

**Minutes the Meeting of Hellesdon Parish Council
held on Tuesday 9th August 2022 at 7pm
at The Council Chambers, Diamond Jubilee Lodge**

PRESENT:

Cllr S Gurney (Chair)
Cllr K Avenell
Cllr G Britton
Cllr L Douglass
Cllr U Franklin
Cllr R Sear

Cllr W Johnson
Cllr D Britcher
Cllr Bush-Trivett
Cllr R Forder
Cllr D King

In attendance: Mrs F LeBon, Clerk
District Cllr S Prutton

WELCOME – Cllr Gurney welcomed Councillors and the member of the public to the meeting.

1. Apologies and Acceptance for Absence

Apologies for absence were received from Cllr G Diffey, Cllr D Fahy, Cllr M Fulcher, Cllr R Potter, and Cllr P Sparkes. These were **ACCEPTED**.

2. Declarations of Interest and Dispensations

None declared.

3. Minutes from Full Council meeting held 12th July 2022

The Minutes of the Full Council meeting held on 12th July 2022 had been previously circulated. It was **RESOLVED TO ACCEPT** these minutes as a true and accurate record of the meeting.

Cllr Gurney updated the meeting as to the 20mph speed limit on Meadow Way. 16 letters of support were received by Norfolk County Council, and 6 letters of objection. A report has been produced by the Strategic Planning and Transport Officer and will be presented to Cabinet for approval.

4. Public Participation

Cllr Prutton reported that there was nothing she was involved with at the District Council which was relevant to Hellesdon.

5. To Consider a Resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of the item 6 in view of the confidential nature of the business to be transacted. This was **AGREED** after a proposal from Cllr Gurney and a second from Cllr Bush-Trivett.

The meeting was closed to the press and public. Cllr Prutton left the meeting

Approved.....

Date.....

Hellesdon Parish Council, Full Council Minutes 9th August 2022

6. To Consider Land Correspondence

The relevant correspondence was displayed on the projector screen and no paper copies were distributed

Cllr Gurney introduced this item and stressed the need for confidentiality.
After a full discussion, it was **AGREED** that the council had insufficient information to form a decision. A list of required information was given to the Clerk to action.

The meeting was reopened to the press and public

7. Matters for the Next Agenda

No agenda items raised.

8. Time and Venue of Next Council meeting.

13th September 2022 at 7pm in the Council Chamber.

The meeting closed at 9pm

DRAFT

Approved.....

Date.....

CLERK'S REPORT FOR COUNCIL MEETING 13
11th October 2022

<u>ITEM</u>	<u>COMMENTS</u>
Community Centre	Agenda item
Car Park – Community Centre	The matter of the library protection bollards has been resolved by PP&R. Designs for the scheme are expected from Norse in due course.
Parish Council Offices Diamond Jubilee Lodge	No matters to report
Recreation Ground including Children’s Play areas	Signage was discussed by PF,A&A committee in relation to control of dogs, and an alternative method of signage will be looked at, at a future meeting.
Skate Park & MUGA	The Playing Fields, Allotments and Amenities Committee has agreed a process to increase tennis participation with the Lawn Tennis Association and National Tennis. See agenda item 9. An open day is to be held on 8 th October between 1.30pm and 4.30pm for free tennis taster sessions.
Meadow Way	No matters to report
Mountfield Park	No matters to report
Cottinghams Park	Signage is required in this area. A meeting has been held with the landlord to discuss grounds maintenance between Cottinghams Park and the farm.
Allotments	<ol style="list-style-type: none"> 1) The planning application for the car parking area in the allotment extension area has been completed and has been sent to Drayton Farms as a matter of courtesy. It can then be submitted to the planning department. 2) A meeting has been held with the landlord to discuss not permitting any bonfires on the site. 3) It has been agreed to check the stand pipe next to plot 132 for leakage. 4) The new tenancy agreements along with the new rules and code for the toilet block have been sent out. 5) A tree has come down to the east of the allotment site, which Drayton Farms has agreed to remove. 6) A standpipe had a vehicle strike and had become completely detached. This was repairable in-house.
Community Orchard	No matters to report. First harvest expected in 2023
Community Apiary	A small honey harvest has been made. Half pound jars are expected to sell at £5 per jar.
Cemetery Car Park	No matters to report
Persimmons Homes	The new arboricultural impact assessment has been published. At the time of this report, it is unclear whether Broadland Council will formally consult on this, but it is worth reviewing nonetheless. A meeting was held with the officer responsible for Sports and Leisure at Broadland Council, and also the Chair of the Norfolk FA to discuss the proposed football pitches on the Persimmon Site. The Parish Council’s aspirations for the

	<p>site were emphasised and concerns raised about not having a site plan which would detail all community aspects of the site. Parties to this meeting have contacts at Sport England which can help put pressure on Persimmon to prioritise these details.</p>
Public Toilets	<p>These are having to be closed earlier than usual due to repeated vandalism.</p>
Litter & Dog Waste Bins	<p>Overflowing bins / dog waste bins have been reported to Broadland Council under their new contract.</p> <p>The new Community Janitor will look to raise these matters directly with BDC under their rounds.</p> <p>Stickers for the dog waste bins, as requested in the previous meeting, are being sought.</p> <p>A street license has been obtained for a new litter bin on the corner of Drayton High Road and Middletons Lane, near the new bench. This has now been installed.</p> <p>A dog waste bin has been moved by a parishioner on Links Avenue. This bin is owned by Broadland Council and they have been asked to move it back, as complaints are now being received about increased levels of dog waste in the alley way which the dog bin served. This has been chased as it is now a concern for parishioners by causing increased dog waste in the alley way.</p>
Bus Shelters	<p>Concerns have been received about the condition of the two bus shelters along the Drayton Road, close to Asda. These have been of concern since 2018 as the replacement parts are no longer available.</p> <p>The bus shelter outside Tesco has had a pane damaged which has been requested to be repaired in house.</p> <p>These could be replaced as part of the parish partnership scheme.</p>
Benches	<p>No matters to report</p>
War Memorial	<p>No matters to report</p>
Highways	<ol style="list-style-type: none"> 1) The original highway verge delegation agreement is being sourced to check the amount of weedkilling permitted by contractors. NCC has been asked for this but it not forthcoming. This is important in relation to the amount of cuts required by the highway authority and whether weed killing is permissible. An example delegation agreement has been sent to NCC to see if Hellesdon's is similar. 2) NCC has taken the milestone on the Persimmon Development for refurbishment 3) Feedback has now been received from the Rangers requests in June. This is: <ul style="list-style-type: none"> *'Hellesdon' gateway entrance sign on Reepham Road (by doctors surgery) – covered with algae and vegetation is starting to obscure it. – Works on Order and will be completed next couple of weeks *Vegetation overgrowing the footpath on Boundary Road by Asda Entrance (opposite Whiffler Rd) – appears to be highway land? Images 3054/55 – City Maintenance Area. Works have been programmed by the City Team *Silted gully on Boundary Road between junction of City View Road and Asda (image 3056) - City Area info has been passed to them <p>Overgrown vegetation on Mile Cross Lane (opposite Hellesdon Leather) between B&M and Lilian Close (image 3122) – Vegetation works carried out on Lilian Close (1/7/22) Miles Cross Lane is City Area. Info passed to them</p>

	<p>*Overgrown brambles on Mile Cross Lane – possibly belonging to B&M or possibly highway? (image 3123) – City Area info passed onto them</p> <p>*Meadow Way alley way between 133 and 139 overgrown vegetation – believe this to be highway? – Works Completed 1/07/22</p> <p>*Footpath from Boundary Road to Mountfield Park and the cut through from Overbury Road to this area extremely overgrown. Believe the footpath to be in ownership of B&Q and have popped in to see them and they will look into it. However the area between Overbury Road and B&Q, according to their latest planning application, appears to be half in ownership of B&Q (west side) and half unknown (possibly highways)? See Overbury Road image. – City Area/B&Q Ownership. Overbury Rd Landsearch Being Carried out. – Chasing Results</p> <p>*Bus Stop opposite Bennel Care Home on Fakenham Road is difficult to access due to overgrown vegetation. Hedge is particularly bad along this stretch between Hurn Road and Drayton Wood Road. – Works Completed at Bus Stop 18/8. Hedge Cutting works btwn Hurn Rd & Drayton Rd West with Contractor</p> <p>*2 trees on Highway verge on Nursey Close require trimming back (between 20 and 30) – affecting light to properties. – Tree Works with Tree Surgeon. Crown to be reduced</p> <p>*Alley way from Woodland Road to Yelverton Close (FP4) severely overgrown with brambles and difficult to pass. – Works Completed 18/8</p> <ul style="list-style-type: none"> • The new SAM signs are due to be delivered to the parish office on 6th October. Training will be given as to the physical installation and download of data
Staffing	Agenda item
Street Lighting	Long term faulty street lights have been reported on Amsterdam Way. These have been reported to Norwich Airport.
Events	Agenda item
Meeting Dates	Community Centre – Weekly update meetings being held with the project manager, even though works have been completed. Budget meetings for all committees to be arranged. Annual Parish Meeting – Date to be confirmed for 2023
Health and Safety	1) PP&R has agreement the health and safety policy and health and safety handbook.
Other Matters	1) One final form is required to change the Barclays mandate. 2) The staff continue to review all emails and paperwork to ensure they are compliant with GDPR. Staff have been reminded that they are not permitted to keep personal details on file ‘just in case’ and people have a right to be forgotten.

Hellesdon Parish Council Current Year

Bank - Cash and Investment Reconciliation as at 31 August 2022

Confirmed Bank & Investment Balances

Bank Statement Balances

31/08/2022	Active Saver 4401	160,638.99
31/08/2022	Business Current Account 2077	500.00
31/08/2022	Petty Cash	142.46
31/08/2022	Active Saver 7702	337,861.08
31/08/2022	Active Saver 4503	81,405.47
31/08/2022	Number 2 account 0958	91,044.94

671,592.94

Other Cash & Bank Balances

20.00

671,612.94

Unpresented Payments

50.00

671,562.94

Receipts not on Bank Statement

0.00

Closing Balance

671,562.94

All Cash & Bank Accounts

1	Current Bank Account	161,088.99
2	Petty Cash	142.46
3	Active Saver 7702	337,861.08
4	Active Saver Emergency 4503	81,405.47
5	Number 2 account	91,044.94
	Other Cash & Bank Balances	20.00
	Total Cash & Bank Balances	671,562.94

Hellesdon Parish Council Current Year

Bank - Cash and Investment Reconciliation as at 30 September 2022

Confirmed Bank & Investment Balances

Bank Statement Balances

30/09/2022	Active Saver 4401	426,401.27
30/09/2022	Business Current Account 2077	500.00
30/09/2022	Petty Cash	120.33
30/09/2022	Active Saver 7702	337,861.08
30/09/2022	Active Saver 4503	81,405.47
30/09/2022	Number 2 account 0958	60,497.37

906,785.52

Other Cash & Bank Balances

20.00

906,805.52

Unpresented Payments

36,698.44

870,107.08

Receipts not on Bank Statement

0.00

Closing Balance

870,107.08

All Cash & Bank Accounts

1	Current Bank Account	390,202.83
2	Petty Cash	120.33
3	Active Saver 7702	337,861.08
4	Active Saver Emergency 4503	81,405.47
5	Number 2 account	60,497.37
	Other Cash & Bank Balances	20.00
	Total Cash & Bank Balances	870,107.08

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR Play Equipment	12,190.10	-10,000.00	2,190.10
321 EMR Site Fencing	257.40		257.40
322 EMR Machinery	11,701.00	-6,000.00	5,701.00
323 EMR Hard Surface Area	15,000.00	-15,000.00	0.00
324 EMR Premises/Furnishing	1,900.00		1,900.00
325 EMR CCTV	2,026.00	1,370.00	3,396.00
326 EMR Elections	2,903.70	4,500.00	7,403.70
327 EMR War Memorial	4,380.00		4,380.00
328 EMR Burial Ground Land	10,000.00	-10,000.00	0.00
329 EMR Com Centre Contingency	15,739.68	-10,000.00	5,739.68
330 EMR Parish Poll Provision	6,000.00		6,000.00
331 EMR Mountfield Park	43,026.99	-20,000.00	23,026.99
332 EMR Good Causes in Hellesdon	4,270.00		4,270.00
333 EMR Interest on Prev 9m Depos	0.00		0.00
334 EMR HEL2**	53,127.24	-40,000.00	13,127.24
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	5,140.00		5,140.00
347 EMR Land Acquisition account	59,752.17	-59,000.00	752.17
348 EMR Community Engagement Reser	2,350.00		2,350.00
349 EMR IT Reserve	5,241.59	2,000.00	7,241.59
350 EMR Community Apiary & allotme	131.17	-76.82	54.35
351 EMR Events	2,054.80		2,054.80
	285,408.46	-162,206.82	123,201.64

