



DISS TOWN COUNCIL

Agenda

Meeting of the Council

11th January 2023

Mrs S Villafuerte
Richards,
TOWN CLERK



COUNCIL PRAYER


“Guide our Council tonight as we seek to serve our fellow residents of Diss. Guard us from prejudice and self-interest. Help us to faithfully discharge the duties of our office and pursue our projects with clarity and compassion.”

DISS TOWN COUNCIL'S VISION

To make Diss a successful, vibrant, attractive town, where people want to live, work and visit.

OUR MISSION

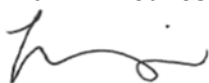
To support the community and promote Diss as the heart of East Anglia for Business, Leisure and the Arts



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 11th January 2023** at **7.15pm** to consider the business detailed below.



Town Clerk

AGENDA

1. Apologies

To receive and consider apologies for absence.

2. Declarations of Interest and Requests for Dispensations

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

3. Minutes

To confirm as a true record, the minutes of the extraordinary meeting of Full Council on 21st December 2022 (copy herewith).

4. Public Participation

To consider a resolution under Standing Orders 3d to 3h to suspend the meeting to receive reports from the County and District Councillors, on behalf of the Police, and to hear comments from members of the public on items to be discussed on the agenda (*members of the public are entitled to speak for a maximum of five minutes*).

5. Items of URGENT business

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

6. Finance

- a) To note bank outgoings for December 2022 (to be tabled).
- b) To note the summary of Income & Expenditure for December 2022 (to be tabled).
- c) To note Earmarked Reserves for December 2022 (copy herewith).

7. Budget 2023-24

To approve the budget and precept request for the 2023-24 financial year (report reference 47/2223 herewith refers).

8. Schedule of Meetings

To consider the draft Schedule of Meetings for the Mayoral Year 2023-24 (copy herewith).

9. Strategic Plan

To consider the allocation of Officers and councillors to the remaining strategic plan objectives and review accordingly (copy details herewith).

10. Dress Code

To consider amendments to the Council's dress code (copy herewith).

11. Progress Report

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

12. Date of Next Meeting

To note that the next meeting of Full Council is scheduled for Wednesday 15th March 2023 at 7.15pm.

NOTES

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

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

DISS TOWN COUNCIL
MINUTES
DRAFT

Minutes of the meeting of the **Town Council** held in the **Ceremony Room** at **Diss Council Offices** on **Wednesday 21st December 2022 at 7.15pm.**

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

In attendance: S. Richards (Town Clerk)
S. French (Deputy Town Clerk)
County / District Councillor Kiddie
A. Jamieson (Responsible Finance Officer)

FC1222/01 APOLOGIES

Apologies were received and accepted from councillors Gingell (health), Murphy (work event) and Robertson (holiday).

FC1222/02 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

There were none.

FC1222/03 MINUTES

It was

RESOLVED: That the minutes of the meeting of Full Council held on 9th November 2022 were approved as a true record and were signed by the Town Mayor.

FC1222/04 PUBLIC PARTICIPATION

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

County / District Councillor Kiddie presented a report on behalf of the County and District Councils. District Councillor Minshull sent his apologies as did District Councillor Wilby. Cllr Kiddie encouraged the Council to response to the forthcoming public consultation regarding the 50-metre-high pylons that are proposed for installation through Roydon, Bressingham and the Heywood. The height of the pylons was compared to the 70ft tall Roydon church tower.

The Vinces Road junction scheme is complete, has been effective and positive feedback received. Emergency Anglian Water works to repair the leak outside the leisure centre is causing traffic issues all the same. The Sawmills Road flood mitigation works have been pushed back to the end of January with the A1066 resurfacing from the police station to the White Hart public house scheduled for March.

The South Norfolk Hub operating from the Octagon is proving to be popular with more visits daily than South Norfolk House.

The County Council is still working towards its objective of planting a million trees over 5 years. Both the Fair Green Neighbourhood Association and Parish Fields Friends have applied. The bin collections will be as normal tomorrow and a day later next week.

FC1222/05 ITEMS OF URGENT BUSINESS

It was noted that the Christmas lights on the top of the large tree at the end of Mere Street are out, members were advised that the lights in the Triangle are fed by various businesses who decide on the switch on-off times and that shopping trolleys can be collected from around the town by contacting the relevant supermarket.

(Action: Clerk; immediately)

FC1222/06 FINANCE

- a) The bank outgoings for November 2022 were noted.
- b) The Income & Expenditure reports for November 2022 were noted.
- c) The Earmarked Reserves for November 2022 were noted.

FC1222/07 ELECTRICITY COSTS

Councillors received a report reference 45/2223 referred regarding the impact of the estimated increases in electricity costs for Town Council sites. It was noted that the prices are currently below the cap of the energy bill release scheme but that this is being reviewed on 31st December and the RFO will monitor closely.

Tenants of Council facilities do pay a percentage towards electricity, but a review is underway to ensure it is reflective of increases. Although the changes won't come into effect until September 2023, it is helpful to consider the likely increases now for budgeting purposes and to give appropriate notice to hirers.

It was suggested that the Council considers minimising the impact of increases by reviewing electricity charges, which are based on actual usage. The difference between the park and Mere's Mouth toilets figures could be explained by the recent upgrade to the latter facility and that these figures are based on an average of months as the meter broke and had to be replaced. Century lighting which only comes on with movement and / or solar panels could be considered as well as replacing the Mere fountain with a more cost efficient and potentially solar powered option given predicted trebling of costs by 2024-25.

The charge at the Cemetery was queried and a detailed audit of costs should explain these costs. It was

RESOLVED:

1. To approve an additional £5K from the precept towards the cost of electricity ensuring a 0% rise in precept per household.
2. To approve virements of up to £10K towards electricity costs from unspent and available budgets where necessary at the end of the financial year.
3. To delegate authority to the Responsible Finance Officer with approval from the Chair of the Executive committee to appoint the best value electricity supplier on a (maximum of) 24-month contract before July 2023.

(Action: RFO / MG; 11.01.23 / 31.03.23 / 30.06.23)

FC1222/08 COMMUNITY INFRASTRUCTURE LEVY

Councillors considered the Council's Annual Community Infrastructure Levy Declaration. It was

RESOLVED: to approve annual report from 1st April to 31st March 2022.

(Action: RFO; immediately)

FC1222/09 BUDGET

Councillors reviewed budget proposals for the financial year 2023-24 for approval at the January meeting of Full Council (report reference 46/2223 referred). It was noted that £1,300 has been proposed for allocation to the Floral Scheme. It was

RESOLVED:

1. To approve a precept request of £10K for specified Earmarked Reserves projects D&E and £19,027 from the anticipated year end surplus as shown in Appendix B.
2. That members determine that the minimum level of General Reserves of 6 months of expenditure is appropriate for the financial year 2023/24.
3. That members approve the proposed income and expenditure budgets shown in Appendix A for 2023/24, which reflects a 0% increase for Diss taxpayers on the current year.
4. To approve the precept demand to South Norfolk Council of £591,978 or £208.59 for Band D householders.
5. To give delegated authority to the Town Clerk to work with the Responsible Finance Officer and the Chair of the Executive Committee to publicise the budget outcomes.

(Action: RFO; immediately)

FC1222/10 PROGRESS REPORT

Councillors noted progress on decisions made at the last meeting of Council. It was noted that the Council is no longer paying weekly scaffolding fees on the Cemetery chapel as the costs are included as part of the project.

There was discussion regarding bank accounts. It was noted that the Executive committee gave delegated authority to the RFO to invest Council funds and that further funds will be transferred to the low-risk Nationwide savings account, which currently generates 2.4% interest. The RFO will also review 3–6-month accounts which are offering around 4% in interest.

The Council has approval from the Lord-Lieutenant's office to appoint a second Mayor's Cadet from the army and the appointment of such will be an item on a forthcoming agenda.

It was noted that the drains were flushed, and County / District councillor Kiddie will follow up on the positioning of a Civil Enforcement Officer in the Octagon.

(Action: RFO / Clerk; by 31.03.23)

FC1222/11 DATE OF NEXT MEETING

Members noted that the next meeting of Full Council is scheduled for Wednesday 11th January 2023 at 7.15pm.

Meeting Closed 8.06pm.

Councillor Taylor
TOWN MAYOR

The meeting was followed with a report by recently co-opted councillor Waterman regarding his thoughts on his first four months at Diss Town Council and festive refreshments and nibbles.

