

TOWN CLERK
Miss S Richards, CILCA

DISS TOWN COUNCIL
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Please ask for: Sarah Richards
Our ref: EX 04.03.20
Date: 17 February 2020

NOTICE OF MEETING

Dear Members of the Public and Press,

You are cordially invited to attend a meeting of **Executive Committee** to be held in the **Council Chamber** at **Diss Corn Hall** on **Wednesday 4th March 2020** 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 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 Executive Committee held on 4th December 2019. (copy herewith).
5. **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 three minutes*).
6. **Items of URGENT business**
To discuss any item(s) of business which the 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*).
7. **Policies**
 - a) To approve a new Maternity / Adoption / Paternity / Parental Leave policy (copy herewith)
 - b) To approve a new Whistleblowing policy (copy herewith)
 - c) To approve a revised TOIL policy (copy herewith)
8. **Community Grant Scheme**
 - a) To consider a review of the Council's Community Grant Scheme (report to be tabled)
 - b) To consider a grant application from MTM Youth Services (copy details herewith)
 - c) To consider a grant application from Menta (copy details herewith)

9. **Progress Report**
To note progress on decisions made at the last meeting of the Executive Committee (copy details herewith).
10. **Member Forum**
To consider information or issues relevant to this committee from members for brief discussion, action or inclusion on a future agenda.
11. **Date of Next Meeting**
To note that the next meeting of the Executive Committee is scheduled for 6th May 2020.
12. **Public Bodies (Admissions to Meetings)**
To consider a resolution under the Public Bodies (Admissions to Meetings) Act 1960 and Standing Orders 1c 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.
13. **Staffing**
To receive a confidential report (reference 33/1920 herewith) regarding staffing matters.
14. **Nunnery Wall**
To consider confidential correspondence regarding the Nunnery Wall adjacent to Diss Park (copy herewith).

COMMITTEE MEMBERSHIP:	FOR INFORMATION:
Councillors:	Town Clerk
S. Browne (ex-officio)	Deputy Town Clerk
M. Gingell	Responsible Finance Officer
N. Howard (Chair)	
S. Kiddie	Councillors:
J. Mason (Vice-Chair)	D. Collins
S. Olander (ex-officio)	A. Kitchen
D. Poulter	J. Welch
J. Robertson	
E. Taylor	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 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.

It was noted that Councillor Gingell is drafting a proposal regarding the grant scheme process, which will be reported to Council in due course. It was agreed that the grant scheme budget allocation should be retained at £20k, which is 3% of total expenditure in order to support organisations, which help to achieve the Council's aims.

Councillors considered how best to publicise the budgeting process. It was noted that an article explaining the budgeting process has been submitted in the monthly column being released this week. It was agreed that clear and engaging information should be disseminated via the Council's website and social media to explain the process and how the Town Council's element of the Council Tax (10%) is made up. This should include re-use of the responsibilities graphic for the three different tiers of local government.

It was noted that approximately 80% of the Council's budget is core costs, which are spent to maintain current facilities and services and that the remaining 20% can be allocated to additional projects.

Queries were raised regarding proposed budgets for sites given works required, expenditure to date, committed expenditure and EMR allocations. It was agreed that Councillor Poulter would meet with the RFO to confirm that sufficient allocations are proposed for planned projects across the current budget and EMR and that this is reflected in an easy to understand format.

The RFO commented that she has estimated realistic income and expenditure forecasts based on actuals. It was agreed that the proposed EMR expenditure would be more clearly presented against the project priorities (high, medium & low) and it was noted that not all projects would be completed in the next financial year.

The Chair of the Infrastructure committee received confirmation that the review of budgetary requirements for his committee would be undertaken in time to feed into the overall budget approval process. It was

RESOLVED: That members recommend to Full Council:

1. A 0% increase in the staffing budget for 2020/21.
2. An allocation to cover the potential cost of replacing a member of the maintenance team from Earmarked Reserves.
3. An increase in hire fees of 2% for the Cemetery Bungalow, Sports Ground, Allotments & Mere.
4. The continuation of a grant allocation of £20k in the 2020/21 budget.
5. The re-profile of the current allocation of councillors' allowances including the Town Mayor to reflect the additional responsibilities of the four committee Chairs, the Council Leader and the Town Mayor.
6. Consideration of a budget publicity plan.

(Action: RFO; immediately)

EX1219/08 **PROGRESS REPORT**

Members noted progress on decisions made at the last meeting of the Executive Committee. There was a request to review exit interview forms at a future meeting.

EX1219/09 **MEMBER FORUM**

There was no information or issues relevant to this committee from members for brief discussion, action or inclusion on a future agenda.

EX1219/10 **DATE OF NEXT MEETING**

Councillors noted that the next meeting of the Executive Committee is scheduled for 4th March 2020.

EX1219/11 **PUBLIC BODIES (ADMISSIONS TO MEETINGS)**

Members considered a resolution under the Public Bodies (Admissions to Meetings) Act 1960 and Standing Orders 1c 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.

EX1219/12 **CEMETERY CHAPEL**

The consideration of quotations received to undertake a structural survey of the Cemetery Chapels to inform the budgeting process for 2020/21 was deferred to a future meeting.

(Action: Clerk; immediately)

Meeting Closed at 9.15pm.

Chairman: Councillor Howard

Maternity, Adoption, Paternity & Parental Leave Policy

Pregnancy

1. Pregnancy related sickness will be recorded separately from other sickness absence details (inclusive of attendance at antenatal appointments) and will not be included in terms of Diss Town Council's trigger system.
2. The Line Manager will ensure a Health and Safety risk assessment is completed with the pregnant employee upon notification of pregnancy, at the four months and seven months stages (Appendix).

Pregnant employees' rights

3. Pregnant employees have 4 main legal rights:
 - a) paid time off for antenatal care
 - b) maternity leave
 - c) maternity pay or maternity allowance
 - d) protection against unfair treatment, discrimination or dismissal
4. Paid time off will be given to pregnant employees for antenatal care including medical appointments and antenatal or parenting classes if they've been recommended by a doctor or midwife.

Statutory Maternity Leave

5. As an employee of Diss Town Council you have the right to 26 weeks Ordinary Maternity Leave and 26 weeks Additional Maternity Leave. The combined total of 52 weeks is known as Statutory Maternity Leave. Providing you have given the Council the correct notice you can take your Statutory Maternity Leave regardless of the length of time you have worked for the Council, the number of hours you work or how much you are paid.

Telling Diss Town Council

6. You must advise your Line Manager, in writing, that you want to take Statutory Maternity Leave and the date on which you want it to start at least 15 weeks before the beginning of the week your baby is due.
7. If this is not possible (for example because they did not know they were pregnant) the employer must be told as soon as possible.
8. You will be asked to provide a form MAT B1, the maternity certificate, which says when the baby is due. Your doctor or midwife will give you this form on request when you have been pregnant for 21 weeks.
9. The Council will write to you within 28 days, confirming your Statutory Maternity Leave and advise you of the date when it will end.

10. You cannot take time off for antenatal appointments until you've told Diss Town Council about the pregnancy.

Starting your statutory maternity leave

11. You can start your leave any time from 11 weeks before the week in which your baby is due.
12. Maternity leave and Statutory Maternity Pay will start automatically if you are off work for a pregnancy-related illness in the 4 weeks before your baby is due.

Compulsory maternity leave

13. You do not have to take all your Statutory Maternity Leave. However, you must take 2 weeks of "compulsory" maternity leave after your baby is born.

If you lose your baby

14. You can still take Statutory Maternity Leave if your child is stillborn after 24 weeks of pregnancy or born alive at any point of the pregnancy
15. The Parental Bereavement (Leave and Pay) Act 2018 provides for at least two weeks' leave for employees following the loss of a child under the age of 18 or a stillbirth after 24 weeks of pregnancy. Employees with 26 weeks' continuous service will be entitled to paid leave at the statutory rate and other employees will be entitled to unpaid leave.

Keeping in touch days

16. You can work up to 10 days during your maternity or adoption leave. These days are called 'keeping in touch days' and are optional. Both the employee and employer need to agree them.
17. The type of work and pay you receive should be agreed before you come into work. Your right to maternity or adoption leave and pay is not affected by keeping in touch days.

Employment rights when on leave

18. Your employment rights are protected while on Statutory Maternity or Adoption Leave. This includes your right to:
 - a) pay rises
 - b) build up (accrue) holiday
 - c) return to work
19. Employee rights aren't usually affected when they take maternity, paternity, adoption or parental leave and some employees can work up to 10 paid days during their leave.

