



**TOWN CLERK**  
Miss S Richards, CILCA

**DISS TOWN COUNCIL**  
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Please ask for: Miss Sarah Richards  
Our ref: FC 14.04.2021  
Date: 08 April 2021

## NOTICE OF MEETING

Dear Members of the Public and Press,

You are cordially invited to attend a meeting of **Diss Town Council** to be held online at <https://us02web.zoom.us/j/83614497011> on **Wednesday 14<sup>th</sup> April 2021 at 8pm** to consider the business detailed below.

Town Clerk

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## AGENDA

- 1. Apologies**  
To receive and consider apologies for absence.
- 2. Declarations of Interest and Requests for Dispensations**  
To note any declarations of members' pecuniary and/or non-pecuniary/other interests pertaining to items on the following agenda, to note any dispensations granted in respect of business to be discussed and to consider any requests for dispensations.
- 3. Minutes**  
To confirm as a true record, the minutes of the meeting of Full Council on 17<sup>th</sup> March 2021 (copy herewith).
- 4. Public Participation**  
To consider a resolution under Standing Orders 3d to 3h to suspend the meeting to receive reports from the County and District Councillors, on behalf of the Police, and to hear comments from members of the public on items to be discussed on the agenda (*members of the public are entitled to speak for a maximum of three minutes*).
- 5. Items of URGENT business**  
To discuss any item(s) of business which the Town Mayor or Town Clerk has previously been informed at least 24 hours before the meeting and decides should be considered as a matter of urgency (*councillors are reminded that no resolutions can be made under this agenda item*).
- 6. Finance**
  - a) To note bank outgoings for March 2021 (copy herewith).
  - b) To receive the summary of Income and Expenditure for the month ending March 2021 subject to minor year end amendments (copy herewith).
  - c) To receive the summary of Earmarked Reserves for the month ending March 2021 subject to minor year end amendments (copy herewith).
- 7. Meeting Administration**
  - a) To review and approve a schedule of meetings for 2021/22 (report reference 51/2021 herewith refers).
  - b) To review and approve committee Terms of Reference and delegations (copy details herewith).
  - c) To note that the delegations to Officers (copy details herewith) is scheduled for review in 2023 as per the approved Annual Review of Key Documents.

**8. Armed Forces Covenant**

To consider signing the Armed Forces Covenant for Parish Councils (copy details herewith).

**9. Hire Fees**

To consider a proposal to offer a temporary discount to hirers of the Park to support events post Covid (report reference 52/2021 herewith).

**10. Progress report**

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

**11. Date of Next Meeting**

To note that the next meeting of Full Council is scheduled for Wednesday 5<sup>th</sup> May 2021.

**NOTES**

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

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

Please note that Council meetings are currently taking place virtually via Zoom. Anyone wishing to attend the meeting should contact the Deputy / Town Clerk prior to the start of the meeting for the link. Face to face meetings take place in the Council Chamber 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****DRAFT MINUTES**

Recognition was given to St Patricks Day and it was noted that it is the first-year anniversary of the start of lockdown next Tuesday.

Minutes of the meeting of the **Town Council** held **online** on **Wednesday 17<sup>th</sup> March 2021** at **8pm.**

Present: Councillors S. Browne (ex-officio)  
M. Gingell  
S. Kiddie  
A. Kitchen  
J. Mason  
S. Olander (ex-officio)  
D. Poulter  
J. Robertson  
E. Taylor  
S. Warren  
J. Welch  
K. Murphy

In attendance: Sarah Richards, Town Clerk  
Sonya French, Deputy Town Clerk  
Alex Jamieson, Responsible Finance Officer  
Robert Ludkin, Maintenance Manager  
County & District Councillor Kiddie  
District Councillor Minshull

**F0321/01 TO CONSIDER APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Councillor Collins.

**FC0321/02 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS**

Minute No.	Councillors Name	Personal/ Other Interest	Pecuniary Interest	Reason
FC0321/07	M. Gingell	✓		This member is the Council's Internal Controls councillor.
FC0321/16	S. Browne K. Murphy	✓		These councillors are known to the Junior Good Citizen nominees.
FC0321/16	S. Browne	✓		This councillor is known to the Honoured Good Citizen nominees.

**FC0321/03 MINUTES**

It was

RESOLVED: That the minutes of the meeting of Full Council held on 17<sup>th</sup> February 2021 were approved as a true record and will be signed with the Clerk post meeting.  
**(Action: Clerk / SB; immediately)**

**FC0321/04 PUBLIC PARTICIPATION**

Councillors considered a resolution under Standing Orders 3d to 3h to suspend the meeting to receive reports from the County and District Councillors, on behalf of the Police, and to hear comments from members of the public on items to be discussed on the agenda. District Councillor Wilby provided a written report and sent her apologies for not attending.

County/District Councillor Kiddie reported that Factory Lane was closed last week for essential works including tree pruning, ditch clearing & resurfacing. The resealing of the footpath along Shelfanger Road from the junction of Market Hill up to slightly beyond the Diss Youth & Community Centre are scheduled for April to provide better access prior to polling day. Similarly, trial holes have been dug on the A1066 just as it goes out past Sawmills Road and consultation is underway with utility companies with the white lining to be completed at the start of the financial year and when the weather allows.

The County, Police & Crime Commissioner elections are going ahead on 6<sup>th</sup> May. Polling stations will be operating Covid-securely, and electors are being encouraged to apply for a postal vote by the 19<sup>th</sup> April deadline either via South Norfolk Council's website or 01508 533704.

Census day is scheduled for Sunday 21<sup>st</sup> March. The importance of completing the form to confirm the occupants of each house was stressed given it only takes place once every 10 years. It was also noted that the Citizens Advice is supporting people with Census form completion.

Councillor Kiddie will not be present at the April Full Council meeting due to purdah and a written report will be presented. He is also interested in finding out more about a badge from the Diss Light Infantry dating 1870 period and asked if the question could be asked on the local social media streams.

**(Action: KK / Clerk; by 31.03.21)**

A question was raised regarding the requirement for Norfolk County Council highways to examine the Frenze Hall lane site post the Persimmon development which is near to completion and arrange for any repairs required because of construction traffic.

**(Action: KK / Highways Engineer; immediately)**

The County Councillor was thanked for his member's contribution towards the town's Parish Partnership Bid confirmed today and advised that a member has been contacted several times since the weekend regarding the potential closure of Clare House on Frenze Road.

District Councillor Minshull was able to provide further information regarding Clare House having been in contact with Saffron's Chief Executive. It was confirmed that no decisions have been made and that they are considering all options through consultation with residents to ensure that good quality accommodation can be provided either at Clare House or at Weavers Court. A feature will be provided in the Diss Express on Friday.

Members were also advised that May 7<sup>th</sup> is the current expiry date of the remote meetings regulation and South Norfolk Council suggests that Covid compliant venues are sourced for meetings beyond this date.

The ban on evictions during lockdown is due to end, which will result in an increase of 250% in council tax and rent arrears with 250 families needing housing support for which SNC has allocated funds.

It was reported that of the residents designated as clinical vulnerable, 98% were visited and 93% of them received the Covid test. Further information regarding the South African variant will be available once the NHS allow SNC to release the figure, but the numbers were low.

There were two other members of the public in attendance to speak on relevant items on the agenda.

#### **FC0321/05 ITEMS OF URGENT BUSINESS**

There were no items or urgent business.

#### **FC0321/06 FINANCE**

- a) Members noted bank outgoings for February 2021.
- b) Members received the reconciliations of income and expenditure with the Council's bank account statements for the months ending December 2020, January 2021, and February 2021.
- c) Members received the summary of Income and Expenditure for the month ending February 2021. It was noted that the explanation for the Park toilets code being 281% over budget is due to a budget allocation not being approved by members when the decision to contract out toilet cleaning was made. This will be rectified by the RFO.

**Action: RFO; immediately)**

- d) Members received the summary of Earmarked Reserves for the month ending February 2021.

#### **FC0321/07 INTERNAL AUDIT**

Members considered a recommendation from the March Executive committee to adopt the internal control documents as appended to report reference 40/2021 subject to the amendments discussed. It was noted that the amendments are detailed in the draft Executive minutes and the email from the Chair of the Executive Committee previously circulated. It was

**RESOLVED:** to adopt the following internal control documents as appended to report reference 40/2021 subject to the amendments discussed at the March Executive meeting.

- a) the Financial Regulations
- b) the Income & Expenditure internal controls
- c) the insurance schedule for 2021/22 - subject to minor change
- d) the Internal Audit Plan and Appointment of Internal Auditor for 2021-22
- e) the Governance and Management Risk Register V15 subject to amendment by working group.
- f) the Investment Strategy and Policy
- g) That Auditing Solutions Ltd has met the requirements of Diss Town Council's internal audit plan, complies with the legal requirements of internal audit specifically independence, competence, and scope and is appointed to carry out the council's internal audit for the financial year 2021/22
- h) the hire fee discount of 55% for Merryfields playschool based at the sports ground pavilion
- i) the statement for internal controls document.

**(Action: RFO; 31.03.21)**

**FC0321/08**

**CO-OPTION**

Members considered an application for co-option to Diss Town Council. John Wooddissee spoke of his experience working with local and national government and in his school governor roles. He is keen to join and feels he has useful knowledge to offer the Council. He also has two children with disabilities and understands the process for getting support. It was noted that John heard about the vacancy via the Mayor prior to the pandemic and he feels he could bring his HR skills to the Town Council. Regarding town improvements, John would like to see more 20mph speed limits and to help with support for disabilities. It was

RESOLVED: to co-opt Councillor Wooddissee to Diss Town Council with his acceptance of office to be signed post meeting with the Clerk.

**(Action: Clerk; immediately)**

**FC0321/09**

**STRATEGY PLAN**

Members considered draft content for the Council's digital strategic plan publication. Good feedback was received with a few minor amendments. It was noted that the Council is working with Falcon Publications on the design and that the five original strategic objectives have been collated into three saleable and legible objectives. There was discussion regarding the printing and distribution of the publication, but it was agreed that a digital version that could be printed in-house if requested would be the most cost-effective solution. Members also requested a piece in the forthcoming Diss Matters publication on the strategic plan with links to the digital version on the Council's website. It was

RESOLVED: to approve the draft content for the Council's digital strategic plan publication with hard copies to be provided in-house where required and to include a piece in the Spring/Summer Diss Matters linking to the online publication.

