

NOTICE OF MEETING

Dear Members of the Public and Press,

You are cordially invited to attend a meeting of the **Executive Committee** to be held in the **Council Chamber** at **Diss Corn Hall** on **Wednesday 5th December 2018** at **7.15pm** to consider the business detailed below.



Town Clerk

AGENDA

1. **Apologies**
To receive and consider apologies for absence.
2. **Nomination of Substitute Representatives**
To note nominated substitute representatives attending in place of those who have sent their apologies.
3. **Declarations of Interest ¹ 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.
4. **Minutes**
To confirm as a true record, the minutes of the meeting of the Executive Committee held on 7th November 2018 (copy herewith).
5. **Public Participation**
To consider a resolution under Standing Orders 3d to 3h to suspend the meeting to hear comments from members of the public on items to be discussed on the agenda. (*Members of the public are entitled to speak for a maximum of three minutes*).
6. **Items of URGENT business**
To discuss any item(s) of business which the Chairman 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*).
7. **Progress Report**
To note the progress of actions since the last meeting including relevant human resources matters (herewith).
8. **Gig in the Park**
To approve a costings proposal regarding Gig in the Park.
9. **Draft Budget**
To make recommendations to Full Council on budgeting decisions for 2019/20 (copy budget document herewith).
10. **Banking**
To receive an update regarding the migration to online banking and approve online account access for the Clerk and RFO.

- 11. Diss Matters**
To receive an update on the quarterly Diss Matters publication (copy details herewith).
- 12. Policy Reviews**
a) To note the policy manual will be reviewed in the New Year.
b) To note that the Council's communications strategy will be reviewed in the New Year.
- 13. Member Forum**
To consider information or issues relevant to this committee from members for brief discussion, action or inclusion on a future agenda.
- 14. Date of Next Meeting**
To note that the next meeting of the Executive Committee is scheduled for 6th February 2019.
- 15. 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.
- 16. IT Support**
To receive a report (reference 12/1819 herewith) and approve recommendations for a new IT support provider.

COMMITTEE MEMBERSHIP:

Councillors: S. Browne
M. Gibson
N. Howard (Chair)
C. Liggett
J. Mason (ex-officio)
J. Robertson
E. Taylor
F. Wenman
T. Wenman (ex-officio)

FOR INFORMATION:

Town Clerk	Deputy Town Clerk
Responsible Finance Officer	
Councillors:	
K. Button	District Cllr A. Palmer
M. Crawford	
A. Kitchen	
S. Olander	
Diss Express	Diss Mercury

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 supplied to councillors only. They are available (unless marked confidential) for public inspection at the Council Offices during normal opening hours or on our website at www.diss.gov.uk/your-council/our-committees/ Please note that the Council Chamber is currently on the first floor of the Corn Hall. Anyone wishing to attend the meeting who will require access to the lift should contact the Deputy / Town Clerk prior to the start of the meeting.

DISS TOWN COUNCIL MINUTES

Minutes of the meeting of the **Executive Committee** held in the Council Chamber at Diss Corn Hall on **Wednesday 7th November 2018** at **7:15pm.**

Present: Councillors N. Howard (Chair)
J. Mason
J. Robertson
E. Taylor

In attendance: Miss S. Richards (Town Clerk)

EX1118/01

APOLOGIES

Apologies were received from Councillors Browne, Gibson, Liggett & F & T Wenman.

EX1118/02

NOMINATION OF SUBSTITUTE REPRESENTATIVES

There were none.

EX1118/03

DECLARATIONS OF INTEREST

There were none.

EX1118/04

MINUTES OF THE LAST MEETING

It was

RESOLVED: That the minutes of the meeting of the Executive Committee held on 5th September 2018 were a true record and were duly signed by the chairman.

EX1118/05

PUBLIC PARTICIPATION

Councillors considered a resolution under Standing Orders 3 d., e., f., g., & h. to suspend the meeting and receive comments from members of the public on items to be discussed on the agenda. There were no members of the public in attendance.

EX1118/06

ITEMS OF URGENT BUSINESS

There were none.

EX1118/07

ACTION REPORT

a) It was noted that revised Action Group document would be reviewed at the next meeting. It was

RESOLVED: to defer the Action Group review until the next meeting.