20. You and your partner may be able to get Shared Parental Leave and Statutory Shared Parental Pay (ShPP) if you're having a baby or adopting a child. You will need to give Diss Town Council at least 8 weeks' written notice of your leave dates to be eligible.

Terms and conditions protection

21. You are entitled to any pay rises and improvements in terms and conditions given during the leave.

22. Pension contributions usually stop if a period of leave is unpaid, unless your contract says otherwise. For example, during unpaid periods of maternity leave or parental leave.

23. You continue to build up holiday entitlement and can take any holiday you've accrued (built up) before or after the leave.

Returning to work

24. When returning to work after Ordinary Maternity Leave (the first 26 weeks) you have a right to the same job and the same terms and conditions you left.

25. When returning after Additional Maternity Leave the Council may show that it is not reasonably practical for you to return to your old job e.g. the job no longer exists, however, you must be found alternative work with the same or better terms and conditions you left. You will be consulted with about these changes.

26. If you take the full entitlement of 52 weeks you do not have to give notice of your return, but it is a good idea to do so.

27. If you wish to return earlier, you must give us 8 weeks' notice that you intend to return early and the date of your return.

28. If you decide not to return to work at all you must give the Council notice in the usual way.

29. If you are ill at the end of your Statutory Maternity Leave and unable to return to work on the due date, you must advise your Line Manager in the usual way under the Council's Sickness Absence procedure.

Statutory maternity pay and benefits

30. Please refer to the Responsible Finance Officer who will be able to provide you with up to date figures.

Health and safety for pregnant employees

31. When you tell Diss Town Council you're pregnant, Diss Town Council will assess the risks to you and your baby (Appendix).

32. Risks could be caused by:

- a) heavy lifting or carrying
- b) standing or sitting for long periods without adequate breaks
- c) exposure to toxic substances
- d) long working hours

33. Where there are risks, Diss Town Council will take reasonable steps to remove them. For example, offering you different work or changing your hours.

34. Diss Town Council will suspend you on full pay if we cannot remove any risks. For example, offering suitable alternative work.

Pregnancy and maternity discrimination

35. It is against the law to discriminate against anyone because of being pregnant.

Adoption leave and pay

1. If you reach the qualification requirements, and have been matched with a child, you may take up to 52 weeks adoption leave, and may be entitled to 39 weeks of statutory adoption pay. If you and your partner jointly adopt a child, one may take adoption leave and the other parent may be able to take paternity leave or shared parental leave.

Adoptive Parent's rights

2. If you are the main adopter, you will be able to take paid time off for up to five adoption appointments. Your partner will be entitled to take unpaid time off for up to two appointments.
 - a) Adoption leave is a "day one" right; there is no qualifying period.
 - b) Statutory Adoption Pay - the first six weeks will be paid at 90% of your normal earnings.
 - c) Some surrogate parents will become eligible for adoption leave.

Statutory Adoption Leave

3. Adoption leave may be taken:
 - a) When your child starts living with you or up to 14 days before the placement date (UK adoptions).
 - b) When you have been matched with a child by a UK adoption agency.
 - c) When the child arrives in the UK or within 28 days (overseas adoption).
4. Your partner, or the secondary adopter if a couple are adopting jointly may be entitled to paternity leave and pay or shared parental leave.

Telling Diss Town Council

5. You must give Diss Town Council documentary proof to show that you have the right to paid Statutory Adoption Leave. This is usually a matching certificate from the adoption agency. The adoption agency must be recognised in the UK.

Starting your Adoption Leave

6. Statutory adoption leave can start either:
 - a) from the date the child starts living with the employee
 - b) up to 14 days before the date the child is expected to start living with the employee.
7. You should tell Diss Town Council within seven days of being told that you have been matched with a child, if this is not possible you must tell Diss Town Council as soon as possible.

Statutory Adoption Pay

8. Statutory adoption pay (SAP) will be payable if you have:
 - a) been working continuously for Diss Town Council for at least 26 weeks by the week you were matched with a child
 - b) an average weekly earnings at least equal to the lower earnings limit for National Insurance contributions.
9. SAP is payable for 39 weeks. For the first six weeks it is paid at 90 percent of the average weekly earnings. The following 33 weeks will be paid at the SMP rate or 90 per cent of the average weekly earnings whichever is the lower.
10. Please refer to the Responsible Finance Officer who will be able to provide you with up to date figures.

Keep in touch days

11. Both parties should agree when and how the employer will keep in contact, this may be via email, telephone contact etc. Employees should also agree with Diss Town Council if they will work the "keeping in touch" days; these can be used for training days, team events etc.
12. Up to ten keeping in touch days can be worked, and there is no provision for these days to be paid, this should be agreed between the employee and Diss Town Council. Statutory Adoption Pay may be paid or this may be off set against any contractual pay agreed.

Returning to work

13. When returning to work after Ordinary Adoption Leave (the first 26 weeks) you have a right to the same job and the same terms and conditions you left.
14. When returning after Additional Adoption Leave the Council may show that it is not reasonably practical for you to return to your old job e.g. the job no longer exists, however, you must be found alternative work with the same or better terms and conditions you left. You will be consulted with about these changes.
15. If you take the full entitlement of 52 weeks you do not have to give notice of your return, but it is a good idea to do so.
16. If you wish to return earlier, you must give us 8 weeks' notice that you intend to return early and the date of your return.
17. If you decide not to return to work at all you must give the Council notice in the usual way.

Flexible working

1. Parents of children aged 16 and under, or of disabled children aged 18 and under, are entitled to request a flexible working pattern to assist with the work/caring balance.
2. You must make your request in writing and the Council must consider your request and reply to you in writing, giving reasons for any refusal.

Ordinary Paternity Leave Procedure

1. As an employee of Diss Town Council you are entitled to Ordinary Paternity Leave provided that you have been employed by the Council for at least 26 weeks by either:
 - a) The end of the 15th week before the start of the week when the baby is due
 - b) The end of the week you are notified that you are matched with your child
2. You must also be either the:
 - a) Biological father of the child
 - b) Mother's husband or partner (including same sex relationships)
 - c) The child's adopter
 - d) Husband or partner (including same sex relationships) of the child's adopter.

Attendance of antenatal appointments

3. Prospective fathers or the mother's spouse or partner, has the right to take unpaid leave to attend up to two antenatal appointments with the expectant mother under the Children & Families Act 2014.
4. By virtue of the Children & Families Act 2014 your Line Manager can ask you to provide a declaration confirming:
 - a) That you have a qualifying relationship with the expectant mother (that you are the father of the child or the woman's spouse or partner)
 - b) That the reason for requesting time off is to attend an antenatal appointment
 - c) That the appointment has been made on the advice of a medical practitioner registered midwife or registered nurse
 - d) The date and time of the appointment.

Length of ordinary paternity leave

5. As long as you meet the conditions you can take either 1 or 2 weeks Ordinary Paternity Leave. If you take 2 weeks off, they must be taken together. You cannot take odd days off.

Taking your ordinary paternity leave

6. To qualify for Ordinary Paternity Leave you must tell your Line Manager:
 - a) When the baby is due or when the child is expected to be placed with you for Adoption
 - b) Whether you wish to take 1 or 2 weeks leave
 - c) When you want your leave to start.
7. You must give your Line Manager the correct amount of notice in writing telling them:
 - a) At least 15 weeks before the beginning of the week when the baby is due OR
 - b) Within 7 days of being told by the Adoption Agency that you have been matched with a child.
8. Your Ordinary Paternity Leave can start on any day of the week (but not before the baby is born). It has to finish within 56 days of the baby's birth. If the baby is born before the week in which it was due, your leave must finish within 56 days of the first day of that week.
9. You can change the date that your Ordinary Paternity Leave starts as long as you give the Council 28 days' notice.
10. You can still take Ordinary Paternity Leave if your baby is stillborn after 24 weeks of pregnancy or born alive at any point of the pregnancy.

Diss Town Council – Pregnancy Risk Assessment

Overview

It is important that hazards to colleagues who are pregnant are identified and where required that suitable changes are made to enable them to be safer and more comfortable at work.

Completing the Pregnancy Risk Assessment

Hazard	Hazard Exists	How may they be harmed	Potential level of risk	Control measures	Applied	Potential level of residual risk	Comments
Manual Handling		Physical changes	High	Limited physical work		Low	

The assessment document should be used as part of a general discussion with the colleague, where it is important to try and answer any questions and to discuss whether they have received any medical advice from their GP or midwife.