Payments 01/08/2022 - 31/08/2022

Date Paid	Payee Name	Amount Paid	Transaction Detail
01/08/2022	Broadland District Council	£147.00	business rates stores/premises
01/08/2022	Broadland District Council	£314.00	business rates grds shed
01/08/2022	Trade UK	£17.57	WD40 & oil
01/08/2022	Vodafone Ltd	£74.00	plan 16 Jul - 15 Aug
02/08/2022	Westcotec Ltd	£90.00	SAM program Jun 22
04/08/2022	Howden Joinery Ltd	£4,526.01	kitchen units HCC
04/08/2022	Barclays Bank	£15.70	charges 13 Jun - 12 Jul
08/08/2022	Defib Store Ltd	£64.80	Adult pads replacement
10/08/2022	UK Fuels Ltd	£285.73	fuel Jul
11/08/2022	Apple.com	£0.79	iCloud storage
12/08/2022	Sum Up	£0.12	card fee 11 Aug Nolan
17/08/2022	Booker Ltd	£13.18	bottled water grds staff
17/08/2022	Sum up	£0.76	chges allotment fee/dep Frank
18/08/2022	DD Health & Safety Supplies Lt	£154.20	blue rolls/mop & floor cleaner
18/08/2022	Ernest Doe & Sons Ltd	£1,976.79	Boomer repairs
18/08/2022	Mayday Office Equipment Servic	£26.40	maint support Aug 2022
18/08/2022	Huws Gray Ridgeons	£169.31	sawn timber & top soil
18/08/2022	Shred Station Ltd	£30.00	confidential waste shredding
18/08/2022	Viking Direct	£82.70	hard back books
18/08/2022	Just Regional Publishing	£420.00	Advert Just Hellesdon 10 Aug
18/08/2022	Osiris Technologies	£586.02	IT mthly support
18/08/2022	The Garden Guardian	£1,949.40	Highway verge cutting instal
18/08/2022	Komplan Ltd	£48.00	play equipment part
18/08/2022	D Steward Groundworks Water	£4,440.00	cable installation driveway
18/08/2022	IRIS Business Software Ltd	£668.40	annual licence fee payroll
18/08/2022	Anglian Water Business (Nation	£1,008.18	grds/HPC/trees/bowling green
19/08/2022	Total Gas & Power	£63.33	gas July HPC
19/08/2022	Net salaries	£13,127.89	Aug payroll
22/08/2022	HMRC	£4,070.15	PAYE Aug 22
22/08/2022	Norfolk Pension Fund	£3,722.37	contributions Aug 22
23/08/2022	Sum Up	£0.76	card fee allotment plot 122
24/08/2022	Webster Technical Servs Ltd	£30.00	deposit serv digital projector
24/08/2022	Total Energies	£14.25	elec allotments Jul 22
25/08/2022	Broadland District Council	£624.00	business rates office
26/08/2022	AC Building Services	£2,200.00	fit new kitchen
26/08/2022	Ben Burgess Groundcare Equip	£131.61	repair flat tyres John Deere
26/08/2022	Pip Skips Ltd	£288.00	exchange 12 yrd skip
30/08/2022	Anglian Water Business (Nation	£527.28	water allotments 12 May - 11 Aug
30/08/2022	Novuna Business Finance	£540.00	lease Boomer/hedgecutter
31/08/2022	ALH Building Designs Ltd	£2,100.00	site monitoring installation stage
31/08/2022	Just Regional Publishing	£234.00	advert Just Hellesdon 7 Sep
31/08/2022	PKF Littlejohn	£2,400.00	external auditor fees
31/08/2022	Viking Direct	£58.82	toilet rolls
31/08/2022	Anglian Water Business (Nation	£378.10	water allots 12 May - 11 Aug

Invoices due for payment

Invoice date	Supplier	Amount due	Transaction detail
31/08/2022	Mayday Office Equipment Servs	£189.08	copies & maint Sep 22
22/08/2022	A C Leigh	£29.32	digi padlock allotment toilets

Payments made between 01/09/2022 and 30/09/2022

Date	Payee Name	Amount paid	Transaction details
01/09/2022	Broadland District Council	£147.00	business rates stores
01/09/2022	Broadland District Council	£314.00	business rates grds shed
01/09/2022	Norfolk County Council	£63.00	DBS check caretaker
01/09/2022	Vodafone Ltd	£74.00	plan 16 Aug - 15 Sep
01/09/2022	Websters Technical Services	£52.45	service digital projector
06/09/2022	Barclays Bank Plc	£9.40	charges 13 Jul - 14 Aug
07/09/2022	UK Fuels Ltd	£151.96	fuel Aug
12/09/2022	Apple.com	£0.79	i cloud top up storage
12/09/2022	Janitas Flower Shop	£66.98	floral tributes Queen
12/09/2022	Norfolk County Council	£63.00	DBS check staff
13/09/2022	The Photo ID Card People	£17.81	cardholder/lanyard /new staff
20/09/2022	The Photo ID Card People	£17.81	cardholder & lanyard new staff
22/09/2022	AC Leigh (Norwich) Ltd	£106.94	keys cut x 3
22/09/2022	Amazon.com	£184.98	body camera for caretakers
22/09/2022	Ben Burgess Groundscare	£7.70	spark plug tractor
22/09/2022	East Fire Extinguisher & Alarm	£144.00	fire alarm/EML testing DJL
22/09/2022	The Garden Guardian	£1,949.40	highway verge cutting instalment
22/09/2022	Mayday Office Equipment Serv	£189.08	print/copies Jul - Aug 22
22/09/2022	Osiris Technologies	£586.02	mothly IT supp; phones & b/band
22/09/2022	Pips Skips Ltd	£288.00	exchange 12yd skip
22/09/2022	Total Gas & Power	£1.37	gas HPC Aug 22
23/09/2022	Granwax Products Ltd	£97.44	5 ltrs speedkleen
23/09/2022	Total Gas & Power	£13.88	electricity allotments Aug
26/09/2022	Broadland District Council	£624.00	business rates office
26/09/2022	Norfolk County Council	£63.00	DBS check EEE 67
27/09/2022	Curry's	£319.00	dishwasher kitchenette
27/09/2022	Photo Id card People	£17.81	card,holder & lanyard new staff
27/09/2022	Petty Cash	£100.00	Top up petty cash
28/09/2022	A C Building Services	£567.00	tiling kitchenette
28/09/2022	ALH Building Designs Ltd	£840.00	site monitoring fees HCC
28/09/2022	Amazon.com	£12.16	Ukraine flag
28/09/2022	Collier Turf Care Ltd	£902.40	top soil & fertliser b/green
28/09/2022	HAGS -SMP Ltd	£90.00	parts - repair play equipment
28/09/2022	Norse Commercial Services Ltd	£1,923.84	locking parks Jul & Aug
28/09/2022	Smart Image (Norwich) Ltd	£260.00	dry cleaning stage curtains
28/09/2022	Westcotec Ltd	£7,680.00	Sam signs x 2
28/09/2022	Zurich Municipal	£91.62	John Deere 4066R insurance
29/09/2022	Empower Services Ltd	£1,078.79	wire kitchenette HCC
29/09/2022	Empower Services Ltd	£35,568.70	MEP services variation 7
29/09/2022	Archant	£238.80	caretaker advert 6 Oct
29/09/2022	Nisbets Catering Equipment	£317.38	soap, sanitiser,spray & mops
30/09/2022	Information Commissioner	£35.00	annual data protection fee
30/09/2022	Vodafone Ltd	£74.00	usage & plan 16 Aug - 15 Oct

Invoices becoming due

Inv date	Payee	Amount due	Transaction details
27/09/2022	Royal British Legion	40	Poppy Wreaths x 2 Remem Sun
27/09/2022	Just Regional	570	Adverts Just Helles (1 for c/taker)
30/09/2022	Mayday Office Equipment	26.4	Maint supp copier Oct 22

Receipts 01/08/2022 - 31/08/2022

Date	Income	Amount	Notes
03/08/2022	FIT payment	£160.06	Generation payment/ export payment
03/08/2022	Tennis	£7.00	court hire
05/08/2022	Bank interest	£1.44	monthly loyalty reward
10/08/2022	Football training	£64.80	Jul training pitch hire
12/08/2022	Tennis	£7.00	court hire
15/08/2022	HCC room hire	£45.36	payment on account
17/08/2022	Allotments	£45.00	admin fee/deposit
23/08/2022	Allotments	£45.00	admin fee/deposit

Receipts received between 01/09/2022 and 30/09/2022

Date	Income	Amount	Notes
05/09/2022	Community hire HCC	£103.68	party booking
05/09/2022	Tennis	£42.00	casual tennis court hire x 6
07/09/2022	Street light refund	£900.00	Broadland DC
07/09/2022	Interest c/account	£0.18	loyalty reward
12/09/2022	Netball court hire	£12.00	hire for re-arranged match
14/09/2022	Football training	£43.20	community rate
14/09/2022	Community hire HCC	£58.32	party booking
21/09/2022	Community hire HCC	£9.72	community rate
29/09/2022	Community hire HCC	£48.24	community rate
29/09/2022	Tennis	£14.00	casual tennis court hire x 2
30/09/2022	Precept 2nd instalment	£276,469.50	Broadland DC

Detailed Income & Expenditure by Budget Heading 30/09/2022

Month No: 6

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								
1400 Community Centre Income	19,800	19,800	15,000	(4,800)			132.0%	
1410 Community Centre Inc ML Room	43	43	0	(43)			0.0%	
1420 Community Centre Inc OH Room	38	38	0	(38)			0.0%	
1425 Community Centre Inc Spr Room	8	8	0	(8)			0.0%	
1445 Community Centre Inc Kit Room	8	8	0	(8)			0.0%	
Community Centre :- Income	19,897	19,897	15,000	(4,897)			132.6%	0
4150 Utilities	0	765	24,060	23,295		23,295	3.2%	
4250 Sanitary Waste Disposal	0	1,530	2,289	759		759	66.8%	
4295 Equipment - New/Replacement	511	511	1,000	489		489	51.1%	
4300 Equipment-Repair/Maintenance	0	10	500	490		490	1.9%	
4416 Water dispenser	0	0	362	362		362	0.0%	
4450 Inspections	0	220	624	405		405	35.2%	
4480 Memberships & Subscriptions	0	0	1,680	1,680		1,680	0.0%	
4560 Property Maintain/Replacement	69	69	1,500	1,431		1,431	4.6%	
4630 Consumables	0	49	25	(24)		(24)	196.1%	
4635 cleaning agents/materials	100	130	1,500	1,370		1,370	8.7%	
4695 community centre redevelopment	32,083	452,556	0	(452,556)		(452,556)	0.0%	
Community Centre :- Indirect Expenditure	32,764	455,840	33,540	(422,300)	0	(422,300)	1359.1%	0
Net Income over Expenditure	(12,867)	(435,943)	(18,540)	417,403				
110 Administration								
1076 Precept	276,470	552,939	0	(552,939)			0.0%	7,870
1099 Community Infrastructure	0	6,171	0	(6,171)			0.0%	
Administration :- Income	276,470	559,110	0	(559,110)				7,870
4065 councillor training	0	0	1,000	1,000		1,000	0.0%	
4070 Profess Fees/Agency Personnel	0	950	0	(950)		(950)	0.0%	
4465 External Audit	0	2,000	1,365	(635)		(635)	146.5%	
4470 Internal Audit	0	970	2,500	1,530		1,530	38.8%	
4475 Legal Fees	0	500	5,000	4,500		4,500	10.0%	
4480 Memberships & Subscriptions	0	1,574	1,540	(34)		(34)	102.2%	
4550 Insurance	92	9,879	10,171	292		292	97.1%	
Administration :- Indirect Expenditure	92	15,873	21,576	5,703	0	5,703	73.6%	0
Net Income over Expenditure	276,378	543,236	(21,576)	(564,812)				
6001 less Transfer to EMR	0	7,870						
Movement to/(from) Gen Reserve	276,378	535,366						

Detailed Income & Expenditure by Budget Heading 30/09/2022

Month No: 6

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	6,261	37,298	147,638	110,340		110,340	25.3%	
4010 Groundstaff	5,097	24,504	93,429	68,925		68,925	26.2%	
4020 Care Takers	4,855	19,151	87,360	68,209		68,209	21.9%	
4030 Additional Staff	0	0	6,500	6,500		6,500	0.0%	
4040 PAYE	2,477	16,423	0	(16,423)		(16,423)	0.0%	
4045 Pension Scheme	3,760	22,167	0	(22,167)		(22,167)	0.0%	
4055 Staff training	0	1,500	2,500	1,000	3,000	(2,000)	180.0%	
4080 Employer NI	1,326	8,121	0	(8,121)		(8,121)	0.0%	
4090 Protective clothing/workwear	45	692	3,000	2,308		2,308	23.1%	
Staff :- Indirect Expenditure	23,821	129,856	340,427	210,571	3,000	207,571	39.0%	0
Net Expenditure	(23,821)	(129,856)	(340,427)	(210,571)				
<u>130 Council Office</u>								
1360 Electricity FIT	0	210	358	148			58.8%	
Council Office :- Income	0	210	358	148			58.8%	0
4112 Advertising	324	324	185	(139)		(139)	175.1%	
4150 Utilities	625	4,800	13,924	9,124		9,124	34.5%	
4250 Sanitary Waste Disposal	0	31	53	22		22	58.2%	
4295 Equipment - New/Replacement	39	69	2,500	2,431		2,431	2.7%	
4400 Chairman's Budget	107	245	1,500	1,255		1,255	16.4%	
4405 Expense/Mileage Members	0	0	100	100		100	0.0%	
4410 Expense/Mileage Staff	0	68	100	32		32	67.9%	
4415 Refreshments	15	117	300	183		183	39.1%	
4420 Telephone and Broadband	157	1,252	3,500	2,248		2,248	35.8%	
4425 IT Support and Maintenance	394	2,113	4,954	2,841		2,841	42.7%	
4430 Photocopier	22	1,535	2,500	965		965	61.4%	
4435 Contingencies	0	25	250	225		225	10.0%	
4440 Stationery	0	174	500	326		326	34.9%	
4445 Postage	19	24	150	126		126	15.9%	
4450 Inspections	80	312	624	312		312	50.0%	
4485 Other Licences/Fees	211	2,847	2,914	67		67	97.7%	
4500 PWLB	0	21,547	43,094	21,547		21,547	50.0%	
4560 Property Maintain/Replacement	10	36	2,500	2,464		2,464	1.5%	
4565 Elections/Parish Poll	0	0	4,500	4,500		4,500	0.0%	
4570 Church Grass Cutting Contribut	0	0	750	750		750	0.0%	
4595 Misc contributions	0	0	200	200		200	0.0%	
4630 Consumables	0	93	25	(68)		(68)	372.6%	
4635 cleaning agents/materials	0	47	20	(27)		(27)	235.4%	
Council Office :- Indirect Expenditure	2,003	35,660	85,143	49,483	0	49,483	41.9%	0
Net Income over Expenditure	(2,003)	(35,450)	(84,785)	(49,335)				