(Action: NH / Clerk; by 29.11.18)

b) Councillors noted the progress of actions since the last meeting including relevant human resources matters. It was agreed that the Council's IT support requirement should be a priority, and due to capacity issues with DropBox, attachments from the Clerk would be forwarded in the short term. It was also noted that the action to set up dedicated councillor emails would be on hold until IT support is resolved.

(Action: Clerk; by 29.11.18)

EX1118/08

DRAFT BUDGET

Councillors reviewed the first draft budget headline information for 2019/20 report reference 09/1819 referred. It was noted that the summary spreadsheet includes the estimated income and expenditure data for top-line budget headings, the likely maximum expenditure has been predicted in all cases with a contingency in most to account for inevitable unpredicted expenses. Key discussion points included the costs of running facilities outweighing income received & excluded the staff cost attributed to such; the unchanged fee for the Cemetery bungalow; the grant allocation particularly given the availability of the Diss Surveyors Allotment Charities funds and the increased costs of maintenance at the Corn Hall.

There was discussion around reducing the burden on Diss taxpayers of covering the cost of facilities used by neighbouring parishes, increasing fees to offset expenditure, undertaking further cost reduction exercises particularly regarding utilities, exploring ways of generating additional income and

reviewing staffing costs. It was also noted that the grant passed from central government has stopped, that the Council is charged with achieving best value for taxpayers & consideration should be given to those activities we must do versus what the Council would like to achieve for the town. There was also discussion around an appropriate percentage of precept, community involvement in budget setting, the requirement to make difficult decisions, that the budget document is constantly evolving & the communications around the impact of the streetlighting becoming the responsibility of the Council from April 2019.

EX1118/09 **POLICY REVIEWS**

- a) Councillors noted that the policy manual will be reviewed at the next meeting of this committee.
- b) Councillors noted that the Council's communications strategy will be reviewed and presented to the next meeting of this committee.

EX1118/10 **COUNCIL'S RESILIENCE PLAN**

Councillors received an update on the review of the Council's Resilience Plan. Members were advised that a review of the District Council's detailed emergency plan has informed the outline for the Council's Resilience Plan, which would be presented in its draft form in the New Year. There was also a question around higher tier authority guidance for Parish Councils regarding any plans for a no deal Brexit situation.

(Action: Clerk / JR; by 03.01.19)

EX1118/11 **MEMBER FORUM**

Councillors considered information and issues relevant to this committee from members for brief discussion, action or inclusion on a future agenda. There was a request to receive minutes of meetings within a few days of meetings and the drafting of a celebratory events calendar to ensure the Council can consider appropriate involvement.

(Action: Clerk; immediately)

EX1118/12 **DATE OF NEXT MEETING**

Councillors noted that the next meeting of the Executive Committee is scheduled for 5th December 2018.

Meeting Closed at 9pm.