With the assessment, read through the typical hazards and discuss whether the hazard exists for the colleague based on where they work and the tasks they are expected to complete. If so, then check the box and move on to the control measures and again check any to be applied to reduce the risk. Any additional information in relation to the hazard or controls can be recorded in the comments box.

If you identify that the colleague's role or location create any additional hazards not stated, then these should be recorded in the empty cells and appropriate control measures recorded and applied. Please advise the employee that any risks identified, and control measures applied in the workplace may equally apply outside the workplace environment.

Once you have completed the initial assessment, set a date for a review of the assessment on or within **26 weeks** of the pregnancy and then review on the date or sooner should any significant changes occur or upon request from the colleague.

Please note a copy of the initial and subsequent follow up assessments must be passed to the appropriate Line Manager and placed on the employee's HR file. Completed assessments are kept both in paper and electronic formats and can only be seen by either the Clerk or employee's Line Manager. If further support or information is required, the assessor should contact the Town Clerk for guidance.

<p>Hazard Something with the potential to cause harm</p>	<p>Level of Risk The likelihood that a colleague who is pregnant will be harmed</p>	<p>Control Measures Actions to remove or reduce the risks as far as is reasonably</p>	<p>Level of Residual Risk The likelihood of harm by the hazard once the control measure have been applied</p>
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Diss Town Council – Pregnancy Risk Assessment

Initial Assessment:

First Review:

Expected date of Childbirth:		Date set for Review:	
Branch/Location:		Date of Assessment:	
Staff Members Name:		Name of Assessor:	
Staff Members Job Title:		Assessor Job Title:	

Tasks/Activities:	
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This personal risk assessment should be read in conjunction with the health and safety policy to ensure that control measures are considered to remove or reduce risks as far as is reasonably practicable. The following is the identification of additional particular hazards and their adjustments for the above-named person based on their normal duties and the information available at the time.

Hazard	Hazard Exists	How May They Be Harmed?	Potential Level of Risk	Control Measures	Applied	Potential Level of Residual Risk	Comments
Manual Handling Handling, lifting and carrying Bending and Stretching Pushing and Pulling	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Hormonal & physical changes increase risk of manual handling injuries (strains, sprains etc)	High	Limited physical work Carrying heavy loads avoided.	<input type="checkbox"/> <input type="checkbox"/>	Low	

Diss Town Council – Pregnancy Risk Assessment

<p>Repetitive Movements</p> <p>Keyboards</p>	<input type="checkbox"/>	<p>Hormonal changes affect ligaments and can increase risk of injury (e.g carpal tunnel).</p>	<p style="background-color: yellow;">Medium</p>	<p>Allowance of breaks and changing duties.</p>	<input type="checkbox"/>	<p style="background-color: green;">Low</p>	
<p>Continuous Standing (events etc)</p> <p>Periods of more than 2 to 3 hours at a time</p>	<input type="checkbox"/>	<p>Standing in one position for long periods can cause backache, dizzy spells and fatigue</p>	<p style="background-color: yellow;">Medium</p>	<p>Allowance for breaks and changing of duties</p>	<input type="checkbox"/>	<p style="background-color: green;">Low</p>	
<p>Continuous Sitting</p> <p>Sitting continuously at a workstation</p>	<input type="checkbox"/>	<p>Sitting for long periods increase risk of thrombosis</p>	<p style="background-color: yellow;">Medium</p>	<p>Allowance of breaks and changing duties.</p> <p>Suitable chair available (office environment)</p>	<input type="checkbox"/>	<p style="background-color: green;">Low</p>	
<p>Working Conditions</p> <p>Extreme high or low temperatures</p>	<input type="checkbox"/>	<p>Less able to tolerate extremes in temperature</p>	<p style="background-color: yellow;">Medium</p>	<p>Allowance of breaks to access hot/cold drinks</p> <p>Access to fresh air for periods during the working day</p> <p>Heating to be adjusted to accommodate requirements</p> <p>Portable fans can be utilised</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p style="background-color: green;">Low</p>	

Diss Town Council – Pregnancy Risk Assessment

Unusually pressured work	<input type="checkbox"/>	Vulnerable to pressure because of hormonal, psychological & physiological changes	Staff member & Line Manager to closely monitor workload to ensure workload manageable	<input type="checkbox"/>	
Excessive working hours	<input type="checkbox"/>	Tiredness leading to stress.	TOIL policy enforced and working hours monitored.	<input type="checkbox"/>	
Lone Working	<input type="checkbox"/>		Lone Working Policy enforced and usually minimum of two members of staff in the building.	<input type="checkbox"/>	
Dealing with aggressive members of the public	<input type="checkbox"/>	Violence/aggression and/or the fear of violence/aggression can increase the risk of miscarriage & premature birth	Remove yourself from the situation and request that another colleague or Line Manager deals with the enquiry.	<input type="checkbox"/>	

Additional Information

Diss Town Council – Pregnancy Risk Assessment

Date Reviewed	Name of Assessor	Job Title of Assessor	Comments

To be completed by the assessor: I have discussed with the colleague and recorded above the identified hazards and their control measures to reduce the risks as far as is reasonably practical.

Signed Date

To be completed by the employee: I have read and agree with the contents of the assessment and shall notify my Line Manager of any changes which may affect the above recommendation.

Signed Date

Parental Leave Procedure

Entitlement

1. Parental leave is for employees to take time off work to look after a child's welfare; this leave is normally unpaid. If you have a child aged under 18 you may have the right to parental leave.
2. To qualify you must:
 - a) Have at least 1 year's continual service with the Council
 - b) Be named as the parent on the child's birth certificate
 - c) Be named on the child's adoption certificate
 - d) Have legal parental responsibility for the child.
3. If you are separated and you do not live with your child, you still have the right to parental leave if you still have parental responsibility for your child.
4. The Council will ask for evidence that you are entitled to parental leave:
 - a) Your child's birth certificate
 - b) Papers confirming your child's adoption or the date of placement in adoption cases
 - c) The award of disability living allowance for your child.

How much leave can be taken?

5. Each parent can take up to 18 weeks' parental leave for each child up to their 18th birthday.
6. If your child is adopted, each parent can take a total of 18 weeks' parental leave up to the 18th anniversary of their placement with the parent.
7. If your child is disabled (that is receiving disability living allowance) each parent has the right to take 18 weeks' parental leave until the child's 18th birthday.
8. Parental leave is an individual right and you cannot transfer leave between parents
9. Parental leave applies to each child, not the individual's job. If part has been used with a previous employer, the balance is carried forward.

Pay during parental leave

10. Statutory parental leave is unpaid.

Process

11. Twenty-one days' notice must be given by the employee before the intended start date and if requested both the start and return date must be given in writing
12. A leave application form must be submitted to your Line Manager and approved by a senior manager
13. Unless it is an emergency, the agreed timescales under the Annual Leave procedure must be adopted
14. Parental leave should be taken in blocks of a week or multiples of a week, and should not be taken as "odd" days off, unless agreed with your Line Manager or the child is disabled. Employees cannot take off more than four weeks during a year. A week is based on an employee's working pattern.

Shared Parental Leave

1. Shared Parental Leave can give you more flexibility in how you share the care of your child in the first year following birth or adoption.
2. Parents can share up to 50 weeks of leave and up to 37 weeks of pay and choose to take the leave and pay in a more flexible way (each parent can take up to 3 blocks of leave, more if their employer allows, interspersed with periods of work).
3. Eligible parents can be off work together for up to 6 months or alternatively stagger their leave and pay so that one of them is always at home with their baby in the first year.

Who can apply for Shared Parental Leave?

4. To trigger the right to SPL for one or both parents, the mother/adopter must:
 - a) have a partner
 - b) be entitled to:
 - i. maternity/adoption leave
 - ii. to statutory maternity/adoption pay
 - iii. maternity allowance (if not eligible for maternity/adoption leave)
 - c) have curtailed, or given notice to reduce, their maternity/adoption leave, pay or allowance.
5. A parent who intends to take SPL must:
 - a) be an employee
 - b) share the primary responsibility for the child with the other parent at the time of the birth or placement for adoption
 - c) have properly notified their employer of their entitlement and have provided the necessary declarations and evidence.
6. In addition, a parent wanting to take SPL is required to satisfy the 'continuity of employment test' and their partner must meet the 'employment and earnings test'.

Continuity of Employment test	Employment and earnings test
The individual has worked for Diss Town Council for at least 26 weeks at the end of the 15 th week before the child's expected due date/matching and is still working for Diss Town Council at the start of each leave period.	In the 66 weeks leading up to the baby's expected due date/matching date, you have worked for at least 26 weeks and earned an average of at least £30 a week in any 13 weeks.

