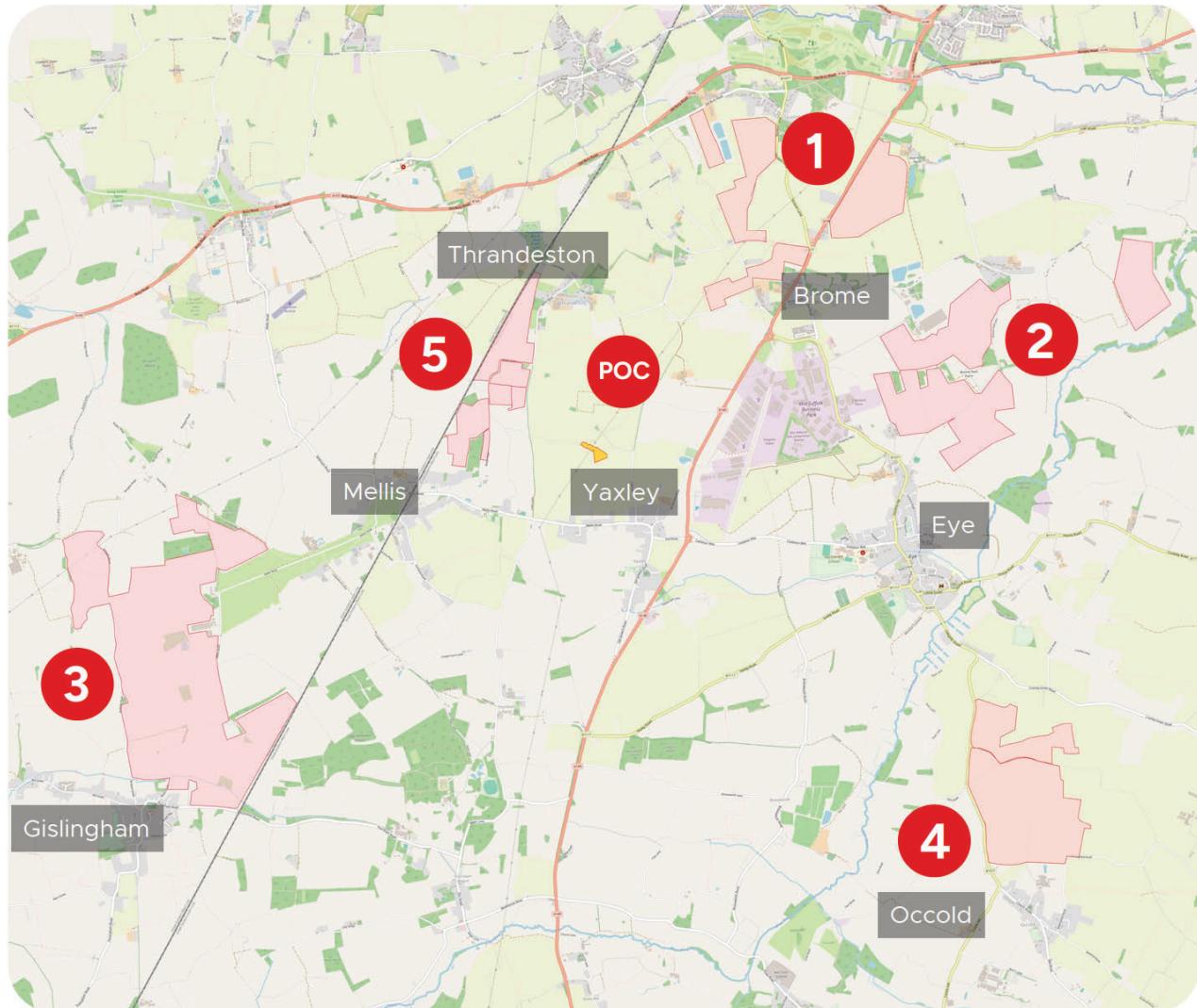
The applicant has undertaken:

- Non-statutory consultation (Spring 2025)
- Ongoing liaison with parish councils, statutory bodies, community groups
- A Community Liaison Group meeting regularly
- Formal scoping consultation will follow Planning Inspectorate procedure

## **Overall Summary**

The EcoPower Suffolk Solar project is a major renewable energy scheme designed to help meet national energy security and decarbonisation goals. The Scoping Report identifies a broad range of environmental receptors but concludes that, with robust design measures and management plans, most impacts can be effectively mitigated, with significant benefits in terms of clean energy generation and biodiversity enhancement.

It sets the framework for a detailed Environmental Statement that will accompany the DCO application.



**Key:**

1. Land south of Stuston
2. Land north of Eye
3. Land north of Gislingham
4. Land north of Occold
5. Land south of Thrandeston and north of Mellis

**POC.** Point of Connection at Yaxley 400kV National Grid Substation

### Progress Report

Item 15d

Committee	Minute Ref	Subject	Action	Assigned to	Timescale	Comments or further action
<b>FULL COUNCIL</b>	FC0325/14	Rectory Meadow	3. That the lease between Diss Town Council and Diss Cricket Club is reviewed to reflect any changes.	Clerk / FBM		Post solicitor appointment 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.	RFO	30.08.26	
	FC0625/13	Corn Hall	to approve funding of £505 towards the cost of remedial investigative work to the specialist lighting in the main hall at the Corn Hall.	Finance Officer	Immediately	Cost of replacing drivers to specialist lighting circa £8k with 5 year warranty. No update.
	FC1025/05	Urgent Business/Street Cleaner	Members were keen to understand the cost implications for a street cleaner to be supplied by the District Council to help support town cleanliness.	Clerk / Grants & Projects Officer	19.11.25	Update awaited from SNDC regarding funding for street cleaner but purchase will be in the new financial year.
	FC1125/05	Councillor Vacancies	Members were encouraged to speak to people about the councillor vacancy opportunity	All	Immediately	
	FC1125/09	Skate Park	1. To appoint contractor providing quote C to undertake the repairs required to the Skate Park at a total cost of £38,664. 2. To submit a National Lottery Community Grant application to support the cost of repairs in liaison with the user group.	FBM/RFO	Immediately	Works starting w/c 9th February Submitted - we should hear by end March
	FC1225/06	b) Members noted the Income & Expenditure report for November 2025.	The month on the column title needs amending.	RFO	15.01.26	Completed
	FC1225/08	Internal Audit	3. To approve the proposed actions as appropriate responses to the internal auditor report's recommendations.	RFO	As detailed in report no. 39/2526	In progress
	FC0126/06	b) Members noted the Income & Expenditure report for December 2025.	It was requested that the month was updated.	RFO	Immediately	Completed
	FC0126/07	Budget 2026-27	To approve the precept demand to South Norfolk Council of £752,684 or £256.19 for each Band D householder for the financial year 2026/27.	RFO	Immediately	Completed - sent by RFO to SNC 15.01.26
	FC0126/08	Council Sites (DYCC)	to further investigate the various options for developing a new building on the DYCC site as described on slides 7 & 15.	DYCC AG		DYCC AG met on 23.01.26. Agreed the brief / statement of requirements for a potential new build would be drafted with associated space sizes to be shared with Group before meeting with architects including TG Escapes to explore further.
	FC0126/09	Shelfanger Road Development Street Naming	to put forward a selection of street names for the Shelfanger Road housing development to include the above and retain the remaining suggestions for future developments.	Admin	Immediately	Completed - on 21st Jan 26 by CW