Detailed Income & Expenditure by Budget Heading 30/09/2022

Month No: 6

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
150 Investment								
1080 Bank Interest Received	0	1	900	899			0.1%	
1090 Monthly Loyalty Rewards	0	5	8	3			56.6%	
Investment :- Income	0	5	908	903			0.6%	0
4060 Bank Charges	17	127	180	53		53	70.4%	
Investment :- Indirect Expenditure	17	127	180	53	0	53	70.4%	0
Net Income over Expenditure	(17)	(121)	728	849				
160 Planning								
4130 Hire of Rooms	0	325	300	(25)		(25)	108.3%	
Planning :- Indirect Expenditure	0	325	300	(25)	0	(25)	108.3%	0
Net Expenditure	0	(325)	(300)	25				
170 Health and Safety								
4135 Consultancy Fees	0	1,552	2,400	848		848	64.7%	
4140 Defibrillator	5	(158)	300	458		458	(52.7%)	
4295 Equipment - New/Replacement	154	154	150	(4)		(4)	102.8%	
Health and Safety :- Indirect Expenditure	159	1,548	2,850	1,302	0	1,302	54.3%	0
Net Expenditure	(159)	(1,548)	(2,850)	(1,302)				
180 Media and Communications								
4105 Newsletter-Printing/Distributi	350	2,495	5,000	2,505		2,505	49.9%	
4110 Website and Emails	0	694	3,000	2,306		2,306	23.1%	
4155 IT Infrastructure	0	0	2,000	2,000		2,000	0.0%	
4460 CCTV	0	0	1,450	1,450		1,450	0.0%	
4685 Noticeboards	0	0	4,725	4,725		4,725	0.0%	
Media and Communications :- Indirect Expenditure	350	3,189	16,175	12,986	0	12,986	19.7%	0
Net Expenditure	(350)	(3,189)	(16,175)	(12,986)				
190 Stores								
4150 Utilities	147	884	1,505	621		621	58.7%	
Stores :- Indirect Expenditure	147	884	1,505	621	0	621	58.7%	0
Net Expenditure	(147)	(884)	(1,505)	(621)				

Detailed Income & Expenditure by Budget Heading 30/09/2022

Month No: 6

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>195 Tractor Shed</u>								
4150 Utilities	314	1,888	3,213	1,325		1,325	58.8%	
4450 Inspections	40	175	552	377		377	31.7%	
4560 Property Maintain/Replacement	0	0	375	375		375	0.0%	
Tractor Shed :- Indirect Expenditure	354	2,063	4,140	2,077	0	2,077	49.8%	0
Net Expenditure	(354)	(2,063)	(4,140)	(2,077)				
<u>200 Residents' Parties</u>								
4115 Consumable- Food/Beverage	0	0	500	500		500	0.0%	
4120 Over 65 Entertainment	0	0	300	300		300	0.0%	
4630 Consumables	0	0	50	50		50	0.0%	
Residents' Parties :- Indirect Expenditure	0	0	850	850	0	850	0.0%	0
Net Expenditure	0	0	(850)	(850)				
<u>205 Events</u>								
4122 Events	0	593	3,000	2,407		2,407	19.8%	
Events :- Indirect Expenditure	0	593	3,000	2,407	0	2,407	19.8%	0
Net Expenditure	0	(593)	(3,000)	(2,407)				
<u>210 Grounds</u>								
1200 Football Hire Charges	0	175	350	175			50.0%	
1210 Football Training Area Hire	41	835	2,415	1,580			34.6%	
1215 Grass cutting agreement	0	14,469	13,213	(1,256)			109.5%	
Grounds :- Income	41	15,478	15,978	500			96.9%	0
4195 Keys/Locks	65	220	290	70		70	76.0%	
4200 Locking parks	1,579	3,859	0	(3,859)		(3,859)	0.0%	
4205 Replacement Bins	0	0	250	250		250	0.0%	
4210 Emptying Bins/Fresheners	0	0	4,329	4,329		4,329	0.0%	
4215 Seats - Repair/Replacement	0	0	500	500		500	0.0%	
4220 Signage - New/Replacement	0	0	200	200		200	0.0%	
4225 Floodlights Maintenance/Repair	0	0	525	525		525	0.0%	
4245 Highway grass verge cutting	1,625	9,747	11,684	1,937		1,937	83.4%	
4255 Skip hire	240	1,200	2,400	1,200		1,200	50.0%	
4260 Shrub/Tree/Hedge	0	0	750	750		750	0.0%	
4270 Fertilisers/Weed & Moss Killer	0	35	1,878	1,843		1,843	1.9%	
4295 Equipment - New/Replacement	0	89	500	411		411	17.8%	
4320 Small tools	0	0	1,575	1,575		1,575	0.0%	

Detailed Income & Expenditure by Budget Heading 30/09/2022

Month No: 6

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
4325 fence repairs	0	0	6,132	6,132		6,132	0.0%	
4390 Materials	0	0	2,750	2,750		2,750	0.0%	
4395 Wetting Agents/Preservatives	0	0	353	353		353	0.0%	
4435 Contingencies	0	173	4,000	3,827		3,827	4.3%	
4630 Consumables	0	54	262	208		208	20.7%	
4635 cleaning agents/materials	0	88	310	222		222	28.5%	
Grounds :- Indirect Expenditure	3,508	15,466	38,688	23,222	0	23,222	40.0%	0
Net Income over Expenditure	(3,468)	12	(22,710)	(22,722)				
<u>220 Machinery and Vehicles</u>								
4160 Repairs/Maintenance	0	175	714	539		539	24.5%	
4265 Fuel	206	1,007	1,500	493		493	67.1%	
4290 Servicing	0	3,084	5,800	2,716		2,716	53.2%	
4305 Parts- Repair/Replace/Spare	6	116	0	(116)		(116)	0.0%	
4310 Hire of Machinery	0	2,250	6,975	4,725		4,725	32.3%	
Machinery and Vehicles :- Indirect Expenditure	213	6,632	14,989	8,357	0	8,357	44.2%	0
Net Expenditure	(213)	(6,632)	(14,989)	(8,357)				
<u>230 Trees</u>								
4240 Emergency Work	0	0	1,500	1,500	945	555	63.0%	
4455 work & inspections	0	6,780	7,000	220	220	0	100.0%	
Trees :- Indirect Expenditure	0	6,780	8,500	1,720	1,165	555	93.5%	0
Net Expenditure	0	(6,780)	(8,500)	(1,720)				
<u>240 Allotments</u>								
1100 Allotment Income	0	(3)	3,299	3,302			(0.1%)	
1105 Allotment administration fee	0	38	100	63			37.5%	
1110 Water Charge	86	84	750	666			11.3%	
1115 Pest control charge	50	48	625	577			7.7%	
1335 Refund street lighting	900	900	0	(900)			0.0%	
Allotments :- Income	1,036	1,067	4,774	3,707			22.3%	0
4145 Landowner Rent	0	857	1,243	386		386	68.9%	
4150 Utilities	13	1,011	1,113	102		102	90.8%	
4170 Pest Control	0	0	625	625		625	0.0%	
4175 Best Kept Allotm. Competition	0	0	100	100		100	0.0%	
4560 Property Maintain/Replacement	0	178	2,081	1,903		1,903	8.6%	77
Allotments :- Indirect Expenditure	13	2,046	5,162	3,116	0	3,116	39.6%	77
Net Income over Expenditure	1,023	(979)	(388)	591				
6000 plus Transfer from EMR	0	77						
Movement to/(from) Gen Reserve	1,023	(902)						

Detailed Income & Expenditure by Budget Heading 30/09/2022

Month No: 6

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>250 Play Areas</u>								
4300 Equipment-Repair/Maintenance	78	466	2,750	2,284		2,284	16.9%	
4450 Inspections	0	263	250	(13)		(13)	105.0%	
Play Areas :- Indirect Expenditure	78	728	3,000	2,272	0	2,272	24.3%	0
Net Expenditure	(78)	(728)	(3,000)	(2,272)				
<u>255 Hard Courts and Car Park</u>								
1220 No longer in use	0	22	0	(22)			0.0%	
1225 Outside courts	47	324	500	176			64.7%	
1230 No longer in use	0	390	0	(390)			0.0%	
Hard Courts and Car Park :- Income	47	735	500	(235)			147.1%	0
4300 Equipment-Repair/Maintenance	0	40	0	(40)		(40)	0.0%	
4340 Surface - Repair	0	0	1,570	1,570		1,570	0.0%	
4345 Surface Clean Chemicals	0	0	419	419		419	0.0%	
4390 Materials	0	0	289	289		289	0.0%	
4560 Property Maintain/Replacement	0	0	2,200	2,200		2,200	0.0%	
Hard Courts and Car Park :- Indirect Expenditure	0	40	4,478	4,438	0	4,438	0.9%	0
Net Income over Expenditure	47	695	(3,978)	(4,673)				
<u>260 Bowling Green</u>								
1240 Bowls Hire Charges	0	1,800	1,800	0			100.0%	
Bowling Green :- Income	0	1,800	1,800	0			100.0%	0
4160 Repairs/Maintenance	0	0	210	210		210	0.0%	
4390 Materials	752	752	1,751	999		999	42.9%	
Bowling Green :- Indirect Expenditure	752	752	1,961	1,209	0	1,209	38.3%	0
Net Income over Expenditure	(752)	1,048	(161)	(1,209)				
<u>265 Memorials</u>								
4360 Rose Renewal	0	0	420	420		420	0.0%	
4575 War Memorial	0	0	473	473		473	0.0%	
Memorials :- Indirect Expenditure	0	0	893	893	0	893	0.0%	0
Net Expenditure	0	0	(893)	(893)				
<u>270 Traffic Highways/Environment</u>								
1350 Parish Partnership grant	0	3,200	3,200	0			100.0%	
Traffic Highways/Environment :- Income	0	3,200	3,200	0			100.0%	0

Detailed Income & Expenditure by Budget Heading 30/09/2022

Month No: 6

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
4650 SAM2 Weekly Move	75	300	1,200	900		900	25.0%	
4655 Bus Shelters	0	0	500	500		500	0.0%	
4670 Parish Partnership Scheme	0	6,400	6,400	0		0	100.0%	
Traffic Highways/Environment :- Indirect Expenditure	<u>75</u>	<u>6,700</u>	<u>8,100</u>	<u>1,400</u>	<u>0</u>	<u>1,400</u>	<u>82.7%</u>	<u>0</u>
Net Income over Expenditure	<u>(75)</u>	<u>(3,500)</u>	<u>(4,900)</u>	<u>(1,400)</u>				
Grand Totals:- Income	297,490	601,503	42,518	(558,985)			1414.7%	
Expenditure	64,345	685,102	595,457	(89,645)	4,165	(93,810)	115.8%	
Net Income over Expenditure	<u>233,144</u>	<u>(83,599)</u>	<u>(552,939)</u>	<u>(469,340)</u>				
plus Transfer from EMR	0	77						
less Transfer to EMR	0	7,870						
Movement to/(from) Gen Reserve	<u>233,144</u>	<u>(91,393)</u>						

HELLEDON PARISH COUNCIL
NORFOLK

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

Helledon Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

	Agreed		*Yes* means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

14/06/2022

and recorded as minute reference:

Item 7g of 14/6/2022

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Shelagh Cranny

Clerk

[Signature]

www.helledon-pc.gov.uk

Section 2 – Accounting Statements 2021/22 for

Hellesdon Parish Council

	Year ending		Notes and guidance	
	31 March 2021 £	31 March 2022 £		
1. Balances brought forward	715,719	845,595	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.	
2. (+) Precept or Rates and Levies	484,516	514,210	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.	
3. (+) Total other receipts	170,882	595,239	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.	
4. (-) Staff costs	256,318	241,949	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.	
5. (-) Loan interest/capital repayments	17,890	30,493	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).	
6. (-) All other payments	251,314	698,817	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).	
7. (=) Balances carried forward	845,595	983,785	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).	
8. Total value of cash and short term investments	845,092	1,020,675	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.	
9. Total fixed assets plus long term investments and assets	3,044,271	3,573,491	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.	
10. Total borrowings	224,677	707,089	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
			✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date

14/6/2022

I confirm that these Accounting Statements were approved by this authority on this date:

14/6/2022

as recorded in minute reference:

ITEM 74 cl 14/6/2022

Signed by Chairman of the meeting where the Accounting Statements were approved

Shelagh Gurney

Section 3 – External Auditor Report and Certificate 2021/22

In respect of **Hellesdon Parish Council – NO0213**

1 Respective responsibilities of the body and the auditor

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with Proper Practices which:

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor report 2021/22

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2021/22

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

29/08/2022

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Hellesdon Parish Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2022

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
<p>1. The audit of accounts for Hellesdon Parish Council for the year ended 31 March 2022 has been completed and the accounts have been published.</p>	<p>This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.</p>
<p>2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Hellesdon Parish Council on application to:</p> <p>(a) <u>FAYE LEBON,</u> <u>CLERK, HELLESDON PARISH COUNCIL,</u> <u>DIAMOND JUBILEE LODGE, WOODVIEW ROAD,</u> <u>HELLESDON, NORWICH, NR6 5QB</u></p> <p>(b) <u>MONDAY - FRIDAY 9.30am - 3.30pm</u></p>	<p>(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR</p> <p>(b) Insert the hours during which inspection rights may be exercised</p>
<p>3. Copies will be provided to any person on payment of £ <u>5</u> (c) for each copy of the Annual Governance & Accountability Return.</p>	<p>(c) Insert a reasonable sum for copying costs</p>
<p>Announcement made by: (d) <u>FAYE LEBON (CLERK)</u></p>	<p>(d) Insert the name and position of person placing the notice</p>
<p>Date of announcement: (e) <u>6/9/2022</u></p>	<p>(e) Insert the date of placing of the notice</p>

Annual Internal Audit Report 2021/22

Hellesdon Parish Council

www.hellesdon-pc.gov.uk

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Asset and investments registers were complete and accurate and properly maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Periodic bank account reconciliations were properly carried out during the year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements	<input type="checkbox"/>	<input type="checkbox"/>	N/A
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N. The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee. Yes No Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) Internal audit undertaken: 08/12/2021, 11/05/2022
 Name of person who carried out the internal audit: Giles Kerkhove, Partner, Lacking Gowen

Signature of person who carried out the internal audit: [Signature] Date: 18 05 2022

If the response is 'no', please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).
 Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Hellesdon Parish Council - Clerk

From: admin@saaa.co.uk
Sent: 10 August 2022 16:49
To: Hellesdon Parish Council - Clerk
Subject: SAAA 2022 Opt-out Communication
Attachments: PNG image

Follow Up Flag: Follow up
Flag Status: Flagged

Option to opt out of the SAAA central external auditor appointment arrangements

Dear Clerk/RFO/Chairman, Hellesdon Parish Council,

Under the Local Audit (Smaller Authorities) Regulations 2015, SAAA is responsible for appointing external auditors to all applicable opted-in smaller authorities, for setting the terms of appointment for limited assurance reviews and for managing the contracts with the appointed audit firms. Smaller authorities are those whose gross annual income or expenditure is **less than £6.5 million**.