7. Sometimes only one parent will be eligible. For example, a self-employed parent will not be entitled to SPL themselves, but they may still pass the employment and earnings test so their partner, if they are an employee, may still qualify.
8. If both parents are employees and meet the qualifying requirements then there will be a joint entitlement. The parents will have to decide how to divide the leave entitlement once the mother/adopter has decided to curtail their maternity/ adoption leave.

Shared Parental Pay

9. If the mother or adopter curtails their entitlement to maternity/adoption pay or maternity allowance before they have used up their statutory entitlement to 39 weeks' pay, then Statutory Shared Parental Pay could be claimed for any remaining weeks. For example, if a mother curtailed their maternity pay after 30 weeks, 9 weeks would still be remaining, and this could become Statutory Shared Parental Pay.
10. To be able to claim any remaining weeks as Statutory Shared Parental Pay, a parent must:
 - a) pass the continuity of employment test
 - b) have an average weekly earnings at least equal to the lower earnings limit for National Insurance contributions for the 8 weeks' prior to the 15th week before the expected due date or matching date.
11. The other parent in the family must also meet the employment and earnings test.

How to apply for leave and pay

12. Having an early and informal discussion can provide an opportunity for both the employee and Diss Town Council to talk about their preference regarding when Shared Parental Leave is taken.

13. It can also be an opportunity to discuss when any discontinuous leave can be best accommodated if appropriate.
14. If you wish to take Shared Parental Leave you must notify Diss Town Council of your entitlement at least eight weeks before the start of any Shared Parental Leave starts.

Whistleblowing Policy

1. Introduction

- 1.1 Staff or members* are often the first to realise there may be something seriously wrong within a Council. However, they may not express their concerns because they feel that speaking up would be disloyal to their colleagues or to the Council. They may also fear harassment or victimisation. In these circumstances, it may be easier to ignore the concern rather than report what may just be a suspicion of malpractice.
- 1.2 The Council is committed to the highest possible standards of openness, probity and accountability. In line with that commitment, the Council encourages employees and others with serious concerns about any aspect of the Council's work to come forward and voice those concerns. It is recognised that certain cases will have to proceed on a confidential basis. This policy document makes it clear that staff can do so without fear of reprisals.

*Any reference to staff in this policy, also refers to elected members.

2. Aims and Scope

2.1 This policy aims to:

- provide avenues for staff to raise concerns and receive feedback on any action taken;
- allow staff to take the matter further if they are dissatisfied with the Council's response; and
- reassure staff that they will be protected from reprisals or victimisation for whistleblowing in good faith.

2.2 There are existing procedures in place to enable staff to lodge a grievance relating to their own employment. This policy is intended to cover concerns that fall outside the scope of other procedures.

That concern may be about something that:

- a) is unlawful; or
- b) is against the Council's Standing Orders or policies;
- c) falls below established standards or practice; or
- d) amounts to improper conduct.

3. Safeguards

3.1 Harassment or Victimisation

The Council recognises that the decision to report a concern can be a difficult one to make, not least because of the fear of reprisal from those responsible for the malpractice. The Council will not tolerate harassment or victimisation and will take action to protect staff when they raise a concern in good faith.

3.2 This does not mean that if a staff member is already the subject of disciplinary or redundancy procedures, that those procedures will be halted as a result of the whistleblowing.

3.3 Confidentiality

The Council will do its best to protect the identity of any staff member when they raise a concern and do not want their name to be disclosed. It must be appreciated that the investigation process may reveal the source of the information and a statement by the staff member concerned may be required as part of the evidence.

3.4 Anonymous Allegations

This policy encourages staff members to put their name to any allegation. Concerns expressed anonymously are much less powerful, but they will be considered at the discretion of the Council.

3.5 In exercising the discretion, the factors to be considered would include:

- a) the seriousness of the issues raised;
- b) the credibility of the concern; and
- c) the likelihood of confirming the allegation from attributable sources.

3.6 Untrue Allegations

If a staff member makes an allegation in good faith, but it is not confirmed by the investigation, no action will be taken against them. If, however, a staff member makes malicious or vexatious allegations, disciplinary action may be taken.

4. How to Raise a Concern

4.1 As a first step, the staff member should normally raise concerns with their immediate manager. This depends, however, on the seriousness and sensitivity of the issues involved and who is thought to be involved in the malpractice. For example, if there is cause to believe that the Line Manager concerned is involved, the employee should approach the Town Clerk or the Responsible Finance Officer (RFO), whichever is applicable. Where the matter concerns the Town Clerk, the matter can be referred to the Mayor or Council Leader.

4.2 Concerns are better raised in writing. Staff members are invited to set out the background and history of the concern, giving names, dates and places where possible, and the reason why there is cause for concern about the situation. If staff members do not feel able to put their concerns in writing, they can telephone or meet the Town Clerk, RFO, Mayor or Council Leader.

4.3 The earlier staff members express the concern, the easier it is to act.

4.4 Although staff members are not expected to prove the truth of an allegation, they will need to demonstrate to the person contacted that there are sufficient grounds for the concern.

4.5 Advice and guidance on how matters of concern may be pursued can be obtained from the employee's Line Manager in the first instance, or where appropriate the Town Clerk or the Town Mayor (if the complaint relates to the Town Clerk).

4.6 Where necessary, the Town Clerk, RFO, Town Mayor, Council Leader (or if the complaint relates to any of the above) may seek assistance from:

- a) South Norfolk Council Monitoring Officer
- b) National Association of Local Councils

- c) Society of Local Council Clerks
- d) Norfolk Association of Local Councils

- 4.7 Staff members may invite their trade union or professional association to raise a matter on their behalf.
- 4.8 If staff members feel unable to raise the matter within the Council, please refer to clause 6.

5. How the Council Will Respond

- 5.1 The action taken by the Council will depend on the nature of the concern. The matters raised may:
- a) be investigated internally
 - b) be referred to the Police
 - c) be referred to the Internal or External Auditor
 - d) form the subject of an independent inquiry
 - e) result in disciplinary action
 - f) result in legal action
- 5.2 In order to protect individuals and the Council, initial enquiries will be made to decide whether an investigation is appropriate and, if so, what form it should take. Concerns or allegations which fall within the scope of specific procedures (for example, child protection or discrimination issues) will normally be referred for consideration under those procedures.
- 5.3 Some concerns may be resolved by agreed action without the need for investigation.
- 5.4 Within ten working days of a concern being received, the Town Clerk/Mayor will write to the complainant:
- a) acknowledging that the concern has been received;
 - b) indicating how they propose to deal with the matter;
 - c) giving an estimate of how long it will take to provide a final response;
 - d) advising whether any initial enquiries have been made; and
 - e) advising whether further investigations will take place, and if not, why not.
- 5.5 The amount of contact between the staff members considering the issues and those raising the issue will depend on the nature of the matters raised, the potential difficulties involved, and the clarity of the information provided. If necessary, further information will be sought from the staff member(s) concerned.
- 5.6 When any meeting is arranged, the staff member can, if they so wish, be supported by a union or professional association representative or a friend who is not involved in the area of work to which the concern relates.
- 5.7 The Council will take steps to minimise any difficulties that the staff member may experience as a result of raising a concern. For instance, if they are required to give evidence in criminal or disciplinary proceedings, the Council will provide advice about the procedure.
- 5.8 The Council accepts that staff members need to be assured that the matter has been properly addressed. Thus, subject to legal constraints, they will receive information about the outcome of any investigation.

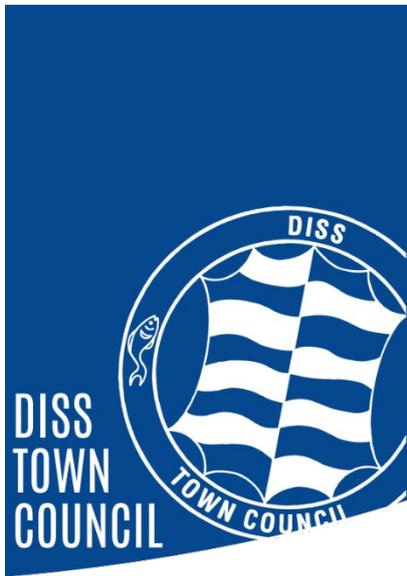
6. How the Matter Can Be Taken Further

- 6.1 This policy is intended to provide staff members with an avenue to raise concerns and the Council hopes any matters raised may be successfully resolved using this procedure. If staff members are not satisfied with the response they receive, and if they feel it is right to take the matter outside Council, they can contact South Norfolk Council's Monitoring Officer.
- 6.2 If staff members do take the matter outside the Town Council, they need to ensure that they do not disclose confidential information or that disclosure would be privileged i.e. confidential between the Officer and their advisors. Further advice on what would be considered as confidential can be sought from the contact point.

