

**Minutes of the Full Council Meeting of Hellesdon Parish Council
held on Tuesday 15th February 2022 at 7pm
at The Parish Office, Council Chambers, Diamond Jubilee Lodge**

PRESENT:

Cllr D King (Chairman)
Cllr W Johnson
Cllr R Sear
Cllr D Fahy
Cllr S Bush-Trivett
Cllr G Britton
Cllr R Forder

Cllr S Gurney
Cllr R Potter
Cllr K Avenell
Cllr U Franklin
Cllr L Douglass

In attendance: Mr R Reeve Locum Clerk
District Cllr S Prutton

WELCOME –The Chairman welcomed Councillors and members of the public to the meeting.

1. Apologies and Acceptance for Absence

Apologies of absence were received from Cllr G Diffey, Cllr P Sparkes, Cllr D Britcher and Cllr M Fulcher which were **ACCEPTED**.

2. Declarations of Interest and Dispensations

Cllr U Franklin advised of her membership of Hellesdon Horticultural Association.
No further declarations or dispensations were received.

3. Minutes from Full Council meeting held 11th January 2022

The Minutes of the Full Council meeting held on 11th January 2022 had been previously circulated. These were accepted by all those at the meeting, it was **RESOLVED TO ACCEPT**

4. Public Participation

A representative of Hellesdon Horticultural Association (HHA) outlined the availability of RHS Community Wellbeing Grants to supporting groups to deliver gardening projects to improve the wellbeing of participants of between £5,000 and £10,000. The deadline was Monday 7 March. It was agreed to support a HHA application. A HHA/HPC meeting was set for Thursday 21st February.

5. Reports

Verbal updates were provided by the District and County Councillors present.

- Cllr Prutton announced that the loose manholes on the Cromer Road were fixed.
- Cllr Gurney advised that drainage on the Cromer Road was to be improved by NCC, that the tree removal on Drayton High Road was proceeding in line with the agreed developer development and that tree works were also in progress along Middletons Lane. The

petition relating to the Cromer Road bus lane had had over 700 signatures, so moving towards the 1000 target. Our new HCC highways contact was Richard Pearson.

- Cllr King advised that the 'Tiny Forest' tree planting in the recreation ground was scheduled for the following day and that a volunteer evening was scheduled for 17th February – a good attendance was needed for planned events to proceed this year.
- There was no police report for this meeting, but it was noted that PC Matthew Hill, the new police beat officer, would be attending the next meeting.

6. Financial Matters

It was RESOLVED TO ACCEPT THE FOLLOWING REPORTS:

- a) Bank Reconciliation – January 2022
- b) Earmarked reserves summary.
- c) Payments – January 2022
- d) Receipts – January 2022
- e) Detailed Income and Expenditure 1st April 2021 – 31st January 2022

7. Planning

The minutes and decisions arising from the Planning Committee meeting held on 11th January and the 25th January. It was **RESOLVED TO NOTE THE MINUTES AND THE DECISIONS MADE**

8. Events Working Group

An update was provided on a number of events were being planned for later in the year, provided enough volunteers come forward, to include an Easter trail and a Diamond Jubilee event.

Councillors agreed the creation of a Events committee, to take responsibility for the running of future events, including related finances/ budgets, on cost centres 200 & 205. Clerk to provide draft terms of reference for council agreement.

9. Staffing Committee

Council noted the resignation of Cllr Diffey from the Staffing Committee and agreed Cllr Avenell as the replacement for subsequent meetings.

- 10. To consider a Resolution under the Public Bodies (Admission to Meetings) Act 1960** to exclude the press and public for the duration of the following items in view of the confidential and personal nature of the business to be transacted. If resolved, such items to be dealt with after the item that confirms details of the next meeting. **Agreed by all.**

11. Staffing Update

An update was provided on the recruitment of a new permanent Clerk. It was noted that interviews had been held that day, and it was hoped to confirm the appointment of Faye Le Bon shortly. The interim clerk was thanked for his support in the recruitment process.

12. Community Centre

An update was given by Cllr Gurney on the progress with the refurbishment of the Community Centre, with the opening date now expected to be Summer 2022, following the difficulty which had arisen was in having to deal with water having leaked into the building, and consequent insurance claim for the contractor. Councillors were updated on the currently anticipated costs,

now including toilet and changing room refurbishment. Another room been identified for hirer storage and this would be fitted out with new cupboards of various sizes for future hirer use.

13. Exchange of Information

A meeting had taken place with Broadland regarding progress with the Persimmon Development and resulting provision of community infrastructure, with a further meeting scheduled. Councillors were also updated on other planned projects/ future developments at sites around the parish.

14. Time and Venue of Next Council meeting.

Confirmed the time and location of the next meeting of the Full Council as 8th March 2022 at 7.00 pm , in the Council Chamber

Meeting closed at 9.15 pm

DRAFT

Hellesdon Parish Council Current Year

Bank - Cash and Investment Reconciliation as at 28 February 2022

| <u>Confirmed Bank & Investment Balances</u> | | |
|--|---------------------------------------|---------------------|
| <u>Bank Statement Balances</u> | | |
| 28/02/2022 | Active Saver 4401 | 256,594.03 |
| 28/02/2022 | Business Current Account 2077 | 500.00 |
| 28/02/2022 | Petty Cash | 118.30 |
| 28/02/2022 | Active Saver 7702 | 337,861.08 |
| 28/02/2022 | Active Saver 4503 | 81,405.47 |
| 28/02/2022 | Number 2 account 0958 | 503,794.64 |
| | | 1,180,273.52 |
| <u>Other Cash & Bank Balances</u> | | |
| | | 20.00 |
| | | 1,180,293.52 |
| <u>Unpresented Payments</u> | | |
| | | 700.06 |
| | | 1,179,593.46 |
| <u>Receipts not on Bank Statement</u> | | |
| | | 0.00 |
| | | 1,179,593.46 |
| Closing Balance | | |
| | | 1,179,593.46 |
| <u>All Cash & Bank Accounts</u> | | |
| 1 | Current Bank Account | 256,393.97 |
| 2 | Petty Cash | 118.30 |
| 3 | Active Saver 7702 | 337,861.08 |
| 4 | Active Saver Emergency 4503 | 81,405.47 |
| 5 | Number 2 account | 503,794.64 |
| | Other Cash & Bank Balances | 20.00 |
| | Total Cash & Bank Balances | 1,179,593.46 |