The next 5-year appointing period runs from 2022-23 until 2026-27 and SAAA has undertaken a procurement exercise to appoint auditors to each County area from 1 April 2022. Now that the submission deadline for the 2021-22 Annual Governance and Accountability Returns has passed, this is to advise you of the option to opt-out of the next round of 5-year audit appointments.

All authorities require an appointed external auditor even if the authority meets the criteria to qualify for exemption, as a Certificate of Exemption is required to be submitted to the external auditor and the auditor must be in place in case of objections from local electors

During the previous 5-year period **all** smaller authorities were 'opted-in' to the central procurement regime managed by SAAA - no authority decided to 'opt-out' and follow the various complex procedures required under statute to appoint their own external auditor. **If you wish to continue as part of the SAAA sector led auditor appointment regime then no action is required, you will remain part of central scheme.**

However, all authorities must be given the option to opt-out of the central procurement and appointment scheme and appoint their own external auditor for the next 5-year period, although the process is onerous for smaller authorities.

This is communication is to advise that whilst all smaller authorities are opted into the central procurement of external auditors by default, any authorities who do not wish to be part of the SAAA arrangements must formally notify SAAA that they wish to opt out within **8 weeks** of this communication but no later than **28 October 2022**; this decision must be communicated to SAAA via e mail to admin@saaa.co.uk.

If notification of your decision to opt out is not received within this 8-week period, then your authority will be regarded as opted-in for the next five-year period beginning on 1 April 2022 and ending on 31 March 2027.

-

Opting-out

Opting out is a significant decision which requires careful consideration; to assist authorities considering opting out further guidance has been developed to clarify what opting out means in practice. This detailed information can be found at www.saaa.co.uk

An authority that wishes to opt out must formally reach and record that decision in a way that meets the requirements of its own governance framework, by convening a full council meeting or an extraordinary council meeting.

Key implications are:

- an opted-out authority regardless of size (including exempt authorities) **MUST** appoint an appropriate external auditor;
- the appointed auditor **must** be a registered auditor as defined by the Companies Act and a member of Institute of Chartered Accountants (England and Wales).
- an opted-out authority **must** convene an appropriate independent auditor panel which meets the requirements of the Local Audit and Accountability Act 2014 (LAAA). Detailed guidance on auditor panels is available in Schedule 4 of the LAAA Act and from CIPFA;
- an opted-out authority will need to develop its own specification for its external audit contract, will need to negotiate the price for this work on an individual basis and will need to manage the contract, including any disputes, and any independence issues that may arise;
- an opted-out authority must ensure full compliance with the relevant requirements of the Local Audit and Accountability Act and supporting Regulations;
- any opted-out authority that does not successfully appoint an appropriate external auditor in the correct manner and notify SAAA who their external auditor is by **30 November 2022** will have an external auditor appointed for it by the Secretary of State through SAAA. **This will result in additional costs of £300 which will have to be met by the authority.**

Regards,
admin@saaa.co.uk



www.saaa.co.uk • SAAA Ltd, 77 Mansell Street, London E1 8AN

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Item 6h

To Agree to a Specific Donations Budget, Separate from the Chairman's Budget and Reallocate Funds

It has been raised to the attention that the Chairman's budget may not be sufficient as donations are being taken from this budget. The budget was set at £1,500

It is unusual not to have a budget for item specifically for donations (eg: donating to the RBL Poppy Appeal for the poppy wreaths) and to use this budget for other charitable donations that may be requested over the course of the financial year and which would not qualify as a grant under the Good Causes for Hellesdon Fund. This may include donations made in memory of a Late former councillor.

Would Council like to set up a specific budget for donations, and if so how much would they like allocated for the remainder of this financial year. To date £156.98 has been utilised (donation in memory of a Late former councillor, flowers in memory of Her Late Majesty and payment for the poppy wreaths).

Minutes of the meeting of the Planning Committee held on Tuesday 9th August 2022 at 6:15pm in Hellesdon Community Centre, Wood View Road, Hellesdon

PRESENT:

Cllr G. Britton	Cllr U. Franklin
Cllr S. Bush-Trivett	Cllr R. Sear
Cllr B. Johnson	

Also In Attendance
 L Pointin – Senior Admin Officer

The Chair welcomed all to the meeting.

1. **Apologies and acceptance for absence**
 Apologies were received from Cllr Fulcher. These were **ACCEPTED**.
2. **Declarations of Interest and Dispensations**
 No declarations made
3. **To receive approval of minutes of the committee meeting held on 26th July 2022 from those members present at the held meeting.**
 Minutes were previously circulated and **AGREED** by those present.
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. **Planning Applications for Consideration**

Application	Agreed Response
20221087 60 Brabazon Road, NR6 6SZ Retrospective application for Installed 10no PV solar panels with ballast on flat roof (dormer).	No objection.
20221112 22 Westwood Drive, NR6 5DE Single storey rear extension with flat roof. Create gable end and rear dormer with rooms in the roof.	No objection to the rear extension however, Hellesdon Parish Council are objecting to the dormer, it would increase occupancy where there is insufficient parking for a dwelling with 5 bedrooms.

Approved.....

Date.....
 HPC Planning Committee Mins 9th August 2022

<p>20220794 124 Gowing Road, NR6 6UQ Single storey rear extension.</p>	<p>Previous objection stands. 14-06-2022 Strong objection. The site has insufficient offroad parking for what will become a 5 bedroom dwelling. Whilst the present occupants may not have any more vehicles, planning decisions should be based on the amenity needs of all potential future occupants (policy GC4 para iii) and there is insufficient parking for a 5 bedroom home. Hellesdon Parish Council is also of the opinion that the proposal is a significant overdevelopment of the site, contrary to policy GC4 paras i and ii.</p>
<p>20221129 Seleta,15 Devon Avenue,Hellesdon,NR6 5BH Proposed rear & side extensions, first floor dormer extensions, plus removal of existing single garage & construction of new double garage to rear</p>	<p>No objection,</p>

7. **Exchange of Information**

No further information exchanged

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

Next meeting will be held on **Tuesday 23rd August 2022 at 6.15pm**, if there are only a few applications, the meeting will be deferred until **Tuesday 13th September 2022 at 6.15 pm**.

The meeting closed at 6.27 pm.

Approved.....

Date.....
HPC Planning Committee Mins 9th August 2022

**Minutes of the meeting of the Planning Committee held on
 Tuesday 23rd August 2022 at 6:15pm in
 Hellesdon Community Centre, Wood View Road, Hellesdon**

PRESENT:

Cllr G. Britton Cllr M Fulcher
 Cllr S. Bush-Trivett
 Cllr R. Sear

Also In Attendance

L Pointin – Senior Admin Officer

The Chair welcomed all to the meeting.

1. **Apologies and acceptance for absence**
 Apologies were received from Cllr Johnson and Cllr Franklin. These were **ACCEPTED**.
2. **Declarations of Interest and Dispensations**
 No declarations made
3. **To receive approval of minutes of the committee meeting held on 9th August 2022 from those members present at the held meeting.**
 Minutes were previously circulated and **AGREED** by those present.
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. **Planning Applications for Consideration**

Application	Agreed Response
20221237 30 Meadow Close, NR6 6XY Conversion of loft which includes flat roof dormer to front. Dormer to be clad in black cladding. Single storey rear extension indicated on drawing falls under a separate application for Prior Approval and should not be considered as part of this application.	Support.
20221247 Motorvogue Norwich, 34-26 Cromer Road, NR6 6NB	Support.

Approved.....

Date.....
 HPC Planning Committee Mins 9th August 2022

Alterations to structure for vehicle showroom.	
20220974 1A Winsor Road, NR6 5NP Single storey rear extension	Object. 1) The extension will have a significant adverse affect of amenity on adjoining properties. 2) Over development of site. 3) Insufficient parking for extended business use of the premises. 4) Hellesdon Parish Council require clarification on where any aircon unit would be located.

7. **Exchange of Information**
No further information exchanged.

8. **Date, time and venue of next meeting**
Next meeting will be held on Tuesday 13th September 2022 at 6.15pm.

The meeting closed at 6.40 pm.

DRAFT

Approved.....

Date.....
HPC Planning Committee Mins 9th August 2022

Minutes of the meeting of the Planning Committee held on Tuesday 27th September 2022 at 6:15pm in Hellesdon Community Centre, Wood View Road, Hellesdon

PRESENT:

Cllr G. Britton Cllr U. Franklin
 Cllr S. Bush-Trivett Cllr B. Johnson
 Cllr R. Sear

Also In Attendance

L Pointin – Senior Admin Officer
 F LeBon – Parish Clerk

The Chair welcomed all to the meeting.

1. **Apologies and acceptance for absence**
 Apologies were received from Cllr Fulcher. This was **ACCEPTED**.

2. **Declarations of Interest and Dispensations**
 No declarations made

3. **To receive approval of minutes of the committee meeting held on 23rd August 2022 from those members present at the held meeting.**
 Minutes were previously circulated and **AGREED** by those present.

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. **Planning Applications for Consideration**

Application	Agreed Response
20221292 21 Dennis Road, NR6 6UB Side extension incorporating carport and master bedroom above.	Object: Overdevelopment of site and detrimental to amenities of adjoining properties.
20221366 39 Meadow Way, NR6 5NN Single storey rear extension (Revised Proposal).	No Objection.
20220247	No objection but would object to loss of any mature trees.

Approved.....

Date.....
 HPC Planning Committee Mins 27th September 2022

<p>Hellesdon Hospital, Drayton High Road, NR6 5BE</p> <p>Reserved matters application for appearance, landscape and layout following outline planning permission 20201017 of the new 'Rivers Centre' development.</p>	
<p>196453/26205/49713</p> <p>Firs Service Station, 162 Cromer Road</p> <p>To change the Alcohol hours to match the opening hours.</p>	<p>Object:</p> <ol style="list-style-type: none"> 1. The prevention of public nuisance 2. The protection of children from harm
<p>20220974</p> <p>1A Windsor Road, NR6 5NP</p> <p>Single storey rear extension.</p>	<p>Object: There would be a loss of amenity to adjoining neighbours. There is already inadequate parking spaces which would be worsened if a new extension were to become treatment rooms.</p>

7. **Exchange of Information**

No further information exchanged.

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

Next meeting will be held on Tuesday 11th October 2022 at 6.15pm.

The meeting closed at 6.48 pm.

DRAFT

Approved.....

Date.....
HPC Planning Committee Mins 27th September 2022

**Minutes of the meeting of the Planning Committee held on
 Tuesday 12th July 2022 at 6:15pm in
 Hellesdon Community Centre, Wood View Road, Hellesdon**

PRESENT:

Cllr G. Britton Cllr U. Franklin
 Cllr B. Johnson

Also In Attendance
 L Pointin – Senior Admin Officer

The Chair welcomed all to the meeting.

1. **Apologies and acceptance for absence**
 Apologies were received from Cllr Fulcher. These were **ACCEPTED**.
2. **Declarations of Interest and Dispensations**
 No declarations made
3. **To receive approval of minutes of the committee meeting held on 14th June 2022 from those members present at the held meeting.**
 Minutes were previously circulated and **AGREED** by those present.
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. **Planning Applications for Consideration**

Application	Agreed Response
20220459 B & Q Plc, Boundary Road, NR6 5JS Illuminated and non-illuminated replacement fascia and site signage	No Objection.
20220503 40 Boundary Road, NR6 5HZ Change of use application to Form Class E planning use.	No objection to office use on ground floor but would be concerned about other uses within Class E.
20220736 53 Bush Road, NR6 6UD Demolition of conservatory and erection of rear extension and front dormer window.	Previous comment stands. No objection to rear extension, object to additional bedroom on first floor, inadequate parking facilities.

Approved.....

Date.....
 HPC Planning Committee Mins 12th July 2022

20220842 Chestnut Tree, 197 Reepham Road, NR6 5QA 2 sets of externally illuminated fascia text to replace existing.	Support.
20220948 16-18 Dennis Road, NR6 6UB Sub-divide bungalow back into two smaller bungalows with rear extensions & front porches.	Support.
20220974 1A Windsor Road, NR6 5NP Single storey rear extension.	Object with a query regarding the air conditioning facing the neighbouring property.

7. Exchange of Information

Cllr Fulcher advised that concerns had been raised about work being started on tree removal on the Phase 3 Persimmon Homes site, however it was established that works were being done in the garden of an existing property. But it was noted that it was pleasing that members of the public are monitoring the site and escalating concerns to the Parish Council at the earliest opportunity.

8. Date, time and venue of next meeting

Next meeting will be held on **Tuesday 26th July 2022 at 6.15pm.**

The meeting closed at 6.38pm.

Approved.....

Date.....
HPC Planning Committee Mins 12th July 2022

Minutes of the meeting of the Planning Committee held on Tuesday 26th July 2022 at 6:15pm in Hellesdon Community Centre, Wood View Road, Hellesdon

PRESENT:

Cllr G. Britton	Cllr U. Franklin
Cllr Fulcher	Cllr R. Sear

Also In Attendance
 L Pointin – Senior Admin Officer

The Chair welcomed all to the meeting.

1. **Apologies and acceptance for absence**
 Apologies were received from Cllr Johnson. These were **ACCEPTED**.
2. **Declarations of Interest and Dispensations**
 No declarations made
3. **To receive approval of minutes of the committee meeting held on 12th July 2022 from those members present at the held meeting.**
 Minutes were previously circulated and **AGREED** by those present.
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. **Planning Applications for Consideration**

Application	Agreed Response
20220975 105 Middletons Lane, NR6 5SR Flat roof rear extension with lantern.	Support.
20220247 (Reconsultation) Hellesdon Hospital, Drayton High Road, NR6 5BE Reserved matters application for appearance, landscape and layout following outline planning permission 20201017 of the new 'Rivers Centre' development.	No objection to building work but do object to the loss of a substantial amount of trees, these trees act as a barrier to block out light and noise for current residents.
20221095 19 Coronation Road, NR6 5HB	Support.

Approved.....