BANK OUTGOINGS DECEMBER 2022				
<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
01.12.2022	Corona Energy Retail 4 Ltd	DD377	£ 3,633.96	Electricity October 2022 - All Sites
01.12.2022	Red5 Networks Ltd	DD378	£ 209.16	Phone/Broadband November 2022 - DYCC, Council Offices and Sports Pavilion
15.12.2022	A11 Medical Services Ltd	Bacs1664	£ 16.00	Resus Pouches and Pocket Masks for Health & Safety
15.12.2022	Coolerair Ltd	Bacs1665	£ 27.90	3x Water Bottles - Council Office
15.12.2022	CGM Group (East Anglia) Ltd	Bacs1666	£ 112.50	Hedge Trimming - Sportsground
15.12.2022	Diocese of Norwich St Benets - Diss Junior	Bacs1667	£ 73.41	Resources for making Lanterns at Queens Jubilee Event
15.12.2022	Diss Cornhall Trust	Bacs1668	£ 120.00	Council Chamber Hire November 2022
15.12.2022	Diss Van Centre	Bacs1669	£ 16,738.64	Purchase of Ford Transit Connect for Street Cleaning, Battery for GM16 OSL
15.12.2022	ESPO	Bacs1670	£ 209.42	Gas supplies November 2022 - Council Office and DYCC
15.12.2022	First Aid Training Associates	Bacs1671	£ 357.60	Training and First Aid Certificates for All Staff
15.12.2022	Hillside Office Supplies Ltd	Bacs1672	£ 21.49	Year Planners - Council Office
15.12.2022	Jemma Aiken	Bacs1673	£ 60.00	Christmas Lights Switch on Performance
15.12.2022	Larter & Ford	Bacs1674	£ 44.53	Lighting Tube - Council Office, Batteries & Screw Bolts - General Use
15.12.2022	LR Wyard-Scott Ltd	Bacs1675	£ 331.83	Diesel for Vans - November 2022
15.12.2022	Norfolk County Council	Bacs1676	£ 40.55	Road Closure for Carnival
15.12.2022	Norse Commercial Services Ltd	Bacs1677	£ 336.00	Security and Radio Hire for Xmas Light Switch-On Event
15.12.2022	Pearce & Kemp Ltd	Bacs1678	£ 8,393.28	Christmas Light Installation on Mere Street
15.12.2022	Proludic Ltd	Bacs1679	£ 116.16	Post Caps for Mere Park Play Equipment
15.12.2022	Screwfix Direct Ltd	Bacs1680	£ 11.99	Waterproof Overalls - Maintenance
15.12.2022	South Norfolk District Council	Bacs1681	£ 162.00	Cemetery Bungalow Rates December 2022
15.12.2022	South Norfolk District Council	Bacs1682	£ 39.98	Commercial Waste at Christmas Lights Event
15.12.2022	The Dugout - Alex Rackham	Bacs1683	£ 2,000.00	Stage Hire with Sound, Lighting & Atmospheric Effects - Xmas Lights Event
15.12.2022	Vmit Ltd	Bacs1684	£ 1,157.36	Monthly IT Maintenance Contract November 2022
15.12.2022	Waveney Energy Ltd	Bacs1685	£ 80.00	Energy Performance Certificate for Cemetery Bungalow
15.12.2022	Salvation Army	112289	£ 90.00	Donation for Attending Christmas Light Switch On and Carol Concert
15.12.2022	Royal British Legion Poppy Appeal	112288	£ 18.50	Donation in Lieu of Poppy Wreath for Remembrance
19.12.2022	Corona Energy Retail 4 Ltd	DD379	£ 2,064.43	Electricity November 2022 - All Sites
21.12.2022	Paul Rackham	Bacs1686	£ 705.39	Grave Digging x3 - November 2022
25.12.2022	Employees	BACS	£ 20,477.41	Salaries Month 9
28.12.2022	EE Ltd	DD380	£ 38.30	Mobile Phones 18 Dec - 17 Jan 23 - RL, SR and AR
29.12.2022	Norfolk Pension Fund	BACS	£ 7,246.52	Pension Contributions Month 9

29.12.2022	HM Revenue & Customs	BACS	£ 5,098.99	NI/PAYE Month 9
			£ 70,033.30	

05/01/2023

Diss Town Council

Page 1

11:44

Detailed Income & Expenditure by Budget Heading 01/12/2022

Month No: 9

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Agency Services							
1000 Agency Services Income	2,880	3,044	164			94.6%	
Agency Services :- Income	2,880	3,044	164			94.6%	0
4000 NCC Grasscutting	66	100	34		34	65.7%	
Agency Services :- Indirect Expenditure	66	100	34	0	34	65.7%	0
Net Income over Expenditure	2,815	2,944	129				
120 Allotments							
1120 Allotment Rent	0	500	500			0.0%	
Allotments :- Income	0	500	500			0.0%	0
4020 Allotments - Insurance	26	27	1		1	96.0%	
Allotments :- Indirect Expenditure	26	27	1	0	1	96.0%	0
Net Income over Expenditure	(26)	473	499				
140 Amenities							
1140 Amenities Income	13,559	2,085	(11,474)			650.3%	11,567
Amenities :- Income	13,559	2,085	(11,474)			650.3%	11,567
4040 Gardens/Floral Scheme	1,158	1,800	642		642	64.3%	
4060 Town/Park - R&R	32,597	18,000	(14,597)	120	(14,717)	181.8%	33,087
4061 Play Equipment R&R	2,988	500	(2,488)		(2,488)	597.7%	
4062 Boardwalk Maintenance	2,933	3,000	67		67	97.8%	2,527
4065 Van Replacement	0	1,000	1,000		1,000	0.0%	
4070 Van x 2 Running Costs	17,682	3,500	(14,182)		(14,182)	505.2%	13,750
4071 Van Insurance	1,033	1,108	75		75	93.3%	
4075 Tree Management	4,400	8,500	4,100	4,425	(325)	103.8%	
4085 Closed Churchyard - R&R	23	3,604	3,581		3,581	0.6%	
4090 Manorial Rights - R&R	3	10	7		7	34.5%	
4095 Mere - Water/drainage	0	2,695	2,695		2,695	0.0%	
4100 Mere - Fountain	1,492	8,250	6,758		6,758	18.1%	
4101 Mere - Fountain Electricity	2,588	3,800	1,212		1,212	68.1%	
4102 Mere Fountain/Kiosk -Insurance	147	158	11		11	93.2%	
4110 Park - Water Rates	0	100	100		100	0.0%	
4115 Park - Electricity	1,036	1,790	754		754	57.9%	
4120 Mere's Mouth - Rent	100	100	0		0	100.0%	
4125 Mere's Mouth - Business Rates	424	424	(0)		(0)	100.0%	
4135 Mere's Mouth (resurfacing)	0	1,000	1,000		1,000	0.0%	
4140 Park - Insurance	1,673	1,848	175		175	90.5%	
Amenities :- Indirect Expenditure	70,279	61,187	(9,092)	4,545	(13,637)	122.3%	49,363
Net Income over Expenditure	(56,719)	(59,102)	(2,383)				
7000 plus Transfer from EMR	49,363						

Continued over page

Detailed Income & Expenditure by Budget Heading 01/12/2022

Month No: 9

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
8001	less Transfer to EMR	11,567						
	Movement to/(from) Gen Reserve	(18,923)						
<u>145</u>	<u>Mini Recycling Centre Adopter</u>							
1150	Mini Recycling Adopter Payment	450	450	0			100.0%	
	Mini Recycling Centre Adopter :- Income	450	450	0			100.0%	0
	Net Income	450	450	0				
<u>150</u>	<u>Bank Interest</u>							
1090	Interest Received	1,068	150	(918)			711.8%	
	Bank Interest :- Income	1,068	150	(918)			711.8%	0
4202	Bank Charges	180	240	60		60	75.0%	
	Bank Interest :- Indirect Expenditure	180	240	60	0	60	75.0%	0
	Net Income over Expenditure	888	(90)	(978)				
<u>160</u>	<u>Capital Expenditure</u>							
4200	Capital Expenditure	22,683	41,007	18,324		18,324	55.3%	
	Capital Expenditure :- Indirect Expenditure	22,683	41,007	18,324	0	18,324	55.3%	0
	Net Expenditure	(22,683)	(41,007)	(18,324)				
<u>180</u>	<u>Cemetery</u>							
1180	Cemetery Interment/Chapel Fees	16,702	20,747	4,045			80.5%	
1185	Cemetery Memorial Fees	8,722	10,373	1,651			84.1%	
	Cemetery :- Income	25,424	31,120	5,696			81.7%	0
4250	Cemetery - Grounds - R&R	8,775	7,000	(1,775)		(1,775)	125.4%	
4260	Cemetery - Chapels - R&R	51,879	6,500	(45,379)		(45,379)	798.1%	51,879
4270	General Equipment	926	4,500	3,574		3,574	20.6%	
4271	General Equipment Insurance	135	145	10		10	92.9%	
4272	Ride on Mower Insurance	393	421	28		28	93.3%	
4275	Cemetery - Water Rate	62	150	88		88	41.4%	
4280	Cemetery - Electricity	246	950	704		704	25.9%	
4285	Cemetery - Insurance	473	507	34		34	93.2%	
	Cemetery :- Indirect Expenditure	62,888	20,173	(42,715)	0	(42,715)	311.7%	51,879
	Net Income over Expenditure	(37,464)	10,947	48,411				
7000	plus Transfer from EMR	51,879						
	Movement to/(from) Gen Reserve	14,415						