Earmarked Reserves

| Account | Opening Balance | Net Transfers | Closing Balance |
|------------------------------------|-------------------|------------------|-------------------|
| 320 EMR Play Equipment | 7,490.71 | 4,699.39 | 12,190.10 |
| 321 EMR Site Fencing | 257.40 | | 257.40 |
| 322 EMR Machinery | 10,400.00 | 2,250.00 | 12,650.00 |
| 323 EMR Hard Surface Area | 14,000.00 | 1,000.00 | 15,000.00 |
| 324 EMR Premises/Furnishing | 1,900.00 | | 1,900.00 |
| 325 EMR CCTV | 576.00 | 1,450.00 | 2,026.00 |
| 326 EMR Elections | 2,903.70 | | 2,903.70 |
| 327 EMR War Memorial | 4,380.00 | | 4,380.00 |
| 328 EMR Burial Ground Land | 17,000.00 | -7,000.00 | 10,000.00 |
| 329 EMR Com Centre Contingency | 15,739.68 | | 15,739.68 |
| 330 EMR Parish Poll Provision | 6,000.00 | | 6,000.00 |
| 331 EMR Mountfield Park | 43,026.99 | | 43,026.99 |
| 332 EMR Good Causes in Hellesdon | 5,770.00 | -1,500.00 | 4,270.00 |
| 333 EMR Interest on Prev 9m Depos | 0.00 | | 0.00 |
| 334 EMR HEL2** | 54,910.14 | -1,782.90 | 53,127.24 |
| 335 EMR Car Park/Paths at HCC | 0.00 | | 0.00 |
| 336 EMR Car Park Soakaway | 0.00 | | 0.00 |
| 337 EMR Driveway Sinkage | 500.00 | | 500.00 |
| 338 EMR Grit bins | 1,203.62 | | 1,203.62 |
| 339 EMR Outreach provision | 0.00 | | 0.00 |
| 340 EMR PF Ownership signs | 2,500.00 | | 2,500.00 |
| 341 EMR Precept Shortfall | 13,190.00 | | 13,190.00 |
| 342 EMR Staff contingency payments | 10,000.00 | | 10,000.00 |
| 343 EMR Privet Hedge Driveway | 500.00 | | 500.00 |
| 344 EMR Equipment & Storafe | 0.00 | | 0.00 |
| 345 EMR Bus shelter | 323.00 | | 323.00 |
| 346 EMR Green Grid | 5,340.00 | -200.00 | 5,140.00 |
| 347 EMR Land Acquisition account | 69,752.17 | -10,000.00 | 59,752.17 |
| 348 EMR Community Engagement Reser | 2,350.00 | | 2,350.00 |
| 349 EMR IT Reserve | 5,141.00 | 100.59 | 5,241.59 |
| 350 EMR Community Apiary & allotme | 0.00 | 131.17 | 131.17 |
| 351 EMR Events | 0.00 | 2,420.01 | 2,420.01 |
| | 295,154.41 | -8,431.74 | 286,722.67 |

| Date | Payee Name | £ Total Amnt | Nature of transaction |
|------------|--------------------------------|--------------|--|
| 01/02/2022 | Trade UK | £162.67 | cutting blades for saw and grinders |
| 01/02/2022 | Vodafone Ltd | £157.52 | mobile phones usage/plan 16 Dec - 15 Feb |
| 03/02/2022 | Total Energies | £37.68 | electricity allotments Dec 21 |
| 04/02/2022 | Barclays Bank | £11.20 | charges 13 Dec - 12 Jan |
| 04/02/2022 | HMRC | £3,734.96 | PAYE Jan 2022 |
| 04/02/2022 | Norfolk Pension Fund | £2,565.86 | contributions Jan 22 |
| 07/02/2022 | Westcotec | £90.00 | SAM program Dec 21 |
| 08/02/2022 | Melton Builders of Beetley Ltd | £64,641.13 | interim valuation no 6 |
| 08/02/2022 | Broadland UK | £116.62 | keys, engraved plaques 2021 |
| 08/02/2022 | Broadland District Council | £6,582.67 | emptying dog/litter bins & recharge costs May 21 by election |
| 08/02/2022 | Ben Burgess Grounds Care | £801.55 | service John Deere tractor |
| 08/02/2022 | DAC Beachcroft Claims Ltd | £9.06 | vat uninsured losses recovery drive way railings |
| 08/02/2022 | DD Health & Safety | £99.54 | handy wipes, black gloves, gel |
| 08/02/2022 | Ernest Doe & Son | £140.55 | swing blades major mower |
| 08/02/2022 | G & G Fencing | £186.48 | erect noticeboard Middletons Lane |
| 08/02/2022 | IRIS HR | £48.00 | HR support |
| 08/02/2022 | Just Regional Publishing | £420.00 | advert Just Hellesdon 26 Jan |
| 09/02/2022 | Canham Consulting | £420.00 | structure check under air handling units HCC |
| 09/02/2022 | Allotment holder | £51.86 | refund rent; admin fee & deposit |
| 09/02/2022 | Komplan Ltd | £506.16 | repair to nest swing hanger |
| 09/02/2022 | Mayday Office Equipment Svs | £24.00 | maint support copier/pinter |
| 09/02/2022 | Pips Skips | £282.00 | skip hire |
| 09/02/2022 | Siemens Financial Svs Ltd | £356.40 | lease copier 16 Feb - 15 May |
| 09/02/2022 | Taverham Nursery Centre | £6.79 | roses memorial garden |
| 09/02/2022 | UK Fuels | £109.77 | fuel Jan 2022 |
| 09/02/2022 | Viking Direct | £57.21 | p/copy paper; magnets; tape & tea bags |
| 14/02/2022 | Apple.com | £0.79 | I cloud storage plan (I pad grounds) |
| 18/02/2022 | Anglan Water | £538.62 | HCC 3 Nov - 2 Feb (leak under investigation) |
| 18/02/2022 | Net salaries | £10,860.19 | Feb payroll |
| 21/02/2022 | Rialtas Business Suite | £807.60 | accting software annual licence |
| 21/02/2022 | Norfolk Pension Fund | £2,649.49 | Feb contributions |
| 21/02/2022 | HMRC | £3,805.21 | PAYE & EER NI Feb payroll |
| 22/02/2022 | CMATS (Eastern) Ltd | £600.00 | cdm consultant M & E HCC |
| 22/02/2022 | Norse Commercial Services | £921.60 | January park locking/unlocking |
| 22/02/2022 | Osiris Technologies | £7.50 | 1 mth remote phone user |
| 22/02/2022 | Osiris Technologies | £286.02 | IT Support, cloud back up, anti virus licence, telephone & broadband |
| 22/02/2022 | Reinbursement EEE 23 | £25.00 | eye sight test 17/02/2022 |
| 22/02/2022 | E Fire | £108.00 | call out 10 Sep |
| 22/02/2022 | HUW Gray Ridgeons | £425.21 | sand, shingle, paving apiary |
| 22/02/2022 | Pips Skips | £282.00 | skip hire 3 Feb |
| 22/02/2022 | Origin Amenities | £562.80 | weed killer & de greener |
| 24/02/2022 | Total Energies | £40.58 | electricity allotments Jan 22 |
| 25/02/2022 | Broadland District Council | £624.00 | business rates office |
| 28/02/2022 | BNP Paribas | £278.00 | HP Wessex mower |
| 28/02/2022 | Hitachi Capital Finance | £540.00 | lease Boomer tractor & hedge cutter |