Staff TOIL Policy

Time off in Lieu (TOIL) is time off which staff may take for hours worked beyond the normal working day. ~~TOIL applies to additional periods of work either before or after the normal working day.~~

1. TOIL should only be accrued in exceptional circumstances. Where possible every effort should be made to avoid TOIL being accrued. Working additional hours is voluntary.
2. All TOIL must be authorised by the Line Manager and recorded on the employee's time sheet.
3. TOIL cannot be accrued for lunch periods. If you work more than six consecutive hours daily, you are entitled to a half hour lunch break. This must be taken and recorded on all staff time sheets.
4. The additional hours needed should be sporadic or required for a limited period of time only – if it is for a period longer than a month then the Manager should review the overall staffing needs for the team to ensure working practices are effective.
5. The rate at which TOIL can be accrued is on a like for like basis during normal working days i.e. Monday to Friday work one hour and get one hour back in TOIL.
6. Outside of normal working hours, TOIL will be accrued at the appropriate rate.
7. All TOIL accrued in one calendar month must be used up within six weeks of accrual.
8. Only TOIL accrued in March can ~~No TOIL will~~ be carried over from one tax year into the next, ~~except March accrual which~~ and must be utilised in April.
9. Employees who choose to work outside their normal working hours through personal choice cannot claim TOIL for those hours unless authorised through their Line Manager.
10. TOIL accrued and not redeemed as outlined will be considered lost and no financial compensation will be offered. TOIL not taken within the six weeks will be lost.
11. Managers should ensure that employees are given reasonable opportunities to take any accrued TOIL within the approved period.
12. The operation of TOIL depends on mutual trust. Any suspected abuse of TOIL will be treated as a disciplinary matter.



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

Facebook: @DissTC

Community Grants Scheme – Application Form

(To be completed with reference to the accompanying Guidance notes)

Diss Town Council is committed to assisting voluntary and not-for-profit organisations working for the benefit of Diss residents whenever possible. One of the ways this is done is through financial grants.

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

Applicants are advised to read the accompanying guidance notes before completing this form.

Organisation / Individual's Details	
1.	<p>Nature of grant requested from DTC Is your organisation seeking a one-off Project grant, or an Operational Grant</p> <p><input type="checkbox"/> Operational grant (An annual grant to support the ongoing costs of the organisation's activities)</p>
2.	<p>Name of Organisation or Individual(s) including address and website if applicable:</p> <p>MTM Youth Services CIC C/O Empower Cottage, The Street, Diss, Norfolk IP22 4JZ</p>
3.	<p>Name, address and contact details of person making the application</p> <p>Name: Julia Fairbrother Address: 4 Place Terrace Diss IP22 4JZ Phone: Landline: 01379 641837 Mobile: 075 4000001 Email: julia@outposttheatre.org.uk</p>
4.	<p>Position held in organisation if applicable</p> <p>Youth & Community Worker – BA Hons Informal Education (Youth Work & Community Learning & Development)</p>

5.	How long has this organisation been established if applicable?	9 Years
6.	How would you describe your organisation / the applicant(s)? (tick all boxes that apply)	<input type="checkbox"/> <input checked="" type="checkbox"/> Other – please state: CIC
7.	Charity Number (if applicable)	
8.	Company registration number (if applicable)	
9.	Does your organisation have a membership?	<input type="checkbox"/> N/A
10.	If yes, please state:	Current no. of members: Annual Subscription:
11.	Please give details of any other organisation or umbrella group to which your organisation is affiliated if applicable	
12.	Please tick if your organisation / group has: <i>(You do not have to provide any of these documents at the time of application, but some or all may be required before any grant funds are transferred.)</i>	<input type="checkbox"/> <input checked="" type="checkbox"/> A formal constitution <input type="checkbox"/> <input checked="" type="checkbox"/> A child protection policy <input type="checkbox"/> <input checked="" type="checkbox"/> A protocol for working with vulnerable adults <input type="checkbox"/> <input checked="" type="checkbox"/> Public Liability insurance <input type="checkbox"/> N/A - A disability audit of its own premises <input type="checkbox"/> <input checked="" type="checkbox"/> A risk assessment relating to the activity to which the grant relates.
13.	Please describe the activities undertaken by your organisation, including location and frequency of meetings or activities if applicable.	Youth & Community Work which includes supporting Diss Youth Town Council, Intergenerational Projects, community-based media projects. Meetings to develop partnership work with local agencies, community projects that could provide positive opportunities for young people. E.g. Quaker Wood, Diss High School, The Mason Trust, Park Radio, South Norfolk Council & South Norfolk Youth Advisory Board
14.	Does your organisation have its own premises? If yes, are they:	<input type="checkbox"/> No
Project		
15.	Please describe your project, its aims and objectives, and outline how it will benefit the people of Diss.	The Youth Work delivered is flexible to the needs of the young people of Diss and the local community throughout the funding year. The support for the Youth Town Council is ongoing though other positive opportunities can depend on what partnership work is agreed. The 4 x Intergenerational Luncheon events held so far have been hugely

	(Please continue on a separate sheet if necessary)	<p>successful so the plan would be to continue with these. ERM Media are looking to start a new media project with local young people in September 2020 following the success of the Brush From the Past Exhibition in 2018. There is an opportunity for partnership working there. I am available to do any detached work with the Police if there are specific criminal issues arise with the local youth or support any other local youth work projects if needed.</p> <p>Benefits - The youth council will continue to connect young people to their town council and local community. This connection will only improve as the Youth Council continues to develop further and grow over this forthcoming year</p> <p>The grant will enable me to build on my central role in pulling partner agencies together in Diss for the benefit of the community. Working in collaboration has enabled projects to bring young, old, families and single people together.</p> <p>Often young people receive negative press and the work I do provides different opportunities for young people to contribute positively to & respect their community and those who live in it.</p>
If not already mentioned above, please state the following:		
16.	When do you expect the project to start?	April 2020
17.	When do you expect the project to finish?	I expect the funding to last until March 2021
18.	Is the grant for equipment or something else requiring ongoing maintenance?	<input type="checkbox"/> No
19.	If yes, how will this ongoing maintenance be funded?	
20.	How long will the project actively involve residents of Diss?	<input type="checkbox"/> 6-12 months
21.	Which of the following categories of activity apply to your grant application?	<input checked="" type="checkbox"/> Enhancing the environment of Diss <input checked="" type="checkbox"/> Older People <input checked="" type="checkbox"/> Younger People

22.	Which of the following criteria does your grant application meet?	<input checked="" type="checkbox"/> √Benefits the residents of Diss as a whole <input type="checkbox"/> Benefits a specific category of residents of Diss, particularly disadvantaged or vulnerable sections of the population <input checked="" type="checkbox"/> √Provides a service of facility not currently provided elsewhere in Diss <input checked="" type="checkbox"/> √Makes better use of under-used Town Council facilities (i.e. DYCC, Sports Ground) <input checked="" type="checkbox"/> √Is freely available to all sections of the community
23.	In addition to the above, the following will be required of grant applications for ongoing operational funding, and may be required in respect of project grants:	<input type="checkbox"/> Evidence is provided of efforts to generate income from other sources <input type="checkbox"/> The organisation / individuals will be required to provide copies of its latest audited accounts, together with a budget / business plan for the period covered by the grant applied for <input type="checkbox"/> Evidence is provided of set targets and robust methods of measuring the achievement of those targets
Funding		
24.	(Project Grant) Total Cost of Project	
25.	(Operational Grant) Total Annual Budget of your organisation	
26.	Funds already raised	
27.	Grant requested from DTC	£4000
28.	Grants requested from other grant making bodies	None
29.	Anticipated date of grant award from other grant making bodies	
30.	If the above are not sufficient to meet the full cost of the project, where will the balance come from?	
31.	<p>Is the grant requested from DTC for match funding (i.e. are funds from elsewhere?) If yes, please provide details</p> <p><i>N.B. A DTC grant award could be conditional upon evidence that grant applications to other grant making bodies are successful.</i></p>	<input type="checkbox"/> Some of the projects will be carried out partnership with other organisations who will bring part funding, staff & resources.
32.	Please enclose a copy of your organisation's most recent annual accounts	<input checked="" type="checkbox"/> √ Accounts attached <input type="checkbox"/> Accounts to follow <input type="checkbox"/> Not applicable