**(Action: Clerk; by 31.03.21)**

**FC0321/10**

**DISS YOUTH COUNCIL**

Members received a verbal update from Diss Youth Councillor, Liberty Amies. At their recent first meeting of the year given the pandemic, youth councillors discussed mental health issues facing young people as well as concerns around further education and careers. They would like to support young people in finding local work experience opportunities and providing CV workshops to help with future job applications, which will involve local businesses, schools, and Voluntary Norfolk. Liberty has recently attended relevant training and they will be continuing to carry out research to build on their plans.

It was noted that there are currently five youth councillors and they are looking to recruit further volunteers. It was suggested that an article on the Youth Council should be included in the forthcoming Diss Matters publication. It was also suggested that they could forge links with the Diss Business Forum for potential work experience. Councillors Browne, Gingell and Murphy are currently supporting the Youth Council. Members thanked Liberty and the Diss Youth Council for their work to date.

**(Action: Clerk; by 01.05.21)**

**FC0321/11**

**COUNCILLOR LITTER PICK**

Members considered involvement of councillors in a town litter pick. Councillor Mason suggested the idea having discovered areas of the town with considerable litter. It was noted that several of the areas had since been cleared but that a concerted effort by members would help improve town

cleanliness, a key objective of the strategic plan. There was discussion regarding appropriate areas and County Councillor Kiddie volunteered his services including organising the equipment from SNC. It was

RESOLVED: That Councillors Mason and Olander would work with County Councillor Kiddie to organise a councillor litter pick.

(Action: JM / SO / KK; by 30.04.21)

**FC0321/12      PROGRESS REPORT**

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

**FC0321/13      DATE OF NEXT MEETING**

Members noted that the next meeting of Full Council is scheduled for Wednesday 14<sup>th</sup> April 2021.

**FC0321/14      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 items which are properly considered to be of a confidential nature.

**FC0321/15      PARK SECURITY**

Members considered a budget heading for funding the measures approved at the last meeting to prevent illegal encampments on Diss Park. There was discussion regarding the detailed specification for the works and it was agreed that the Maintenance Manager would circulate the information to members once collated. It was noted that the planters would have a future annual maintenance cost of approximately £2,500. A proposal for planting cherry trees along Park Road has been received, which could be incorporated into the scheme albeit there was concern that saplings or small trees would not create a barrier. It was

RESOLVED: That £3,920 would be allocated to Earmarked Reserves Park Improvements / General and £6,080 would be recommended for transfer from General Reserves to EMR at year end to cover the costs of measures to prevent illegal encampments on Diss Park.

(Action: RFO / MM; by 30.04.21)

**FC0321/16      HONoured AND JUNIOR GOOD CITIZEN AWARDS**

Members considered eight nominations received for the Honoured and Good Junior Citizen awards. There was discussion regarding the strengths of the applications and the nominees' impact on the community. It was agreed that the proposers would be thanked for their nominations. It was

RESOLVED: 1. That Anne Beckett Allen is awarded the 2021 Honoured Citizen for Diss.  
2. That Lily Mills is awarded the 2021 Junior Good Citizen for Diss.

(Action: Clerk; by 31.03.21)

Meeting Closed: 9.54pm.

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Councillor Browne  
TOWN MAYOR

BANK OUTGOINGS MARCH 2021				
<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
01.03.2021	Ashill Fire Protection Ltd	Bacs0786	£ 398.40	Fire Extinguisher Inspections - Park, Council Office, Sports Pavillion, DYCC and Cemetery
01.03.2021	Birketts LLP	Bacs0787	£ 300.00	Prepare Consecration Documents
01.03.2021	CGM (East Anglia) Ltd	Bacs0788	£ 107.10	Hedge Cutting/ Verge Strimming - SPG
01.03.2021	ESPO	Bacs0789	£ 188.03	Gas Supplied January 2021
01.03.2021	ICCM	Bacs0790	£ 324.00	Training Course Cemetery Management & Compliance - SF and SH
01.03.2021	LR Wyard-Scott Ltd	Bacs0791	£ 145.01	Van Fuel January 2021
01.03.2021	P.Cottrell	Bacs0792	£ 25.00	Window Cleaning February 2021 - Council Office & Museum
01.03.2021	Photo Elite	Bacs0793	£ 18.00	Royal Family Members Photos for Mourning Policy
01.03.2021	Rev'd & Mrs Hines	Bacs0794	£ 4,000.00	Refund & Compensation of Cemetery Deeds of Assignment due to Historic Error
01.03.2021	Roy Allen Engineering Ltd	Bacs0795	£ 1,200.00	Supply, Delivery and Erection of Beacon & Sleeve - Mere Park
01.03.2021	Stephanie Ayden	Bacs0796	£ 540.00	DDNP Project Management Time/Expenses 27.01.21 to 23.02.2021
01.03.2021	Steve Jackman	Bacs0797	£ 120.09	DDNP Mailbox Renewal for 2021/2022
01.03.2021	Travis Perkins Trading Company Ltd	Bacs0798	£ 759.24	Cemetery Bungalow Fencing, Maintenance Workshop keys, Safety Gloves & Glue
04.03.2021	Red5 Networks Ltd	DD282	£ 165.12	Phone/Broadband Feb 21 - Council office, DYCC and Sports Pavillion
05.03.2021	S2 Computers Ltd	DD283	£ 39.60	IT Support & Set-up Laptop - K.Jaynes
08.03.2021	S2 Computers Ltd	DD284	£ 623.30	IT Support & Software March 2021 - Council Office and DDNP
15.03.2021	Amanda Osborne	Bacs0799	£ 360.00	Garden & Flowerbed Maintenance December 20-March 21
15.03.2021	Anglian Water Business (National) Ltd	Bacs0800	£ 24.28	Water Supplied December 20 - March 21 - Park
15.03.2021	Baldwin Skip Hire Ltd	Bacs0801	£ 211.00	Mixed Waste Skip hire - Cemetery Bungalow Fencing
15.03.2021	CGM (East Anglia) Ltd	Bacs0802	£ 449.56	Grounds Maintenance March 2021 - Sportsground and Park
15.03.2021	Furniture@Work Ltd	Bacs0803	£ 684.00	3x Back Posture Office Chairs - Council Staff
15.03.2021	Geosphere Ltd (T/A Parish Online)	Bacs0804	£ 324.00	Annual Membership for Parish Online 2021/2022
15.03.2021	Griffiths & Taylor Ltd	Bacs0805	£ 294.00	Cemetery Chapel Site Inspection and Summary of Findings
15.03.2021	LR Wyard-Scott Ltd	Bacs0806	£ 112.44	Van Fuel February 2021
15.03.2021	Norfolk Association of Local Councils	Bacs0807	£ 945.72	Annual Subscription 2021-2022 - Standing charge, Norfolk & National Charges
15.03.2021	NCL Nova Lift Co Ltd	Bacs0808	£ 289.97	Annual Lift Servicing Contract (2 Visits per annum) 2021/2022 - Cornhall
15.03.2021	P.Cottrell	Bacs0809	£ 40.00	Window Cleaning February 2021 - DYCC
15.03.2021	Paul Rackham	Bacs0810	£ 980.00	Grave Digging x4 - Feb/March 2021
15.03.2021	Royal British Legion	Bacs0811	£ 12.00	Refund Market Stallage paid on invoice 9650
15.03.2021	Rialtas Business Solutions Ltd	Bacs0812	£ 979.20	Cashbook, S/Ledger, P/Ledger and Purchase Order Processing Software 2021/2022
15.03.2021	Stuart Plant Ltd	Bacs0813	£ 1,368.00	Mere Pump Hire 15.12.2020 to 04.01.2021

15.03.2021	TC Facilities Management Ltd	Bacs0814	£ 520.28	Monthly Cleaning at Park Toilets - February 2021
15.03.2021	Trade UK 6331640070878590	Bacs0815	£ 12.59	Wireless Doorbell - Council Office
15.03.2021	Travis Perkins Trading Company Ltd	Bacs0816	£ 335.69	Cemetery Bungalow Fencing, Maintenance Workshop keys, Safety Gloves & Glue
15.03.2021	Treadfirst Ltd	Bacs0817	£ 12.77	Puncture Repair Kit - Old Ride-On
15.03.2021	Zurich Municipal	Bacs0818	£ 14,771.64	Annual Insurance 2021/2022 - All Sites
23.03.2021	Barclaycard	BACS	£ 361.89	Van Tax, Zoom Subscription & Balance of Laptop costs
25.03.2021	Councillors	BACS	£ 858.80	Councillors Allowances 2020-2021
25.03.2021	Employees	BACS	£ 18,654.42	Salaries Month 12
26.03.2021	Corona Energy Retail 4 Ltd	DD285	£ 1,670.45	Electricity March 2021 - All Sites
28.03.2021	Corona Energy Retail 4 Ltd	DD286	£ 2,082.16	Electricity March 2021 - All Sites
29.03.2021	Norfolk Pension Fund	BACS	£ 6,576.00	Pension Contributions Month 12
29.03.2021	HM Revenue & Customs	BACS	£ 5,154.07	NI/PAYE Month 12
29.03.2021	Public Works Loan Board	DD287	£ 18,324.82	HTP and Boardwalk Loan Repayments
31.03.2021	Alex Tucker	Bacs0819	£ 150.00	Preparation & Coating of Sash Windows - Cornhall
31.03.2021	Anglian Tree Solutions Ltd	Bacs0820	£ 3,618.00	Priority Tree Testing and Works at Various Sites
31.03.2021	Collective Community Planning	Bacs0821	£ 5,340.00	Neighbourhood Plan Professional Consulting at Meetings & on Site
31.03.2021	ESPO	Bacs0822	£ 165.37	Gas Supplied February 2021 - Council Office & DYCC
31.03.2021	etc.. (East Anglia) Ltd	Bacs0823	£ 3,017.40	Improvement works to CCTV 1st Installment
31.03.2021	Gasway Services	Bacs0824	£ 606.00	Cornhall Boiler Service & Repairs - Cornhall
31.03.2021	HCL Safety Ltd	Bacs0825	£ 409.20	Service Man-Safe Systems at Cornhall
31.03.2021	Larter & Ford	Bacs0826	£ 2.99	Batteries - Council Office
31.03.2021	Nomix Enviro Ltd	Bacs0827	£ 88.32	Round-Up Weedkiller - All Sites
31.03.2021	Paramount Personnel Services	Bacs0828	£ 40.50	HR Support March 2021
31.03.2021	Proludic Ltd	Bacs0829	£ 40.18	Park Play Equipment Parts for Repairs
31.03.2021	S.Bartrum & Son	Bacs0830	£ 54.00	MOT & Check on Ford Ranger CY15 KYO
31.03.2021	South Norfolk District Council	Bacs0831	£ 8,003.43	Non Domestic Rates 21/22 1st Instal - Office, DYCC, Market, Meres Mouth & Park Toilets
31.03.2021	South Norfolk Council	Bacs0832	£ 5,313.38	Install Autosensor Taps - Meres Mouth Toilets
31.03.2021	Stannah Lift Services Ltd	Bacs0833	£ 794.88	Annual Stairlift Servicing Contract Jan 21-Jan 22 - Council Office & DYCC
31.03.2021	Stratton Glass & Windows Ltd	Bacs0834	£ 26.18	Glass Window replacement - Sports Pavillion
31.03.2021	Suffolk County Council	Bacs0835	£ 10,928.22	Street Lighting Maintenance & Energy for 01.04.20 to 31.03.21, 2 New Lighting Poles
31.03.2021	Trade UK 6331640070878590	Bacs0836	£ 19.98	2x 5Ltr Pressure Sprayers - Council Office
31.03.2021	Travis Perkins Trading Company Ltd	Bacs0837	£ 149.78	Paving Slabs - DYCC, Exterior Paint - Park Pavillion
			<b>£ 124,130.45</b>	