Chairman: Councillor Howard

Executive Progress Report

Item 7

Date/ Minute	Committee/Title	Action	Assigned to	Timescale	Comments or further action
EX0318/08	TOWN MAYOR'S PROTOCOL	c) Councillor Wenman and the Clerk will prepare a Town Mayor's Protocol prior to the Annual Meeting of the Town Council	Clerk/TW	2018-19	
EX0318/10	HUMAN RESOURCES	A report will be provided to all future meetings of this committee updating on the HR matters as follows: a) Leavers – receiving reports of exit interviews from both staff and councillors; b) New starters – to receive results of probationary assessments c) Time Off In Lieu - status against policy d) Appraisal schedule / Salary scale increases approved e) Report on implementation of HR policies to deal with issues including disciplinary, grievance, sickness and absence f) Recorded accidents at work g) Occupational health issues h) Status of volunteers/self-employed contactors	Clerk	Every meeting	a) all staff exit interviews are up-to-date - last staff member left end March b) DepTC starting 22 October. Review scheduled for January 2019. c) all staff using TOIL in accordance with policy d) None to report since last meeting e) nothing to report f) nothing to report g) GP states member of staff fit to work - monitoring condition h) One volunteer supporting Cemetery admin. Archiving work to be undertaken by admin team
EX0518/08	HUMAN RESOURCES	c) To circulate councillor training opportunities and evaluate training opportunities for all councillors by the start of the next Mayoral Year 2019/20.	NH	ongoing/by March 2019	
EX0718/07	ACTION REPORT	b) Chairs to share progress against actions at the Chairs meeting with the Council Leader and report back to the relevant committee.	Clerk/Chairs/JM	as appropriate	No Chair meeting since last committee due to absence of Council Leader
EX0718/10	GENERAL DATA PROTECTION REGULATION	To review databases	Clerk	31.12.18	Databases yet to be reviewed
EX0718/13	COMMUNITY LIAISON	a) Councillors received an update on Diss Matters. Progress has been stalled as it has not been possible to reach Archant who had agreed to provide space in Diss Mercury for a reduced version of the publication at no cost.	K H-C	immediately	Update on agenda
EX0918/07	ACTION REPORT	a) Councillors received an update regarding the review of Council's priorities. The document presented at the last meeting has been reviewed and a revised action plan has been devised, which will help to manage key projects going forward.	All	ongoing/by March 2019	
		b) That the Action Groups document is reviewed by the relevant committee Chairs with an update for the next meeting of this committee.	SO/NH	11.10.18	On agenda
EX0918/08	BANKING	a) i) To migrate Council's current accounts to Barclays.Net ii) To purchase nine smart cards and four smart card readers. iii) To request a Barclaycard Flex credit card facility b) Review of Council investment options	RFO	end of March 2019	Update on agenda
EX0918/09	BUDGETING	i) for the Action Group of Councillors Gibson, Liggett, Wenman and HTP Manager to review the responsibilities for HTP document ii) agree respective responsibilities with the DCHT & HTT alongside any resultant amendments to the lease / license arrangements iii) for Action Group to make recommendations to Full Council on the above.	CL/MG/TW/SM-K	15.11.18	FC approved responsibilities document. Await approval from DCHT. Resultant amendments to lease required
EX0918/11	POLICY REVIEWS	i) to approve the appraisal policy with a subsequent review of the probationary assessment form ii) to approve the new Computer, Internet & Communications policy iii) to approve the non-employment related policies iv) to review the employment related policies using the preferred templates v) to review the policy handbook every four years subject to any legislative requirements or operational changes	Clerk	immediately	To be presented in the New Year. Councillors will be in receipt of the manual at least one month in advance given its size
EX0918/13	WILDLIFE GARDENS LEASE	That the advice of the Council's solicitor would be sought regarding the proposed letter drafted by the Heritage Triangle Trust regarding the ongoing maintenance of the wildlife gardens.	Clerk / JR	immediately	Advice is to draft SLA rather than a lease. Solicitor can enhance draft letter of agreement at low cost
EX0918/14	STREETLIGHTING	That the Streetlighting Sub Group would meet to review the figures and the Clerk would confirm timelines with the District Council for the transfer of streetlights to the Town Council.	TW/SB/MC/MG/Clerk	immediately	FC updated 21.11.18
EX0918/15	EXEC SUB-GROUP	Review internal processes once Deputy Town Clerk has been recruited	NH / AK / JR / ET / TW	By end March 2019	
EX1118/07	ACTION REPORT	b) It was agreed that the Council's IT support requirement should be a priority, and due to capacity issues with Dropbox, attachments from the Clerk would be forwarded in the short term. It was also noted that the action to set up dedicated councillor emails would be on hold until IT support is resolved.	Clerk	29.11.18	On agenda
EX1118/10	COUNCIL'S RESILIENCE PLAN	Draft Resilience Plan to be presented to committee in the New Year	JR / Clerk	by 03.01.19	
EX1118/11	MEMBER FORUM	There was a request to receive minutes of meetings within a few days of meetings and the drafting of a celebratory events calendar to ensure the Council can consider appropriate involvement.	Clerk	immediately/by end of January 2019	Volunteer needed to draft the events calendar