Invoices due for payment

| Invoice date | Payee | Amount | Expenditure |
|--------------|-------------------------------|---------|--|
| 21/02/2022 | Just Regional | £420.00 | Advert Just Hellesdon 23 Feb |
| 28/02/2022 | Just Regional | £106.80 | Advert new grounds person |
| 11/02/2022 | Ben Burgess Groundscare Equip | £11.99 | gease gard John Deere |
| 18/02/2022 | Paston Chase Ltd | £112.80 | domain name renewal hellesdon-pc.gov.uk |
| 18/02/2022 | Paston Chase Ltd | £222.00 | Yearly rental world wide space hellesdon-pc.gov.uk |
| 23/02/2022 | Pip Skips | £282.00 | skip hire |
| 16/02/2022 | DD Health & Safety Supplies | £147.60 | work boots & trousers |

Receipts between 01/02/2022 - 28/02/2022

| Date | Income | Amount | Notes |
|-------------|---------------------------|---------------|--------------------------------|
| 04/02/2022 | Bank interest current a/c | £0.81 | monthly loyalty reward |
| 08/02/2022 | Insurance recovery | £100.00 | uninsured losses d/way railing |
| 09/02/2022 | Feed in Tariff DJL | £28.57 | electricity export from DJL |
| 16/02/2022 | Football pitch hire | £84.00 | December pitch hire |

Detailed Income & Expenditure by Budget Heading 28/02/2022

Month No: 11

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 |
|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|-------------------------|
| 100 Community Centre | | | | | | | | |
| 1410 Community Centre Inc ML Room | 0 | 972 | 0 | (972) | | | 0.0% | |
| Community Centre :- Income | 0 | 972 | 0 | (972) | | | | 0 |
| 4150 Utilities | 539 | 12,116 | 23,000 | 10,884 | | 10,884 | 52.7% | |
| 4195 Keys/Locks | 0 | 29 | 40 | 11 | | 11 | 72.0% | |
| 4250 Sanitary Waste Disposal | 0 | (178) | 2,180 | 2,358 | | 2,358 | (8.2%) | |
| 4295 Equipment - New/Replacement | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4300 Equipment-Repair/Maintenance | 0 | 0 | 585 | 585 | | 585 | 0.0% | |
| 4416 Water dispenser | 0 | 11 | 345 | 334 | | 334 | 3.3% | |
| 4435 Contingencies | 0 | 233 | 1,300 | 1,067 | | 1,067 | 17.9% | |
| 4450 Inspections | 0 | 97 | 526 | 429 | | 429 | 18.4% | |
| 4480 Memberships & Subscriptions | 0 | 0 | 1,600 | 1,600 | | 1,600 | 0.0% | |
| 4560 Property Maintain/Replacement | 90 | 539 | 0 | (539) | | (539) | 0.0% | |
| 4630 Consumables | 0 | 0 | 625 | 625 | | 625 | 0.0% | |
| 4635 cleaning agents/materials | 0 | 239 | 2,310 | 2,071 | | 2,071 | 10.4% | |
| 4695 community centre redevelopment | 74,471 | 440,964 | 0 | (440,964) | | (440,964) | 0.0% | |
| Community Centre :- Indirect Expenditure | 75,100 | 454,050 | 33,511 | (420,539) | 0 | (420,539) | 1354.9% | 0 |
| Net Income over Expenditure | (75,100) | (453,078) | (33,511) | 419,567 | | | | |
| 110 Administration | | | | | | | | |
| 1076 Precept | 0 | 514,210 | 0 | (514,210) | | | 0.0% | 9,200 |
| 1085 Grants received | 0 | 12,000 | 0 | (12,000) | | | 0.0% | |
| 1095 S106 contributions | 0 | 2,022 | 0 | (2,022) | | | 0.0% | |
| 1099 Community Infrastructure | 0 | 56,951 | 0 | (56,951) | | | 0.0% | |
| Administration :- Income | 0 | 585,183 | 0 | (585,183) | | | | 9,200 |
| 4065 councillor training | 0 | 452 | 1,000 | 548 | | 548 | 45.2% | |
| 4465 External Audit | 0 | 1,300 | 1,325 | 25 | | 25 | 98.1% | |
| 4470 Internal Audit | 0 | 2,815 | 2,380 | (435) | | (435) | 118.3% | |
| 4475 Legal Fees | 0 | 500 | 5,000 | 4,500 | | 4,500 | 10.0% | |
| 4480 Memberships & Subscriptions | 0 | 1,394 | 1,200 | (194) | | (194) | 116.1% | |
| 4550 Insurance | 0 | 9,687 | 9,668 | (19) | | (19) | 100.2% | |
| Administration :- Indirect Expenditure | 0 | 16,148 | 20,573 | 4,425 | 0 | 4,425 | 78.5% | 0 |
| Net Income over Expenditure | 0 | 569,035 | (20,573) | (589,608) | | | | |
| 6001 less Transfer to EMR | 0 | 9,200 | | | | | | |
| Movement to/(from) Gen Reserve | 0 | 559,835 | | | | | | |

Detailed Income & Expenditure by Budget Heading 28/02/2022

Month No: 11

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 |
|-------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| <u>120 Staff</u> | | | | | | | | |
| 4000 Admin Staff | 4,627 | 61,419 | 90,916 | 29,497 | | 29,497 | 67.6% | |
| 4010 Groundstaff | 3,191 | 39,012 | 64,663 | 25,651 | | 25,651 | 60.3% | |
| 4020 Care Takers | 3,042 | 36,210 | 81,042 | 44,832 | | 44,832 | 44.7% | |
| 4040 PAYE | 5,444 | 29,776 | 0 | (29,776) | | (29,776) | 0.0% | |
| 4045 Pension Scheme | 5,215 | 36,156 | 40,841 | 4,685 | | 4,685 | 88.5% | |
| 4050 Staff Expenses | 25 | 25 | 0 | (25) | | (25) | 0.0% | |
| 4055 Staff training | 0 | 978 | 4,000 | 3,022 | 3,000 | 22 | 99.5% | |
| 4070 Profess Fees/Agency Personnel | 0 | 630 | 0 | (630) | | (630) | 0.0% | |
| 4080 Employer NI | 2,097 | 13,422 | 17,510 | 4,088 | | 4,088 | 76.7% | |
| 4090 Protective clothing/workwear | 123 | 398 | 3,050 | 2,652 | | 2,652 | 13.0% | |
| Staff :- Indirect Expenditure | 23,764 | 218,026 | 302,022 | 83,996 | 3,000 | 80,996 | 73.2% | 0 |
| Net Expenditure | (23,764) | (218,026) | (302,022) | (83,996) | | | | |
| <u>130 Council Office</u> | | | | | | | | |
| 1360 Electricity FIT | 0 | 264 | 500 | 236 | | | 52.8% | |
| Council Office :- Income | 0 | 264 | 500 | 236 | | | 52.8% | 0 |
| 4112 Advertising | 89 | 89 | 185 | 96 | | 96 | 48.1% | |
| 4150 Utilities | 624 | 11,708 | 12,365 | 657 | | 657 | 94.7% | |
| 4195 Keys/Locks | 0 | 49 | 50 | 1 | | 1 | 98.4% | |
| 4250 Sanitary Waste Disposal | 0 | 0 | 50 | 50 | | 50 | 0.0% | |
| 4295 Equipment - New/Replacement | 0 | 0 | 150 | 150 | | 150 | 0.0% | |
| 4400 Chairman's Budget | 0 | 183 | 1,500 | 1,317 | | 1,317 | 12.2% | |
| 4405 Expense/Mileage Members | 0 | 0 | 100 | 100 | | 100 | 0.0% | |
| 4410 Expense/Mileage Staff | 0 | 0 | 100 | 100 | | 100 | 0.0% | |
| 4415 Catering for Meeting | 15 | 211 | 200 | (11) | | (11) | 105.5% | |
| 4420 Telephone and Broadband | 233 | 3,184 | 3,000 | (184) | | (184) | 106.1% | |
| 4425 IT Support and Maintenance | 144 | 1,807 | 2,900 | 1,093 | | 1,093 | 62.3% | |
| 4430 Photocopier | 0 | 2,328 | 2,260 | (68) | | (68) | 103.0% | |
| 4435 Contingencies | 0 | 299 | 500 | 201 | | 201 | 59.7% | |
| 4440 Stationery | 0 | 320 | 670 | 350 | | 350 | 47.8% | |
| 4445 Postage | 0 | 81 | 150 | 69 | | 69 | 53.9% | |
| 4450 Inspections | 0 | 384 | 166 | (218) | | (218) | 231.5% | |
| 4485 Other Licences/Fees | 94 | 2,442 | 2,670 | 228 | | 228 | 91.5% | |
| 4500 PWLB | 0 | 30,493 | 43,826 | 13,333 | | 13,333 | 69.6% | |
| 4560 Property Maintain/Replacement | 0 | 2,664 | 2,000 | (664) | | (664) | 133.2% | |
| 4565 Elections/Parish Poll | 0 | 3,356 | 4,500 | 1,144 | | 1,144 | 74.6% | |
| 4570 Church Grass Cutting Contribut | 0 | 750 | 750 | 0 | | 0 | 100.0% | |
| 4595 Misc contributions | 0 | 200 | 0 | (200) | | (200) | 0.0% | 200 |