Date.....
 HPC Planning Committee Mins 26th July 2022

Single storey rear extension and infill porch to the front and render, revised proposal to 20220069.	
20220524 28 Neylond Crescent, NR6 5QF Loft conversion.	Support.
20221060 63 Links Avenue, NR6 5PG Single storey rear extension to bungalow and separate single storey garden annexe.	Strongly object to the creation of a new residential development which is a backland development with no direct access to the highway. This development would result in increased parking on the highway in an already a high risk area for school drop offs. The Parish Council is also concerned there is already an overdevelopment of this site. The application form is incomplete, section 17 has not been completed, there is also no information on the 1 st floor living space to allow an informed decision.

7. **Exchange of Information**

No further information exchanged

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

Next meeting will be held on **Tuesday 9th August 2022 at 6.15pm.**

The meeting closed at 6.53 pm.

Approved.....

Date.....
HPC Planning Committee Mins 26th July 2022

**Minutes of the Meeting of Hellesdon Events Committee
Held on Tuesday 16th August 2022 @ 2.00 pm in the Council Chamber**

Present at the Meeting

Cllr Douglass
Cllr Johnson
Cllr Gurney
F LeBon - Clerk
L Pointin – Senior Admin Officer

1. Welcome

The Chair welcomed the members present, there were no members of the public.

2. Apologies and acceptance for absence

No apologies were received.

3. To receive approval of the minutes of the committee meeting held on the 21st June 2022.

Minutes were circulated and **AGREED** by those present at the meeting held.

4. Public Participation (as permitted by Standing Order 3.d & 5.k. xiii)

5. Community Centre Reopening & Residents Party

It is proposed that on Saturday 17th December 2022 at 7.30 pm, The Lady Dannatt will officially open Hellesdon Community Centre if she is available, if unavailable we will reach out to the Sherriff of Norfolk. Senior Admin Officer will cancel the provisional booking for the 11th September 2022, Cllr Gurney will discuss the new proposed date and time with The Lady Dannatt's office. Cllr Gurney feels that due to the event being close to Christmas it would be preferable to see if Meadow Way Orchestra are available for an hour to play some Christmas music. The other option would be to see if Hellesdon and Sprowston Brass Band are available. *(Update: It has now been agreed that the opening will be on Thursday 24th November 2022).*

In terms of food, for the event it would be preferable to have Christmas buffet such as sausage rolls, cheese straws / scones, bridge rolls, mulled wine, orange juice, wine, bottles of beer, coffee etc. As the Community Centre Café is likely to be open by then it would be ideal to make use of these facilities, we could also use local produce in order to support local businesses. If it is not feasible for the Café to cater for up to approximately 120 – 150 attendee's, we would need to consider an external caterer. A suggestion was made that we contact a local catering company.

Alcohol can be purchased from Asda, they have a sale or return policy so we would be able to return unopened bottles for a refund.

The guest list would comprise of a representatives from each of the community user groups +1, all Hellesdon Parish Councillors +1, members of Haha, Businesses within Hellesdon, Wensum Trust, Schools, Doctors Surgery, Police, Churches, Chairmain of Taverham, Drayton and Old Catton Parish Council's, Chairman of Norfolk County Council, Broadland District Council and all staff also be invited.

Approved.....

Date.....

HPC Events Committee Minutes 16th August 2022

We would have a plaque for the opening of the Community Centre. The suggestion is for it to be circular, with the official symbol of the Platinum Jubilee. The plaque to be similar to the one in the Council Office which commemorates it's opening in 2012.

The Residents party will be on Saturday 10th December 2022 from 2.30 pm – 5.00 pm. The Accordion Band are available for the event at a cost of £300. Cllr Douglass confirmed that we have sufficient budget for the band. The band would play from 2.30 pm to approximately 3.15 pm and again from 4.15 pm – 5.00 pm, this will leave an hour for the tea party and raffle.

The event will be tickets only with 100 attendee's. There are 2 tickets per household and attendee's must reside in Hellesdon. There will be a reserve list and anyone who has mobility issues will need to have their carer with them.

6. To confirm the date, time and venue of the next meeting

To be arranged once we have an opening date for the Community Centre.

Approved.....

Date.....

HPC Events Committee Minutes 16th August 2022

Report to Full Council

Subject: Community Centre Re-Opening

Author: Events

Date: 5th October 2022

Although the Community Centre has now reopened, the official date will be the 24th November 2022.

The Lady Dannatt will officially open the Community Centre at 6.30pm. This is a civic event to be hosted by the Chairman of Hellesdon Parish Council.

The function will be from 6.30pm until 8.30pm with a number of residents, businesses, councillors and other notable attendee's.

During the function there will be a finger buffet along with hot and cold beverages.

Below is a breakdown of approximate costs:

Item(s)	Cost
Black slate plaque with (lettering only) and fixing	*£404
Brass (lacquered) plaque with lettering on an Oak Base	£278
Engraved Oak plaque	TBA
A buffet based on 130 guests (65 invitations with a plus one) @£8.25 per head (inclusive of extra staff being on duty).	£1072
Beverages: wine, juice, tea's and coffee's.	£250
Postage stamps (for invites which cannot be emailed).	£20
Approximate Cost	*£1746

It is anticipated that not all invitees will be able to attend however, the costings have been based on full attendance.

The preference is to have a slate plaque similar to the one which is in the council office reception area. The quotes received are for lettering only, to include the Lord Lieutenant's Crest engraved on any of the fixtures would increase the cost significantly, as yet we have not received the costing for the crest.

**Minutes of the meeting of the
Playing Fields, Allotments and Amenities Committee
held on Tuesday 30th August 2022 7pm at Diamond Jubilee Lodge**

Present:

Cllr B. Johnson (Chairman)
Cllr K. Avenell
Cllr L. Douglass

Also in Attendance:

Mrs F LeBon (Clerk)

The Chairman welcomed all to the meeting and read out the rules to allow the recording of the meeting.

1. Apologies and acceptance for absence

Apologies were received from Cllr Diffey and Cllr Franklin. These were **ACCEPTED**.

2. Declarations of Interest and Dispensations

None raised

3. To Approve the Minutes of the Meeting 5th July 2022

The Minutes had been circulated from the meeting of 5th July 2022. These were **AGREED**.

Matters arising from the minutes were:

- The planning application for the extra car parking in the allotment extension area was in progress. All that requires completion is the design and access statement.
- The keypad has been installed on the allotment toilet block. The new lock was due to be installed on 31st August.
- The person who is hoped to take on the community allotment has yet to be contacted.

4. Public Participation

None raised

5. Allotments

a. To Receive Report of Meeting with Drayton Farms on 8th August 2022

The Clerk and the Head Groundsman met with representatives from Drayton Farms on the 8th August.

Matters discussed were:

1

Approved.....

Date.....

Hellesdon Parish Council Playing Fields, Amenities & Allotments Committee
Minutes 30th August 2022

- Maintenance of the vegetation between Cottingham’s Park and Drayton Farms. A management plan was agreed to ensure that the boundary vegetation does not shade the farmland and create a full hedge.
- The necessity to not have any fires on the allotment site, due to terms and conditions of Drayton Farms’ insurance.
- The planning application for a permanent car parking area on the allotment extension area, which was supported by Drayton Farms in principle.

b. To Review Area Outside Plot 132

Pictures of the stand pipe close to plot 132 were reviewed. It was **AGREED** to excavate this area to check for a minor leak in the pipework.

The Clerk reported that a large bough of a tree had come down and was potentially damaging the fencing at the allotments. Highways had been advised as it was believed to be a highways tree.

6. Tennis Courts

a. To Consider Report for Options for Increasing Tennis Participation and Agree Preferred Option

Options were considered utilising the Lawn Tennis Association’s proposal for funding to improve the provision for tennis and for engaging with National Tennis to improve the management process of the courts.

It was **AGREED** after a proposal from Cllr Douglass and a second from Cllr Avenell that the proposal for funding for a new Smart Gate should be accepted and that National Tennis should be engaged to manage the tennis provision in exchange for a license fee and profit share.

7. Parks

a. To Consider Fencing Replacement Quotes for the Recreation Ground

A report from the senior admin officer was presented to the council with three quotes for the replacement fencing at the Recreation Ground. It was **AGREED** to proceed with contractor ‘1’ at a cost of £4,995 for 60 metres of fencing.

b. To Receive Report into Condition of Football Pitches and Suitability for Play

It was reported that due to the recent extended drought conditions, the football pitches were unplayable for formal matches. This is due to the hardness of the area and the permanent damage to the grass structure which was likely to ensue. The head groundsman, after consultation with the local FA and neighbouring parishes recommended that no formal matches be permitted on the Recreation Ground until 17th September. This will be subject to review on 12th September, by which time it is hoped that there would be a prolonged period of rain. This was supported and **AGREED**.

8. Policy Review

a. To Receive Tree Policy

Subject to rewording of para 2 under ‘Damage and Tree Roots’ to make this wording read better, this policy was **AGREED**.

9. Exchange of Information

Cllr Avenell reported a trip hazard on the Recreation Ground close to the wildlife area. The Clerk will ask the grounds team to attend.

10. To confirm the date, time and venue of the next meeting

This was **AGREED** as Tuesday 4th October at p.m., where the 2023/2024 budget will be discussed.

MEETING CLOSED AT 8.25pm

**Minutes of the meeting of the Property, Policy & Resources Committee held on
Thursday 4th August 2022 at 7pm at
Hellesdon Parish Council Offices, Diamond Jubilee Lodge, Woodview Road, Hellesdon**

Present:

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

Also in Attendance:

F LeBon – Clerk

The Chairman welcomed members and opened the meeting at 7pm.

1. **Apologies and acceptance for absence**
Apologies were received from Cllr Douglass. These were **ACCEPTED**.
2. **Declarations of Interest and Dispensations**
No declarations of interest made.
3. **To Approve the Minutes of the Meeting Held on 30th March 2022**
Minutes had been circulated from the meeting held on 30th March 2022. These were **AGREED**.
4. **Public Participation**
No public present at the meeting.
5. **To Receive Report into Meeting with Norfolk County Council Library Services to Discuss Barrier Protection for the Library**
Further to the agreement at full council on 14th June 2022, a meeting was held with Norfolk County Council on 14th July to discuss protection of Hellesdon Library from further vehicle strikes. Discussions occurred as to the responsibilities of protecting a Norfolk County Council asset and it was agreed that this was, and always had been, the responsibility of Norfolk County Council. At a senior level it had already been agreed that Norfolk County Council would fund any barrier scheme and there had been no mention of the parish council contributing.
Cllr Gurney confirmed that it was always Norfolk County Council’s intention to start the barrier scheme once the repairs to the library had been completed. Once the scheme is presented to the Parish Council, this would be opportunity to formalise parking arrangements with Norfolk County Council.

Approved.....

Date.....

6. Policy Review

a) To Receive Report on Policy Review Schedule

The Clerk provided a draft policy review schedule, created as result of recommendations by the Internal Auditor. It was **AGREED** to redesign the schedule so that a reduced amount of policies can be considered by this committee at each meeting, on an annual basis. Documents such as Standing Orders will remain with full council for review at each Annual Meeting.

b) To Review Policies (as detailed)

The following was **AGREED** after a proposal from Cllr King and a second from Cllr Gurney:

Policies Agreed	Policies to be Deferred to Allow More Time for Scrutiny
Accessibility to Information	Complaints
CCTV	Customer Service
Data Protection	Grant Making
Disability and Accessibility	Information Security
Filming and Recording	Media Relations
Freedom of Information	London Bridge (to review after meeting with Rev. Alder)
GDPR	Publication Scheme
Graffiti	Recruitment and Selection
Lone Working	Retention of Documents
Planning Protocol	Management of Outdoor Surfaces
	Social Media
	Subject Access Request
	Unreasonably Persistent Behaviour

The Tree policy is to be delegated to the Playing Fields, Allotments and Amenities Committee.

7. Health and Safety

a) To Consider Adoption of the Health and Safety Policy Manual

b) To Consider Adoption of the Health and Safety Handbook

Both these documents were considered together. Discussions occurred as to the reference to an appointed mental health first aider and how this would work in a small organisation. It was **AGREED** that mental health awareness training sessions should be investigated, which could be accessed by both staff and councillors, rather than appointing a permanent mental health first aider.

Due to the importance and size of these documents, it was **AGREED** to defer their review until the next meeting to allow extra time for scrutiny. The Staffing Committee should also have an input into their review.

8. To Review Financial Reports (to 25th July)

a) Balance Sheet

b) Earmarked Reserves

c) Income and Expenditure

d) Budget

All sections of item 8 were reviewed. The Clerk confirmed, in her position as RFO, that the agreed financial reserves management was in place and ringfenced. Discussions occurred as to funds available at short notice should an opportunity arise.

Approved.....

Date.....

9. Hellesdon Community Centre Priorities (as agreed by full council on 12th July)

To Consider Quotations for:

a) Cabling Groundworks on Driveway

These are required to complete the electrical circuit as there is currently a fault in the aged cabling that is being recorded when Empower test their works. The project manager had sought quotes and it was **AGREED** to appoint a contractor at £3,700 + VAT.

b) Kitchenette

To enable Hellesdon Parish Council's aspirations to open a community café, the kitchen needs to be kept hygienically clean and within the parish council's control. It is difficult to meet these conditions with hirers utilising the kitchen after hours. The doctors room is to be kitted out with a kitchenette for hirers to use for basic kitchen needs. A design has been agreed with Howdens at a cost of £3,771.68 + VAT. It was **AGREED** to purchase this kitchen and to make payment up front to enable installation on 9th August. The project manager had sought quotes for installation and it was **AGREED** to appoint a contractor at £2,900.

c) Storage Area

As a result of removal of the storage facilities to the east of the building, partially as a result of them being damaged by the water ingress and needing to remove the ceiling, tender prices have been obtained to kitting out the Bush Room with permanent blockwork storage facilities. These had been cost prohibitive so the project manager is in the process of obtaining alternative quotes from smaller, more local businesses. Temporary storage facilities are also being considered. This was **NOTED**.

10. To Consider Request for a Dog Bin in the Alley Way Between Drayton Wood Road and Woodland Road

A parishioner had raised concerns about the impact of the removal of a dog bin by Broadland Council, that was sited between Drayton Wood Road and Woodland Road. Broadland Council had advised that Hellesdon Parish Council could replace the bin and pay the emptying cost of £3.80 per week.

It was **AGREED** that the Clerk should escalate this with Broadland Council, for them to replace their bin, as the removal is causing dog waste to be left in the alleyway and on land belonging to the complainant.