Detailed Income & Expenditure by Budget Heading 01/12/2022

Month No: 9

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>190 Cemetery Gravedigging</u>							
1190 Cemetery Gravedigging Fees	6,224	0	(6,224)			0.0%	
Cemetery Gravedigging :- Income	6,224	0	(6,224)				0
4300 Cemetery Gravedigging Exp.	6,302	0	(6,302)		(6,302)	0.0%	
Cemetery Gravedigging :- Indirect Expenditure	6,302	0	(6,302)	0	(6,302)		0
Net Income over Expenditure	(78)	0	78				
<u>200 Christmas Lights</u>							
4320 Christmas Lights	13,980	19,000	5,020		5,020	73.6%	
4322 Insurance re. Christmas Lights	76	81	5		5	93.4%	
Christmas Lights :- Indirect Expenditure	14,056	19,081	5,025	0	5,025	73.7%	0
Net Expenditure	(14,056)	(19,081)	(5,025)				
<u>220 Corn Hall</u>							
4350 Corn Hall - Maint./R&R	8,690	11,000	2,310		2,310	79.0%	4,357
4360 Corn Hall - Insurance	2,459	2,636	177		177	93.3%	
Corn Hall :- Indirect Expenditure	11,149	13,636	2,487	0	2,487	81.8%	4,357
Net Expenditure	(11,149)	(13,636)	(2,487)				
7000 plus Transfer from EMR	4,357						
Movement to/(from) Gen Reserve	(6,792)						
<u>240 Council Properties</u>							
1240 Office Rent/Service Charge	5,096	4,557	(539)			111.8%	
1250 Cemetery Bungalow Rent	762	4,572	3,810			16.7%	
Council Properties :- Income	5,858	9,129	3,271			64.2%	0
4400 Office R&R	2,794	4,500	1,706		1,706	62.1%	
4405 Office Building Maintenance	2,672	7,500	4,828		4,828	35.6%	2,672
4410 Office Stairlift	155	340	185		185	45.4%	
4415 Cemetery Bungalow	1,236	760	(476)		(476)	162.6%	
4420 Electricity Testing 5 Yrly	1,370	0	(1,370)		(1,370)	0.0%	1,152
4425 Health & Safety	2,936	2,500	(436)		(436)	117.5%	
4435 Pk Toilets Servicing	9,401	8,450	(951)	4,849	(5,800)	168.6%	
4445 Pk Toilets - Insurance	365	133	(232)		(232)	274.8%	
4450 Pk Toilet- Electricity	776	1,900	1,124		1,124	40.8%	
4460 Pk Toilets - Water Rates	2,247	2,070	(177)		(177)	108.6%	
4465 Mere's Mouth Toilets	13,112	8,450	(4,662)	4,849	(9,510)	212.5%	

Detailed Income & Expenditure by Budget Heading 01/12/2022

Month No: 9

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4466 Mere's Mouth Electricity	46	2,000	1,954		1,954	2.3%	
4475 Staff Uniforms/Replacements	335	600	265		265	55.8%	
Council Properties :- Indirect Expenditure	37,444	39,203	1,759	9,698	(7,939)	120.2%	3,824
Net Income over Expenditure	(31,586)	(30,074)	1,512				
7000 plus Transfer from EMR	3,824						
Movement to/(from) Gen Reserve	(27,762)						
<u>260 Diss Youth & Community Centre</u>							
1160 Loan Park Radio	990	0	(990)			0.0%	
1260 DYCC Hire Fees	16,295	15,560	(735)			104.7%	
Diss Youth & Community Centre :- Income	17,285	15,560	(1,725)			111.1%	0
4500 DYCC - Electricity	3,428	7,872	4,444		4,444	43.6%	
4505 DYCC - Gas	459	1,500	1,041		1,041	30.6%	
4510 DYCC - Business Rates	5,190	5,200	10		10	99.8%	
4515 DYCC - Water Rates	1,143	710	(433)		(433)	161.0%	
4520 Licences - Music	0	247	247		247	0.0%	
4525 DYCC - Insurance	1,033	1,108	75		75	93.3%	
4530 Annual Service Costs	444	1,500	1,056		1,056	29.6%	
4540 DYCC - General R&R	8,580	9,000	420	156	263	97.1%	3,685
Diss Youth & Community Centre :- Indirect Expenditure	20,278	27,137	6,860	156	6,703	75.3%	3,685
Net Income over Expenditure	(2,993)	(11,577)	(8,584)				
7000 plus Transfer from EMR	3,685						
Movement to/(from) Gen Reserve	692						
<u>280 Administrative Overheads</u>							
1285 Photocopying Income	16	0	(16)			0.0%	
Administrative Overheads :- Income	16	0	(16)				0
4610 Council Office Business Rates	4,853	4,860	7		7	99.9%	
4615 Council Office - Gas	726	2,000	1,274		1,274	36.3%	
4620 Council Office - Electricity	572	1,600	1,028		1,028	35.7%	
4625 Council Office - Telephone	1,337	2,000	663		663	66.8%	
4630 Council Office - Insurance	840	900	60		60	93.3%	
4657 IT Equipment, Software & Suppo	13,832	10,000	(3,832)		(3,832)	138.3%	
Administrative Overheads :- Indirect Expenditure	22,158	21,360	(798)	0	(798)	103.7%	0
Net Income over Expenditure	(22,143)	(21,360)	783				

Detailed Income & Expenditure by Budget Heading 01/12/2022

Month No: 9

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>300 Grants</u>							
4720 General Grants	1,363	20,000	18,637		18,637	6.8%	
4765 Heritage Triangle Trust	69	0	(69)		(69)	0.0%	69
Grants :- Indirect Expenditure	<u>1,432</u>	<u>20,000</u>	<u>18,568</u>	<u>0</u>	<u>18,568</u>	<u>7.2%</u>	<u>69</u>
Net Expenditure	<u>(1,432)</u>	<u>(20,000)</u>	<u>(18,568)</u>				
7000 plus Transfer from EMR	69						
Movement to/(from) Gen Reserve	<u>(1,363)</u>						
<u>310 Highways</u>							
1303 DDNP Income	6,400	0	(6,400)			0.0%	
Highways :- Income	<u>6,400</u>	<u>0</u>	<u>(6,400)</u>				<u>0</u>
4780 Parish Partnership Bid	5,103	11,600	6,498		6,498	44.0%	
4785 Neighbourhood Plan	5,553	2,800	(2,753)		(2,753)	198.3%	11,953
Highways :- Indirect Expenditure	<u>10,655</u>	<u>14,400</u>	<u>3,745</u>	<u>0</u>	<u>3,745</u>	<u>74.0%</u>	<u>11,953</u>
Net Income over Expenditure	<u>(4,255)</u>	<u>(14,400)</u>	<u>(10,145)</u>				
7000 plus Transfer from EMR	5,553						
8001 less Transfer to EMR	6,400						
Movement to/(from) Gen Reserve	<u>(5,102)</u>						
<u>320 Market</u>							
1320 Market Stallage	16,487	22,022	5,535			74.9%	
Market :- Income	<u>16,487</u>	<u>22,022</u>	<u>5,535</u>			<u>74.9%</u>	<u>0</u>
4810 Market Place - Water Rates	53	63	10		10	84.4%	
4815 Market Place - Business Rates	2,794	2,800	6		6	99.8%	
4825 Museum Expenditure	333	0	(333)		(333)	0.0%	
4830 Market Expenditure	217	750	533		533	29.0%	
Market :- Indirect Expenditure	<u>3,398</u>	<u>3,613</u>	<u>215</u>	<u>0</u>	<u>215</u>	<u>94.1%</u>	<u>0</u>
Net Income over Expenditure	<u>13,089</u>	<u>18,409</u>	<u>5,320</u>				
<u>340 Promotion</u>							
4840 Promotion	0	1,000	1,000		1,000	0.0%	
4845 Website/Intranet Hosting/Maint	180	0	(180)		(180)	0.0%	
Promotion :- Indirect Expenditure	<u>180</u>	<u>1,000</u>	<u>820</u>	<u>0</u>	<u>820</u>	<u>18.0%</u>	<u>0</u>
Net Expenditure	<u>(180)</u>	<u>(1,000)</u>	<u>(820)</u>				