Detailed Income & Expenditure by Budget Heading 28/02/2022

Month No: 11

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 |
|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| 4635 cleaning agents/materials | 0 | 345 | 20 | (325) | | (325) | 1725.0% | |
| Council Office :- Indirect Expenditure | 1,199 | 60,892 | 78,112 | 17,220 | 0 | 17,220 | 78.0% | 200 |
| Net Income over Expenditure | (1,199) | (60,628) | (77,612) | (16,984) | | | | |
| 6000 plus Transfer from EMR | 0 | 200 | | | | | | |
| Movement to/(from) Gen Reserve | (1,199) | (60,428) | | | | | | |
| <u>150 Investment</u> | | | | | | | | |
| 1080 Bank Interest Received | 0 | 78 | 2,000 | 1,922 | | | 3.9% | |
| 1090 Monthly Loyalty Rewards | 1 | 14 | 35 | 21 | | | 38.7% | |
| Investment :- Income | 1 | 92 | 2,035 | 1,943 | | | 4.5% | 0 |
| 4060 Bank Charges | 19 | 246 | 600 | 354 | | 354 | 41.1% | |
| Investment :- Indirect Expenditure | 19 | 246 | 600 | 354 | 0 | 354 | 41.1% | 0 |
| Net Income over Expenditure | (18) | (155) | 1,435 | 1,590 | | | | |
| <u>160 Planning</u> | | | | | | | | |
| 4130 Hire of Rooms | 0 | 0 | 300 | 300 | | 300 | 0.0% | |
| Planning :- Indirect Expenditure | 0 | 0 | 300 | 300 | 0 | 300 | 0.0% | 0 |
| Net Expenditure | 0 | 0 | (300) | (300) | | | | |
| <u>170 Health and Safety</u> | | | | | | | | |
| 4135 Consultancy Fees | 0 | 300 | 500 | 200 | | 200 | 60.0% | |
| 4140 Defibrillator | 5 | 1,396 | 300 | (1,096) | | (1,096) | 465.2% | |
| 4295 Equipment - New/Replacement | 0 | 0 | 150 | 150 | | 150 | 0.0% | |
| 4630 Consumables | 0 | 0 | 50 | 50 | | 50 | 0.0% | |
| Health and Safety :- Indirect Expenditure | 5 | 1,696 | 1,000 | (696) | 0 | (696) | 169.6% | 0 |
| Net Expenditure | (5) | (1,696) | (1,000) | 696 | | | | |
| <u>180 Media and Communications</u> | | | | | | | | |
| 4100 Parish Council Promotion | 0 | 0 | 1,500 | 1,500 | | 1,500 | 0.0% | |
| 4105 Newsletter-Printing/Distributi | 350 | 4,290 | 5,000 | 710 | | 710 | 85.8% | |
| 4110 Website and Emails | 6 | 959 | 1,000 | 41 | | 41 | 95.9% | |
| 4155 IT Infrastructure | 0 | 1,943 | 2,000 | 57 | | 57 | 97.2% | 1,899 |
| 4460 CCTV | 0 | 0 | 1,450 | 1,450 | | 1,450 | 0.0% | |
| 4685 Noticeboards | 0 | 3,388 | 4,000 | 612 | | 612 | 84.7% | |
| Media and Communications :- Indirect Expenditure | 356 | 10,581 | 14,950 | 4,369 | 0 | 4,369 | 70.8% | 1,899 |
| Net Expenditure | (356) | (10,581) | (14,950) | (4,369) | | | | |
| 6000 plus Transfer from EMR | 0 | 1,899 | | | | | | |
| Movement to/(from) Gen Reserve | (356) | (8,681) | | | | | | |

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Detailed Income & Expenditure by Budget Heading 28/02/2022