11. To Consider a Resolution under the Public Bodies (Admission to Meetings) Act 1960 to Exclude the Press and the Public for the Duration of Items 12 and 13 in View of the Confidential Nature of the Business to be Transacted.

This was **AGREED**.

12. To Review Pension Provision and Associated Local Government Pension Scheme Policy

Options for pension provision for new members of staff were discussed. It was **AGREED** that new members of staff should be offered a NEST pension with a 5% employer contribution on all earnings and a 5% employee contribution. Discussions occurred as to discretion being used for senior positions should this be prohibitive to an appointment. This is to be revisited on a case by case basis and would be dependent upon prevailing market conditions.

Approved.....

Date.....

13. To Consider Land Matter Valuation

A quote for £1750 + VAT + reasonable disbursements was **ACCEPTED** with a £500 limit on disbursements.

14. Items for the Next Agenda and for Other Committees

The condition of the two bus shelters close to Asda was discussed along with their usage by Hellesdon residents, and whether this would be an appropriate project for the parish partnership scheme. Cllr Gurney will look into this further from a county perspective and report back.

15. To confirm that date of the next meeting.

Monday 12th September

The meeting closed at 9.55pm.

DRAFT

Approved.....

Date.....

**Minutes of the meeting of the Property, Policy & Resources Committee held on
Monday 26th September 2022 at 7pm at
Hellesdon Parish Council Offices, Diamond Jubilee Lodge, Woodview Road, Hellesdon**

Present:

Cllr B Johnson – Vice Chair of the Committee (Chaired the Meeting)
Cllr D Britcher
Cllr R Forder
Cllr S Gurney

Also in Attendance:

F LeBon – Clerk

The Chairman welcomed members and opened the meeting at 7pm.

1. Apologies and acceptance for absence

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

2. Declarations of Interest and Dispensations

No declarations of interest made.

3. To Approve the Minutes of the Meeting Held on 4th August 2022

Minutes had been circulated from the meeting held on 4th August 2022. These were **AGREED**.

The following updates were given:

Item 5: Norse are to send the plans for the library barrier scheme to the council.

Item 7: The Health and Safety policy had yet to be seen by the staffing committee.

Item 9: The cabling on the driveway had been installed but not connected. The kitchenette has been installed, with the exception of the dishwasher. The storage area project remains on hold.

Item 10: No response has been received from Broadland Council about the reinstallation of the dog bin between Drayton Wood Road and Woodland Road. The Clerk is to chase up.

Item 14: Cllr Gurney has emailed Norfolk County Council in relation to the bus shelters and whether this should form part of developer contributions to Highways.

Pressure has been placed on Persimmon as to why the road closure on Hospital Lane has overrun. This has now been opened to emergency services. Further roadworks relating to this development are imminent.

There was no call in for the Meadow Way 20mph Traffic Regulation Order, and this has now been passed.

Approved.....

Date.....

4. Public Participation

No public present at the meeting.

5. Policy Review

a) To Receive Report on Policy Review Schedule

The policy review schedule had been amended so that all policies could be reviewed in the same financial year. This schedule was **ACCEPTED**.

b) To Review Policies

The following policies were **AGREED**. It was noted that the London Bridge Protocol should be subject to additional review in due course as a result of matters raised after the death of her Late Majesty.

- Complaints Policy
- Customer Service Policy
- Debt Management Policy
- Grant Making
- Information Security
- Media Relations
- London Bridge Protocol
- Publication Scheme
- Recruitment and Selection
- Retention of Documents
- Management of Outdoor Surfaces
- Social Media
- Subject Access Request
- Training and Development
- Unreasonably Persistent Behaviour

6. Health and Safety

a) To Consider Adoption of the Health and Safety Policy Manual

b) To Consider Adoption of the Health and Safety Handbook

Both these documents were considered together. It was **AGREED** to adopt these documents subject to a minor amendment to the Electrical Safety section, an assessment of acronyms and for a final review by the Head Groundsman from a practical perspective.

The Clerk is to find out the terms and conditions of the contract agreed with Worknest.

7. To Review Ground Rent for Horticultural Building

Discussions occurred as to the understanding of previous rent collections on the building which belongs to the Horticultural Society but stands on parish council land. The finances were negligible, however it was important to find out where the liability for the building lies. The Clerk is to find out if the Horticultural Society are insuring the property, what is being stored there and whether there are risk assessments in place.

8. To Consider a Resolution under the Public Bodies (Admission to Meetings) Act 1960 to Exclude the Press and the Public for the Duration of Item 9 in View of the Confidential Nature of the Business to be Transacted.

Approved.....

Date.....

This was **AGREED**.

The Meeting was Closed to the Press and Public

9. To Receive Update on Land Matter Valuation

The Clerk provided documentation on policies and financial information. The valuation is still awaited and is being actively chased by the Clerk. It was **AGREED** to accept the offer of a meeting with the other party and this will be attended by Cllrs Gurney, Johnson, Britcher, Forder and the Clerk.

The Meeting was Reopened to the Press and Public

It was **AGREED** to ratify an item of emergency expenditure of £13,000 + VAT for fire curtains in the loft space of the community centre to conform with requirements of Building Control.

10. Items for the Next Agenda and for Other Committees

Valuation.

Cllr Gurney provided the meeting with an update on the Asylum Dispersal project which has commenced in Hellesdon. A meeting has been called for 4th October for District Councillors and the Clerk and a report will be given to Full Council.

11. To confirm that date of the next meeting.

To be arranged when further information on item 9 is received.

The meeting closed at 9.55pm.

Approved.....

Date.....

Item 11a - To Receive Report on Community Centre Reopening

The community centre was able to reopen on the target date, as set by the builders, on 1st October 2022. The first event was a success and those in attendance were very complimentary about the building. All staff worked extremely hard during the lead up to 1st October to ensure that the building was in a fit condition for our hirers.

An unforeseen issue was a requirement from Building Control for fire curtains to be installed in the loft space. Quotes had been sought by the Project Manager and the best value quote was for £13,000, and this was duly authorised by PP&R as part of the building project on 26th September, enabling work to be instructed to the satisfaction of Building Control.

Replacement of the AV equipment which was removed has been deferred to allow the Parish Council time to consider whether the council's existing PA system is suitable for the needs of hirers. The new speakers which will be required will be superior to the PA system, and most hirers will now expect a Bluetooth system. This is an ideal opportunity to future proof the AV equipment in the centre.

Weekly meetings intend to remain in the programme between the Clerk and the Project Manager to establish a final settlement figure for the works. Some items still require replacement and discussions are ongoing as to whether they are like for like or deemed as betterment.

There are still some works outstanding, such as the replacement blinds, but there is nothing that is preventing the centre from reopening.

Item 11b - To note decisions made by the Community Centre Committee on 29th September 2022

See appended draft minutes

Item 11c - To Agree Budget to be Taken from General Reserves for Community Centre Café

At the community centre meeting on 29th September, the following budget was agreed for the equipment for the community café:

Equipment (ex coffee machine) + 10% contingency	£2,913.47 (as detailed in attached)
Coffee Machine	£3,250.00 (based on attached report)
	£6,163.47

+ an additional card machine and round black trays

Subsequent to the meeting the need for an insectecutor has also been identified. These can be purchased for [£55](#) plus installation.

Initial stock will also have to be taken from general reserves, but this a revenue cost rather than a capital cost of set up. Initial stock costs are expected to be £500 and a cost code for trading income and expenditure should be set up.

**Minutes of Hellesdon Community Centre Committee meeting
Thursday 29th September 2022 at 7pm
at Hellesdon Parish Council Chamber, Diamond Jubilee Lodge**

Present

Cllr R. Forder (Chair of committee)
Cllr U. Franklin
Cllr S. Gurney
Cllr B. Johnson

Also in attendance
District Cllr S. Prutton and Mrs F. LeBon (Parish Clerk)

Welcome

The Chairman opened the meeting at 7pm and thanked everyone for attending

1. Apologies and Acceptance for Absence

Apologies were received from Cllr D. King, these were **ACCEPTED**.

2. Declarations of Interest and Dispensations

None received.

3. Approval of the Minutes from the Meeting of 9th August 2021

The minutes of the committee meeting dated 9th August 2021 had been previously circulated. These were **AGREED**

4. Public Participation (as permitted by Standing Order 3.d & 5.k. xiii)

Cllr Prutton requested that she be permitted to speak at the time item 8 is to be discussed. This was **AGREED**

5. Community Centre Re-opening

a) To Receive Report on Refurbishment Project.

The Clerk advised that Building Control had attended site today and were happy with the refurbishment project and for the community centre to open on 1st October, as the contract for the installation of the fire curtains in the loft space had commenced. Building Control had requested the toddler gate not to be put back up as this risks restricting egress in the event of a fire. As a result, the posts on which the gates were to hang are to be removed.

The replacement speakers had also been deferred to allow the council time to consider an improved PA system which would be more suitable for the requirements of hirers.

1

Approved.....

Date.....

Hellesdon Community Centre Committee 29th September 2022

b) To Consider Requirements and Advice for Fire Safety Strategy

The Clerk reported that in the course of the building work some matters had been raised which would need to be considered in the future as part of the fire risk strategy. These included:

- Replacement doors on the corridor
- Fire warden and fire extinguisher training (to discuss with the staffing committee)
- Grab packs for the emergency services.

These will be considered as part of a longer term strategy and budget.

c) To Agree Pricing for Hire of Community Centre and Ancillary Services

The following pricing was **AGREED**:

Standard Rates

These rates are for those who hire the community centre privately for parties or for those who operate as a business:

Room / Service	Price (including VAT)
Marjorie Lewis Room	£25.92 per hour
Sylvia Watling Room	£19.44 per hour
Olive Haseltine Room	£18.00 per hour
Spraggins Room	£16.20 per hour
Kitchenette (for making Teas / Coffees)	£6.48 flat rate
Kitchenette (for food prep)	£19.44 flat rate
Full Stage	£12.00 flat rate
Half Stage	£9.00 flat rate
Storage (based on 1 x metal cabinet – or as otherwise agreed)	£12 per month
Hot Water Flask in Room (2.5l) and 15 cups (or part thereof) set up and cleared away by caretakers. Tea/coffee etc not provided	£7.50 per flask

Community Rates

These rates are given for registered charities or other not for profit groups where all income is reinvested into the group and not used as drawings / salaries. Evidence of non-profit status may be requested.

Room / Service	Price (including VAT)
Marjorie Lewis Room	£12.96 per hour
Sylvia Watling Room	£9.72 per hour
Olive Haseltine Room	£9.00 per hour
Spraggins Room	£8.10 per hour
Kitchenette (for making Teas / Coffees)	£3.24 flat rate
Kitchenette (for food prep)	£9.72 flat rate
Full Stage	£6.00 flat rate
Half Stage	£4.50 flat rate
Storage (based on 1 x metal cabinet – or as otherwise agreed)	£6 per month
Hot Water Flask in Room (2.5l) and 15 cups (or part thereof) set up and cleared away by caretakers. Tea/coffee etc not provided	£3 per flask

2

Approved.....

Date.....

Hellesdon Community Centre Committee 29th September 2022

d) To Agree Terms and Conditions of Hire

Draft standard terms and conditions of hire were presented to the committee. Cllr Forder advised that these need to be updated in due course should the PA system be upgraded, as apps such as Spotify do not allow for public broadcast.

Discussions occurred regarding the use of inflatable play equipment in the building. It was **AGREED** after a proposal from Cllr Johnson and a second from Cllr Franklin that inflatable play equipment should be permitted in the building subject to an adequate waiver being signed by the hirer to ensure it is understood that Hellesdon Parish Council accepts no liability for injury or damage relating to use of the inflatable. The standard terms and condition of hire were **AGREED**.

e) To Agree Charges for Bar Operation

The Clerk advised that there is no formal agreement in place for the external contracting of the bar. Discussions occurred as to the operation of the bar facility and whether there should be a payment, fixed or percentage, for the contract works. It was **AGREED** that the Clerk should continue to look into this, including the location of the original agreement between The Bull and the Parish Council for the gift of the driveway land to see what the restrictive covenants are.

6. Community Cafe

a) To Agree Requirements for the Opening of the Community Café

The Clerk presented a list of equipment required for the kitchen. Cllr Forder had sought advice about chopping boards as it was felt that the wooden ones were more hygienic than plastic ones. As only the plastic boards come in the correct colours required for food hygiene requirements, the council should purchase the coloured plastic boards but must replace them at the first sign of damage. Discussions occurred as to a till that could ensure the correct VAT rates were allocated and also allow for stock control. A suitable second hand till had been sourced and it was **AGREED** that this would be adequate. The list of equipment totalled £2,648.61 (excluding the coffee machine) and it was **AGREED** that a recommended budget of £2913 should be allocated to the project (the equipment cost plus 10%) and also the allowance for new card machine and some round black trays. It was also **AGREED** that the Clerk should highlight this list as to the urgency of each item to present to full council.

The Clerk provided a report into the preferred option of coffee machine, when marked against the following criteria:

- The necessity for a commercial product.
- The quality of drinks served.
- The ease of use of the machine.
- The ease of cleaning of the machine (inside and out).
- The benefit to as broad a range of clients as possible.

The recommendation of the Café Supervisor and the Clerk was that the Lavazza Wega was the most suitable product for the café. Discussions occurred as to the preferred method of purchase (outright, HP or rent) and it was **AGREED** that the recommendation to full council should be for an outright purchase at £3,250, but the Clerk should check on the annual servicing costs to ensure this is the best value for money.

Finally, the proposed menu and pricing was discussed. It was **AGREED** that all the pricing was in line with the aspirations of the café, with the exception of the coffees which were reduced by 20p each.

7. Community Centre Official Reopening Event

The Clerk gave a brief overview as to what had been agreed by the Events Committee so far. Lady Dannatt’s office has provided a protocol sheet which is to be completed by the Parish Council prior to the event.

3

Approved.....

Date.....

Hellesdon Community Centre Committee 29th September 2022

Cllr Gurney reported that she had been in touch with Hellesdon High School regarding the music. The Clerk is to look at the piano stool to see if it requires any remedial works as a result of being damaged in the community centre.

Cllr Gurney explained that she had arranged for Inchcape to provide some framed photos of the history of Mann Egerton. This is a project that a late parishioner had started, therefore the widow of this parishioner should be invited to the opening event so she can see the results of the project.