	Last Year		Current Year				Next Year	Variance	Notes
	Budget 17-18	Actual 17-18	Budget 18-19	Actual YTD 18-19	Projected 18-19	Total 18-19	Budget 19-20		
Agency Services									
Total Income	£ 2,721.00	£ 2,861.00	£ 2,861.00	£ 2,964.00	£ -	£ 2,964.00	£ 2,964.00		Grass Cutting
Expenditure	£ 650.00	£ 172.82	£ 700.00	£ 186.00	£ 50.00	£ 236.00	£ 700.00		
Wages	£ 2,845.00	£ 3,164.18	£ -	£ 2,890.06	£ 500.00	£ 3,390.06	£ -		
Total Expenditure	£ 3,495.00	£ 3,337.00	£ 700.00	£ 3,076.06	£ 550.00	£ 3,626.06	£ 700.00		
Income Less Expenditure	-£ 774.00	-£ 476.00	£ 2,161.00	-£ 112.06	-£ 550.00	-£ 662.06	£ 2,264.00		
Allotments									
Total Income	£ 435.00	£ 427.00	£ 448.00	£ -	£ 448.00	£ 448.00	£ 453.00		Includes 3% increase
Overhead Expenditure	£ 24.00	£ 24.00	£ 25.00	£ 25.00	£ -	£ 25.00	£ 26.00		
Income Less Expenditure	£ 411.00	£ 403.00	£ 423.00	-£ 25.00	£ 448.00	£ 423.00	£ 427.00		
Amenities									
Total Income	£ 4,165.00	£ 10,699.00	£ 4,191.00	£ 3,065.00	£ 1,171.00	£ 4,236.00	£ 4,211.00		Boardwalk costs £2150 ; Increase in Town & Pk 3% contingency ; Vans are old - therefore increases in cost ; Increase in Churchyard costs by £2,400 for provision of urgent repair works ; Increase in Mere Water Drainage by £526 for pump hire
Overhead Expenditure	£ 43,489.00	£ 41,627.00	£ 46,078.00	£ 14,645.00	£ 23,580.00	£ 38,225.00	£ 51,271.00		
Income Less Expenditure	-£ 39,324.00	-£ 30,928.00	-£ 41,887.00	-£ 11,580.00	-£ 22,409.00	-£ 33,989.00	-£ 47,060.00		
Duck Pellets									
Total Income	£ 1,125.00	£ 285.00	£ 600.00	£ 565.00	£ 300.00	£ 865.00	£ 800.00		Costs estimated to rise by 60% reducing income by 40%. Not reflected yet in forecast
Overhead Expenditure	£ 625.00	£ 270.00	£ 625.00	£ -	£ 625.00	£ 625.00	£ 625.00		
Income Less Expenditure	£ 500.00	£ 15.00	-£ 25.00	£ 565.00	-£ 325.00	£ 240.00	£ 175.00		
Mini Recycling Centre Adopter									
Total Income	£ -	£ 450.00	£ -	£ -	£ 450.00	£ 450.00	£ -		
Overhead Expenditure	£ -	£ 396.00	£ -	£ 79.16	£ 70.00	£ 149.16	£ -		
Income Less Expenditure	£ -	£ 54.00	£ -	-£ 79.16	£ 380.00	£ 300.84	£ -		
Bank Interest received/Bank Charges									
Total Income	£ -	£ 164.00	£ -	£ 102.00	£ 102.00	£ 204.00	£ -		There is one time set up cost of £285 (card) and annual cost of £234 (Barclays.net). Minimal contingency to cover other costs £250. Total amounting to £484 - £500
Bank Charges	£ -	£ -	£ -	£ -	£ -	£ -	£ 500.00		
Income Less Expenditure	£ -	£ 164.00	£ -	£ 102.00	£ 102.00	£ 204.00	-£ 500.00		