33.	Please attach a comprehensive budget and business plan for the organisation/project. <i>This may not be appropriate for smaller, one off grants, but will be important for operational grants.</i>	<input type="checkbox"/> <input checked="" type="checkbox"/> Business plan attached
Outcomes		
34.	How will you know if your project is successful? What will you be measuring and how will you measure it?	<p>The youth work & events that are organised will be evaluated and feedback gained from young people & members of the community. E.g. Intergenerational & Media Projects</p> <p>Meeting minutes & reports will record the work of the Youth Council.</p> <p>Outcome Star, which is a nationally recognised evidenced based tool for measuring & supporting change when working with young people will be used with the Youth Councillors to record the impact of the youth work intervention.</p>
Please add any additional supporting information you would like considered here		

Signature and Declaration:
<p>I declare that:</p> <ul style="list-style-type: none"> • the information given in this form and any accompanying documents is correct to the best of my knowledge, • any funds received will be used solely for the purpose detailed on this form. <p>I understand that:</p> <ul style="list-style-type: none"> • documentation supplied will not be returned and may be made available for public scrutiny. <p>I agree:</p> <ul style="list-style-type: none"> • to make invoices and any other relevant documents available on request • to abide by any conditions set out if an award is made. • to return any grant if the project cannot proceed • that, if successful, details of the project may be published by the Council. <p>I confirm that</p> <ul style="list-style-type: none"> • I have authorisation to apply for a grant on behalf of the organisation. <p>I understand</p> <ul style="list-style-type: none"> • that if I make misleading statements at any stage during the application process, or knowingly withhold any information, that this could make my organisation's application invalid and my organisation could be liable to repay any funds to the Council.
Name of Signatory: Julia Fairbrother
Capacity/Role in the organisation if applicable: Youth & Community Worker

Name of Organisation if applicable: MTM Youth Services CIC
--

Signature: Julia Fairbrother

Date:31.1.2020

This form should be returned to The Town Clerk, Diss Town Council, Council Officers, 11-12 Market Hill, Diss, Norfolk, IP22 4JZ, or to towncouncil@diss.gov.uk no later than 31st July for grants sought for payment from October, or 31st January for grants sought for payment from April.

Business Plan for the continuation of Diss Youth & Community Work 2020 – 2021**Date:** 31.1.2020

The youth work hours will be worked as when and when needed to help meet the needs of young people and the local community. We will work alongside & in partnership with other local organisations to ensure a coordinated approach, avoid duplication and offer best value for money. This works main priority will be to support the development of Diss Town Youth Council with their tasks. Other projects will include supporting volunteering opportunities, piloting intergenerational projects and making best use of Diss Youth & Community Centre.

The local organisations will include current youth provisions, schools, Diss Town Council, Park radio, Unit 23, Safer Neighbourhood Team, South Norfolk Help Hub, South Norfolk Youth Advisory Board and businesses.

The age we will be targeting will be 13 -19yrs. We aim to help them engage positively in and with their community, to take pride & social action in Diss and to be offered access to wider experiences with other organisations. This will mean concentrating on the social development of groups and individuals and supporting young people to find their place in our community.

Cost

Youth & Community Worker - BA Hons in Informal Education (Youth Work, Community Learning & Development)

April 1st 2020 to March 31st 2021: 150 hours @ £25 = £3750.00

(£25.00 per hour includes management support & insurance from MTM Youth Services CIC)

Resources - £250.00 (for Youth Work session resources).

**MTM YOUTH SERVICES CIC
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019**

Triple Bottom Line Accounting Limited

Association of International Accountants

The Enterprise Centre University Of East Anglia
Norwich Research Park
Norwich
Norfolk
NR4 7TJ

**Mtm Youth Services Cic
Financial Statements
For The Year Ended 31 March 2019**

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Company Information	1
Accountant's Report	2
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Balance Sheet	4
The following pages do not form part of the statutory accounts:	
Detailed Income and Expenditure Account	6

**Mtm Youth Services Cic
Company Information
For The Year Ended 31 March 2019**

Directors	Mrs Lynn Rutherford Mr David Town Miss Samantha Mason
Company Number	07621312
Registered Office	1 Rambler Cottage The Street Botesdale Diss Suffolk IP22 1BZ
Accountants	Triple Bottom Line Accounting Limited Association of International Accountants The Enterprise Centre University Of East Anglia Norwich Research Park Norwich Norfolk NR4 7TJ

Mtm Youth Services Cic
Accountant's Report
For The Year Ended 31 March 2019

In accordance with the engagement letter, and in order to assist you to fulfil your duties under the Companies Act 2006, we have compiled the financial statements of the company from the accounting records and information and explanations you have given to us.

This report is made to the directors in accordance with the terms of our engagement. Our work has been undertaken to prepare for approval by the directors the financial statements that we have been engaged to compile, to report to the directors that we have done so, and to state those matters that we have agreed to state to them in this report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Company and the Company's directors for our work or for this report.

You have acknowledged on the balance sheet as at year ended 31 March 2019 your duty to ensure that the company has kept proper accounting records and to prepare financial statements that give a true and fair view under the Companies Act 2006. You consider that the company is exempt from the statutory requirement for an audit for the year.

We have not been instructed to carry out an audit of the financial statements. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the financial statements.

02/12/2019

Triple Bottom Line Accounting Limited
Association of International Accountants

The Enterprise Centre University Of East Anglia
Norwich Research Park
Norwich
Norfolk
NR4 7TJ

Mtm Youth Services Cio
Income and Expenditure Account
For The Year Ended 31 March 2019

	2019	2018
	£	£
TURNOVER	139,503	147,962
Staff costs	(80,908)	(94,670)
Depreciation and other amounts written off assets	(256)	(256)
Other charges	(61,180)	(54,920)
Tax	-	-
	<hr/>	<hr/>
NET DEFICIT	(2,841)	(1,884)
	<hr/> <hr/>	<hr/> <hr/>

Mtm Youth Services Cic
Balance Sheet
As at 31 March 2019

	2019	2018
	£	£
Fixed assets	457	713
Current assets	17,150	19,811
Prepayments and accrued income	3,936	8,005
Creditors: Amounts Falling Due Within One Year	(8,487)	(11,601)
	12,599	16,215
NET CURRENT ASSETS	12,599	16,215
TOTAL ASSETS LESS CURRENT LIABILITIES	13,056	16,928
Accruals and deferred income	(11,768)	(12,799)
	1,288	4,129
NET ASSETS	1,288	4,129
RESERVES	1,288	4,129

Notes

1. Average Number of Employees

Average number of employees, including directors, during the year was as follows: 6

2. Company limited by guarantee

The company is limited by guarantee and has no share capital.

Every member of the company undertakes to contribute to the assets of the company, in the event of a winding up, such an amount as may be required not exceeding £1.

3. General Information

Mtm Youth Services Cic is a private company, limited by guarantee, incorporated in England & Wales, registered number 07621312. The registered office is 1 Rambler Cottage The Street, Botesdale, Diss, Suffolk, IP22 1BZ.

**Mtm Youth Services Cic
Balance Sheet (continued)
As at 31 March 2019**

For the year ending 31 March 2019 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.
- These accounts have been prepared in accordance with the micro-entity provisions.

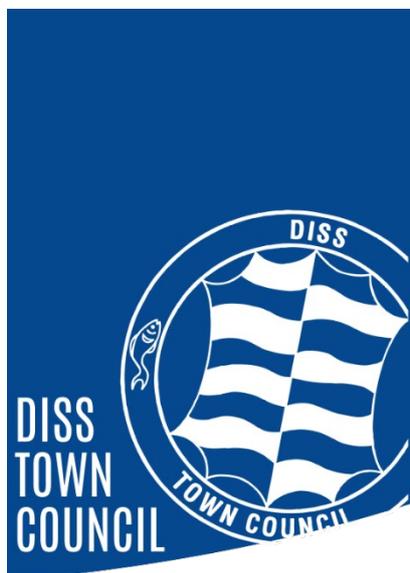
On behalf of the board

Mr David Town

02/12/2019

Mtm Youth Services Cic
Detailed Income and Expenditure Account
For The Year Ended 31 March 2019

	2019		2018	
	£	£	£	£
TURNOVER				
Sales		139,503		147,962
STAFF COSTS				
<i>Distribution:</i>				
Subcontractor costs	18,765		29,545	
<i>Administration:</i>				
Wages and salaries	59,799		52,080	
Directors' salaries	1,631		11,137	
Staff training	713		1,908	
	62,143		65,125	
		(80,908)		(94,670)
DEPRECIATION AND OTHER AMOUNTS WRITTEN OFF ASSETS				
Depreciation of computer equipment	256		256	
		(256)		(256)
OTHER CHARGES				
<i>Other direct costs:</i>				
Other direct costs	50,566		49,323	
<i>General administration costs:</i>				
Insurance	2,002		1,379	
Postage	405		327	
Advertising and marketing costs	4,555		955	
Accountancy fees	1,460		1,898	
Bank charges	229		108	
Other office costs	1,963		930	
	10,614		5,597	
		(61,180)		(54,920)
DEFICIT BEFORE TAXATION		(2,841)		(1,884)
NET DEFICIT		(2,841)		(1,884)



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

Facebook: @DissTC

Community Grants Scheme – Application Form

(To be completed with reference to the accompanying Guidance notes)

Diss Town Council is committed to assisting voluntary and not-for-profit organisations working for the benefit of Diss residents whenever possible. One of the ways this is done is through financial grants.