Month No: 11

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 |
|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| <u>190 Stores</u> | | | | | | | | |
| 4150 Utilities | 0 | 1,472 | 1,500 | 28 | | 28 | 98.1% | |
| Stores :- Indirect Expenditure | <u>0</u> | <u>1,472</u> | <u>1,500</u> | <u>28</u> | <u>0</u> | <u>28</u> | <u>98.1%</u> | <u>0</u> |
| Net Expenditure | <u>0</u> | <u>(1,472)</u> | <u>(1,500)</u> | <u>(28)</u> | | | | |
| <u>195 Tractor Shed</u> | | | | | | | | |
| 4150 Utilities | 0 | 3,144 | 3,213 | 69 | | 69 | 97.8% | |
| 4450 Inspections | 0 | 135 | 166 | 31 | | 31 | 81.3% | |
| 4560 Property Maintain/Replacement | 0 | 69 | 550 | 481 | | 481 | 12.5% | |
| Tractor Shed :- Indirect Expenditure | <u>0</u> | <u>3,348</u> | <u>3,929</u> | <u>581</u> | <u>0</u> | <u>581</u> | <u>85.2%</u> | <u>0</u> |
| Net Expenditure | <u>0</u> | <u>(3,348)</u> | <u>(3,929)</u> | <u>(581)</u> | | | | |
| <u>200 Residents' Parties</u> | | | | | | | | |
| 4115 Consumable- Food/Beverage | 0 | 279 | 655 | 376 | | 376 | 42.6% | |
| 4120 Over 65 Entertainment | 0 | 0 | 300 | 300 | | 300 | 0.0% | |
| 4630 Consumables | 0 | 81 | 50 | (31) | | (31) | 161.1% | |
| Residents' Parties :- Indirect Expenditure | <u>0</u> | <u>359</u> | <u>1,005</u> | <u>646</u> | <u>0</u> | <u>646</u> | <u>35.8%</u> | <u>0</u> |
| Net Expenditure | <u>0</u> | <u>(359)</u> | <u>(1,005)</u> | <u>(646)</u> | | | | |
| <u>205 Events</u> | | | | | | | | |
| 4122 Events | 0 | 186 | 2,500 | 2,314 | | 2,314 | 7.4% | 80 |
| Events :- Indirect Expenditure | <u>0</u> | <u>186</u> | <u>2,500</u> | <u>2,314</u> | <u>0</u> | <u>2,314</u> | <u>7.4%</u> | <u>80</u> |
| Net Expenditure | <u>0</u> | <u>(186)</u> | <u>(2,500)</u> | <u>(2,314)</u> | | | | |
| 6000 plus Transfer from EMR | 0 | 80 | | | | | | |
| Movement to/(from) Gen Reserve | <u>0</u> | <u>(106)</u> | | | | | | |
| <u>210 Grounds</u> | | | | | | | | |
| 1200 Football Hire Charges | 210 | 1,125 | 1,050 | (75) | | | 107.1% | |
| 1210 Football Training Area Hire | 41 | 1,488 | 3,000 | 1,512 | | | 49.6% | |
| 1215 Grass cutting agreement | 0 | 13,213 | 13,057 | (156) | | | 101.2% | |
| 1270 Floodlights Income | 0 | 20 | 750 | 730 | | | 2.7% | |
| Grounds :- Income | <u>251</u> | <u>15,846</u> | <u>17,857</u> | <u>2,011</u> | | | <u>88.7%</u> | <u>0</u> |
| 4195 Keys/Locks | 0 | 4 | 30 | 26 | | 26 | 13.6% | |
| 4200 Locking parks | 0 | 6,192 | 0 | (6,192) | | (6,192) | 0.0% | |
| 4205 Replacement Bins | 0 | 9 | 1,000 | 991 | | 991 | 0.9% | |

Detailed Income & Expenditure by Budget Heading 28/02/2022

Month No: 11

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 |
|---|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| 4210 Emptying Bins/Fresheners | 0 | 3,227 | 3,520 | 293 | | 293 | 91.7% | |
| 4215 Seats - Repair/Replacement | 0 | 12 | 1,000 | 988 | | 988 | 1.2% | |
| 4220 Signage - New/Replacement | 0 | 90 | 0 | (90) | | (90) | 0.0% | |
| 4225 Floodlights Maintenance/Repair | 0 | 0 | 500 | 500 | | 500 | 0.0% | |
| 4245 Highway grass verge cutting | 0 | 11,132 | 13,057 | 1,925 | | 1,925 | 85.3% | |
| 4255 Skip hire | 545 | 2,355 | 2,700 | 345 | | 345 | 87.2% | |
| 4260 Shrub/Tree/Hedge | 0 | 725 | 1,556 | 831 | | 831 | 46.6% | |
| 4270 Fertilisers/Weed & Moss Killer | 0 | 161 | 1,394 | 1,233 | | 1,233 | 11.5% | |
| 4295 Equipment - New/Replacement | 0 | 2,131 | 500 | (1,631) | | (1,631) | 426.3% | 1,555 |
| 4320 Small tools | 0 | 140 | 500 | 360 | | 360 | 27.9% | |
| 4325 fence repairs | 0 | 2,790 | 4,000 | 1,211 | | 1,211 | 69.7% | |
| 4385 Pegs & Bolts Purchase | 0 | 0 | 90 | 90 | | 90 | 0.0% | |
| 4390 Materials | 526 | 1,316 | 2,590 | 1,274 | | 1,274 | 50.8% | |
| 4435 Contingencies | 0 | 0 | 2,982 | 2,982 | | 2,982 | 0.0% | |
| 4630 Consumables | 0 | 285 | 575 | 290 | | 290 | 49.5% | |
| 4635 cleaning agents/materials | 0 | 112 | 100 | (12) | | (12) | 111.8% | |
| Grounds :- Indirect Expenditure | 1,071 | 30,680 | 36,094 | 5,414 | 0 | 5,414 | 85.0% | 1,555 |
| Net Income over Expenditure | (821) | (14,833) | (18,237) | (3,404) | | | | |
| 6000 plus Transfer from EMR | 0 | 1,555 | | | | | | |
| Movement to/(from) Gen Reserve | (821) | (13,278) | | | | | | |
| 220 Machinery and Vehicles | | | | | | | | |
| 4160 Repairs/Maintenance | 17 | 331 | 680 | 349 | | 349 | 48.7% | |
| 4265 Fuel | 0 | 1,460 | 1,200 | (260) | | (260) | 121.6% | |
| 4290 Servicing | 0 | 3,808 | 5,500 | 1,692 | | 1,692 | 69.2% | |
| 4310 Hire of Machinery | 675 | 7,423 | 9,098 | 1,675 | | 1,675 | 81.6% | |
| 4680 Depreciation | 0 | 0 | 2,250 | 2,250 | | 2,250 | 0.0% | |
| Machinery and Vehicles :- Indirect Expenditure | 691 | 13,022 | 18,728 | 5,706 | 0 | 5,706 | 69.5% | 0 |
| Net Expenditure | (691) | (13,022) | (18,728) | (5,706) | | | | |
| 230 Trees | | | | | | | | |
| 4240 Emergency Work | 0 | 0 | 1,500 | 1,500 | | 1,500 | 0.0% | |
| 4450 Inspections | 0 | 380 | 2,000 | 1,620 | | 1,620 | 19.0% | |
| 4455 Work following Inspections | 0 | 345 | 5,000 | 4,655 | | 4,655 | 6.9% | |
| Trees :- Indirect Expenditure | 0 | 725 | 8,500 | 7,775 | 0 | 7,775 | 8.5% | 0 |
| Net Expenditure | 0 | (725) | (8,500) | (7,775) | | | | |