07/04/2021

## Diss Town Council

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## Detailed Income &amp; Expenditure by Budget Heading 31/03/2021

Month No: 12

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>100 Agency Services</b>								
1000 Agency Services Income	0	3,119	3,044	(75)			102.5%	
Agency Services :- Income	<b>0</b>	<b>3,119</b>	<b>3,044</b>	<b>(75)</b>			<b>102.5%</b>	<b>0</b>
4000 NCC Grasscutting	0	71	400	329		329	17.7%	
Agency Services :- Indirect Expenditure	<b>0</b>	<b>71</b>	<b>400</b>	<b>329</b>	<b>0</b>	<b>329</b>	<b>17.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>3,048</b>	<b>2,644</b>	<b>(404)</b>				
<b>120 Allotments</b>								
1120 Allotment Rent	0	462	462	0			100.0%	
Allotments :- Income	<b>0</b>	<b>462</b>	<b>462</b>	<b>0</b>			<b>100.0%</b>	<b>0</b>
4020 Allotments - Insurance	0	26	26	0		0	98.8%	
Allotments :- Indirect Expenditure	<b>0</b>	<b>26</b>	<b>26</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>98.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>436</b>	<b>436</b>	<b>(0)</b>				
<b>140 Amenities</b>								
1140 Amenities Income	(90)	1,736	4,212	2,476			41.2%	
Amenities :- Income	<b>(90)</b>	<b>1,736</b>	<b>4,212</b>	<b>2,476</b>			<b>41.2%</b>	<b>0</b>
4040 Gardens/Floral Scheme	360	1,069	1,000	(69)		(69)	106.9%	
4060 Town/Park - R&R	182	25,507	27,000	1,493		1,493	94.5%	1,120
4061 Play Equipment R&R	33	(1,062)	2,000	3,062		3,062	(53.1%)	
4062 Boardwalk Maintenance	0	635	2,000	1,365		1,365	31.7%	
4065 Van Replacement	0	0	2,000	2,000		2,000	0.0%	
4070 Van x 2 Running Costs	144	2,579	3,500	921		921	73.7%	
4071 Van Insurance	0	1,024	1,019	(5)		(5)	100.5%	
4075 Tree Management	3,015	5,195	9,000	3,805	15,000	(11,195)	224.4%	
4085 Closed Churchyard - R&R	0	22	6,000	5,978		5,978	0.4%	
4090 Manorial Rights - R&R	0	4	500	496		496	0.9%	
4091 Duck Pellets	0	217	0	(217)		(217)	0.0%	
4095 Mere - Water/drainage	1,140	1,023	0	(1,023)		(1,023)	0.0%	
4100 Mere - Fountain	0	5	0	(5)		(5)	0.0%	
4101 Mere - Fountain Electricity	86	2,923	3,500	577		577	83.5%	
4102 Mere Fountain/Kiosk -Insurance	0	146	148	2		2	98.6%	
4110 Park - Water Rates	24	93	50	(43)		(43)	186.4%	
4115 Park - Electricity	41	597	650	53		53	91.8%	
4120 Mere's Mouth - Rent	0	100	100	0		0	100.0%	
4125 Mere's Mouth - Business Rates	(212)	212	420	208		208	50.5%	
4135 Mere's Mouth (resurfacing)	0	18,373	0	(18,373)		(18,373)	0.0%	18,373

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## Detailed Income &amp; Expenditure by Budget Heading 31/03/2021

Month No: 12

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4140 Park - Insurance	0	1,658	1,767	109		109	93.8%	
Amenities :- Indirect Expenditure	<b>4,813</b>	<b>60,320</b>	<b>60,654</b>	<b>334</b>	<b>15,000</b>	<b>(14,666)</b>	<b>124.2%</b>	<b>19,493</b>
<b>Net Income over Expenditure</b>	<b>(4,903)</b>	<b>(58,583)</b>	<b>(56,442)</b>	<b>2,141</b>				
7000 plus Transfer from EMR	0	19,493						
<b>Movement to/(from) Gen Reserve</b>	<b>(4,903)</b>	<b>(39,090)</b>						
<u>145 Mini Recycling Centre Adopter</u>								
1150 Mini Recycling Adopter Payment	0	450	0	(450)			0.0%	
Mini Recycling Centre Adopter :- Income	<b>0</b>	<b>450</b>	<b>0</b>	<b>(450)</b>				<b>0</b>
<b>Net Income</b>	<b>0</b>	<b>450</b>	<b>0</b>	<b>(450)</b>				
<u>150 Bank Interest</u>								
1090 Interest Received	6	1,065	1,000	(65)			106.5%	
Bank Interest :- Income	<b>6</b>	<b>1,065</b>	<b>1,000</b>	<b>(65)</b>			<b>106.5%</b>	<b>0</b>
4202 Bank Charges	20	240	300	60		60	80.0%	
Bank Interest :- Indirect Expenditure	<b>20</b>	<b>240</b>	<b>300</b>	<b>60</b>	<b>0</b>	<b>60</b>	<b>80.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(14)</b>	<b>825</b>	<b>700</b>	<b>(125)</b>				
<u>160 Capital Expenditure</u>								
4200 Capital Expenditure	18,325	41,007	53,808	12,801		12,801	76.2%	
Capital Expenditure :- Indirect Expenditure	<b>18,325</b>	<b>41,007</b>	<b>53,808</b>	<b>12,801</b>	<b>0</b>	<b>12,801</b>	<b>76.2%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(18,325)</b>	<b>(41,007)</b>	<b>(53,808)</b>	<b>(12,801)</b>				
<u>180 Cemetery</u>								
1180 Cemetery Interment/Chapel Fees	1,713	36,397	20,000	(16,397)			182.0%	
1185 Cemetery Memorial Fees	540	4,153	10,000	5,847			41.5%	
Cemetery :- Income	<b>2,252</b>	<b>40,551</b>	<b>30,000</b>	<b>(10,551)</b>			<b>135.2%</b>	<b>0</b>
4250 Cemetery - Grounds - R&R	245	8,303	17,780	9,477		9,477	46.7%	
4260 Cemetery - Chapels - R&R	60	137	18,878	18,741		18,741	0.7%	
4270 General Equipment	11	14,352	8,000	(6,352)		(6,352)	179.4%	12,000
4271 General Equipment Insurance	0	134	134	0		0	99.7%	
4272 Ride on Mower Insurance	0	389	391	2		2	99.6%	
4275 Cemetery - Water Rate	0	61	110	49		49	55.4%	
4280 Cemetery - Electricity	(268)	2,150	2,800	650		650	76.8%	
4285 Cemetery - Insurance	0	469	471	2		2	99.5%	
Cemetery :- Indirect Expenditure	<b>48</b>	<b>25,995</b>	<b>48,564</b>	<b>22,569</b>	<b>0</b>	<b>22,569</b>	<b>53.5%</b>	<b>12,000</b>
<b>Net Income over Expenditure</b>	<b>2,204</b>	<b>14,556</b>	<b>(18,564)</b>	<b>(33,120)</b>				
7000 plus Transfer from EMR	0	12,000						