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

Applicants are advised to read the accompanying guidance notes before completing this form.

Organisation / Individual's Details		
1.	Nature of grant requested from DTC Is your organisation seeking a one-off Project grant, or an Operational Grant	Project grant <input checked="" type="checkbox"/> (A grant of a one-off nature for, for instance, the purchase of equipment or services to provide or improve a facility or activity for the residents of Diss) <input type="checkbox"/> Operational grant (An annual grant to support the ongoing costs of the organisation's activities)
2.	Name of Organisation or Individual(s) including address and website if applicable:	MENTA (Mid Anglia Enterprise Agency) The Village Centre 5 Eastern Way Barry St Edmunds Causton, IP22 7AB www.menta.org.uk
3.	Name, address and contact details of person making the application	Name: Stephen Davies

		<p>Phone: 01805 301 704 / 501 705 Mobile: 07 922 111121 Email: info@mentabusiness.org.uk</p>
4.	Position held in organisation if applicable	Project Coordinator
5.	How long has this organisation been established if applicable?	36 years
6.	How would you describe your organisation / the applicant(s)? (tick all boxes that apply)	<input type="checkbox"/> Voluntary organisation or individuals <input type="checkbox"/> Community/Residents' group <input type="checkbox"/> Registered charity <input checked="" type="checkbox"/> Company limited by guarantee <input type="checkbox"/> Trust <input type="checkbox"/> Other – please state: <input checked="" type="checkbox"/> Not For Profit Organisation
7.	Charity Number (if applicable)	
8.	Company registration number (if applicable)	01805308
9.	Does your organisation have a membership?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
10.	If yes, please state:	N/A
11.	Please give details of any other organisation or umbrella group to which your organisation is affiliated if applicable	N/A
12.	Please tick if your organisation / group has: <i>(You do not have to provide any of these documents at the time of application, but some or all may be required before any grant funds are transferred.)</i>	<input type="checkbox"/> A formal constitution <input checked="" type="checkbox"/> A child protection policy <input checked="" type="checkbox"/> A protocol for working with vulnerable adults <input checked="" type="checkbox"/> Public Liability insurance <input type="checkbox"/> A disability audit of its own premises <input type="checkbox"/> A risk assessment relating to the activity to which the grant relates.
13.	Please describe the activities undertaken by your organisation, including location and frequency of meetings or activities if applicable.	<div style="border: 1px solid black; padding: 5px;"> <p>MENTA is a not-for-profit company providing business advice, business skills training; bespoke business courses and networking opportunities to local communities. Since 1984 MENTA has helped more than 35,000 entrepreneurs launch and run thriving and profitable businesses and our mission is to support people start and grow their businesses,</p> </div>

		<p>encourage expansion, growth and employment to ensure the continued thriving prosperity of East Anglia.</p> <p>Primarily, we offer the provision of an integrated business support service which aims to provide long-term, sustainable job creation, business start-ups and increased GVA for communities throughout our region.</p> <p>MENTA has a strong track record of providing appropriate and accessible business start-up support to local communities including advice, training and mentoring programmes in conjunction with networking opportunities at all stages of business development, including pre-start-up counselling.</p>
14.	<p>Does your organisation have its own premises?</p> <p>If yes, are they:</p>	<p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> N/A</p> <p><input checked="" type="checkbox"/> Owned by the organisation</p> <p><input type="checkbox"/> Rented</p> <p><input type="checkbox"/> Other (please state)</p>
Project		
15.	<p>Please describe your project, its aims and objectives, and outline how it will benefit the people of Diss.</p>	<p>Please refer to attached, Thank You.</p>

	(Please continue on a separate sheet if necessary)	
If not already mentioned above, please state the following:		
16.	When do you expect the project to start?	April 2020
17.	When do you expect the project to finish?	April 2021
18.	Is the grant for equipment or something else requiring ongoing maintenance?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
19.	If yes, how will this ongoing maintenance be funded?	N/A
20.	How long will the project actively involve residents of Diss?	<input type="checkbox"/> One day <input type="checkbox"/> Up to one week <input type="checkbox"/> Up to three months <input type="checkbox"/> 3-6 months <input type="checkbox"/> 6-12 months <input checked="" type="checkbox"/> More than one year
21.	Which of the following categories of activity apply to your grant application?	<input checked="" type="checkbox"/> Advice Services <input type="checkbox"/> Arts and Culture <input type="checkbox"/> Assistance to the Disabled <input checked="" type="checkbox"/> Enhancing the environment of Diss <input checked="" type="checkbox"/> Older People <input type="checkbox"/> Sport and Recreation <input type="checkbox"/> Transport <input checked="" type="checkbox"/> Younger People
22.	Which of the following criteria does your grant application meet?	<input checked="" type="checkbox"/> Benefits the residents of Diss as a whole <input checked="" type="checkbox"/> Benefits a specific category of residents of Diss, particularly disadvantaged or vulnerable sections of the population <input checked="" type="checkbox"/> Provides a service of facility not currently provided elsewhere in Diss <input type="checkbox"/> Adds to or improves existing facilities <input checked="" type="checkbox"/> Makes better use of under-used Town Council facilities (i.e. DYCC, Sports Ground) <input type="checkbox"/> Is freely available to all sections of the community
23.	In addition to the above, the following will be required of grant applications for ongoing operational funding, and may be required in respect of project grants:	X Evidence is provided of efforts to generate income from other sources X The organisation / individuals will be required to provide copies of its latest audited accounts, together with a budget / business plan for the period covered by the grant applied for X Evidence is provided of set targets and robust methods of measuring the achievement of those targets

Funding		
24.	(Project Grant) Total Cost of Project	£13,080
25.	(Operational Grant) Total Annual Budget of your organisation	
26.	Funds already raised	£ 3,080
27.	Grant requested from DTC	£10,000
28.	Grants requested from other grant making bodies	NONE
29.	Anticipated date of grant award from other grant making bodies	N/A
30.	If the above are not sufficient to meet the full cost of the project, where will the balance come from?	N/A
31.	Is the grant requested from DTC for match funding (i.e. are funds from elsewhere?) If yes, please provide details <i>N.B. A DTC grant award could be conditional upon evidence that grant applications to other grant making bodies are successful.</i>	<input type="checkbox"/> Yes (please state) <input checked="" type="checkbox"/> No
32.	Please enclose a copy of your organisation's most recent annual accounts	<input checked="" type="checkbox"/> Accounts attached <input type="checkbox"/> Accounts to follow <input type="checkbox"/> Not applicable
33.	Please attach a comprehensive budget and business plan for the organisation/project. <i>This may not be appropriate for smaller, one off grants, but will be important for operational grants.</i>	<input checked="" type="checkbox"/> Business plan attached <input type="checkbox"/> Business plan to follow <input type="checkbox"/> Business plan not available <input checked="" type="checkbox"/> Budget attached <input type="checkbox"/> Budget to follow <input type="checkbox"/> Budget not available
Outcomes		
34.	How will you know if your project is successful? What will you be measuring and how will you measure it?	<p>This project would aim to provide much needed support and advice to up to 150 members of the community. We are confident that the project will be successful and that members of the community will feel ready and enthused to start their new venture. We will constantly measure and evaluate each workshop session, adjusting accordingly for our attendees. Feedback will be constantly gathered and evaluated to ensure the required support is given at each event. With MENTA, having provided business support to the Norfolk and Suffolk communities for 34 years, understand the need to</p>

		<p>provide continued support to all of its clients and we will be in a position to offer help to these new start-ups on their journey as they continue to build and grow within the town.</p>
<p>Please add any additional supporting information you would like considered here</p>		
<p>A recent survey (2017) revealed a population of approximately 10,800 residents of Diss, which is set to increase through the Greater Norwich Local Plan. With an average age of 44, it is vital that more opportunities exist for all members of the community to build community spirit and a healthy and expanding town. Based on a recent respondent's survey, growth and jobs were a high priority on the list of requirements and needs for the town.</p> <p>We believe that this proposed project will positively impact on this vision, provided much needed support for local residents and local amenities. Furthermore, the support that MENTA will provide will offer real business opportunities which may influence future policies on investment and development. It is hoped that new start-ups will gain the knowledge and confidence required to build successful and profitable businesses throughout Diss. This will add to the overall economy of the town and hopefully provide future opportunities such as employment, training and experience for many, and a sustainable platform from which to build on in the future. To fit with the vision of a "vibrant community, centred around a thriving market town". In summary, we are of the opinion that this project will reflect positively in the following areas:</p> <ul style="list-style-type: none"> Overcoming barriers Utilising local experience and facilities Supporting employment pathways Demand-led intervention support from employers Confidence building Increased opportunities Increase to local economy. 		