Detailed Income & Expenditure by Budget Heading 28/02/2022

Month No: 11

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 |
|---------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| 240 Allotments | | | | | | | | |
| 1100 Allotment Income | (6) | 3,206 | 2,500 | (706) | | | 128.3% | |
| 1105 Allotment administration fee | (13) | 125 | 0 | (125) | | | 0.0% | |
| 1110 Water Charge | 0 | 489 | 750 | 261 | | | 65.2% | |
| 1115 Pest control charge | 0 | 643 | 735 | 92 | | | 87.4% | |
| Allotments :- Income | (18) | 4,463 | 3,985 | (478) | | | 112.0% | 0 |
| 4145 Landowner Rent | 0 | 1,243 | 1,900 | 657 | | 657 | 65.4% | |
| 4150 Utilities | 62 | 399 | 1,700 | 1,301 | | 1,301 | 23.4% | |
| 4170 Pest Control | 0 | 350 | 735 | 385 | | 385 | 47.6% | |
| 4175 Best Kept Allotm. Competition | 0 | 0 | 100 | 100 | | 100 | 0.0% | |
| 4195 Keys/Locks | 0 | 27 | 30 | 3 | | 3 | 90.6% | 9 |
| 4295 Equipment - New/Replacement | 0 | 24 | 0 | (24) | | (24) | 0.0% | 24 |
| 4390 Materials | 0 | 428 | 430 | 2 | | 2 | 99.5% | |
| 4560 Property Maintain/Replacement | 354 | 3,181 | 500 | (2,681) | | (2,681) | 636.1% | 5,649 |
| 4635 cleaning agents/materials | 0 | 15 | 0 | (15) | | (15) | 0.0% | |
| Allotments :- Indirect Expenditure | 416 | 5,666 | 5,395 | (271) | 0 | (271) | 105.0% | 5,682 |
| Net Income over Expenditure | (434) | (1,203) | (1,410) | (207) | | | | |
| 6000 plus Transfer from EMR | 354 | 4,421 | | | | | | |
| 6001 less Transfer to EMR | 0 | 1,261 | | | | | | |
| Movement to/(from) Gen Reserve | (80) | 1,957 | | | | | | |
| 250 Play Areas | | | | | | | | |
| 4295 Equipment - New/Replacement | 0 | 11,350 | 0 | (11,350) | | (11,350) | 0.0% | 10,738 |
| 4300 Equipment-Repair/Maintenance | 0 | 1,654 | 2,750 | 1,096 | | 1,096 | 60.2% | |
| 4450 Inspections | 0 | 244 | 250 | 6 | | 6 | 97.6% | |
| Play Areas :- Indirect Expenditure | 0 | 13,248 | 3,000 | (10,248) | 0 | (10,248) | 441.6% | 10,738 |
| Net Expenditure | 0 | (13,248) | (3,000) | 10,248 | | | | |
| 6000 plus Transfer from EMR | 0 | 10,738 | | | | | | |
| Movement to/(from) Gen Reserve | 0 | (2,511) | | | | | | |
| 255 Hard Courts and Car Park | | | | | | | | |
| 1220 Tennis Hire Charges | 0 | 304 | 650 | 346 | | | 46.8% | |
| 1230 Netball Hire Charges | 0 | 233 | 760 | 527 | | | 30.7% | |
| Hard Courts and Car Park :- Income | 0 | 537 | 1,410 | 873 | | | 38.1% | 0 |
| 4195 Keys/Locks | 0 | 9 | 0 | (9) | | (9) | 0.0% | |
| 4340 Surface - Repair | 0 | 0 | 500 | 500 | | 500 | 0.0% | |

Detailed Income & Expenditure by Budget Heading 28/02/2022

Month No: 11

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 |
|---|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| 4345 Surface Clean Chemicals | 0 | 270 | 178 | (92) | | (92) | 151.7% | |
| 4390 Materials | 0 | 0 | 352 | 352 | | 352 | 0.0% | |
| 4560 Property Maintain/Replacement | (100) | (101) | 2,350 | 2,451 | | 2,451 | (4.3%) | |
| 4580 Car Park/ Pathways | 0 | 0 | 650 | 650 | | 650 | 0.0% | |
| Hard Courts and Car Park :- Indirect Expenditure | (100) | 179 | 4,030 | 3,851 | 0 | 3,851 | 4.4% | 0 |
| Net Income over Expenditure | 100 | 359 | (2,620) | (2,979) | | | | |
| 260 Bowling Green | | | | | | | | |
| 1240 Bowls Hire Charges | 0 | 1,800 | 0 | (1,800) | | | 0.0% | |
| Bowling Green :- Income | 0 | 1,800 | 0 | (1,800) | | | | 0 |
| 4330 Repair Wooden Shuttering | 0 | 0 | 250 | 250 | | 250 | 0.0% | |
| 4390 Materials | 0 | 665 | 1,000 | 335 | | 335 | 66.5% | |
| Bowling Green :- Indirect Expenditure | 0 | 665 | 1,250 | 585 | 0 | 585 | 53.2% | 0 |
| Net Income over Expenditure | 0 | 1,135 | (1,250) | (2,385) | | | | |
| 265 Memorials | | | | | | | | |
| 1280 Memorial Garden Income | 0 | 75 | 0 | (75) | | | 0.0% | |
| Memorials :- Income | 0 | 75 | 0 | (75) | | | | 0 |
| 4360 Rose Renewal | 0 | 110 | 25 | (85) | | (85) | 440.7% | |
| 4575 War Memorial | 0 | 292 | 200 | (92) | | (92) | 145.8% | |
| Memorials :- Indirect Expenditure | 0 | 402 | 225 | (177) | 0 | (177) | 178.6% | 0 |
| Net Income over Expenditure | 0 | (327) | (225) | 102 | | | | |
| 270 Traffic Highways/Environment | | | | | | | | |
| 4645 Rolling maintenance programme | 0 | 430 | 0 | (430) | | (430) | 0.0% | |
| 4650 SAM2 Weekly Move | 0 | 750 | 2,273 | 1,523 | | 1,523 | 33.0% | |
| 4655 Bus Shelters | 0 | 0 | 500 | 500 | | 500 | 0.0% | |
| Traffic Highways/Environment :- Indirect Expenditure | 0 | 1,180 | 2,773 | 1,593 | 0 | 1,593 | 42.6% | 0 |
| Net Expenditure | 0 | (1,180) | (2,773) | (1,593) | | | | |
| 300 Community Cafe | | | | | | | | |
| 1500 Community Café Income | 0 | 1 | 0 | (1) | | | 0.0% | |
| Community Cafe :- Income | 0 | 1 | 0 | (1) | | | | 0 |
| Net Income | 0 | 1 | 0 | (1) | | | | |

Detailed Income & Expenditure by Budget Heading 28/02/2022

Month No: 11

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 |
|---------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| Grand Totals:- Income | 233 | 609,234 | 25,787 | (583,447) | | | 2362.6% | |
| Expenditure | 102,521 | 832,771 | 539,997 | (292,774) | 3,000 | (295,774) | 154.8% | |
| Net Income over Expenditure | (102,288) | (223,537) | (514,210) | (290,673) | | | | |
| plus Transfer from EMR | 354 | 18,893 | | | | | | |
| less Transfer to EMR | 0 | 10,461 | | | | | | |
| Movement to/(from) Gen Reserve | (101,934) | (215,105) | | | | | | |

**Minutes of the meeting of the Planning Committee held on
 Tuesday 15th February 2022 at 6:15pm in
 Hellesdon Community Centre, Wood View Road, Hellesdon**

PRESENT:

Cllr Britton
 Cllr Johnson
 Cllr Franklin
 Cllr Sear
 Also In Attendance
 Ms L Pointin – Senior Admin Officer

The Chair welcomed all to the meeting.