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<b>Movement to/(from) Gen Reserve</b>	<b>2,204</b>	<b>26,556</b>						
<u>190 Cemetery Gravedigging</u>								
1190 Cemetery Gravedigging Fees	985	12,560	0	(12,560)			0.0%	
Cemetery Gravedigging :- Income	<b>985</b>	<b>12,560</b>	<b>0</b>	<b>(12,560)</b>				<b>0</b>
4300 Cemetery Gravedigging Exp.	980	12,840	0	(12,840)		(12,840)	0.0%	
Cemetery Gravedigging :- Indirect Expenditure	<b>980</b>	<b>12,840</b>	<b>0</b>	<b>(12,840)</b>	<b>0</b>	<b>(12,840)</b>		<b>0</b>
<b>Net Income over Expenditure</b>	<b>5</b>	<b>(280)</b>	<b>0</b>	<b>280</b>				
<u>200 Christmas Lights</u>								
1230 Christmas Lights	0	0	50	50			0.0%	
Christmas Lights :- Income	<b>0</b>	<b>0</b>	<b>50</b>	<b>50</b>				<b>0</b>
4320 Christmas Lights	0	14,625	17,000	2,375		2,375	86.0%	
4322 Insurance re. Christmas Lights	0	75	73	(2)		(2)	102.8%	
Christmas Lights :- Indirect Expenditure	<b>0</b>	<b>14,700</b>	<b>17,073</b>	<b>2,373</b>	<b>0</b>	<b>2,373</b>	<b>86.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(14,700)</b>	<b>(17,023)</b>	<b>(2,323)</b>				
<u>220 Corn Hall</u>								
4350 Corn Hall - Maint./R&R	1,232	9,923	14,500	4,577		4,577	68.4%	
4360 Corn Hall - Insurance	0	2,437	2,372	(65)		(65)	102.7%	
Corn Hall :- Indirect Expenditure	<b>1,232</b>	<b>12,360</b>	<b>16,872</b>	<b>4,512</b>	<b>0</b>	<b>4,512</b>	<b>73.3%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(1,232)</b>	<b>(12,360)</b>	<b>(16,872)</b>	<b>(4,512)</b>				
<u>240 Council Properties</u>								
1240 Office Rent/Service Charge	(712)	5,664	4,393	(1,271)			128.9%	
1250 Cemetery Bungalow Rent	375	4,500	4,504	4			99.9%	
Council Properties :- Income	<b>(337)</b>	<b>10,164</b>	<b>8,897</b>	<b>(1,267)</b>			<b>114.2%</b>	<b>0</b>
4400 Office R&R	30	4,719	4,000	(719)		(719)	118.0%	
4405 Office Building Maintenance	0	0	2,000	2,000		2,000	0.0%	
4410 Office Stairlift	331	331	770	439		439	43.0%	
4415 Cemetery Bungalow	390	1,115	760	(355)		(355)	146.7%	
4420 Electricity Testing 5 Yrly	0	0	500	500		500	0.0%	
4425 Health & Safety	0	3,400	1,500	(1,900)		(1,900)	226.7%	
4435 Pk Toilets Servicing	434	4,444	2,500	(1,944)	2,601	(4,545)	281.8%	2,601
4445 Pk Toilets - Insurance	0	123	124	1		1	99.4%	
4450 Pk Toilet- Electricity	147	2,088	1,090	(998)		(998)	191.5%	

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4455 Pk Toilets - B/Rates	212	2,957	2,719	(238)		(238)	108.7%	
4460 Pk Toilets - Water Rates	0	767	1,810	1,043		1,043	42.4%	
4465 Mere's Mouth Toilets	4,498	4,498	4,500	2		2	100.0%	4,498
4470 DO NOT USE	6,296	6,296	0	(6,296)		(6,296)	0.0%	92,854
4475 Staff Uniforms/Replacements	0	0	600	600		600	0.0%	
Council Properties :- Indirect Expenditure	<b>12,338</b>	<b>30,737</b>	<b>22,873</b>	<b>(7,864)</b>	<b>2,601</b>	<b>(10,466)</b>	<b>145.8%</b>	<b>99,954</b>
<b>Net Income over Expenditure</b>	<b>(12,676)</b>	<b>(20,573)</b>	<b>(13,976)</b>	<b>6,597</b>				
7000 plus Transfer from EMR	7,099	99,954						
<b>Movement to/(from) Gen Reserve</b>	<b>(5,576)</b>	<b>79,380</b>						
<u>260 Diss Youth &amp; Community Centre</u>								
1260 DYCC Hire Fees	1,049	22,351	21,807	(544)			102.5%	
Diss Youth & Community Centre :- Income	<b>1,049</b>	<b>22,351</b>	<b>21,807</b>	<b>(544)</b>			<b>102.5%</b>	<b>0</b>
4500 DYCC - Electricity	53	5,301	3,906	(1,395)		(1,395)	135.7%	
4505 DYCC - Gas	(233)	865	783	(82)		(82)	110.5%	667
4510 DYCC - Business Rates	0	5,190	5,106	(84)		(84)	101.6%	
4515 DYCC - Water Rates	0	336	710	374		374	47.3%	
4520 Licences - Music	0	0	267	267		267	0.0%	
4525 DYCC - Insurance	0	1,024	1,020	(4)		(4)	100.4%	
4530 Annual Service Costs	331	972	2,890	1,918		1,918	33.6%	
4540 DYCC - General R&R	836	6,170	9,500	3,330	156	3,173	66.6%	395
Diss Youth & Community Centre :- Indirect Expenditure	<b>988</b>	<b>19,859</b>	<b>24,182</b>	<b>4,323</b>	<b>156</b>	<b>4,167</b>	<b>82.8%</b>	<b>1,062</b>
<b>Net Income over Expenditure</b>	<b>61</b>	<b>2,492</b>	<b>(2,375)</b>	<b>(4,867)</b>				
7000 plus Transfer from EMR	0	1,062						
<b>Movement to/(from) Gen Reserve</b>	<b>61</b>	<b>3,554</b>						
<u>280 Administrative Overheads</u>								
1285 Photocopying Income	0	33	0	(33)			0.0%	
Administrative Overheads :- Income	<b>0</b>	<b>33</b>	<b>0</b>	<b>(33)</b>				<b>0</b>
4610 Council Office Business Rates	0	4,853	4,775	(78)		(78)	101.6%	
4615 Council Office - Gas	(476)	335	1,428	1,093		1,093	23.5%	
4620 Council Office - Electricity	793	2,128	1,288	(840)		(840)	165.2%	
4625 Council Office - Telephone	74	1,440	2,535	1,095		1,095	56.8%	
4630 Council Office - Insurance	0	832	840	8		8	99.1%	
Administrative Overheads :- Indirect Expenditure	<b>390</b>	<b>9,588</b>	<b>10,866</b>	<b>1,278</b>	<b>0</b>	<b>1,278</b>	<b>88.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(390)</b>	<b>(9,555)</b>	<b>(10,866)</b>	<b>(1,311)</b>				

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>300 Grants</u>								
4720 General Grants	0	8,140	20,000	11,860		11,860	40.7%	
4730 CCTV Costs	0	0	1,000	1,000	320	680	32.0%	
Grants :- Indirect Expenditure	<b>0</b>	<b>8,140</b>	<b>21,000</b>	<b>12,860</b>	<b>320</b>	<b>12,540</b>	<b>40.3%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(8,140)</b>	<b>(21,000)</b>	<b>(12,860)</b>				
<u>310 Highways</u>								
4785 Neighbourhood Plan	4,496	5,546	0	(5,546)		(5,546)	0.0%	43,786
Highways :- Indirect Expenditure	<b>4,496</b>	<b>5,546</b>	<b>0</b>	<b>(5,546)</b>	<b>0</b>	<b>(5,546)</b>		<b>43,786</b>
<b>Net Expenditure</b>	<b>(4,496)</b>	<b>(5,546)</b>	<b>0</b>	<b>5,546</b>				
7000 plus Transfer from EMR	4,496	25,816						
8001 less Transfer to EMR	0	17,970						
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>2,300</b>						
<u>320 Market</u>								
1320 Market Stallage	270	29,545	25,191	(4,354)			117.3%	
Market :- Income	<b>270</b>	<b>29,545</b>	<b>25,191</b>	<b>(4,354)</b>			<b>117.3%</b>	<b>0</b>
4810 Market Place - Water Rates	0	65	63	(2)		(2)	103.3%	
4815 Market Place - Business Rates	0	2,794	2,750	(44)		(44)	101.6%	
4830 Market Expenditure	(53)	198	250	52		52	79.3%	
Market :- Indirect Expenditure	<b>(53)</b>	<b>3,058</b>	<b>3,063</b>	<b>5</b>	<b>0</b>	<b>5</b>	<b>99.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>323</b>	<b>26,487</b>	<b>22,128</b>	<b>(4,359)</b>				
<u>330 HTP</u>								
4745 HTP	0	490	0	(490)		(490)	0.0%	490
HTP :- Indirect Expenditure	<b>0</b>	<b>490</b>	<b>0</b>	<b>(490)</b>	<b>0</b>	<b>(490)</b>		<b>490</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(490)</b>	<b>0</b>	<b>490</b>				
7000 plus Transfer from EMR	0	490						
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>0</b>						
<u>340 Promotion</u>								
4840 Promotion	697	1,400	1,400	0	697	(697)	149.8%	
4845 Website/Intranet Hosting/Maint	10	994	400	(594)		(594)	248.4%	
Promotion :- Indirect Expenditure	<b>707</b>	<b>2,393</b>	<b>1,800</b>	<b>(593)</b>	<b>697</b>	<b>(1,290)</b>	<b>171.7%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(707)</b>	<b>(2,393)</b>	<b>(1,800)</b>	<b>593</b>				