Detailed Income & Expenditure by Budget Heading 01/12/2022

Month No: 9

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>360 Precept</u>							
1076 Precept	585,714	585,714	0			100.0%	54,806
Precept :- Income	<u>585,714</u>	<u>585,714</u>	<u>0</u>			<u>100.0%</u>	<u>54,806</u>
Net Income	<u>585,714</u>	<u>585,714</u>	<u>0</u>				
8001 less Transfer to EMR	54,806						
Movement to/(from) Gen Reserve	<u>530,908</u>						
<u>370 General Expenditure</u>							
4600 Town Mayor's Allowance	895	1,400	505		505	64.0%	
4605 Ccl Members' Allowance & Exp	0	2,116	2,116		2,116	0.0%	
4635 Subscriptions	2,036	2,200	164		164	92.5%	
4640 Audit	2,406	2,920	514		514	82.4%	
4645 Training	6,242	6,150	(92)		(92)	101.5%	
4646 Liability Insurance	4,320	4,632	312		312	93.3%	
4650 Conference Expenditure	15	300	285		285	5.0%	
4651 Meeting Room Hire	880	1,500	620		620	58.7%	
4655 Printing & Stationery	3,154	4,000	846		846	78.9%	
4660 Postage	99	100	1		1	99.2%	
4665 Wages - General Admin.	137,304	181,482	44,178		44,178	75.7%	
4666 Wages - General Maint.	120,573	153,905	33,332		33,332	78.3%	
4667 Staff Mileage	275	150	(125)		(125)	183.3%	
4670 NI/PAYE/Pension	0	0	(0)		(0)	0.0%	
4675 Legal/Financial/Prof fees	1,959	5,000	3,041		3,041	39.2%	
4992 Annual Town Meeting	245	200	(45)		(45)	122.7%	
General Expenditure :- Indirect Expenditure	<u>280,405</u>	<u>366,055</u>	<u>85,650</u>	<u>0</u>	<u>85,650</u>	<u>76.6%</u>	<u>0</u>
Net Expenditure	<u>(280,405)</u>	<u>(366,055)</u>	<u>(85,650)</u>				
<u>375 Rechargeable</u>							
1280 Rechargeable Exp. Refunded	2,468	0	(2,468)			0.0%	
Rechargeable :- Income	<u>2,468</u>	<u>0</u>	<u>(2,468)</u>				<u>0</u>
4685 Rechargeable Expenditure	396	0	(396)	288	(684)	0.0%	
Rechargeable :- Indirect Expenditure	<u>396</u>	<u>0</u>	<u>(396)</u>	<u>288</u>	<u>(684)</u>		<u>0</u>
Net Income over Expenditure	<u>2,072</u>	<u>0</u>	<u>(2,072)</u>				
<u>380 S 137</u>							
4870 S 137 - Expenditure	262	100	(162)		(162)	261.5%	
S 137 :- Indirect Expenditure	<u>262</u>	<u>100</u>	<u>(162)</u>	<u>0</u>	<u>(162)</u>	<u>261.5%</u>	<u>0</u>
Net Expenditure	<u>(262)</u>	<u>(100)</u>	<u>162</u>				

Detailed Income & Expenditure by Budget Heading 01/12/2022

Month No: 9

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
400 Sports Ground							
1400 Sports Ground Hire Fees	8,064	14,215	6,151			56.7%	
Sports Ground :- Income	8,064	14,215	6,151			56.7%	0
4910 Pavilion Maintenance	333	0	(333)		(333)	0.0%	
4915 General Sports Ground Maint.	2,644	3,000	356		356	88.1%	146
4920 Ground Maintenance	1,587	6,220	4,633	222	4,412	29.1%	
4930 Sports Grnd-Water Rate	246	553	307		307	44.5%	
4935 Sports Ground - Electricity	3,570	2,200	(1,370)		(1,370)	162.3%	
4940 Sports Ground - Phone	100	650	550		550	15.3%	
4945 Sports Ground - Insurance	1,269	1,360	91		91	93.3%	
4955 Skateboard Pk - Insurance/Insp	476	510	34		34	93.3%	
4965 Skateboard Pk-Maint. Materials	1,000	1,000	0		0	100.0%	
Sports Ground :- Indirect Expenditure	11,224	15,493	4,269	222	4,047	73.9%	146
Net Income over Expenditure	(3,160)	(1,278)	1,882				
7000 plus Transfer from EMR	146						
Movement to/(from) Gen Reserve	(3,014)						
420 Events							
4760 Remembrance Service Costs	500	800	300		300	62.5%	
4991 Other Events	13,044	5,177	(7,867)		(7,867)	252.0%	659
4995 Communication Strategy	0	200	200		200	0.0%	
Events :- Indirect Expenditure	13,544	6,177	(7,367)	0	(7,367)	219.3%	659
Net Expenditure	(13,544)	(6,177)	7,367				
7000 plus Transfer from EMR	659						
Movement to/(from) Gen Reserve	(12,885)						
425 Christmas Switch on Event							
1235 Christmas Switch On Income	2,960	1,400	(1,560)			211.4%	2,553
Christmas Switch on Event :- Income	2,960	1,400	(1,560)			211.4%	2,553
4990 Christmas Switch on Event	3,647	2,650	(997)		(997)	137.6%	5,596
Christmas Switch on Event :- Indirect Expenditure	3,647	2,650	(997)	0	(997)	137.6%	5,596
Net Income over Expenditure	(687)	(1,250)	(563)				
7000 plus Transfer from EMR	4,418						
8001 less Transfer to EMR	3,731						
Movement to/(from) Gen Reserve	0						

Detailed Income & Expenditure by Budget Heading 01/12/2022

Month No: 9

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>430 Carnival</u>							
1435 Carnival Income	12,366	0	(12,366)			0.0%	12,249
Carnival :- Income	<u>12,366</u>	<u>0</u>	<u>(12,366)</u>				<u>12,249</u>
4996 Carnival	18,306	1,250	(17,056)		(17,056)	1464.4%	18,281
Carnival :- Indirect Expenditure	<u>18,306</u>	<u>1,250</u>	<u>(17,056)</u>	<u>0</u>	<u>(17,056)</u>	<u>1464.4%</u>	<u>18,281</u>
Net Income over Expenditure	<u>(5,940)</u>	<u>(1,250)</u>	<u>4,690</u>				
7000 plus Transfer from EMR	18,235						
8001 less Transfer to EMR	12,295						
Movement to/(from) Gen Reserve	<u>0</u>						
<u>440 Town Mayor's Charity</u>							
1440 Town Mayor's Charity	2,014	0	(2,014)			0.0%	
Town Mayor's Charity :- Income	<u>2,014</u>	<u>0</u>	<u>(2,014)</u>				<u>0</u>
4795 Town Mayor's Charity Exp	1,591	0	(1,591)		(1,591)	0.0%	
Town Mayor's Charity :- Indirect Expenditure	<u>1,591</u>	<u>0</u>	<u>(1,591)</u>	<u>0</u>	<u>(1,591)</u>		<u>0</u>
Net Income over Expenditure	<u>423</u>	<u>0</u>	<u>(423)</u>				
<u>460 CIL</u>							
1460 CIL - CIL Income	20,362	0	(20,362)			0.0%	20,362
CIL :- Income	<u>20,362</u>	<u>0</u>	<u>(20,362)</u>				<u>20,362</u>
5000 CIL - Expenditure	749	0	(749)		(749)	0.0%	749
CIL :- Indirect Expenditure	<u>749</u>	<u>0</u>	<u>(749)</u>	<u>0</u>	<u>(749)</u>		<u>749</u>
Net Income over Expenditure	<u>19,613</u>	<u>0</u>	<u>(19,613)</u>				
7000 plus Transfer from EMR	749						
8001 less Transfer to EMR	20,362						
Movement to/(from) Gen Reserve	<u>0</u>						
<u>470 Streetlighting</u>							
1470 Streetlighting	3,300	0	(3,300)			0.0%	6,700
Streetlighting :- Income	<u>3,300</u>	<u>0</u>	<u>(3,300)</u>				<u>6,700</u>
4730 CCTV Costs	5,198	2,500	(2,698)		(2,698)	207.9%	4,437
4970 Streetlighting	100	9,000	8,900	10,111	(1,211)	113.5%	3,460
Streetlighting :- Indirect Expenditure	<u>5,298</u>	<u>11,500</u>	<u>6,203</u>	<u>10,111</u>	<u>(3,908)</u>	<u>134.0%</u>	<u>7,897</u>
Net Income over Expenditure	<u>(1,998)</u>	<u>(11,500)</u>	<u>(9,503)</u>				
7000 plus Transfer from EMR	7,917						
8001 less Transfer to EMR	6,680						

Detailed Income & Expenditure by Budget Heading 01/12/2022

Month No: 9

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	(760)						
Grand Totals:- Income	732,900	685,389	(47,511)			106.9%	
Expenditure	618,593	685,389	66,796	25,019	41,777	93.9%	
Net Income over Expenditure	114,307	0	(114,307)				
plus Transfer from EMR	150,853						
less Transfer to EMR	115,841						
Movement to/(from) Gen Reserve	149,318						