<p>Signature and Declaration:</p>
<p>I declare that:</p> <ul style="list-style-type: none"> • the information given in this form and any accompanying documents is correct to the best of my knowledge, • any funds received will be used solely for the purpose detailed on this form. <p>I understand that:</p> <ul style="list-style-type: none"> • documentation supplied will not be returned and may be made available for public scrutiny. <p>I agree:</p> <ul style="list-style-type: none"> • to make invoices and any other relevant documents available on request • to abide by any conditions set out if an award is made. • to return any grant if the project cannot proceed • that, if successful, details of the project may be published by the Council. <p>I confirm that</p> <ul style="list-style-type: none"> • I have authorisation to apply for a grant on behalf of the organisation. <p>I understand</p> <ul style="list-style-type: none"> • that if I make misleading statements at any stage during the application process, or knowingly withhold any information, that this could make my organisation's

application invalid and my organisation could be liable to repay any funds to the Council.
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Name of Signatory: Stephen Davies

Contract Coordinator/Business Adviser

(MENTA) Mid Anglia Enterprise Agency.

Signature: Stephen Davies

Date: 27th January 2020.

This form should be returned to The Town Clerk, Diss Town Council, Council Officers, 11-12 Market Hill, Diss, Norfolk, IP22 4JZ, or to towncouncil@diss.gov.uk no later than 31st July for grants sought for payment from October, or 31st January for grants sought for payment from April.

Project

The funding would be used to support and transform the prospects of residents within Diss who are interested in starting a new business, including individuals that are under-employed or furthest from the labour market.

MENTA has a long and proud history of reaching members of the community whom, traditionally, may be furthest from the employment market. This could be for several reasons such as rural/coastal isolation, disadvantaged/challenging backgrounds and the disabled. MENTA additionally has extensive experience in working with ex-offenders and refugees through many alternative projects.

Our service will benefit the residents of Diss as a whole but could also be specifically tailored to the younger members of the community, those thinking about the possibility of self-employment maybe as a consequence of unemployment, retirement and return-to-work mums, to name but a few. Furthermore, young entrepreneurs can be identified with the help of the local education providers to offer them a chance to develop their ideas, helping to build confidence and adding to their skill-set. This valuable experience would be extremely beneficial in terms of future employability and even offering the possibility of new start-ups whom, in turn, may provide future employment opportunities and contribute widely to the local economy. Our close partnerships with other agencies such as JCP and Norfolk County Council would also assist us in reaching specific members of the community.

The project will support Diss residents during the pre-start and the start-up stage for individuals interested in becoming self-employed by providing a series of face-to-face group workshops and a mentoring programme along with an individual personality profiling tool which will continue to be of huge benefit to individuals throughout their career and life.

It is proposed that, to further enhance the viability and relevance within Diss, our services will be offered at under-used facilities such as the Sport Centre, Sports Clubs, Library, JCP or from other suitable facilities around Diss which the town council may wish to suggest. It is hoped that our marketing, social media presence and attendance at such venues may provide a focal point and lead to continued and regular use by the community for other opportunities in the future.

MENTA are extremely keen to provide a service that is accessible and beneficial to the maximum number of local residents, that can broaden the use and appeal of under-utilised facilities around the town and very importantly, be sustainable and of benefit in the longer-term. We envisage new start-up businesses to emerge from this project which will provide opportunities, employment and economic value to Diss as a whole.

MENTA will provide a series of monthly business workshops throughout the year which will provide help for up to 144 members of the community (12 sessions with a cohort of approximately 12 attendees).

A brief outline of workshop activities include:

Business ideas generation, self-employment advice, simple business planning, marketing and social media and bookkeeping.

In addition, we will provide an individual personality profile for each participant which will be of huge value throughout their lives and certainly help with future job applications, self-employment and in many other positive areas of their future development.

In summary, we are of the opinion that this project will reflect positively in the following areas:

Overcoming barriers

Utilising local experience and facilities

Supporting employment pathways

Demand-led intervention support from employers

Confidence building

Increased opportunities

Increase to local economy.

Proposed Budget

£ 4,800	12 planned workshops 1 per month for the duration of the project
£ 1,500	Cost for venues (12 venues @ £125)
£ 300	Marketing/Promotion
£ 6,480	Individual profiling (£45 x 144 attendees, approximately).

£ 13,080 Total cost of project.

Progress Report - Executive Committee

Item 9

Minute Reference	Item	Action	Assigned to	Timescale (By)	Comments or further action
F0918/07	BUSKING	d) That the Action Group would review the guide to busking dealing with issue resolution and work with traders to fine tune the Code of Conduct.	SB		SNC is keen to discuss moving this forward & an Officer will be in touch. No recent reports of busking received. Low priority.
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/SB	01/03/20	SB to review & update during her Mayoral year.
EX0318/10	STAFFING Update	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 contractors	Clerk	Every meeting	a) None b) RFO 6 month review due March. c) TOIL policy being adhered to d) DepTC appraisal completed. Increment included in previous salary scale increase. e) No requirement to implement HR issues f) No recorded accidents at work g) No occupational health issues h) Volunteer on hold whilst IT support is resolved
EX0918/08	BANKING	iii) To request a Barclaycard Flex credit card facility b) Review of Council investment options	RFO	by early 2020	To be reviewed by new RFO post Internal Controls review
EX1118/10	COUNCIL'S RESILIENCE PLAN	Draft Resilience Plan to be presented to committee in the New Year	JR / Clerk	by 03.01.19	Framework for Plan drafted. Detail required via contact with relevant parties. JR currently formatting plan into an easily read document for presentation at a future meeting
EX1218/16	IT SUPPORT	To review S2 Computers Ltd service provision after one year contract	DepTC	31/12/19	Currently under review
EX0219/07	GDPR	To schedule a meeting to review databases in light of the General Data Protection Regulation.	Clerk	by 30.11.19	Databases reviewed. Updates and amends in progress. TC & DepTC to attend more training on GDPR
EX1119/08	COMMUNITY GRANT SCHEME	b) To consider the deadlines and processes relating to the Council's Grant Community Scheme as part of the future budgeting process	Clerk	2020	On agenda
		c) To review the same application from the Diss Organ Festival organiser and consider a grant of the remaining £1,400 as part of the 2020/21 budgeting process.	Clerk	by 8.01.20	Organiser of event to confirm current funding requirements
EX1119/10	ITEMS FOR NOTING	S106/CIL Funds - It was agreed that the Facilities committee would consider quotations received regarding the proposed works at the DYCC post detailed income / expenditure review including staffing costs & review of requirement for office space	DepTC	by 21.11.19	Works to ground floor being scheduled. Upper floor for consideration 2020-21.
EX1219/07	BUDGET	1. A 0% increase in the staffing budget for 2020/21. 2. An allocation to cover the potential cost of replacing a member of the maintenance team from Earmarked Reserves. 3. An increase in hire fees of 2% for the Cemetery Bungalow, Sports Ground, Allotments & Mere. 4. The continuation of a grant allocation of £20k in the 2020/21 budget. 5. The re-profile of the current allocation of councillors' allowances including the Town Mayor to reflect the additional responsibilities of the four committee Chairs, the Council Leader and the Town Mayor. 6. Consideration of a budget publicity plan.	RFO	Immediately	Done
EX1219/12	CEMETERY CHAPEL	The consideration of quotations received to undertake a structural survey of the Cemetery Chapels to inform the budgeting process for 2020/21 was deferred to a future meeting.	Clerk	Immediately	Will be an item for consideration at the next Facilities Committee meeting