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>360 Precept</u>								
1076 Precept	0	560,548	560,548	0			100.0%	
Precept :- Income	<u>0</u>	<u>560,548</u>	<u>560,548</u>	<u>0</u>			<u>100.0%</u>	<u>0</u>
<b>Net Income</b>	<u>0</u>	<u>560,548</u>	<u>560,548</u>	<u>0</u>				
<u>370 General Expenditure</u>								
4600 Town Mayor's Allowance	0	0	1,485	1,485		1,485	0.0%	
4605 Ccl Members' Allowance & Exp	1,046	1,141	2,400	1,259		1,259	47.5%	
4635 Subscriptions	270	1,998	1,861	(137)		(137)	107.3%	
4640 Audit	0	2,890	2,500	(390)		(390)	115.6%	
4645 Training	0	2,708	3,000	292		292	90.3%	
4646 Liability Insurance	0	4,282	4,310	28		28	99.4%	
4651 Meeting Room Hire	0	0	1,500	1,500		1,500	0.0%	
4652 External Meeting Room	0	0	150	150		150	0.0%	
4655 Printing & Stationery	2,505	13,570	13,100	(470)		(470)	103.6%	
4660 Postage	0	103	500	397		397	20.7%	
4665 Wages - General Admin.	16,528	155,510	178,949	23,439		23,439	86.9%	
4666 Wages - General Maint.	13,569	150,008	136,524	(13,484)		(13,484)	109.9%	3,636
4667 Staff Mileage	41	305	150	(155)		(155)	203.4%	
4670 NI/PAYE/Pension	0	0	0	(0)		(0)	0.0%	
4675 Legal/Financial/Prof fees	500	6,234	3,500	(2,734)	500	(3,234)	192.4%	3,495
4680 Vacancy Advert	0	0	50	50		50	0.0%	
4690 HR Support	34	146	1,300	1,154		1,154	11.3%	
4992 Annual Town Meeting	0	0	425	425		425	0.0%	
General Expenditure :- Indirect Expenditure	<u>34,493</u>	<u>338,896</u>	<u>351,704</u>	<u>12,808</u>	<u>500</u>	<u>12,308</u>	<u>96.5%</u>	<u>7,131</u>
<b>Net Expenditure</b>	<u>(34,493)</u>	<u>(338,896)</u>	<u>(351,704)</u>	<u>(12,808)</u>				
7000 plus Transfer from EMR	0	7,131						
<b>Movement to/(from) Gen Reserve</b>	<u>(34,493)</u>	<u>(331,764)</u>						
<u>375 Rechargeable</u>								
1280 Rechargeable Exp. Refunded	(680)	5,246	0	(5,246)			0.0%	
Rechargeable :- Income	<u>(680)</u>	<u>5,246</u>	<u>0</u>	<u>(5,246)</u>				<u>0</u>
4685 Rechargeable Expenditure	0	4,501	0	(4,501)		(4,501)	0.0%	
4686 Wages-Rechargeable Expenditure	(653)	0	0	0		0	0.0%	
Rechargeable :- Indirect Expenditure	<u>(653)</u>	<u>4,501</u>	<u>0</u>	<u>(4,501)</u>	<u>0</u>	<u>(4,501)</u>		<u>0</u>
<b>Net Income over Expenditure</b>	<u>(27)</u>	<u>745</u>	<u>0</u>	<u>(745)</u>				

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<u>380 S 137</u>								
4870 S 137 - Expenditure	0	19	30	12		12	61.7%	
S 137 :- Indirect Expenditure	<u>0</u>	<u>19</u>	<u>30</u>	<u>12</u>	<u>0</u>	<u>12</u>	<u>61.7%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>0</u>	<u>(19)</u>	<u>(30)</u>	<u>(12)</u>				
<u>400 Sports Ground</u>								
1400 Sports Ground Hire Fees	1,149	5,466	8,725	3,259			62.6%	
Sports Ground :- Income	<u>1,149</u>	<u>5,466</u>	<u>8,725</u>	<u>3,259</u>			<u>62.6%</u>	<u>0</u>
4905 Floodlights - R&R	0	0	1,000	1,000		1,000	0.0%	
4915 General Sports Ground Maint.	32	3,929	2,905	(1,024)		(1,024)	135.2%	
4920 Ground Maintenance	79	1,852	5,104	3,252		3,252	36.3%	
4930 Sports Grnd-Water Rate	(960)	(746)	553	1,299		1,299	(134.8%)	
4935 Sports Ground - Electricity	(877)	2,676	2,988	312		312	89.6%	
4940 Sports Ground - Phone	12	155	561	406		406	27.7%	
4945 Sports Ground - Insurance	0	1,258	1,225	(33)		(33)	102.7%	
4955 Skateboard Pk - Insurance/Insp	(0)	471	459	(12)		(12)	102.7%	
Sports Ground :- Indirect Expenditure	<u>(1,714)</u>	<u>9,596</u>	<u>14,795</u>	<u>5,199</u>	<u>0</u>	<u>5,199</u>	<u>64.9%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>2,863</u>	<u>(4,130)</u>	<u>(6,070)</u>	<u>(1,940)</u>				
<u>420 Events</u>								
4760 Royal British Legion	0	50	800	750		750	6.3%	
4991 Other Events	0	20	450	430		430	4.4%	
4995 Communication Strategy	153	153	1,000	847	153	694	30.6%	
Events :- Indirect Expenditure	<u>153</u>	<u>223</u>	<u>2,250</u>	<u>2,027</u>	<u>153</u>	<u>1,874</u>	<u>16.7%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(153)</u>	<u>(223)</u>	<u>(2,250)</u>	<u>(2,027)</u>				
<u>425 Christmas Switch on Event</u>								
1235 Christmas Switch On Income	0	0	500	500			0.0%	
Christmas Switch on Event :- Income	<u>0</u>	<u>0</u>	<u>500</u>	<u>500</u>			<u>0.0%</u>	<u>0</u>
4990 Christmas Switch on Event	0	0	1,250	1,250		1,250	0.0%	
Christmas Switch on Event :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>1,250</u>	<u>1,250</u>	<u>0</u>	<u>1,250</u>	<u>0.0%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>0</u>	<u>0</u>	<u>(750)</u>	<u>(750)</u>				
<u>430 Carnival</u>								
1435 Carnival Income	0	51	9,305	9,254			0.5%	
Carnival :- Income	<u>0</u>	<u>51</u>	<u>9,305</u>	<u>9,254</u>			<u>0.5%</u>	<u>0</u>

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4996 Carnival	111	169	9,231	9,062		9,062	1.8%	
Carnival :- Indirect Expenditure	<u>111</u>	<u>169</u>	<u>9,231</u>	<u>9,062</u>	<u>0</u>	<u>9,062</u>	<u>1.8%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(111)</u>	<u>(118)</u>	<u>74</u>	<u>192</u>				
<u>440 Town Mayor's Charity</u>								
1440 Town Mayor's Charity	0	130	1,500	1,370			8.7%	
Town Mayor's Charity :- Income	<u>0</u>	<u>130</u>	<u>1,500</u>	<u>1,370</u>			<u>8.7%</u>	<u>0</u>
<b>Net Income</b>	<u>0</u>	<u>130</u>	<u>1,500</u>	<u>1,370</u>				
<u>460 CIL</u>								
1460 CIL - CIL Income	0	3,162	0	(3,162)			0.0%	
CIL :- Income	<u>0</u>	<u>3,162</u>	<u>0</u>	<u>(3,162)</u>				<u>0</u>
5000 CIL - Expenditure	0	2,177	0	(2,177)		(2,177)	0.0%	6,004
CIL :- Indirect Expenditure	<u>0</u>	<u>2,177</u>	<u>0</u>	<u>(2,177)</u>	<u>0</u>	<u>(2,177)</u>		<u>6,004</u>
<b>Net Income over Expenditure</b>	<u>0</u>	<u>985</u>	<u>0</u>	<u>(985)</u>				
7000 plus Transfer from EMR	0	6,004						
<b>Movement to/(from) Gen Reserve</b>	<u>0</u>	<u>6,989</u>						
<u>470 Streetlighting</u>								
4730 CCTV Costs	2,065	2,065	0	(2,065)		(2,065)	0.0%	2,065
4970 Streetlighting	1,211	96,571	14,500	(82,071)	14,022	(96,093)	762.7%	2,811
Streetlighting :- Indirect Expenditure	<u>3,275</u>	<u>98,635</u>	<u>14,500</u>	<u>(84,135)</u>	<u>14,022</u>	<u>(98,157)</u>	<u>776.9%</u>	<u>4,875</u>
<b>Net Expenditure</b>	<u>(3,275)</u>	<u>(98,635)</u>	<u>(14,500)</u>	<u>84,135</u>				
7000 plus Transfer from EMR	4,875	4,875						
<b>Movement to/(from) Gen Reserve</b>	<u>1,600</u>	<u>(93,760)</u>						
Grand Totals:- Income	<b>4,604</b>	<b>696,638</b>	<b>675,241</b>	<b>(21,397)</b>			<b>103.2%</b>	
Expenditure	<b>79,948</b>	<b>701,584</b>	<b>675,241</b>	<b>(26,343)</b>	<b>33,450</b>	<b>(59,793)</b>	<b>108.9%</b>	
<b>Net Income over Expenditure</b>	<u><b>(75,345)</b></u>	<u><b>(4,946)</b></u>	<u><b>0</b></u>	<u><b>4,946</b></u>				
plus Transfer from EMR	<b>16,470</b>	<b>176,824</b>						
less Transfer to EMR	<b>0</b>	<b>17,970</b>						
<b>Movement to/(from) Gen Reserve</b>	<u><b>(58,875)</b></u>	<u><b>153,908</b></u>						