	Last Year		Current Year				Next Year	Variance	Notes
						£ -			
Capital Expenditure	£ 31,978.00	£ 28,962.00	£ 53,808.00	£ 29,083.00	£ 24,725.00	£ 53,808.00	£ 53,808.00	Loans PWLB	
Cemetery									
Total Income	£ 9,650.00	£ 16,438.00	£ 10,550.00	£ 17,514.00	£ 6,500.00	£ 24,014.00	£ 24,000.00	Cemetery fee review has resulted in significant increase in income	
Overhead Expenditure	£ 16,626.00	£ 8,883.00	£ 16,642.00	£ 8,159.00	£ 7,542.00	£ 15,701.00	£ 17,932.00		
Income Less Expenditure	-£ 6,976.00	£ 7,555.00	-£ 6,092.00	£ 9,355.00	-£ 1,042.00	£ 8,313.00	£ 6,068.00		
						£ -			
General Equipment									
Overhead Expenditure	£ 5,786.00	£ 5,166.00	£ 6,010.00	£ 654.00	£ 5,116.00	£ 5,770.00	£ 6,190.00		
Christmas Lights						£ -			
Total Income	£ -	£ 12,500.00	£ -	£ -	£ -	£ -	£ -		
Overhead Expenditure	£ 12,068.00	£ 20,454.00	£ 16,072.00	£ 2,052.00	£ 14,020.00	£ 16,072.00	£ 16,073.00		
Income Less Expenditure	-£ 12,068.00	-£ 7,954.00	-£ 16,072.00	-£ 2,052.00	-£ 14,020.00	-£ 16,072.00	-£ 16,073.00		
Corn Hall									
Overhead Expenditure	£ 3,137.00	£ 3,290.00	£ 5,449.00	£ 3,686.00	£ 1,825.00	£ 5,511.00	£ 10,996.00	Corn Hall maintenance requirements relating to landlord responsibilities (to be approved by FC) have impacted on estimated costs	
						£ -			
Council Office and Council Admin Overheads						£ -			
Total Income	£ 4,732.00	£ 6,577.00	£ 4,732.00	£ 3,265.00	£ 3,260.00	£ 6,525.00	£ 6,519.00	Office R&R Budget has increased slightly as the building is old and may need minor urgent repair works	
Overhead Expenditure	£ 20,348.00	£ 16,072.00	£ 16,980.00	£ 6,752.00	£ 8,848.00	£ 15,600.00	£ 18,827.00		
Income Less Expenditure	-£ 15,616.00	-£ 9,495.00	-£ 12,248.00	-£ 3,487.00	-£ 5,588.00	-£ 9,075.00	-£ 12,308.00		
Cemetery Bungalow									
Total Income	£ 4,288.00	£ 4,288.00	£ 4,288.00	£ 2,144.00	£ 2,144.00	£ 4,288.00	£ 4,288.00		
Overhead Expenditure	£ 700.00	£ 310.00	£ 700.00	£ 36.00	£ 664.00	£ 700.00	£ 760.00		
Income Less Expenditure	£ 3,588.00	£ 3,978.00	£ 3,588.00	£ 2,108.00	£ 1,480.00	£ 3,588.00	£ 3,528.00		
Other Council Properties									
Health & Safety	£ 1,300.00	£ 1,283.00	£ 3,570.00	£ 542.00	£ 1,840.00	£ 2,382.00	£ 3,382.00	Safety clothing £1000 ; Occupational Accessories £2000; Maint manager Mobile £132 ; PAT Tesing £250	