8. To Consider Correspondence from Cllr S. Prutton Regarding the Dementia Support Group

*It was **AGREED** that Cllr S. Prutton should be permitted to speak on this item*

Discussions occurred as to the actual needs of the Dementia Support Group as conflicting information had been given to Cllr Prutton and Cllr Gurney.

Concerns were raised about the qualification of the Dementia Support Group to qualify for Good Causes for Hellesdon, as the group was unconstituted.

It was **AGREED** that Cllr Gurney should speak with Norfolk County Council to see if there is any funding available to replace the MONUMENT funding which has been lost, in support of the Dementia Support Group.

9. Items for the Next Agenda

Budget.

To Review Opening of the Community Centre

10. To confirm the date, time and venue of next meeting

The next meeting of the Community Centre Committee to be confirmed.

Meeting closed at 9.25pm

4

Approved.....

Date.....

Hellesdon Community Centre Committee 29th September 2022

Community Café – Kitchen set up

Description	Supplier	Link	Cost (ex VAT)
Coffee Machine	Calypto Coffee	See Separate Report	
80/20 Fridge Freezer for kitchen	Currys	https://www.currys.co.uk/products/montpellier-retro-mab346k-8020-fridge-freezer-black-10220551.html	£441
Upright Freezer (for out of kitchen)	Curry	Buy BEKO Pro FFP1671S Tall Freezer – Silver Currys	£441
Cash register suitable for stock control and different types of VAT	Eastern Cash Registers	Cash Registers - Eastern Cash Registers (ecr-tech.co.uk) suggest Sam-4s ER940 (price covers setup, programming, installation and training). Alternatively can purchase from SAM4s Cash Register ER940 Cash Tills Direct For £554 (includes programming and 1 year telephone support). They also have a second hand product for £430 (inc programming)	£795
Food Mixer	Currys	Buy KENWOOD Prospero+ KHC29.NOSI Stand Mixer - Silver Currys	£175
Hand Blender	Currys	Buy SALTER Cosmos EK4248 Hand Blender - Stainless Steel Currys	£17.50
Display Cover	Nisbets	Olympia Polycarbonate Rolltop Cover GN 1/1 - CM930 - Buy Online at Nisbets	£35.99
Display – Wicker	Nisbets	Wicker Metal Frame Basket 1/1 GN - F760 - Buy Online at Nisbets	£40.99
Cutlery Tray (covered)	Nisbets	APS Cutlery Tray With Cover 510 x 280mm - FT157 - Buy Online at Nisbets	£63.99
Saucepan set	Asda	Tefal Origins 5 Piece Panset - ASDA Groceries	£55
3l Saucepan	Asda	Scoville Neverstick 20cm Saucepan - ASDA Groceries	£16
390mm rectangular cake tin x2	Nisbets	Circulon Rectangular Cake Tin 390mm 46143 - DE501 - Buy Online at Nisbets	£24.98
290mm loaf tin x 2	Nisbets	Circulon Loaf Tin 290mm - DE504 - Buy Online at Nisbets	£19.80
Muffin tin x2	Nisbets	Circulon Carbon Steel Muffin Tin 12 Cup - DE505 - Buy Online at Nisbets	£25.98
2l food tray x 2	Nisbets	Araven Deep Food Tray Black 2Ltr - FT615 - Buy Online at Nisbets	£11.98
5l Food tray x 2	Nisbets	Araven Deep Food Tray Black 5Ltr - FT617 - Buy Online at Nisbets	£21.98

10l food tray	Nisbets	Araven Deep Food Tray Black 10Ltr - FT619 - Buy Online at Nisbets	£18.99
Electric Scales	Nisbets	Nisbets Essentials Electronic Scale 5kg - DA091 - Buy Online at Nisbets	£11.99
Allergen coded chopping boards and knife set	Nisbets	Special Offer Hygiplas Chopping Boards and Knife Set - S122 - Buy Online at Nisbets	£124.99
Palette Knife	Nisbets	Hygiplas Straight Blade Palette Knife Black 15cm - D402 - Buy Online at Nisbets	£7.49
Allergens Palette Knife	Nisbets	Hygiplas Palette Knife Purple - 4" - FP734 - Buy Online at Nisbets	£5.79
Serrated tomato knife x2	Nisbets	Hygiplas Serrated Tomato Knife Green 10cm - CF898 - Buy Online at Nisbets	£9.98
Bread Knife	Nisbets	Hygiplas Bread Knife 20.5cm - D734 - Buy Online at Nisbets	£17.99
Grater	Asda	George Home 4-Sided Grater - ASDA Groceries	£0.83
1l Mixing Bowl	Nisbets	Polypropylene Mixing Bowl 1Ltr - J274 - Buy Online at Nisbets	£2.49
2l Mixing Bowl	Nisbets	Polypropylene Mixing Bowl 2.5Ltr - J275 - Buy Online at Nisbets	£6.29
4.5l Mixing Bowl	Nisbets	Polypropylene Mixing Bowl 4.5Ltr - J277 - Buy Online at Nisbets	£7.89
Measuring Jugs 2x	Asda	George Home Glass Measuring Jug - ASDA Groceries	£5.00
Oven Gloves x 2	Nisbets	Double Oven Glove 36" - CW488 - Buy Online at Nisbets	£7.18
Food Thermometer x 2	Nisbets	Hygiplas Easytemp Colour Coded White Thermometer - J242 - Buy Online at Nisbets	£13.98
Probe Wipes	Nisbets	Alcohol-Free Quat-Free Food Probe Wipes (Pack of 200) - DE853 - Buy Online at Nisbets	£3.09
Scissors	Nisbets	Hygiplas Scissors White 20.5cm - FX129 - Buy Online at Nisbets	£3.99
Heat Resistant Spoons x 2	Nisbets	Vogue Heat Resistant Serving Spoon 12" - J111 - Buy Online at Nisbets	£9.58
Tongs x 2	Nisbets	Hygiplas Colour Coded Black Serving Tongs 11" - CB153 - Buy Online at Nisbets	£10.38
Allergen Labels	Amazon	Allergen Labels – 600PC Roll of Allergen Stickers – Professional Natasha’s Law Allergy Sticker Labels for Commercial Kitchens & Catering Outlets : Amazon.co.uk: Grocery	£9.99
Prepped Food Labels	Amazon	Prepped Food Labels Roll of 500 : Amazon.co.uk: Home & Kitchen	£5.75
Salt and Pepper Sets x 10	Asda	George Home Salt and Pepper Set - ASDA Groceries	£8.33
Ramekins (pack of 12)	Nisbets	Olympia Whiteware Ramekins 70mm (Pack of 12) - W435 - Buy Online at Nisbets	£21.99
Pedal Bin	Amazon	Addis 50ltr Pedal Bin, Grey Metallic, 518120 : Amazon.co.uk: Home & Kitchen	£17.99

Napkins x3	Amazon	Fsmisc CPD32101 40 x 40 cm 2-Ply Napkins Ideal for Office/ Catering, Pack of 100, White : Amazon.co.uk: Grocery	£11.97
Fridge Freezer Thermometer (2 pack) x2	Amazon	Fridge Thermometer Refrigerator Thermometer,INRIGOROUS Pack of 2 LCD Digital Fridge Freezer Thermometer Monitor with Hanging Hook and Retractable Stand : Amazon.co.uk: Large Appliances	£17.98
1l Food storage (5 pack) x 2	Asda	George Home 1L Plastic Food Storers 5pk - ASDA Groceries	£3.34
250ml Food Storage (5 pack)	Asda	George Home 250ml Plastic Food Storers 5pk - ASDA Groceries	£0.75
Catering Cling Film/Foil/Baking Paper	Nisbets	Vogue Professional Catering Pack (440mm) (Pack of 3) - SA320 - Buy Online at Nisbets	£20.99
Spatula x2	Asda	Scoville Neverstick Silicone Spatula - ASDA Groceries	£6.25
Can opener	Asda	Scoville Neverstick Can Opener - ASDA Groceries	£4.17
Vegetable Peeler	Asda	Scoville Neverstick Peeler - ASDA Groceries	£2.29
Hand Whisk	Asda	Scoville Neverstick Whisk - ASDA Groceries	£3.13
Order Pads	Amazon	Robinson Young Kitchen Order Pads - 1x20pads : Amazon.co.uk: Stationery & Office Supplies	£12.13
Mini Milk Jugs (3 Pack) x 3	Amazon	Alpina Ceramic Set Of 3 Creamer Jug White Milk Jug Mini Traditional Bellied Cream Poured Serving Churn Jug Individual Sauce Gravy Custard Pouring Jug : Amazon.co.uk: Home & Kitchen	£11.97
Plastic Aprons (100)	Amazon	100 x 1Above Disposable White Polythene Aprons 20 Micron Strong Multipurpose UK Manufactured - Plastic Aprons Medical Virus Protection - PPE Aprons Disposable : Amazon.co.uk: Business, Industry & Science	£7.99
Chalk Boards x 2	Amazon	Chalkboards UK Handheld Table Top Blackboard with Plinth, Wood, Black, 31 x 21 x 4 cm : Amazon.co.uk: Stationery & Office Supplies	£19.00
Liquid Chalk	Amazon	Buyzia Liquid Chalk Pens 6mm Reversible Tip Neon Color Markers for Non Porous Surfaces - 8 Pack : Amazon.co.uk: Stationery & Office Supplies	8.49
			£2648.61

Facilitating the Serving of Coffee in Hellesdon Community Café

The Café Supervisor and The Clerk have been working together to establish the best way to serve coffee in the new community café. When reviewing products, the following were considered:

- The necessity for a commercial product.
- The quality of drinks served.
- The ease of use of the machine.
- The ease of cleaning of the machine (inside and out).
- The benefit to as broad a range of clients as possible.

A recommendation was received for a local company, but they did not respond to voicemails. This does not instil confidence for good customer service going forwards.

A second local company was contacted, and the Clerk and Café Supervisor attended their showroom on 21st September. During this visit, we focused on trying the following machines:

- 1) A 'bean to cup' push button machine.
- 2) An Espresso Pod Machine
- 3) A full Barista machine.

We were able to practise operating these machines, taste the quality of the drinks and be shown how to clean the machines after use.

Our original thoughts were to look for a 'bean to cup' machine for sheer ease of use. We were shown the Bravilor Bonamat.

This holds ground coffee beans, chocolate powder and milk powder and can serve 8 types of drink (espresso, crema coffee, cappuccino, latte, latte macchiato, hot chocolate, hot chocolate deluxe and hot water for tea).

The quality of the drinks were ok and would be suitable for our establishment. However, the drinks were very limited. For example, you could not have decaffeinated versions of the drinks and those who could not have dairy products, for medical, religious or ethical reasons were excluded from most of the products.

The Barista we spoke to also raised concerns about using this machine due to our proposed opening hours (currently proposed at 2 days per week) as the ground beans go bitter within 48 hours. This would mean wasting the ground beans every Thursday on a full clean out as the beans would not be suitable for the next Tuesday. It has been suggested that we should only add the beans required for the day, but this would be onerous when it is not known how many would be required, and would still necessitate an element of wastage.



Bravilor Bonamat – Bean to Cup Machine

We then moved onto the Espresso Pod machine and were shown a Lavazza Wega. Before seeing the machine we had discounted it as we assumed that a pod machine would be along the lines of a domestic Dolce Gusto machine. However this was far from the case. The machine does run on pods, which are available in a 'one shot', 'two shot (to do two cups at a time) and a decaf version.

There is the functionality to do 'foamed milk' for cappuccinos and 'warm milk' for lattes and hot chocolates. These can be used with different types of milks so there is no lost market and there is the option to add syrups for extra profit.

The machine was tested for ease of use and as it's still on a push button, it is still very easy to use and allows the operative to walk away and complete other tasks whilst the drink(s) are being made, without fear of the cup overflowing.

The drinks were tasted and they were of a significantly high quality, a much more impressive drink that the bean to cup could provide, which would allow our café to make a very strong name for itself and allow a suitable level of pricing to ensure that the drinks make a strong profit yet still ensure repeat custom. We were encouraged by the Barista not to undersell ourselves on this type of quality product. We could do this and still remain under the price of local chains such as Costa.

The level of cleaning is also much reduced with a full clean only required once a week. The machine self cleans with steam and only requires a damp cloth wipe on the milk utensils

The coffee is sourced from a fairtrade source and the plastic pods are recyclable meaning that the council is acting responsibly with its product from source to disposal.



Lavazza Wega

The machine we used was capable of two coffees at a time. There is an upgraded product that could make up to four drinks at a time, but this was deemed as unnecessary for the level of business we anticipate.

The final consideration was a full Barista machine. We didn't spend too much time looking at this option as it is designed for a considerable commercial enterprise such as Costa. The complexity and cost of this machine would not be suitable for our level of business.

Recommendation.

The Lavazza Wega Espresso Pod machine would be best suited to our business, in terms of all the criteria tested against. As a reminder, these were:

- The necessity for a commercial product.
- The quality of drinks served.
- The ease of use of the machine.
- The ease of cleaning of the machine (inside and out).
- The benefit to as broad a range of clients as possible.

This machine would also be suitable for us as the business grows, future proofing and allows ease of use should staff change in the short term (eg: to cover for holidays or in the event of illness).

The cost options for this machine are as follows:

Option	Cost (ex VAT)
Option 1 – Purchase outright This is the most cost effective option, but does increase start up costs. Includes set up and softener installation	£3,250
Option 2 – HP This spreads the cost over 3 years, but with interest. We own the machine at the end of the period. Includes set up and annual service for 3 years.	*£113.30 per month for 36 months
Option 3 – Rent This is the most expensive option and we will never own the machine. It covers installation, all maintenance, callouts and servicing.	£120 per month

*indicative amount as of 21st September

With this machine would also come free cups of varying sizes (eg: cappuccino and espresso)

It would also come with a free drinks menu board which we can amend to our liking:



The company is also trying to source a promotional 'A' Board to assist us, free of charge. And also giving guidance on loyalty scheme cards.



On the basis that this machine has a life expectancy of approximately 10 years, it would be more cost effective to purchase the machine, whether through an outright purchase or HP. Appropriately priced, the HP cost would be covered by selling 15 cups of coffee per week.

DIGNITY AT WORK POLICY

Hellesdon Parish Council believes that civility and respect are important in the working environment, and expect all councillors, officers and the public to be polite and courteous when working for, and with the council.