## SUMMARY REPORT OF EARMARKED RESERVES 2020-21

Committee			EMR	Balance as at 1st April 2020	Less: Actual Year to date Expense	Balance	Add: Year to date receipts	Balance as at 31st March 2021
1	Executive	By-election	By-election costs	£ 5,000		£ 5,000		£ 5,000
2	Executive	Communications	Communication Strategy	£ 693		£ 693		£ 693
3	Executive	Events	Events	£ 1,329	£ 1,000	£ 329		£ 329
4	Executive	Events	Christmas Lights switch on	£ -		£ -		£ -
5	Executive	Events	Carnival	£ 8,671		£ 8,671		£ 8,671
6	Executive	Legal	Legal/Financial Liabilities/VAT Advice	£ 4,542	£ 3,994	£ 548		£ 548
7	Executive	Staffing	Training/conference expenses	£ 6,690		£ 6,690		£ 6,690
8	Executive	Staffing	Wages- General Admin/General allocation-	£ 17,154	£ 3,636	£ 13,517		£ 13,517
9	Executive	Staffing	HR Support	£ 2,000		£ 2,000		£ 2,000
10	Executive	Staffing	Staff support	£ 2,723		£ 2,723		£ 2,723
12	Facilities	Cemetery	Cem Roads, Cem Monuments	£ 4,836		£ 4,836		£ 4,836
13	Facilities	Cemetery	Cemetery Chapels	£ 29,124		£ 29,124		£ 29,124
14	Facilities	Corn Hall	Corn Hall	£ 6,054		£ 6,054		£ 6,054
15	Facilities	Council Offices	Office Equipment	£ 273		£ 273		£ 273
16	Facilities	Council Offices	Council office	£ 11,919		£ 11,919		£ 11,919
17	Facilities	Council Offices	Building maintenance	£ 5,000		£ 5,000		£ 5,000
18	Facilities	DYCC	Van Replacement	£ -		£ -		£ -
19	Facilities	DYCC	Maintenance workshop	£ 4,287	£ 4,286	£ 0		£ 0
20	Facilities	DYCC	General Equipment	£ 10,619	£ 10,619	£ -		£ -
21	Facilities	DYCC	DYCC Grant received	£ 1,435	£ 208	£ 1,227		£ 1,227
22	Facilities	DYCC	DYCC	£ 3,556	£ 2,556	£ 1,000		£ 1,000
23	Facilities	Market	Maintenance Market	£ 10,143		£ 10,143		£ 10,143
24	Facilities	Mere	Mere water drainage	£ 5,325	£ 740	£ 4,585		£ 4,585
25	Facilities	Mere	Boardwalk	£ 5,777		£ 5,777		£ 5,777
27	Facilities	Mere	Maintenance Mere's Mouth (Resurfacing)	£ 7,000	£ 7,000	£ -		£ -
28	Facilities	Mere	Mere Fountain	£ 6,318		£ 6,318		£ 6,318
29	Facilities	Mere	Mere's Mouth Toilets	£ 11,000	£ 7,352	£ 3,648		£ 3,648
30	Facilities	Park	Park Improvements/General	£ 3,920		£ 3,920		£ 3,920
31	Facilities	Park	Town & Park	£ 3,017	£ 3,017	£ -		£ -
32	Facilities	Park	Play Equipment	£ 10,606		£ 10,606		£ 10,606
33	Facilities	Park	Park Toilets	£ 22,978	£ 2,601	£ 20,377		£ 20,377
34	Facilities	SPG	Athletics maintenance	£ 11,931		£ 11,931		£ 11,931
35	Facilities	SPG	SPG Floodlights	£ 3,500		£ 3,500		£ 3,500
36	Facilities	SPG	SPG Pav maintenance	£ 3,920		£ 3,920		£ 3,920
37	Facilities	SPG	SPG - Skateboard Park	£ 5,000		£ 5,000		£ 5,000
38	Facilities	St Marys Churchyard	Closed churchyard repairs	£ 20,855		£ 20,855		£ 20,855
39	Facilities	The Entry	The Entry resurfacing	£ 1,631		£ 1,631		£ 1,631
40	Facilities	Facilities	Tree Management	£ 11,180		£ 11,180		£ 11,180

Committee			EMR	Balance as at 1st April 2020	Less: Actual Year to date Expense	Balance	Add: Year to date receipts	Balance as at 31st March 2021
44	HTP	HTP	HTP	£ 10,358	£ 490	£ 9,868		£ 9,868
41	Infrastructure	Infrastructure	Bus Shelters maintenance	£ 16,081	£ 120	£ 15,961		£ 15,961
45	Infrastructure	Infrastructure	Streetlights	£ 302,300	£ 95,665	£ 206,635		£ 206,635
46	Infrastructure	Infrastructure	Community Infrastructure Levy (CIL)	£ 52,594	£ 6,399	£ 46,195		£ 46,195
48	Infrastructure	Infrastructure	CCTV	£ 7,867	£ 2,065	£ 5,803		£ 5,803
49	Infrastructure	Infrastructure	D&D Neighbourhood Plan	£ 10,483	£ 25,816	-£ 15,333	£ 17,970	£ 2,637
			TOTAL	£ 669,688	£ 177,564	£ 492,124	£ 17,970	£ 510,094

	% of EMR	Balance 2020/21	YTD Balance	Remaining Funds
Facilities	36%	£221,204.07	£182,824.52	82.65%
HTP	2%	£10,358.40	£9,868.40	95.27%
Infrastructure	54%	£389,325.36	£277,230.89	71.21%
Executive	8%	£48,800.59	£40,170.48	82.32%
TOTAL		£669,688.42	£510,094.29	76.17%

As per Balance Sheet March 2021	Current Year Working Balance	£ 1,394.00
	General Reserves	£ 390,741.00
	EMR	£ 510,094.00
	Total Funds	£ 902,229.00

	Streetlighting Funds Breakdown	
	Capital Reserves (ring fenced)	£ 201,634.99
	EMR General	£ 5,000.00
		£ 206,634.99

**DISS TOWN COUNCIL**

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Diss, Norfolk, IP22 4JZ.  
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Website: [www.diss.gov.uk](http://www.diss.gov.uk)

Report Number:  
**51 / 2021**

Report to:	Full Council
Date of Meeting:	14 <sup>th</sup> April 2021
Authorship:	Town Clerk
Subject:	Schedule of Meetings 2021-22

1. A draft Schedule of Meetings for 2021-22 is attached in the Appendix.
2. Points of note include:
  - a) The next meetings of the Facilities committee and Full Council have been brought forward to 28<sup>th</sup> April and 5<sup>th</sup> May respectively to allow these meetings to take place virtually and provide time for arrangements to be made for face-to-face meetings from the proposed date of 2<sup>nd</sup> June (Executive) when the remote meetings regulations expire on 6<sup>th</sup> May.
  - b) The Council Chamber at the Corn Hall can safely accommodate up to 14 councillors, 2 Officers and 3 members of the public or press. This would be with tables only for the Chair and Clerk and 2 metre distance between chairs. The risk assessment will be updated to ensure Covid-secure compliance and will be shared with members. It is proposed that where there are more than 3 members of the public wishing to attend, they all do so remotely. Those members who do not feel comfortable attending face-to-face meetings will unfortunately have to give their apologies for the meeting. It is quite possible that the remote meetings regulations will be extended given the outcry of objections from Councils across the country, but this is unlikely to take effect until early May.
  - c) It is proposed to retain the same number of committee meetings throughout the year and drop two Full Council meetings in October and February. These dates have been suggested as the only months when there are not time specific items requiring consideration and to ensure there are meetings scheduled in the months preceding and following these months, at which the items previously considered on the agendas can be added.
  - d) The agendas for these meetings in 2021-22 included items that could have been considered by the relevant committee (Park & Cemetery) or are normally scheduled to take place at specific meetings (grant scheme application).
  - e) We need to accommodate two Annual Town Meetings in the forthcoming Mayoral year, and it is proposed that these meetings take place on 29<sup>th</sup> September 2021 and 27<sup>th</sup> April 2022.
  - f) A considerable amount of time goes into preparing for meetings and it is felt that this could be put to better use in carrying out the actions from meetings / other projects. It is also helpful to have several spare Wednesday evening slots to schedule additional meetings where necessary.

- g) The total number of meetings (23) excludes Planning meetings which are scheduled to precede committee / Council dates and a total of nine took place during 2020-21. It is therefore estimated that there will be a total of approximately 34 meetings including planning, the ATM's and the Diss Surveyors Allotment Charity between May 2021 and May 2022.
- h) The budget / precept setting meeting is scheduled for 12<sup>th</sup> January 2022 to meet the precept demand setting deadline set by the District Council. This year's budget meeting was postponed by a week given the Christmas holidays and the required 5 clear days' notice for agenda distribution.
- i) Meetings taking place up to the 7<sup>th</sup> May will take place virtually at 8pm via the Zoom platform unless preceded by a planning meeting under current remote meetings regulations. Meetings from 2<sup>nd</sup> June are currently required to be held face-to-face at 7.15pm in the Council Chamber at the Corn Hall once the regulations expire.

<b>Recommendation</b>
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To approve the proposed Schedule of Meetings for 2021-2022.
-------------------------------------------------------------

**Schedule of Council/Committee Meetings 2021/22**

	April 2021	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan 2022	Feb	Mar	Apr	May	TOTALS
<b>Executive Committee</b>			2 <sup>nd</sup>			1 <sup>st</sup>			8 <sup>th</sup>			2 <sup>nd</sup>			4
<b>Facilities Committee</b>	28 <sup>th</sup> (instead of 5th May)*			28 <sup>th</sup>				24 <sup>th</sup>			9 <sup>th</sup>			4 <sup>th</sup>	5
<b>Infrastructure Committee</b>			30 <sup>th</sup>				27 <sup>th</sup>			26 <sup>th</sup>		30 <sup>th</sup>			4
<b>Full Council</b>		5 <sup>th</sup> (instead of 19th May)*	16 <sup>th</sup>	14 <sup>th</sup>		15 <sup>th</sup>	13 <sup>th</sup> (propose dropping this meeting)	10 <sup>th</sup>	22 <sup>nd</sup>	12 <sup>th</sup>	23 <sup>rd</sup> (propose dropping this meeting)	16 <sup>th</sup>	13 <sup>th</sup>	18 <sup>th</sup>	10
Total no. of Council meetings May to May															23
<b>Annual Town Meeting (for electors)</b>		It is proposed that this meeting takes place on Wednesday 29 <sup>th</sup> September 2021 (originally 28 <sup>th</sup> April) and Wednesday 27 <sup>th</sup> April 2022. <i>N.B. The ATM should usually take place between 1<sup>st</sup> March and 1<sup>st</sup> June each year.</i>													

**Notes**

\* It is proposed to bring forward the meetings of the Facilities committee (scheduled for 5<sup>th</sup> May) and Full Council (scheduled for 19<sup>th</sup> May) in order that these meetings take place before the remote meeting regulations expire.

1. The budget setting meeting is 12<sup>th</sup> January 2022 to meet the precept demand setting deadline set by the District Council.
2. Meetings from 2<sup>nd</sup> June 2021 will be held Covid-securely at 7.15pm in the Council Chamber at the Corn Hall. *Please note until 7<sup>th</sup> May, meetings will be held virtually at 8pm via the Zoom platform under the current remote meetings regulations.*
3. The Schedule excludes Planning meetings, which usually precede scheduled committee dates above and start between 6pm and 6.30pm should applications require committee consideration.
4. The annual meeting of the Diss Surveyors Allotment Charity (DSAC), of which all councillors are trustees, will precede the June meeting of Council at a time to be advised.
5. Meetings will be advertised 5 clear days in advance with the agenda on the Council's notice board and website.