1. **Apologies and acceptance for absence**
 There were apologies from Cllr Potter which were **ACCEPTED**.
2. **Declarations of Interest and Dispensations**
 No declarations made
3. **To receive approval of minutes of the committee meeting held on 25th January 2022 from those members present at the held meeting.**
 Minutes were previously circulated and **AGREED** by those present at the meetings held
4. **Public Participation** (as permitted by Standing Order 3.d & 5.k. xiii)
 No public in attendance
5. **General Matters/Planning Outcomes**
 Applications Determined and awaiting Decision- This Information provided with the Agenda was **NOTED**.

6. **Applications Considered**

| | |
|---|------------|
| 20220020 48 Hercules Road, NR6 5HH Single storey rear & side extension. Removal of existing garage. | Supported. |
| 20220049 12 Cressener Close, NR6 5RF Remove existing conservatory and garage. Erection of side extension and front porch. | Supported. |
| 20220177 16 Firs Road, NR6 6UP Side & rear extensions | Supported. |
| 20220074 13 Samson Road, NR6 5HG Proposed porch, single storey side extension and 2 storey rear extension with various associated alterations. | Supported. |

| | |
|---|--|
| 20220069 19 Coronation Road, NR6 5HB Single storey rear extension and infill porch to the front. | Supported. |
| 20220066 131 Links Avenue, NR6 5PQ Alterations to roof to remove hip and form gable - revised proposal to amend materials to render finish and include rendering of existing bungalow. | Supported. |
| 20212171 69 Westwood Drive, NR6 5DF Self contained annexe and garage/storage. | Object. Creates a backland development, long term solution for a short term problem. |
| 20220005 49 Neylond Crescent, NR6 5QE Rear extension and porch to front. | No objection in principle but more details plans would be appreciated to include dimensions. |

* Reconsultation for 20212181 (140 Reepham Road NR 6 5NY) response agreed prior to the meeting due to 14 day consultation – as per previous objection (**Developed over building line, out of character of existing area, size of building could lead to commercial use**).

7. **Exchange of Information**

No further information exchanged

8. **Date, time and venue of next meeting**

If there are any planning applications the next meeting will be held on **Tuesday 8th March 2022 at 6.15 pm.**

The meeting closed at 6.37 pm.

**Minutes of the meeting of the Property, Policy & Resources Committee held on
Wednesday 1st March 2022 at 3pm at
Hellesdon Parish Council Offices, Diamond Jubilee Lodge, Woodview Road, Hellesdon**

Present:

Cllr S Gurney – Chair of the Committee
Cllr B Johnson – Vice Chair of the Committee
Cllr R Forder
Cllr D Britcher

Cllr M Fulcher attended via zoom for a portion of the meeting.

Also in Attendance:

F LeBon – Clerk
R Reeve – Locum Clerk

The Chairman welcomed members and opened the meeting at 3pm.

1. Apologies and acceptance for absence

Apologies were received from Cllr Potter and Cllr King. These were **ACCEPTED**.

2. Declarations of Interest and Dispensations

Cllr Johnson declared an interest in item 8 as a member of the bowls club.
No further declarations of interest made.

3. To Approve the Minutes of the Meeting Held on 24th November 2021

Minutes had been circulated from the meeting held on 24th November 2021.
The minutes from the 24th November 2021 were **AGREED**. Cllr Britcher abstained from the vote due to not being in attendance at this meeting.

4. Public Participation

No public present at the meeting.

5. 5a. Internal Audit – 2021/22 interim report

Noted interim report recommendations made, and actions being taken

5b. Internal Audit – 2022/23 engagement

Agreed to re-engage the current internal auditors for 2022/23 year, but to test the market for best value for the 2023/24 year.

6. Grit bin

This is being progressed with Norfolk County Council. This was **noted** by members.

18

Approved.....

Date.....

7. Allotments

7.1 Defibrillator

An update was provided on the request from HAHA for a grant to provide a defibrillator on the allotment site. Quotes had been received for the electric supply to connect a defibrillator to, firstly to connect to the toilet wall, and secondly to connect to exterior of the site via the supply from the street light. The latter option would allow for the defibrillator to be accessible when the allotment site is closed.

It was **AGREED** after a proposal from Cllr Gurney and a second from Cllr Britcher that, in principal, the defibrillator should be located outside the site to be publicly accessible. The cost of connecting the supply would be £2,163.15 and would be taken from the Good Causes for Hellesdon Budget. However the council would incorporate the £500 grant that had already been secured by HAHA into this cost.

7.2 20th Anniversary

HAHA has requested support from Hellesdon Parish Council for celebrating the 20th anniversary of the Allotments and/ or also the Queen’s Diamond celebrations at this site. It was **AGREED** that as the council was holding a community fete for the Queen’s Diamond Jubilee, that HAHA should be invited to have a stall at the fete to celebrate with the community.

7.3 Community Allotment

It was **NOTED** that the terms and conditions for an RHS grant for a community allotment were too onerous. Alternative options were discussed and it was **AGREED** to investigate the feasibility of sub dividing the plots into areas smaller than half a plot to support those who wanted to have an allotment, but without the time to look after a larger area.

8. Bowls Club

The Committee considered a request both for a grant towards a kitchen for the Bowls Club, as well as a request to provide an electrical/ water supply. Concerns were raised over the condition of the building and the uncertainty of the of the costs of the electrical supply, water supply and drainage therefore it was **AGREED** to reject the grant application. Other options for the bowls club could be looked at that could be more permanent.

It was **AGREED** to provide a mobile toilet/ port-a-loo, as provided last year due to the delay in toilets being provided within the Community Centre

9. Community Centre

Terms for future hiring of the Community Centre were noted. It was **AGREED** that the hire charges should be held upon reopening and reviewed after six months. Further investigations will be done into the level of damage deposits and the cancellation terms. Charges for the sports facilities will be reviewed by the Playing Fields, Allotments and Amenities Committee.

10. Exchange of Information

It was raised that an email had been sent to members about opportunities for highway improvements and tidying up areas of Hellesdon that were subject to graffiti, litter or chewing gum.

Date of next meeting: To be agreed

The meeting closed at 5.00pm.

HELLESDON PARISH COUNCIL - WHISTLEBLOWING POLICY

| | |
|-----------------|---|
| Policy | 2 |
| Background | 2 |
| Principles | 2 |
| Procedure | 3 |
| Date protection | 4 |

Policy

It is important that any fraud, misconduct or wrongdoing by staff or others working on behalf of the council is reported and properly dealt with. We therefore require all individuals to raise any concerns that they may have about the conduct of others in the council. This policy sets out the way in which individuals may raise any concerns that they have and how those concerns will be dealt with.

Background

The Public Interest Disclosure Act 1998 amended the Employment Rights Act 1996 to provide protection for workers who raise legitimate concerns about specified matters in the public interest. These are called "qualifying disclosures". A qualifying disclosure is one made by an employee who has a reasonable belief that:

- a criminal offence;
- a miscarriage of justice;
- an act creating risk to health and safety;
- an act causing damage to the environment;
- a breach of any other legal obligation; or
- concealment of any of the above;

is being, has been, or is likely to be, committed. It is not necessary for you to have proof that such an act is being, has been, or is likely to be, committed - a reasonable belief is sufficient. You have no responsibility for investigating the matter - it is the council's responsibility to ensure that an investigation takes place.