SUMMARY REPORT OF EARMARKED RESERVES 2022-23

Project Ref	Committee	Site	EMR	Balance as at 1st April 2022	Less: Actual Year to date Expense	Balance	Add: Year to date receipts	Balance as at 31st December 2022
RF	Executive	By-election	By-election costs	£ 5,000		£ 5,000		£ 5,000
RF	Executive	Communications	Communication Strategy	£ 693		£ 693		£ 693
RF	Executive	Events	Christmas Lights switch on	£ 3,562	£ 4,013	-£ 450	£ 5,148	£ 4,698
RF	Executive	Events	Carnival	£ 8,671	£ 17,025	-£ 8,354	£ 12,335	£ 3,981
I	Facilities	Cemetery	Cem Roads, Cem Monuments	£ 4,500		£ 4,500		£ 4,500
J	Facilities	Cemetery	Cemetery Chapels	£ 54,300	£ 51,879	£ 2,422	£ 25,271	£ 27,693
L	Facilities	Corn Hall	Corn Hall	£ 26,500	£ 4,357	£ 22,143	£ 5,000	£ 27,143
M	Facilities	Council Offices	Building maintenance	£ 30,000	£ 2,672	£ 27,328	£ 5,500	£ 32,828
D	Facilities	DYCC	Van Replacement	£ 6,000		£ 6,000	£ 1,000	£ 7,000
K	Facilities	DYCC	Maintenance workshop	£ 1,500		£ 1,500	£ 1,500	£ 3,000
O	Facilities	DYCC	DYCC	£ 3,002	£ 3,685	-£ 683	£ 5,000	£ 4,317
P	Facilities	Market	Maintenance Market	£ 21,000		£ 21,000	£ 500	£ 21,500
C	Facilities	Mere	Boardwalk	£ 5,000	£ 2,527	£ 2,473	£ 2,000	£ 4,473
H	Facilities	Mere	Maintenance Mere's Mouth (Resurfacing)	£ 1,000		£ 1,000	£ 1,000	£ 2,000
G	Facilities	Mere	Mere Fountain	£ 16,065		£ 16,065	£ 6,750	£ 22,815
A	Facilities	Park	Park General - Beacon Project	£ 1,000	£ 13,146	-£ 12,146	£ 19,289	£ 7,142
B	Facilities	Park	Play Equipment	£ -		£ -	£ 500	£ 500
Y	Facilities	Park	Park Toilets	£ 13,000		£ 13,000	£ 3,000	£ 16,000
Q	Facilities	SPG	Athletics maintenance	£ 11,000		£ 11,000		£ 11,000
R	Facilities	SPG	SPG Floodlights	£ -		£ -		£ -
S	Facilities	SPG	SPG Pav maintenance	£ -		£ -		£ -
T	Facilities	SPG	SPG - Skateboard Park	£ 1,059		£ 1,059	£ 1,000	£ 2,059
F	Facilities	St Marys Churchyard	Closed churchyard repairs	£ 15,000		£ 15,000	£ 3,579	£ 18,579
E	Facilities	Facilities	Tree Management	£ 500		£ 500	£ 500	£ 1,000
N	Facilities		5 Yr Electrical Testing	£ 5,250	£ 1,152	£ 4,098		£ 4,098
U	Facilities		Park Bollards	£ 15,000		£ 15,000		£ 15,000
RF	HTP	HTP	HTP	£ 9,177	£ 69	£ 9,109		£ 9,109
RF	Infrastructure	Infrastructure	Bus Shelters maintenance	£ 15,826	£ 45	£ 15,781		£ 15,781
RF	Infrastructure	Infrastructure	Streetlights	£ 99,812	£ 3,480	£ 96,332	£ 8,280	£ 104,612
RF	Infrastructure	Infrastructure	Community Infrastructure Levy (CIL)	£ 48,795	£ 749	£ 48,045	£ 20,362	£ 68,408
RF	Infrastructure	Infrastructure	CCTV	£ 5,163	£ 5,038	£ 125	£ 11,759	£ 11,884
RF	Infrastructure	Infrastructure	D&D Neighbourhood Plan	£ 2,185	£ 5,553	-£ 3,367	£ 9,200	£ 5,833
V	Infrastructure	Infrastructure	Park Light Review	£ 10,000	£ 13,304	-£ 3,304	£ 5,398	£ 2,095
W	Infrastructure	Infrastructure	Mere Street Pedestrianisation	£ 10,000		£ 10,000		£ 10,000
X	Infrastructure	Infrastructure	Street Cleaner	£ 35,000	£ 20,866	£ 14,134		£ 14,134
RF	Infrastructure	Infrastructure	Parish Partnership Works	£ -		£ -	£ 5,000	£ 5,000
			TOTAL	£ 484,560	£ 149,557	£ 335,003	£ 158,871	£ 493,875

	% of EMR	Balance year end 2021/22	YTD Balance
Facilities	47%	£230,676.40	£232,648
HTP	2%	£9,177.45	£9,109
Infrastructure	48%	£226,780.85	£237,747
Executive	3%	£17,925.71	£14,371
TOTAL		£484,560.41	£493,875

Balance as at 31/12/2022	General Reserves	£ 442,273
	EMR	£ 493,875
	Total Funds	£ 936,148

	Streetlighting Funds Breakdown	
	Capital Reserves (ring fenced)	£ 101,392
	EMR General	£ 3,220
		£ 104,612



DISS TOWN COUNCIL

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

Report Number:
47/2223

Report to:	Full Council
Date of Meeting:	11 th January 2023
Authorship:	Responsible Finance Officer
Subject:	Precept request

Introduction

1. At the Full Council meeting held on 21/12/2022, all recommendations in report 46/2223 including the precept request for 2023/24, were agreed. (see appendix).
2. Submission to South Norfolk Council of the precept request for 2023/24 is due by the 16th January 2023.

Budget Conclusions

3. The proposed budget makes a commitment to secure funding for Diss Town Council's assets and services, addressing rising supplier costs and agrees to duly utilise other sources of income where suitable.
4. It was confirmed that £10K from the precept will be allocated to the Earmarked Reserves (EMR) to enable specified projects to be adequately and sustainably funded.
5. No amendments have been proposed to the budget. It is therefore recommended that Full Council confirm the precept request of £591,978, or £208.59 representing a 0% increase for each Band D householder for 2023/24.

Recommendation

To approve the precept demand to South Norfolk Council of £591,978 or £208.59 for Band D householders.