# COMMITTEE TERMS OF REFERENCE AND DELEGATIONS

1. Committees may exercise delegated functions on behalf of the Town Council under the following terms of reference, subject to: -
  - a) the Town Council's approved budget and Financial Regulations;
  - b) any previous minuted decision of the Town Council;
  - c) Any matters reserved to the Town Council by law.
2. The Chairs of committees will be the nominated representative from Council to attend meetings, along with the Clerk wherever possible, on issues relevant to their committee. In their absence, Chairs will nominate a substitute representative from their committee.
3. The relevant Chair(s) should be involved with matters pertaining to their committee. For activity that crosses more than one committee, the relevant Chairs should be involved to maximise synergies and realisation of objectives.

## **FULL COUNCIL**

Full Council has responsibility for ensuring it delivers the Strategy Plan, and for dealing with matters which it must do by law.

Membership: 14

Quorum: 5

Frequency of Meetings: 9 x per year

1. To elect a Town Mayor and Council Leader
2. To approve a meeting schedule & committee membership
3. To deal with overall matters relating to the Strategy Plan
4. To approve the annual precept demand
5. To approve accounts for payment
6. To approve the Review of Internal Audit procedures
7. To approve the Annual Accounts in accordance with the current Accounts and Audit (England) Regulations
8. To appoint internal and external auditors
9. To approve recommendations from the Executive Committee on the annual review of Council's Standing Orders and Financial Regulations

10. To ensure the Council is compliant with the General Data Protection Regulation
11. To consider representation on appropriate outside bodies
12. To review delegations to the Town Clerk
13. To respond to consultative documents from Government and other bodies other than those specifically allocated to committees
14. To consider grant application recommendations from the Grant Scheme panel
15. To consider matters referred to it by committees.

*Note to members – there is cross-over regarding the review of third-party agreements which appears under the terms of reference for both the Executive and Facilities committees (see green highlights). It is proposed that the Facilities committee takes responsibility for this as it has fewer responsibilities with involvement from members of the Executive where required. The Annual Review of Key Documents will also need to be updated to reflect any decisions.*

## **EXECUTIVE COMMITTEE**

The responsibility of the Executive Committee is to ensure the efficient, proficient and cost-effective running of the Council; increase net income; develop a budget for approval by Full Council; ensure the Council complies with all relevant laws; follow best practice in the management of the Council's finances, ensure appropriate accountability and transparency; oversee recruitment, appointment, remuneration and management of all staff and ensure the Council adheres to data protection regulations. It is also responsible for all aspects of communication and engagement with the community.

Membership: 6 minimum

Quorum: 3

Frequency of Meetings: quarterly

1. To elect a committee Chair & Vice Chair (only members of each committee have voting rights)
2. To review and/or identify committee objectives for recommendation to Council & report progress
3. To work with committees to develop the Council's annual budget that considers required resources to deliver key objectives, for approval by Council
4. To simplify administrative and financial procedures to increase staff resources available to deliver the Council's priorities
5. To increase net income through revenue generation opportunities and identifying cost efficiencies
6. To be responsible for allocating and controlling the financial resources of the Council including carrying out a quarterly financial review
7. To annually review the Council's Standing Orders and Financial Regulations and make recommendations to Council
8. To annually review internal control procedures including risk management, insurance, appointment of the Internal Auditor and make recommendations to Council

9. To be responsible for the Council's Capital Management Plan and financial planning
10. To annually review the Council's asset register
11. To be responsible for the collection of all revenue, the raising and renewal of loans (for recommendation to Council)
12. To make recommendations for the banking, financial and accounting methods for adoption by the Council
13. To review hire charges and burial fees
14. To ensure the Council complies with all legislative requirements
15. To review all policies
16. To oversee and review agency agreements (including entering into legal proceedings on the Council's behalf where necessary)
17. To ensure the proper management of contractors and volunteers
- ~~18. To review the Community Grant Scheme and consider applications~~
19. To determine the Council's staffing structure
20. To approve staff job descriptions
21. To ensure the recruitment, appointment, induction, training, remuneration and management of all staff is carried out with due diligence and in compliance with all relevant legislation, good practice and nationally agreed terms and conditions of service
22. To develop a performance management programme that links the strategy plan to staff development and performance against specific targets
23. To develop and monitor an effective induction and training programme for all councillors
24. To develop a communications strategy setting out how the Council will engage with the community
25. To oversee the development of the Council's website, publications, use of social media and any other forms of engagement considered appropriate
26. To support the local economy
27. To set up Action Groups as required.

### **FACILITIES COMMITTEE**

This committee is responsible for maintaining & improving existing Council-owned facilities and assets, investigating opportunities to take on shared or devolved service provision, working with neighbouring parishes and other organisations to deliver locally responsive and accountable services.

Membership: 6 minimum

Quorum: 3

Frequency of Meetings: Quarterly



1. To elect a committee Chair & Vice Chair (only members of each committee have voting rights)
2. To review and/or identify committee objectives for recommendation to Council & report progress
3. To manage all facilities and amenities owned by the Town Council and leased to third parties (including acting as responsible landlords)
4. To review all Facility regulations
5. To review all third-party agreements (N.B. agency agreements currently under Executive)
6. To determine the committee's budgetary requirements for consideration in the annual budget and oversee that budget once set
7. To develop a facilities management programme to quantify the Council's existing asset management commitments and develop long term budgetary requirement for same
8. To investigate opportunities to take on shared or devolved service provision
9. To investigate options for working with neighbouring parishes and other organisations to increase the Council's local delivery of services
10. To work with the Infrastructure Committee to identify opportunities for partnership working with other organisations to improve existing or provide future facilities and/or services
- ~~11. To continue to support the delivery of all aspects of the Heritage Triangle Project~~
12. To support and investigate the provision of youth facilities and services in the town
13. To oversee the Diss market
14. To oversee events on Council-owned land
15. To work with other relevant committees to consider the use of developer contributions towards the improvement of existing or provision of new facilities
16. To set up Action Groups as required.

### **INFRASTRUCTURE COMMITTEE**

The Infrastructure Committee is responsible for overseeing the development of a Neighbourhood Development Plan, identifying partnership opportunities to provide more efficient means of delivering existing or identified new services, and to lobby/represent the interests of the community on infrastructure matters.

Membership: 6 minimum

Quorum: 3

Frequency of Meetings: Quarterly

1. To elect a committee Chair & Vice Chair (only members of each committee have voting rights)
2. To review and/or identify committee objectives for recommendation to Council & report progress

3. To determine the committee's budgetary requirements for consideration in the annual budget and oversee that budget once set
4. To develop a Neighbourhood Development Plan that creates a shared vision and identifies the means to resolve the wider infrastructure issues of the town
5. To develop partnership working opportunities that increase the efficiency and/or effectiveness of the delivery of existing services and/or identifying new services that improve outcomes for the Diss community
6. To engage in all consultative planning processes relating to developments and other initiatives that will impact upon the town
7. To oversee appropriate arrangements for considering all planning applications received
8. To manage the Council-owned streetlights
9. To oversee the Council's CCTV system
10. To work with the Facilities Committee to identify opportunities for partnership working with other organisations to improve existing or provide future facilities and/or services
11. To work with the One Public Estate Diss team to identify opportunities to rationalise the public estate by working with identified partners
12. To set up Action Groups as required.

### **Appeals Committee**

The Appeals committee is made up of a panel of elected members who have not been involved in the original disciplinary hearing and who will be expected to view the evidence with impartiality.

Three members of the Executive Committee along with the Town Clerk or Deputy will conduct the initial disciplinary hearing.

Membership: 3                      Quorum: 3

### **Sub-committees**

The Town Council has three sub-committees as follows:

#### **Planning sub-committee**

A sub-committee of Infrastructure, this sub-committee considers planning applications relevant to Diss & in accordance with the Council's planning policy and procedures. N.B. The Town Council is a consultee on planning applications only and the Planning Authority (District Council) ultimately decides the outcomes of planning applications.

Membership: 6                      Quorum: 3                      Frequency of meetings: as per policy

#### **Carnival sub-committee**

A sub-committee of the Facilities committee, this sub-committee organises the town's annual Carnival parade and fun day. Both the Council Leader and Town Mayor are ex-officio members along with the Clerks or nominated member of staff alongside volunteers from the community.

## **Christmas Lights Switch-On sub-committee**

A sub-committee of the Facilities committee, this sub-committee organises the town's annual Christmas Lights Switch-On event. Both the Council Leader and Town Mayor are ex-officio members along with the Clerks or nominated member of staff alongside volunteers from the community.

## **Sub-Groups**

The Town Council has **two** sub-groups as follows:

### **Neighbourhood Plan sub-group**

A sub-group of the Infrastructure committee, it is responsible for ensuring the Council's and community's involvement in the development of the Diss & District's Neighbourhood Plan.

Membership: 4 (only two can have voting rights)

Frequency of meetings: Monthly

### **Community Grant Scheme Panel**

A sub-group of the Executive committee, it is responsible for reviewing grant applications and making recommendations to Full Council.

Membership: 4

Frequency of meetings: as required

## **DELEGATIONS**

### **1. General**

- a) Where powers or duties have been delegated to a committee, that committee may in turn assign functions or delegate powers and duties to the Town Clerk or a sub-committee, provided that delegation is reported to the next meeting of the appropriate committee or sub-committee (or Council) for information.
- b) A committee may set up a working group to investigate, consider and report back with recommendations on any issue.
- c) Any power or duty which is delegated is subject to Town Council policy and the approved budget.

### **2. Council Leader's/Chairman's powers**

- a) The Town Clerk may, in consultation with the Council Leader, deal with any issues causing extreme risk to the delivery of Council services on the Council's behalf. Any action must be reported to the next meeting of Council.
- b) In the absence of the Council Leader, consultation must be with the Chairman or Vice-Chairman of the appropriate committee.

*To be approved at the Full Council meeting held on 14<sup>th</sup> April 2021.*



# DELEGATIONS TO OFFICERS

## **Specific delegations to the Town Clerk**

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

## **Delegations to the Responsible Financial Officer**

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

*Approved at the Full Council meeting held on 20<sup>th</sup> May 2020.*

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<sup>1</sup> Transfer of monies between budget headings



## XXXX Parish Council

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We, the undersigned, commit to honour the Armed Forces Covenant and support the Armed Forces Community. We recognise the value Serving Personnel, both Regular and Reservists, Veterans and military families contribute to our business and our country.