	Last Year		Current Year				Next Year	Variance	Notes
PK Toilet Servicing	£ 2,000.00	£ 2,267.00	£ 2,100.00	£ 1,232.00	£ 773.00	£ 2,005.00	£ 4,793.00	Increase by £2,500 from the First Draft of the 7th Nov 2018 meeting. This due to the budget required for closing of the Park Toilets	
Pk Toilet Insurance	£ 114.00	£ 114.00	£ 121.00	£ 120.00	£ -	£ 120.00	£ 124.00		
PK Toilet Electricity	£ 1,200.00	£ 342.00	£ 354.00	£ 559.00	£ 342.00	£ 901.00	£ 1,009.00		
PK Toilet B Rates	£ 2,563.00	£ 2,563.00	£ 2,639.00	£ 1,320.00	£ 1,320.00	£ 2,640.00	£ 2,719.00		
Pk Toilet Water Rates	£ 1,237.00	£ 1,313.00	£ 1,400.00	£ 546.00	£ 594.00	£ 1,140.00	£ 1,174.00		
Mere's Mouth Toilet	£ 6,500.00	£ -	£ -	£ -	£ -	£ -	£ 4,500.00	Provision for Mere's Mouth Toilet maintenance to add to E/R sum creates variance from 2018-19. Increase by £2500 from the First Draft of the 7th Nov 2018 meeting. This due to the budget required for closing of the Park Toilets	
Staff Uniforms/Replacements	£ 600.00	£ 363.00	£ 600.00	£ -	£ 600.00	£ 600.00	£ 600.00		
Streetlights	£ -	£ -	£ -	£ -	£ -	£ -	£ -	See income/expenditure info at the bottom of this table	
Total Expense	£ 15,514.00	£ 8,245.00	£ 10,784.00	£ 4,319.00	£ 5,469.00	£ 9,788.00	£ 18,301.00		
Diss Youth & Community Centre						£ -			
Total Income	£ 27,685.00	£ 23,170.00	£ 18,835.00	£ 11,483.00	£ 9,145.00	£ 20,628.00	£ 19,565.00	Utility costs increases of 3-12%; Legionella Management £300; £1500 - Provision for upgrade to outside lighting	
Overhead Expenditure	£ 20,279.00	£ 20,756.00	£ 20,444.00	£ 9,782.00	£ 10,594.00	£ 20,376.00	£ 23,565.00		
Income Less Expenditure	£ 7,406.00	£ 2,414.00	£ 1,609.00	£ 1,701.00	£ 1,449.00	£ 252.00	£ 4,000.00		
						£ -			
Grants						£ -			
Overhead Expenditure	£ 23,700.00	£ 18,734.00	£ 20,000.00	£ 18,500.00	£ 1,500.00	£ 20,000.00	£ 20,000.00		
						£ -			
Parish Partnership Bid						£ -			
Overhead Expenditure	£ 2,800.00	£ 1,398.00	£ -	£ -	£ -	£ -	£ 8,500.00	£1,525 re. Parish Partnership Bid and £6,975 for provision for resident parking issues (SNC led project)	
						£ -			
Market						£ -			
Total Income	£ 20,815.00	£ 22,069.00	£ 19,274.00	£ 17,304.00	£ 6,022.00	£ 23,326.00	£ 22,776.00	Increase in Market Income due to additional regular trader.	
Overhead Expenditure	£ 2,709.00	£ 2,855.00	£ 2,763.00	£ 1,373.00	£ 1,376.00	£ 2,749.00	£ 2,832.00		
Income Less Expenditure	£ 18,106.00	£ 19,214.00	£ 16,511.00	£ 15,931.00	£ 4,646.00	£ 20,577.00	£ 19,944.00		
						£ -			
Promotion						£ -			
Overhead Expenditure	£ 5,000.00	£ 5,459.00	£ 2,000.00	£ 855.00	£ 1,315.00	£ 2,170.00	£ 2,475.00	Includes Diss/Harleston info map ; display board ; leaflet printing ; website management	
						£ -			
SNC Grant						£ -			
Total Income (SNC Grant)	£ 19,728.00	£ 19,728.00	£ 10,713.00	£ 10,713.00	£ -	£ 10,713.00	£ -		

	Last Year		Current Year				Next Year	Variance	Notes
	£ 19,728.00	£ 19,728.00	£ 10,713.00	£ 10,713.00	£ -	£ 10,713.00	£ -		
						£ -			
						£ -			
						£ -			
General Expenditure	£ 31,122.00	£ 31,486.00	£ 34,947.00	£ 16,783.00	£ 12,141.00	£ 28,924.00	£ 36,906.00	Includes Town Mayor's Allowance ; Members Allowances ; Subscriptions ; Audit ; Training ; Insurance ; Conf/meeting ; Meeting Room Hire ; Printing/Stationery/Equipment ; postage ; Legal/Financial/Prof fees; HR Support. The increase from Draft Budget sent on 7th Nov meeting is by £1,790. 1.Training budget is increased by £1,500 considering New Dep Town Clerk CILCA Training ; Staff training for Omega Diaries, Cemetery modules etc. 2.Printing and stationary budget increased by £290 re. Omega Module for Cemetery	
						£ -			
						£ -			
Sports Ground						£ -			
Total Income	£ 8,925.00	£ 8,281.00	£ 8,766.00	£ 2,817.00	£ 4,800.00	£ 7,617.00	£ 8,304.00		
Overhead Expenditure	£ 14,367.00	£ 11,282.00	£ 15,359.00	£ 8,360.00	£ 4,273.00	£ 12,633.00	£ 16,161.00	Includes main gate replacement, Gen Maint & sanitary disposal increases. Plus grasscutting & utility increases	
Income Less Expenditure	-£ 5,442.00	-£ 3,001.00	-£ 6,593.00	-£ 5,543.00	£ 527.00	-£ 5,016.00	-£ 7,857.00		
Events									
Overhead Expenditure	£ 2,750.00	£ 1,322.00	£ 1,000.00	£ 895.00	£ 50.00	£ 945.00	£ 3,568.00	Includes Comms Strategy (signage flags; DTC Promo) ; Royal British Legion events ; other event support. No previous budget as paid for from Town Mayor's Allowance	
Christmas Switch on Event						£ -			
Total Income	£ -	£ 3,078.00	£ -	£ 292.00		£ 292.00	£ -		
Overhead Expenditure	£ 500.00	£ 2,288.00	£ 500.00	£ 287.00	£ 2,000.00	£ 2,287.00	£ 1,250.00		
Income Less Expenditure	-£ 500.00	£ 790.00	-£ 500.00	£ 5.00	-£ 2,000.00	-£ 1,995.00	-£ 1,250.00		
						£ -			
						£ -			
Carnival						£ -			
Total Income	£ -	£ 10,904.00	£ -	£ 9,204.00	£ 1,000.00	£ 10,204.00	£ -		
Overhead Expenditure	£ 1,000.00	£ 11,844.00	£ 2,000.00	£ 7,764.00	£ 4,081.00	£ 11,845.00	£ 1,250.00		
Income Less Expenditure	-£ 1,000.00	-£ 940.00	-£ 2,000.00	£ 1,440.00	-£ 3,081.00	-£ 1,641.00	-£ 1,250.00		
Wages	£ 283,752.00	£ 286,338.82	£ 312,144.00	£ 153,700.94	£ 146,488.00	£ 300,188.94	£ 315,784.00		
Annual Town Meeting	£ -	£ -	£ -	£ -	£ -	£ -	£ 420.00		