Annual Budget 2023/24

	Last Year		Current Year				Next Year	
	Budget 21-22	Actual 21-22	Budget 22-23	Actual YTD 22-23	Projected 22-23	Forecast 22-23	Budget 23-24	
Agency Services								
Total Income	£3,044	£3,157	£3,044		£2,880	£0	£2,880	£3,456
Total Expenditure	-£400	-£29	-£100		-£66	-£30	-£96	-£100
Income Less Expenditure	£2,644	£3,128	£2,944		£2,814	-£30	£2,784	£3,356
Allotments								
Total Income	£469	£619	£500		£0	£453	£453	£500
Overhead Expenditure	-£26	-£326	-£27		-£26	£0	-£26	-£28
Income Less Expenditure	£443	£293	£473		-£26	£453	£427	£472
Amenities								
Total Income	£2,030	£6,092	£2,085		£13,601	-£2,472	£11,129	£2,085
Overhead Expenditure	-£73,489	-£107,813	-£61,187		-£29,288	-£37,352	-£66,640	-£55,567
Income Less Expenditure	-£71,459	-£101,721	-£59,102		-£15,687	-£39,824	-£55,511	-£53,482
Mini Recycling Centre Adopter								
Total Income	£0	£450	£450		£450	£450	£900	£450
Overhead Expenditure		£0						
Income Less Expenditure	£0	£450	£450		£450	£450	£900	£450
Bank Interest rec'd/Bank Charges								
Total Income	£1,000	£204	£150		£360	£502	£862	£500
Bank Charges	-£300	-£231	-£240		-£120	-£180	-£300	-£240
Income Less Expenditure	£700	-£27	-£90		£240	£322	£562	£260
Capital Expenditure - Loans								
	-£41,007	-£41,007	-£41,007		-£20,504	-£38,828	-£59,332	-£41,007
Cemetery								
Total Income	£30,450	£48,499	£31,120		£21,109	£25,735	£46,844	£35,500
Overhead Expenditure	-£13,053	-£19,257	-£15,107		-£60,874	-£14,601	-£75,475	-£10,118
Income Less Expenditure	£17,397	£29,242	£16,013		-£39,766	£11,134	-£28,632	£25,382
Cemetery Bungalow								
Total Income	£4,572	£4,572	£4,572		£762	£0	£762	£0
Overhead Expenditure	-£760	-£1,119	-£760		-£603	-£1,115	-£1,718	-£2,000
Income Less Expenditure	£3,812	£3,453	£3,812		£159	-£1,115	-£956	-£2,000
General Equipment								
Overhead Expenditure	-£5,039	-£3,964	-£5,066		-£882	-£13,667	-£14,549	-£3,554
Christmas Lights								
Total Income	£0	£0	£0		£0	£0	£0	£0
Overhead Expenditure	-£17,077	-£18,795	-£19,081		-£3,576	-£11,811	-£15,387	-£21,079
Income Less Expenditure	-£17,077	-£18,795	-£19,081		-£3,576	-£11,811	-£15,387	-£21,079
Corn Hall								
Overhead Expenditure	-£17,010	-£5,042	-£13,636		-£10,276	-£4,623	-£14,899	-£8,582
Council Offices								
Total Income	£4,459	£6,639	£4,557		£3,464	£3,590	£7,054	£5,500
Overhead Expenditure	-£26,707	-£14,096	-£23,700		-£11,604	-£5,173	-£16,778	-£12,768
Income Less Expenditure	-£22,248	-£7,457	-£19,143		-£8,140	-£1,583	-£9,724	-£7,268
Other Council Properties								
Health & Safety	-£3,750	-£2,475	-£2,500		-£1,754	-£1,714	-£3,468	-£2,500
PK Toilet Servicing	-£2,500	-£6,306	-£8,450		-£7,218	-£3,145	-£10,363	-£12,000
Pk Toilet Insurance	-£127	-£373	-£133		-£365	£0	-£365	-£384
PK Toilet Electricity	-£2,333	-£997	-£1,900		-£610	-£1,732	-£2,342	-£1,720
PK Toilet B Rates	-£2,719	£0	£0		£0	£0	£0	£0
Pk Toilet Water Rates	-£1,940	-£1,165	-£2,070		-£512	-£785	-£1,297	-£2,070
Mere's Mouth Toilet	-£8,252	-£12,688	-£10,450		-£10,364	-£4,498	-£14,862	-£16,500
Staff Uniforms/Replacements	-£600	-£534	-£600		£0	£0	£0	-£250
Total Expense	-£22,221	-£24,538	-£26,103		-£20,823	-£11,874	-£32,698	-£35,424
Diss Youth & Community Centre								
Total Income	£15,225	£28,192	£15,560		£9,217	£11,912	£21,129	£20,000
Overhead Expenditure	-£24,028	-£26,849	-£27,137		-£16,491	-£8,526	-£25,017	-£21,330
Income Less Expenditure	-£24,428	£1,343	-£11,577		-£7,274	£3,386	-£3,888	-£1,330
Grants								
Grants Income	£0	£0	£0		£0	£0	£0	£0
Grants Expenditure	-£20,000	-£10,770	-£20,000		-£643	-£8,140	-£8,783	-£10,000
Highways - Parish Partnership Bid								
Income	£8,390	£12,769	£0		£0	£0	£0	£0
Parish Partnership Bid	-£10,780	-£3,890	-£11,600		-£5,103	£0	-£5,103	

Annual Budget 2023/24

	Last Year		Current Year				Next Year
	Budget 21-22	Actual 21-22	Budget 22-23	Actual YTD 22-23	Projected 22-23	Forecast 22-23	Budget 23-24
DDNP Contribution	£0	-£16,020	-£2,800	-£5,553	£0	-£5,553	£0
Income Less Expenditure	-£2,390	-£7,141	-£14,400	£10,655	£0	-£10,655	£0
Market							
Total Income	£21,548	£17,503	£22,022	£10,083	£11,621	£21,704	£20,000
Overhead Expenditure	-£4,063	-£3,158	-£3,613	-£3,317	-£148	-£3,466	-£3,228
Income Less Expenditure	£17,485	£14,345	£18,409	£6,766	£11,473	£18,238	£16,772
Promotion							
Overhead Expenditure	-£1,400	-£984	-£1,000	-£180	-£1,033	-£1,213	-£400
SNC Grant							
Total Income (SNC Grant)	£0	£0	£0	£0	£0	£0	£0
Total Income (SNC Grant)	£0	£0	£0	£0	£0	£0	£0
General Expenditure	-£36,337	-£36,573	-£40,568	-£22,550	-£16,108	-£38,658	-£38,116
Sports Ground							
Total Income	£8,856	£9,708	£14,215	£4,409	£5,590	£9,999	£10,000
Overhead Expenditure	-£17,591	-£12,968	-£15,493	-£6,798	-£3,162	-£9,960	-£15,914
Income Less Expenditure	-£8,735	-£3,260	-£1,278	-£2,389	£2,428	£39	-£5,914
Events							
Overhead Expenditure	-£1,800	-£748	-£6,177	-£12,983	-£961	-£13,944	-£800
Christmas Switch-On Event							
Total Income	£1,400	£1,579	£1,400	£1,708	£1,579	£3,287	£1,400
Overhead Expenditure	-£2,650	-£1,940	-£2,650	£49	-£2,493	-£2,444	-£2,800
Income Less Expenditure	-£1,250	-£361	-£1,250	£1,757	-£914	£843	-£1,400
Carnival							
Total Income	£0	£0	£10,000	£12,366	£0	£12,366	£10,000
Overhead Expenditure	£0	£0	-£11,250	-£18,306	£0	-£18,306	-£11,455
Income Less Expenditure	£0	£0	-£1,250	-£5,940	£0	-£5,940	-£1,455
Wages							
Recharged	£0	£2,899	£0	£1,747	£4,470	£6,217	£0
Wages Admin	-£171,460	-£175,194	-£181,482	-£68,988	-£115,273	-£184,261	-£199,557
Wages Maint	-£149,673	-£143,247	-£153,905	-£56,752	-£99,391	-£156,142	-£197,102
Income Less Expenditure	-£321,133	-£315,542	-£335,387	-£123,992	-£210,194	-£334,186	-£396,659
Annual Town Meeting	-£500	-£133	-£200	-£245	£0	-£245	-£200
Town Mayors Charity							
Total Income	£0	£1,591	£0	£641	£1,016	£1,657	£0
Overhead Expenditure	£0	-£2,615	£0	-£1,591	£0	-£1,591	£0
Income Less Expenditure	£0	-£1,024	£0	-£950	£1,016	£66	£0
CIL Income	£0	£4,101	£0	£1,237	£0	£1,237	£0
CIL Expenditure	£0	-£8,490	£0	£0	£0	£0	£0
Sec 106 Income	£0	£0	£0	£0	£0	£0	£0
Sec 106 Expenditure	£0	£0	£0	£0	£0	£0	£0
Streetlighting Income	£0	£12,769	£0	£3,300	£0	£3,300	£0
Streetlighting Expenditure	-£15,500	-£107,828	-£11,500	-£3,312	-£6,465	-£9,777	-£10,000
	-£15,500	-£95,059	-£11,500	-£12	-£6,465	-£6,477	-£10,000
HTP Grants Income	£0	£0	£0	£0	£0	£0	£0
HTP Expenditure	£0	-£691	£0	-£69	£0	-£69	£0
Income Less Expenditure	£0	-£691	£0	-£69	£0	-£69	£0
Total Income	£101,443	£149,195	£109,675	£87,334	£64,446	£151,780	£109,391
Total Expenditure	-£672,871	-£794,140	-£695,389	-£381,473	-£400,954	-£776,875	-£701,369
Precept	-£571,428		-£585,714				-£591,978
Tax Base	2,776		2,808				2,838
Band D Householder	£205.85		£208.59				£208.59
Estimated Increase in Band D Equivalent			1.33%				0.00%

Draft Schedule of Council/Committee Meetings 2023/24

	April 2023	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan 2024	Feb	Mar	Apr	May	TOTAL per year
Executive Committee			28 th			20 th			6 th			6 th			4
Facilities Committee		31 st		19 th				22 nd			14 th			29 th	4
Infrastructure Committee	5 th			26 th			18 th			24 th			24 th		4
Full Council	19 th	17 th	14 th	12 th		13 th		15 th	20 th	10 th		13 th	10 th	8 th	9
Annual Town Meeting (electors)		24 th													1

Notes

1. The **Annual Town Meeting** (for electors) for 2023/24 is scheduled for **6pm** on **Wednesday 24th May 2023** at the **Diss Youth & Community Centre**.
2. All other meetings will be held at 7.15pm with most taking place in the Council Chamber at the Corn Hall.
3. The schedule excludes Planning meetings, which usually precede scheduled committee dates above and start between 6.30pm and 6.45pm should applications require committee consideration.
4. The annual meeting of the Diss Surveyors Allotment Charity (DSAC), of which all councillors are trustees, will precede the June meeting of Council at a time to be advised.
5. Meetings will be advertised 5 clear days in advance with the agenda on the Council's notice board and website.
6. Members will be invited to all meetings via email.
7. Town Clerk to liaise with Council Officers and Chairs of committee and consider school holidays when drafting the meeting schedule.