Signed on behalf of:

**XXXX Parish Council**

Signed:

Name:

Position:

Date:

Logo

# **The Armed Forces Covenant**

An Enduring Covenant Between

The People of the United Kingdom

Her Majesty's Government

– and –

All those who serve or have served in the Armed Forces of the Crown

And their Families

The first duty of Government is the defence of the realm. Our Armed Forces fulfil that responsibility on behalf of the Government, sacrificing some civilian freedoms, facing danger and, sometimes, suffering serious injury or death as a result of their duty. Families also play a vital role in supporting the operational effectiveness of our Armed Forces. In return, the whole nation has a moral obligation to the members of the Naval Service, the Army and the Royal Air Force, together with their families. They deserve our respect and support, and fair treatment.

Those who serve in the Armed Forces, whether Regular or Reserve, those who have served in the past, and their families, should face no disadvantage compared to other citizens in the provision of public and commercial services. Special consideration is appropriate in some cases, especially for those who have given most such as the injured and the bereaved.

This obligation involves the whole of society: it includes voluntary and charitable bodies, private organisations, and the actions of individuals in supporting the Armed Forces. Recognising those who have performed military duty unites the country and demonstrates the value of their contribution. This has no greater expression than in upholding this Covenant.

## Section 1: Principles of the Armed Forces Covenant

1.1 We, **XXXX Parish Council**, will endeavour in our business dealings to uphold the key principles of the Armed Forces Covenant, which are:

- *no member of the Armed Forces Community should face disadvantage in the provision of public and commercial services compared to any other citizen*
- *in some circumstances special treatment may be appropriate especially for the injured or bereaved.*

## Section 2: Demonstrating our Commitment

*The following are suggested draft pledges; please delete, add or change any to suit your circumstances. Your Covenant may be reviewed and pledges changed at any time in the future to reflect changing circumstances.*

2.1 We recognise the value of serving personnel, reservists, veterans and military families; and will aim to uphold the principles of the Armed Forces Covenant, by seeking to:

- appoint an **Armed Forces Champion** to promote support for the Armed Forces community;
- promote the fact that we are an **Armed Forces-friendly Council**, to our members and wider public; celebrating the work of the Armed Forces and encouraging positive interaction between them and members of the public;
- support the employment of military **Veterans**; recognising that they are a valued part of our community; facilitating and encouraging their participation in civic and community events; providing a link to the Veterans Gateway on our website; encouraging local businesses to support the employment of veterans;
- support the employment of **Service Spouses & Partners**: encouraging local businesses to support their employment;
- encourage support for the **Reserves Forces**; encouraging local businesses to support the employment of Reservists;
- encourage support for military sponsored **Cadet Organisations**; encouraging support for and membership of local cadet units;
- support and promote support for **Armed Forces Events** such as local Breakfast Clubs, Coffee Mornings, Armed Forces Day, Reserves Day, the Poppy Appeal Day and Remembrance activities;
- support and promote support for **Armed Forces Charities**;
- encourage local businesses to consider offering discounts to members of the Armed Forces community.

2.2 We will publicise these commitments through our literature and on our website, setting out how we will seek to honour them and inviting feedback from the Service community and our customers on how we are doing. *(Amend as appropriate)*

**DISS TOWN COUNCIL**

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Report Number:  
**52 / 2021**

Report to:	Full Council
Date of Meeting:	14 <sup>th</sup> April 2021
Authorship:	Town Clerk
Subject:	Hire Fee Discount

1. At the March Executive committee meeting, it was agreed that in response to several enquiries from event organisers for use of the Park during the summer and given the lack of income and uncertainty around attendance during and post Covid, councillors Mason and Olander and the Clerk would review an appropriate discount on fees for the Park, which could be used as a template for other sites and approved by Full Council.
2. It was also noted at the meeting that Council costs would need to be covered and it would be important to support such events.
3. Councillors Mason, Olander and the Clerk met and propose a temporary six-month 20% discount on existing fees to hirers of the Park (Appendix) from 1<sup>st</sup> April. This is proposed on the event(s) taking place before the end of September.
4. There was discussion regarding the extension of the discount to other sites, but it was not considered appropriate to give discounts to long-term hirers of the other sites i.e., the Sports Ground, Market Place and the DYCC. Of course the main hall will be out of use until September.

**Recommendation**

To approve a six-month 20% discount on existing fees to hirers of the Park from 1<sup>st</sup> April 2021 to support events that take place before the end of September.



Committee	Minute Reference	Subject	Action	Assigned to	Timescale	Comments or further action
Full Council	FC0119/14	One Public Estate	To draft a letter to SNC requesting further information in order for the Town Council to consider its response to the One Public Estate project request.	Clerk	Dec-20	Results of feasibility study on four options (Diss High School/Athletics track Shelfanger Road / Swimming Pool Site/ South side of Park Road & Shelfanger Road) still awaited. SNC has spent the funds set aside for this project on Covid-related activity. It is considered by SNC to be a project to pick up in 5 years time. Should this be removed from progress report for review in a certain timeframe?
Full Council	FC1119/07	Co-option	b) To consider conducting written ballots for future co-options to Diss Town Council	Clerk	immediately	To be considered on a future agenda post lockdown meeting arrangements.
Full Council	FC0920/11	Covid-19 Acknowledgement Team	a) To approve the plans to install a permanent beacon in Diss park at the proposed location with funds to be allocated from Earmarked Reserves Events and Town & Park up to a maximum of £2,000 reduced to £1,700 should the Better Together Norfolk funding application be successful. b) To provide further information and costs regarding the signage and publicity for the proposed walking and cycling routes around Diss.	Clerk/CV-19 Working group	by 08.10.20	An update from the last meeting on 7th April will be provided in due course.
Full Council	FC130121/04	Public Participation	There was concern regarding the removal of hedges surrounding farmland, which has impacted on the recent flooding and Norfolk County Council was asked to work with farmers to retain hedgerows when it reviews its flooding strategy.	KK	17.02.21	
Full Council	FC270121/05	Items of Urgent Business	Regarding a CV vaccination centre for Diss, it was agreed that Richard Bacon MP would also be approached for help in disseminating accurate information to allay residents' fears.	Clerk	01.04.21	Vaccination site planned to start from early May at DYCC.
Full Council	FC1702/09	Cemetery	To approve the consecration of the land highlighted in Annex A to allow for future burials at Diss Cemetery with a fee of £250 plus VAT payable to the Diocese for drafting the consecration documents.	Clerks	by 10.03.21	May 20th scheduled for consecration.
Full Council	FC0321/04	Public Participation	Councillor Kiddie is interested in finding out more about a badge from the Diss Light Infantry dating 1870 period and asked if the question could be asked on the local social media streams.	KK/ Clerk	by 31.03.21	Marketing team will find out more info from Keith and then post on social media streams
Full Council	FC0321/04	Public Participation	Norfolk County Council highways to examine the Frenze Hall lane site post the Persimmon development which is near to completion and arrange for any repairs required because of construction traffic.	KK / Highways	immediately	
Full Council	FC0321/06	Finance	c) Members received the summary of Income and Expenditure for the month ending February 2021. It was noted that the explanation for the Park toilets code being 281% over budget is due to a budget allocation not being approved by members when the decision to contract out toilet cleaning was made. This will be rectified by the RFO.	RFO	immediately	Done

## Progress Report

Committee	Minute Reference	Subject	Action	Assigned to	Timescale	Comments or further action
Full Council	FC0321/07	Internal Audit	to adopt the following internal control documents as appended to report reference 40/2021 subject to the amendments discussed at the March Executive meeting. a) the Financial Regulations b) the Income & Expenditure internal controls c) the insurance schedule for 2021/22 - subject to minor change d) the Internal Audit Plan and Appointment of Internal Auditor for 2021-22 e) the Governance and Management Risk Register V15 subject to amendment by working group. f) the Investment Strategy and Policy g) That Auditing Solutions Ltd has met the requirements of Diss Town Council's internal audit plan, complies with the legal requirements of internal audit specifically independence, competence, and scope and is appointed to carry out the council's internal audit for the financial year 2021/22 h) the hire fee discount of 55% for Merryfields playschool based at the sports ground pavilion i) the statement for internal controls document.	RFO	by 31.03.21	Done
Full Council	FC0321/08	Co-option	to co-opt Councillor Wooddissee to Diss Town Council with his acceptance of office to be signed post meeting with the Clerk.	Clerk	immediately	Done
Full Council	FC0321/09	Strategy Plan	to approve the draft content for the Council's digital strategic plan publication with hard copies to be provided in-house where required and to include a piece in the Spring/Summer Diss Matters linking to the online publication.	Clerk	31.03.21	Feedback provided to publisher. Space allocated in publication on Strategic plan.
Full Council	FC0321/10	Diss Youth Council	It was suggested that an article on the Youth Council should be included in the forthcoming Diss Matters publication to recruit further volunteers.	Clerk	01.05.21	Youth Council is being approached for content.
Full Council	FC0321/11	Councillor Litter Pick	That Councillors Mason and Olander would work with County Councillor Kiddie to organise a councillor litter pick.	JM / SO/ KK	30.04.21	
Full Council	FC0321/15	Park Security	There was discussion regarding the detailed specification for works to prevent illegal encampments in Diss Park and it was agreed that the Maintenance Manager would circulate the information to members once collated.	MM	30.04.21	The action group has confirmed that only bollards will work on both sides of the park and trees would not be a viable option due to the other already established trees. Number of bollards has been determined and revised quotations awaited.
Full Council	FC0321/15	Park Security	That £3,920 would be allocated to Earmarked Reserves Park Improvements / General and the £6,080 would be recommended for transfer from General Reserves to EMR at year end to cover costs for works to prevent illegal encampments in Diss Park.	RFO	30.04.21	As above.
Full Council	FC0321/16	Honoured & Junior Good Citizen Awards	1. That Anne Beckett Allen is awarded the 2021 Honoured Citizen for Diss. 2. That Lily Mills is awarded the 2021 Junior Good Citizen for Diss.	Clerk	31.03.21	Winners and all proposers notified. Press release distributed.