If you make a protected disclosure you have the right not to be dismissed, subjected to any other detriment, or victimised, because you have made a disclosure. We encourage you to raise your concerns under this procedure in the first instance.

Principles

- Everyone should be aware of the importance of preventing and eliminating wrongdoing at work. Staff and others working on behalf of the council should be watchful for illegal or unethical conduct and report anything of that nature that they become aware of.
- Any matter raised under this procedure will be investigated thoroughly, promptly and confidentially, and the outcome of the investigation reported back to the person who raised the issue.
- No employee or other person working on behalf of the council will be victimised for raising a matter under this procedure. This means that the continued employment

and opportunities for future promotion or training of the worker will not be prejudiced because they have raised a legitimate concern.

- Victimisation of an individual for raising a qualified disclosure will be a disciplinary offence.
- If misconduct is discovered as a result of any investigation under this procedure our disciplinary procedure will be used, in addition to any appropriate external measures.
- Maliciously making a false allegation is a disciplinary offence.
- An instruction to cover up wrongdoing is itself a disciplinary offence. If told not to raise or pursue any concern, even by a person in authority such as a manager, you should not agree to remain silent. You should report the matter to the Clerk or the Chair of the Council.

Procedure

If you believe a Councillor has breached the councillor Code of Conduct, then raise it with the Chairman of the Council. Concerns relating to an alleged breach of the councillor Code of Conduct will be referred to the Monitoring Officer for investigation.

This procedure is for disclosures about matters other than a breach of your own contract of employment, which should be raised via the Grievance Procedure.

Stage 1

In the first instance, any concerns should be raised with the Clerk, who will arrange an investigation of the matter. The investigation may involve you and other individuals involved giving a written statement. Any investigation will be carried out in accordance with the principles set out above. Your statement will be taken into account, and you will be asked to comment on any additional evidence obtained.

The Clerk (or delegated officer) will take any necessary action, including reporting the matter to the Council, or any appropriate government department or regulatory agency. The Clerk (or delegated officer) will also invoke any disciplinary action if required. On conclusion of any investigation, insofar as confidentiality allows, you will be told the outcome and what the council has done, or proposes to do, about it. If no action is to be taken, the reason for this will be explained.

Stage 2

If you are concerned that the Clerk is involved in the wrongdoing, has failed to make a proper investigation or has failed to report the outcome of the investigations to the relevant person, you should escalate the matter to the Chair of the Council. The Chair will arrange for a review of the investigation to be carried out, make any necessary enquiries.

Stage 3

If on conclusion of stages 1 and 2 you reasonably believe that the appropriate action has not been taken, you should report the matter to the relevant body. This includes:

- HM Revenue & Customs
- The Health and Safety Executive
- The Environment Agency
- The Serious Fraud Office
- The Charity Commission
- The Pensions Regulator
- The Information Commissioner
- The Financial Conduct Authority

You can find the full list in The Public Interest Disclosure (Prescribed Persons) Order 2014: www.gov.uk/government/uploads/system/uploads/attachment_data/file/496899/BIS-16-79-blowing-the-whistle-to-a-prescribed-person.pdf

Data protection

When an individual makes a disclosure, we will process any personal data collected in accordance with the data protection policy. Data collected from the point at which the individual makes the report is held securely and accessed by, and disclosed to, individuals only for the purposes of dealing with the disclosure.

This is a non-contractual procedure which will be reviewed from time to time.

Date of policy: March 2022

Approving committee: Policy, Policy and Resources Committee

Date of committee meeting: 1st March 2022

Date for next review: March 2025

— policy ends here —

The wording of this policy is based on an employee's statutory right to make a disclosure in the public interest. Adopting and applying this policy as it stands will support the council to comply with this right.

An employee making a genuine disclosure under this policy is protected from victimisation and any unfavourable treatment. If a member of staff believes they have been treated differently because they have made a disclosure, they may be able to make a claim to an Employment Tribunal irrespective of whether they are a casual, fixed term worker, or an established member of staff.

Present: Cllr S Gurney – Chair of the Committee
Cllr G Britton
Cllr U Franklin
Cllr K Avenell
Cllr B Johnson
R Reeve – Locum Clerk

The Chairman welcomed members and opened the meeting at 3pm.

1. Apologies and acceptance for absence

An apology was received from Cllr David King, this was **ACCEPTED**

2. Declarations of Interest and Dispensations

No declarations made or dispensations requested

3. Approval of minutes of the Committee meeting held on 5th January 2022 from those members present at the held meeting

Minutes had been circulated from the meeting held on 5th January 2022. With a correction of date meeting held, it was **RESOLVED TO ADOPT THE MINUTES OF THE MEETING**

4. Public Participation

No members of the public present.

5. Resolution to Exclude the Press & Public

RESOLVED UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 TO EXCLUDE THE PRESS & PUBLIC FOR THE DURATION OF THE FOLLOWING ITEM IN VIEW OF THE CONFIDENTIAL AND PERSONAL NATURE OF THE BUSINESS TO BE TRANSACTED, SUCH DISCUSSION TO TAKE PLACE AFTER THE ITEM THAT CONFIRMS DETAILS OF THE NEXT MEETING

AGREED BY ALL

6. Recruitment for the Clerk post

Councillors were advised of the outcomes from the recruitment of the new permanent Clerk, and the success of Faye LeBon, and were looking forward to welcoming her once she starts on 28th February.

7. Revision to hours worked for office team

Senior administration Officer - agreed to employ at hours at 37 hours per week, due to current workload and work priorities

Support Officer - to review later in year, when impact of community centre opening becomes clearer.

Both - to review at staff appraisals towards end of year.

8. To agree timings/ documentation for the recruitment of a Grounds Person

8.1 Agree existing grounds person to reduce to 16 hours from 1st April, with a meeting to be arranged next week to agree operational details, followed by issue of a letter to amend personal contract terms.

8.2 Recruitment of new grounds person – advertisement, job description, pay rate and hours worked were agreed, for recruitment of this role during March.

9. To agree timings/ documentation for caretaker recruitment

Upon arrival of new Clerk, an early task will be to progress requested reductions of care taker hours (two persons), whilst checking operational requirements for operation of facilities in the coming months are able to be secured, then to proceed with recruitment of a full time caretaker/ facilities person alongside re-opening of the recreation centre.

10. Update on other Staffing matters

Agreed to reduce full time grounds staff hours from 40 to 37, without pay reduction.

11. Exchange of Information

Councillors requested that the value for money being obtained from having a contractor locking/ unlocking gates be checked, as better that some/ all of this activity to return 'in-house'.

Councillors remain keen to support further steps better integrate 'outside workforce' activities across grounds/ care taking staff.

Councillors noted that some nearby councils were having difficulty with staff recruitment.

Councillors asked that the availability of staff over the jubilee weekend be checked/ secured if possible, and that close attention be given to staffing over the Christmas period at the end of the year.

12. Date, Time and Venue of next meeting

Late March – date/ timing to be determined.

The Meeting closed at 4:30 p.m.