**Diss Town Council
Strategy Action Plan 2021-2023**

Item 9

No.	Priority Number	SMART Objectives	How will we achieve these objectives?	When will we achieve these objectives?	Who will achieve these objectives? Officer / contractor / cllr / local authority	What costs will be incurred for each of the steps / objectives?	How will we measure whether we have achieved each step / objective(s)?	Progress
1	Priority 1 of 5: Town Cleanliness (Infrastructure Committee)	A. To reduce the number of cigarette ends in the town centre by 50% from March 2021 to Summer 2023	2. Work with local cafés and pubs to understand issues and explore possible solutions 3. Consider providing receptacles for businesses to place on their properties for disposing of cigarette butts 6. Work with District Council's Community Protection Team to carry out enforcement, issuing FPN tickets for the offence of littering 7. Conduct a media campaign in conjunction with above	Spring-23	Clerk / Infrastructure committee member	Staffing costs / member time	Notes / outcomes from discussions Location plan of receptacles for disposing of cigarette butts No. of FPN tickets issued No. of press releases / web visits / social posts / likes, reach and shares.	Much work has gone into improving the in-house cleaning methods to address the Council's cleanliness objective. A third van with in-built watering system has been purchased along with billy goat hoover as per minute ref INF1122/07 a (report ref 32/2223). Feedback to date has been positive and this equipment is reducing the number of cigarette ends, litter and pigeon faeces in the town centre. Members need to consider whether the objectives originally set to meet these objectives are still worthwhile and if so allocate a timeframe and resources to review & deliver given other priorities.
2	Priority 1 of 5: Town Cleanliness (Infrastructure Committee)	B. To reduce the quantity of other litter including dog waste in the town centre by 20% from Spring 2021 to Summer 2023	2. Review number of litter bins, location, capacity versus used space & frequency of emptying to determine appropriateness given usage (check last review) 5. Empty the more used bins more frequently to encourage usage and monitor usage 6. Install signage on bins asking residents to contact DTC when the bins are full 7. Work with District Council's Community Protection Team to carry out enforcement, issuing FPN tickets for the offence of dog fouling 8. Liaise with Diss Youth Group / Council for input regarding helping the environment campaigns via schools 9. Conduct a media campaign 10. Work with District Council's Environmental Services team to increase recycling across the town.	Jul-23	Clerk / Maint Man / Infrastructure committee / Diss Youth Group	Staffing costs	A location plan of all bins has been prepared. Revised bin emptying schedule Photo of sample bin with signage No. of FPN tickets issued Report on outcomes & plan of helping the environment campaign for schools No. of press releases / web visits / social posts / likes, reach and shares.	
3	Priority 1 of 5: Town Cleanliness (Infrastructure Committee)	C. To reduce the quantity of pigeon faeces in the town centre of Diss by 50% from January 2021 to Summer 2023	3. To continue to publicise responsible wildlife feeding (press release / website / Diss Matters) 4. To install bird feeders on Mere's Mouth / Park to encourage responsible feeding 5. Work with local businesses to support them in keeping their premises clean and well maintained 6. Consider ways of improving in house cleaning methods in the town centre (further to SNC liaison & equipment purchase, look to compliment this)	Spring-23	Clerk / F&B Manager / Contractor / District Council / Infrastructure committee / Local business reps	£500 new wildlife display boards around Mere / Park Up to £1k (contractor has agreed to finance feeders, fill & maintain but not materialised) Up to £25k depending on SNC purchase	No. of posts / followers / shares / webpage views / press articles No. of sales from bird feeders Photos of town centre before & after Feedback from traders, residents and visitors of Diss No. of well-maintained and clean shop fronts at end of period vs existing Quality vs quantity of cleaning	

**Diss Town Council
Strategy Action Plan 2021-2023**

No.	Priority Number	SMART Objectives	How will we achieve these objectives?	When will we achieve these objectives?	Who will achieve these objectives? Officer / contractor / cllr / local authority	What costs will be incurred for each of the steps / objectives?	How will we measure whether we have achieved each step / objective(s)?	Progress
4	Priority 2 of 5: Diss and District Neighbourhood Plan (Infrastructure Committee)	A. To gain a majority community support (51% or more from at least 21 residents) for the Diss & District Neighbourhood Plan by Spring 2023 to ensure it becomes planning policy for the area and allows the community to influence land development	4. Arrange for independent examination 5. Arrange Referendum 6. Use Plan	Spring-23			No. of residents supporting the plan at referendum / Future developments versus plan	Draft plan submitted to Planning Authority 15.07.22. DDNP Reg 16 consultation finished before Christmas 22. Responses sent to examiner and DDNPSG. Examiner will be in touch to confirm arrangements for examination in due course.
5	Priority 3 of 5: Facilities Management Programme (Facilities Committee)	B. To create an asset/facility management programme to forward budget more effectively and make cost efficiencies by Summer 23.	1. Produce a site-specific risk assessment for each facility	Mar-23	COO / DepClerk, RFO, F&B Manager Chairs of Facilities & Executive committees	Staffing costs		This work is a very large portion of work and will need longer to complete, hoping to complete by Spring 23.
6	Priority 4 of 5: Mere Water Quality/Biodiversity (Facilities Committee)	A. To improve the water quality of the Mere to make the Mere safer and increase visitor footfall by 2023.	1. Estimate current usage of the Mere by residents, visitors and groups. 2. Review Council's water quality management plan to determine outstanding actions. 3. Complete regular water surveys using the Council's own measuring equipment and that of third parties (e.g. universities) to measure the effectiveness of measures taken. 4. Plant more oxygenating plants around the Mere (min. 6 months water testing data). 5. Consider upgrading or replacing the fountain to improve the oxygenation of the water with additional lights to make a feature of the fountain for lighting displays / events 7. Work alongside neighbouring properties to ensure their wastewater is not being directed into the Mere 8. Consider other potential events / activities on / around the Mere assuming it is safe to do so.	Spring - Summer 23	Action group of Clerk & councillors - SB, JR, GW?, JW? Contractor Facilities committee River Waveney Trust Diss Litterpicking Group Diss & District Angling Club Mere neighbours District Council	Staff plus plant costs. Up to £25k	A Mere Water Quality Management Plan was developed in November 2017 and the short-term recommendations have been implemented. Plan was reviewed in July 2021 & medium- and long-term recommendations require consideration. Monthly water samples have been taken against baseline data prior to implementing measures to improve water quality. Location plan of plants in Mere. Estimate usage of the Mere by residents, visitors and groups. Survey visitors to Diss on reason for visit to identify number of people being attracted to Diss by the Mere. Plan of wastewater discharge required for all neighbouring properties alongside confirmation from landowner. Attendance at activity / event.	There has not been a meeting of this Action Group for some time. Cllrs Waterman & Welch registered an interest in supporting this objective at the November Facilities meeting and background information has been supplied. The agreement with the Angling Club is being reviewed by the Council's solicitor for consideration by the Feb meeting of Facilities. The River Waveney Trust would like to meet us to discuss their project and links to the Mere and have submitted a grant application to the Council for consideration in March.
7	Priority 5 of 5: Cost efficiencies and revenue generation (Executive Committee)	C. Reduce the Council's carbon footprint by 25% by reviewing all Council activities including the energy efficiency of buildings	1. Identify the up to date carbon footprint of the council. 2. Determine the energy efficiency of council owned buildings. 3. Assess alternative environmentally friendly energy solutions in decrease impact of carbon footprint 4. Consider whether improvements to the site / facilities would result in increased hires from existing users or new bookings.	Summer 23	Clerk / Facilities committee	Staffing costs / member time	Overall reduction in Council's carbon footprint Number of web visits, social media posts, booking enquiries & bookings / revenue increase	Some initial work was carried out by original action group (SB / KM / Clerk) including a high level review of all council activities impacting on the Council's carbon footprint, broken down into buildings / travel / equipment / activities - what we own, where they are, when they are occupied, who use them, how we use them and who are the occupants. The Council Offices refurbishment will be a big step in meeting this objective as will the potential improvements to the DYCC site via the Youth Investment Fund. Additional support from members is required to progress this objective.
8	Priority 5 of 5: Cost efficiencies and revenue generation (Executive Committee)	F. To investigate options for increasing the footfall in the town centre through increased market activity.	1. Identify capacity on the different markets for increasing stalls (Friday, Saturday, franchises) 2. Consider legal and logistical restrictions to determine whether additional stalls on different sites e.g. Market Hill, Mere's Mouth could operate	Spring 23	Clerk / Dep Clerk / Admin Assistant / F&B Manager		Bookings for additional market stalls / events / revenue increase generated	Report produced for presentation to March Executive committee (2023) regarding review undertaken and recommendations.

Meeting Protocol

Clerks (i.e. Town Clerk & Deputy Town Clerk)

1. Provide appropriate advice to the Chair on proper procedure and legal requirements
2. Ensure all decision making conforms with relevant statute and Council policies including Standing Orders and Financial Regulations
3. Draft the minutes within three days of the meeting.