	Last Year		Current Year			Next Year	Variance	Notes	
Total Income	£ 104,269.00	£ 115,887.00	£ 85,258.00	£ 71,936.00	£ 34,792.00	£ 106,728.00	£ 93,880.00	£ 8,622.00	
Total Expenditure	£ 541,769.00	£ 530,402.82	£ 585,030.00	£ 290,787.00	£ 276,782.00	£ 567,569.00	£ 628,720.00	-£ 43,690.00	
Precept	<u>£ 437,500.00</u>		<u>£ 499,772.00</u>			<u>£ 534,840.00</u>	-£ 35,068.00		
Tax Base (in 16-17 - 2621)	£ 2,669.00		£ 2,683.00	Estimated an increase of 1.18% in tax base		£ 2,715.00			
	£ 163.92		£ 186.27			£ 196.99			
Estimated Increase in Band D Equivalent						5.76%		Estimated Band D Equivalent increased by 1.35% from the Draft Budget as at 7th Nov 2018 meeting	
N.B. Streetlighting									
Capital Transfer	£300k								
Expenditure	£14,500 (subject to detailed maintenance contract costs)								

Diss Matters update

- **Who is our 'Diss Matters' Publisher?**
Jean Wills (One Press Publishing). Jean has her own graphic designer who pieces together the content. She also has a good relationship with her printer contacts who can turn around production very quickly.
- **What is the cost for 'Diss Matters'?**
Jean covers ALL costs through advertising revenue so DTC have zero costs.
- **What is the size of 'Diss Matters'?**
B5 (in between A5 and A4) The Winter edition had 32 pages with 20 pages of our content and the rest advertising (sourced by Jean). Jean said there is a possibility that the number of pages could be doubled if we needed to include more content and she would be willing to source more advertising to cover the cost of this.
- **Where will the advertising come from?**
All adverts are from local businesses, sourced by Jean, and many have already signed up to pay for adverts in all of 2019's editions.
- **How many copies are delivered?**
Dayburst (Mark Aiken) delivered 4250 (approx) copies to all Diss residents, 5000 copies printed, costs covered by Jean's advertising costs.
- **How often will 'Diss Matters' be produced?**
We will be delivering '*Diss Matters*' quarterly as follows:
 - Spring - March
 - Summer - July
 - Autumn - September
 - Winter - December
- **What content is included in 'Diss Matters'?**
Diss Matters features upcoming events, local community articles, puzzles, recipes, thankyou's, council news
- **Where can the public get 'Diss Matters' from?**
Diss Matters can be collected for free from the town council offices, the Corn Hall and Diss Library for those living outside of Diss. Local traders have been encouraged to pick up a few copies for display in their shops.