Chairs

1. Allocate time to each agenda item commensurate with its importance to ensure debate remains focused and can be completed in good time
2. Ensure the meeting starts and ends on time (within two hours)
3. Facilitate democratic debate, keep discussion focused on the agenda and summarise the discussion
4. Encourage all members to participate in discussions
5. Ensure all members and the Clerks are clear about the proposed resolution before voting
6. Demonstrate good meeting behaviour and expect the same from members
7. Remain impartial.

All councillors

1. Apologies for meetings with reasons for absence should be given **in writing** to Chair and Clerks in advance
2. ~~Minimum standard of dress is smart casual for all meetings. Shorts, jeans, flip flops or t-shirts~~
~~are considered inappropriate. Appropriate allowances may be made for medical circumstances in~~
~~discussion with the Clerks / Chair prior to the meeting.~~
2. Arrive for all meetings in good time to ensure a prompt start
3. Turn off mobile phones
4. At Full Council only, all councillors, with the exception of the Mayor, will stand when speaking
5. Wait for direction from the Chair before speaking and direct all comments through them.

Dress Code

1. Diss Town Council does not wish to be too prescriptive regarding dress code other than maintaining a minimum standard of 'smart casual' at Council meetings and functions attended on behalf of Diss Town Council as appropriate.
2. As a guide, smart jeans and jumpers and shorts and t-shirts (in the warmer months) are considered appropriate.
3. Torn or ripped clothing, clothing with offensive motifs, baseball caps and flip flops are considered unacceptable.
4. Councillors unable to comply with this Code due to a disability or health reason will be granted a dispensation for all meetings for as long as the condition applies.

Attached as an appendix is Tredegar Town Council's dress code.

[Last reviewed July 2021]



TREDEGAR TOWN COUNCIL

Councillor Dress Code

1. The Councillor dress code will apply to all meetings of the Full Council.
2. All Councillors are required to wear smart casual clothing.
3. No baseball caps are to be worn in any meeting of Council.
4. No training clothes are to be worn in any meeting of Council, with the exception of trainers (shoes). The Mayor, or in their absence the Leader, will have the discretion to excuse a Councillor from complying with the Dress Code, upon receiving a satisfactory explanation from the Councillor for not being appropriately dressed.
5. Councillors unable to comply with the Dress Code due to a disability or health reason will be granted a dispensation for all meeting for as long as the condition applies.
6. Male members are permitted to wear smart jeans or similar trousers and smart jumper in place of a shirt.
7. At Civic functions in the presence of the Mayor, all Members are required to wear smart clothing.

Progress Report

Committee	Minute Reference	Subject	Action	Assigned to	Timescale	Comments or further action
Full Council	FC1121/07	Emergency Plan	2. To confirm a date with the District's Emergency Planning Officer for a trial implementation of the Emergency Plan.	Clerk / SNC Emergency planning Officer	immediately	Another date for scenario run through chased.
Full Council	FC120122/15	Experience Art Trail	To support the 'Toy Studio / Flock' design for the new outdoor artwork commissioned by Norfolk County Council at the Mere's Mouth location.	Clerk	by 31.03.22	Maintenance programme agreed with NCC. Installation due before financial year end 2023. No update.
Full Council	FC0422/09	COUNCILLOR INDUCTION	To approve the councillor induction park and checklist	Clerk	by 31.08.22	New councillors part way through induction. First review meeting being rescheduled. Documentation will be made available to all members via new l pads.
Full Council	FC0522/13	PARK LIGHTING	1. To approve the remaining Park lighting upgrades including the additional mounting posts and power supplies for the CCTV at an additional cost of £5,398.36 allocated to General Reserves. 2. To approve the CCTV works at the Park for a total of £3,950 allocated to Earmarked Reserves – Infrastructure CCTV.	MM / Clerk / RFO	Immediately	Chasing contractor for date for when the supply to CCTV posts on the Park will be programmed in so CCTV contractor can schedule accordingly.
Full Council	FC0522/20	CEMETERY CHAPEL	1. To give delegated authority to the Town Clerk and Deputy Town Clerk to negotiate the scaffolding quotation to a maximum of 25% of the £600 weekly charge. 2. Following agreement of 1 above to pay the part-invoice totalling £34,138.66 for works undertaken on the Cemetery Chapel roof to date allocated to Earmarked Reserves Cemetery Chapel.	Clerk	Immediately	Cemetery site has now been registered by Natural England and central roof section can be upgraded once overnight temperature is over a constant 8 degrees. Clerk chased contractor for a re-start date for remainder of works & Practical Ecology will supervise.
Full Council	FC0722/07	ANNUAL ACCOUNTS 2021/22	To further investigate diversification of Council funds.	RFO	30.12.22	There was discussion regarding bank accounts at Dec meeting. It was noted that the Executive committee gave delegated authority to the RFO to invest Council funds and that further funds will be transferred to the low-risk Nationwide savings account, which currently generates 2.4% interest. The RFO will also review 3–6-month accounts which are offering around 4% in interest.
Full Council	FC0922/04	PUBLIC PARTICIPATION	The Diss beacon cycle trail signs have been installed but need reviewing to check they are correct.	Clerk to follow up with CV & PC	by 03.11.22	Former cllr Valori has stepped down from Beacon committee. Will provide info to complete this project early 2023. No update.
Full Council	FC0922/04	PUBLIC PARTICIPATION	There was a request for the drains in Mere Street to be flushed due to unpleasant smells and for one of the new Enforcement Officers to be stationed at the new hub in Diss dedicated to the Waveney Valley area.	KK	11.01.23	
Full Council	FC0922/09	Mayor's Cadets	To approve the appointment of Mayor's Cadets	Clerk	by 30.09.22	Proposed that Council will formally consider the appointment of two cadets (one also for the army cadets) at the March FC meeting.
Full Council	FC1022/10	Cemetery Bungalow	1. To appoint Abbots to market the Bungalow with an initial purchase price of offers over £325k subject to negotiation on an overage. 2.To give delegated authority to the CEO/Clerk alongside the Chair of Executive and Facilities committees to agree upon a purchase price.	DepTC/Clerk/MG/JR	28.02.23	Price reduced to offers over £300k in line with property market reduction in last 3 months 1-2%. Bungalow will be included in 'open house event' held by Abbots on 14th January to help increase the number of viewers.
Full Council	FC1122/07	INTERNAL AUDIT	2. To approve proposed actions as appropriate responses to the internal audit report's recommendations adding deadline dates where not stated.	RFO	28.02.23	Actions once completed will be reported in the internal controls review in February 2023.
Full Council	FC1122/09	CIVILITY & RESPECT PLEDGE	To sign up to the Civility & Respect Pledge .	Town Clerk	31.03.23	It is proposed that the Executive Committee will review an update to the Bullying & Harassment policy to include a 'Dignity at Work' section at its March meeting. This should then enable the Clerk to commit the Council to the pledge statements online. No further update.
Full Council	FC1122/10	Schedule of Meetings	To continue to schedule 9 Full Council meetings per Mayoral year.	Town Clerk	30.04.22	On agenda

Progress Report

Committee	Minute Reference	Subject	Action	Assigned to	Timescale	Comments or further action
Full Council	FC1122/11	Informal Meetings of Councillors	To continue with optional informal meetings of councillors and officers in person and when needed to share ideas and explore opportunities.	Town Clerk	When necessary	
Full Council	FC1222/07	Electricity Costs	1. To approve an additional £5K from the precept towards the cost of electricity ensuring a 0% rise in precept per household. 2. To approve virements of up to £10K towards electricity costs from unspent and available budgets where necessary at the end of the financial year. 3. To delegate authority to the Responsible Finance Officer with approval from the Chair of the Executive committee to appoint the best value electricity supplier on a (maximum of) 24-month contract before July 2023.	RFO/MG	11.01.23 / 31.03.23/ 30.06.23	Resolution 1 as part of precept setting on agenda.
Full Council	FC1222/08	Community Infrastructure Levy	To approve annual report from 1st April to 31st March 2022	RFO	Immediately	Completed.
Full Council	FC1222/09	Budget	1. To approve a precept request of £10K for specified Earmarked Reserves projects D&E and £19,027 from the anticipated year end surplus as shown in Appendix B. 2. That members determine that the minimum level of General Reserves of 6 months of expenditure is appropriate for the financial year 2023/24. 3. That members approve the proposed income and expenditure budgets shown in Appendix A for 2023/24, which reflects a 0% increase for Diss taxpayers on the current year. 4. To approve the precept demand to South Norfolk Council of £591,978 or £208.59 for Band D householders. 5. To give delegated authority to the Town Clerk to work with the Responsible Finance Officer and the Chair of the Executive Committee to publicise the budget outcomes.	RFO	Immediately	On agenda