Purpose

Hellesdon Parish Council is committed to creating a working environment where all council employees, councillors, contractors and others who come into contact with us in the course of our work, are treated with dignity, respect and courtesy. We aim to create a workplace where there is zero tolerance for harassment and bullying

In support of this objective, Hellesdon Parish Council has signed up to the Civility Pledge, as a commitment to civility and respect in our work, and politeness and courtesy in behaviour, speech, and in the written word. Further information about the Civility and Respect Pledge is available [NALC](#) & [SLCC](#)

We recognise that there is a continuum where unaddressed issues have the potential to escalate and become larger, more complex issues and this policy sets out how concerns will be managed however the emphasis of this policy is on resolution and mediation where appropriate, rather than an adversarial process.

This document:

- explains how we will respond to complaints of bullying or harassment;
- ensures that we respond sensitively and promptly; and,
- supports our employees in ensuring their behaviour does not amount to bullying and/or harassment by giving examples.

Scope

This policy covers bullying and harassment of and by clerks and all employees engaged to work at Hellesdon Parish Council. Should agency staff, or contractors have a complaint connected to their engagement with Hellesdon Parish Council this should be raised to their nominated contact, manager, or the Chair of the Council, in the first instance. Should the complaint be about the chair of the council the complaint should be raised to the vice chair.

Agency staff, or contractors are equally expected to treat council colleagues, and other representatives and stakeholders with dignity and respect, and the council may terminate the contract, without notice, where there are suspicions of harassment or bullying.

Complaints about other employment matters will be managed under the council's grievance policy.

It is noted that the management of a situation may differ depending on who the allegations relate to (e.g. employees, contractor, councillor), however, the council will take appropriate action if any of its employees are bullied or harassed by employees, councillors, members of the public, suppliers or contractors.

The position on bullying and harassment

All staff and council representatives are entitled to dignity, respect and courtesy within the workplace and to not experience any form of discrimination. Hellesdon Parish Council will not tolerate bullying or harassment in our workplace or at work-related events outside of the workplace, whether the conduct is a one-off act or repeated course of conduct, and whether harm is intended or not. Neither will we tolerate retaliation against, or victimisation of, any person involved in bringing a complaint of harassment or bullying. You should also be aware that, if you have bullied or harassed someone (e.g. physical violence, harassment), in some circumstances the treatment may amount to a crime punishable by a fine or imprisonment.

We expect all representatives of the council to treat each other with respect and uphold the values of the code of conduct, civility and respect pledge, equalities policy, and all other policies and procedures set by the Council.

We expect you to demonstrate respect by listening and paying attention to others, having consideration for other people’s feelings, following protocols and rules, showing appreciation and thanks, and being kind.

Allegations of bullying and harassment will be treated seriously. Investigations will be carried out promptly, sensitively and, as far as possible, confidentially. See the grievance policy for further details regarding the process. Employees and others who make allegations of bullying or harassment in good faith will not be treated less favourably as a result.

False accusations of harassment or bullying can have a serious effect on innocent individuals. Staff and others have a responsibility not to make false allegations. While we will assume that all complaints of bullying and harassment are made in good faith, in the event that allegations are found to be malicious or vexatious the person raising the complaint may be subject to action under the council’s disciplinary procedure.

Harassment

- Where a person is subject to uninvited conduct that violates their dignity, in connection with a protected characteristic
- Behaviour that creates a hostile, humiliating, degrading or similarly offensive environment in relation to a protected characteristic

Bullying

- Behaviour that leaves the victim feeling threatened, intimidated, humiliated, vulnerable or otherwise upset. It does not need to be connected to a protected characteristic.

What Type of Treatment amounts to Bullying or Harassment?

'Bullying' or 'harassment' are phrases that apply to treatment from one person (or a group of people) to another that is unwanted and that has the effect of violating that person's dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment for that person.

Examples of bullying and harassment include:

- Physical conduct ranging from unwelcome touching to serious assault
- Unwelcome sexual advances
- The offer of rewards for going along with sexual advances e.g. promotion, access to training
- Threats for rejecting sexual advances
- Demeaning comments about a person's appearance
- Verbal abuse or offensive comments, including jokes or pranks related to age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Unwanted nicknames, especially related to a person's age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Spreading malicious rumours or insulting someone
- Lewd or suggestive comments or gestures
- Deliberate exclusion from conversations, work activities or social activities.
- Withholding information a person needs in order to do their job
- Practical jokes, initiation ceremonies or inappropriate birthday rituals
- Physical abuse such as hitting, pushing or jostling
- Rifling through, hiding or damaging personal property
- Display of pictures or objects with sexual or racial overtones, even if not directed at any particular person
- Isolation or non-cooperation at work
- Subjecting a person to humiliation or ridicule, belittling their efforts, whether directly and / or in front of others
- The use of obscene gestures
- Abusing a position of power

Bullying and harassment can occur through verbal and face to face interactions, but can also take place through sharing inappropriate or offensive content in writing or via email and other electronic communications and social media.

It is important to recognise that conduct which one person may find acceptable, another may find totally unacceptable and behaviour could be harassment when the person had no intention to offend. We all have the right to determine what offends us. Some behaviour will be clear to any reasonable person that it is likely to offend – for example sexual touching. Other examples may be less clear, however, you should be aware that harassment will occur if behaviour continues after the recipient has advised you that the behaviour is unacceptable to them.

Harassment can also occur where the unwanted behaviour relates to a perceived characteristic (such as offensive jokes or comments based on the assumption someone is gay, even if they are not) or due

to their association with someone else (such as harassment related to their partner having a disability for example). See the council's Equality Policy.

All employees must, therefore, treat their colleagues with respect and appropriate sensitivity and should feel able to challenge behaviour that they find offensive even if it is not directed at them.

It is important to recognise that bullying does not include appropriate criticism of an employee's behaviour or effective, robust performance management. Constructive and fair feedback about your behaviour or performance from your manager or colleagues/Councillors is not bullying. It is part of normal employment and management routines, and should not be interpreted as anything different.

Victimisation

Victimisation is subjecting a person to a detriment because they have, in good faith, complained (whether formally or otherwise) that someone has been bullying or harassing them or someone else, or supported someone to make a complaint or given evidence in relation to a complaint. This would include isolating someone because they have made a complaint or giving them a heavier or more difficult workload.

Provided that you act in good faith, i.e. you genuinely believe that what you are saying is true, you have a right not to be victimised for making a complaint or doing anything in relation to a complaint of bullying or harassment and the council will take appropriate action to deal with any alleged victimisation, which may include disciplinary action against anyone found to have victimised you.

Making a complaint that you know to be untrue, or giving evidence that you know to be untrue, may lead to disciplinary action being taken against you.

Reporting Concerns

What you should do if you feel you are being bullied or harassed by a member of the public or supplier (as opposed to a colleague)

If you are being bullied or harassed by someone with whom you come into contact at work, please raise this with your nominated manager in the first instance or, with the clerk/or a councillor. Any such report will be taken seriously, and we will decide how best to deal with the situation, in consultation with you.

What you should do if you feel you are being bullied or harassed by a councillor: If you are being bullied or harassed by a councillor, please raise this with the clerk/chief officer or the chair of the council in the first instance. They will then decide how best to deal with the situation, in consultation with you. There are two possible avenues for you, informal or formal. The Informal Resolution is described below. Formal concerns regarding potential breaches of the Councillors Code of Conduct must be investigated by the Monitoring Officer.

The council will consider reasonable measures to protect your health and safety. Such measures may include a temporary change in duties or change of work location, not attending meetings with the person about whom the complaint has been made etc.

What you should do if you witness an incident you believe to harassment or bullying: If you witness such behaviour you should report the incident in confidence to the clerk/chief officer or a councillor. Such reports will be taken seriously and will be treated in strict confidence as far as it is possible to do so.

What you should do if you are being bullied or harassed by another member of staff: If you are being bullied or harassed by a colleague or contractor, there are two possible avenues for you, informal or formal. These are described below.

Informal resolution

If you are being bullied or harassed, you may be able to resolve the situation yourself by explaining clearly to the perpetrator(s) that their behaviour is unacceptable, contrary to the council's policy and must stop. Alternatively, you may wish to ask the clerk/chief officer, your nominated manager or a colleague to put this on your behalf or to be with you when confronting the perpetrator(s).

If the above approach does not work or if you do not want to try to resolve the situation in this way, or if you are being bullied by your own nominated manager, you should raise the issue with the chair of the council. (If your concern relates to the chair, you should raise it with the chair of the personnel/staffing committee). The chair (or another appropriate person) will discuss with you the option of trying to resolve the situation informally by telling the alleged perpetrator, without prejudicing the matter, that:

- there has been a complaint that their behaviour is having an adverse effect on a member of the council staff
- such behaviour is contrary to our policy
- for employees, the continuation of such behaviour could amount to a serious disciplinary offence

It may be possible for this conversation to take place with the alleged perpetrator without revealing your name, if this is what you want. The person dealing with it will also stress that the conversation is confidential.

In certain circumstances we may be able to involve a neutral third party (a mediator) to facilitate a resolution of the problem. The chair (or another appropriate person) will discuss this with you if it is appropriate.

If your complaint is resolved informally, the alleged perpetrator(s) will not usually be subject to disciplinary sanctions. However, in exceptional circumstances (such as extremely serious allegation or in cases where a problem has happened before) we may decide to investigate further and take more formal action notwithstanding that you raised the matter informally. We will consult with you before taking this step.

Raising a formal complaint

If informal resolution is unsuccessful or inappropriate, you can make a formal complaint about bullying and harassment through the council's grievance procedure. You should raise your complaint to the clerk/chief officer or the chair of the council. A formal complaint may ultimately lead to disciplinary action against the perpetrator(s) where they are employed.

The clerk/chief officer or the chair of the council will appoint someone to investigate your complaint in line with the grievance policy. You will need to co-operate with the investigation and provide the following details (if not already provided):

- The name of the alleged perpetrator(s),
- The nature of the harassment or bullying,
- The dates and times the harassment or bullying occurred,
- The names of any witnesses and
- Any action taken by you to resolve the matter informally.

The alleged perpetrator(s) would normally need to be told your name and the details of your grievance in order for the issue to be investigated properly. However, we will carry out the investigation as confidentially and sensitively as possible. Where you and the alleged perpetrator(s) work in proximity to each other, we will consider whether it is appropriate to make temporary adjustments to working arrangements whilst the matter is being investigated.

Where your complaint relates to potential breaches of the Councillors Code of Conduct, these will need to be investigated by the Monitoring Officer. The council will consider any adjustments to support you in your work and to manage the relationship with the councillor the allegations relate to, while the investigation proceeds.

Investigations will be carried out promptly (without unreasonable delay), sensitively and, as far as possible, confidentially. When carrying out any investigations, we will ensure that individuals' personal data is handled in accordance with the data protection policy.

The council will consider how to protect your health and wellbeing whilst the investigation is taking place and discuss this with you. Depending on the nature of the allegations, the Investigator may want to meet with you to understand better your complaint (see the grievance policy for further information, and details of your right to be accompanied).

After the investigation, a panel will meet with you to consider the complaint and the findings of the investigation in accordance with the grievance procedure. At the meeting you may be accompanied by a fellow worker or a trade union official.

Following the conclusion of the hearing the panel will write to you to inform you of the decision and to notify you of your right to appeal if you are dissatisfied with the outcome. You should put your appeal in writing explaining the reasons why you are dissatisfied with the decision. Your appeal will be heard under the appeal process that is described in the grievance procedure.

The use of the Disciplinary Procedure

If at any stage from the point at which a complaint is raised, we believe there is a case to answer and a disciplinary offence might have been committed, we will instigate our disciplinary procedure. We will keep you informed of the outcome.

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

GUIDANCE FOR USING THE DIGNITY AT WORK POLICY

This is an example of an employment policy designed for a council adhering to statutory minimum requirements and does not constitute legal advice. As with all policies it should be consistent with your terms and conditions of employment.

This guidance is provided to support understanding of the policy, and its application, as well as where local adaptations may be required. The guidance is not part of the policy and should be removed from the policy adopted and shared with council employees.

The Dignity at Work Policy will replace a previous 'Bullying and Harassment' Policy, to create a policy that is focussed on encompassing behaviours beyond simply bullying and harassment, and zero tolerance with the aim of dealing with concerns before they escalate. It is important that any commitment made in the policy is applied in practice.

Wording has been suggested to demonstrate a council's commitment to promoting dignity and respect where they have signed up to the NALC, SLCC and OVW Civility and Respect Pledge. Councils that have not signed up to this are requested to consider making this pledge which is based on basic behaviours and expectations of all council representatives to create workplaces that allow people to maintain their dignity at all times. If your council has not agreed to the pledge this wording should be removed.

The policy is drafted with consideration of employment language and terminology that is reflective of a modern working environment, setting a tone that is engaging, collaborative and inclusive. A council may want to update references where relevant to reflect local terminology and structure, however should be considerate of equality, diversity and inclusion.

The examples of bullying and harassment are just that – examples. This should not be considered an exhaustive list.

Notes:

Protected Characteristics

A 'protected characteristic' is defined in the Equality Act 2010 as age, disability, sex, gender reassignment, pregnancy and maternity, race, sexual orientation, religion or belief, and marriage and civil partnership. It is unlawful to discriminate against an individual because of any of the protected characteristics.

Discrimination includes treating people differently because of a protected characteristic. Employees can complain of harassment even if the behaviour in question is not directed at them. This is because the complainant does not actually need to possess the relevant protected characteristic. An employee can complain of unlawful harassment if they are related someone with a protected characteristic, or because a colleague believes they have a protected characteristic.

Examples of harassment related to a protected characteristic could include;

- Making assumptions about someone's ability due to their **age**, or denying development opportunities to someone based on their age. This could also include assumptions about their lifestyle or making inappropriate jokes related to age.
- Making fun or mimicking impairments related to a health condition, or using inappropriate language about disabilities. Constantly selecting social activities that make it impossible for a colleague with a **disability** to participate in.
- Refusing to treat a person as their new gender, or disclosing information about their gender identity could be harassment on the grounds of **gender reassignment**.
- **Pregnancy/Maternity** harassment could include refusing opportunities due to pregnancy or maternity leave, or inappropriate touching and invasion of personal space such as unwanted touching of a pregnant persons stomach.
- Harassment based on **race** could include derogatory nicknames, or stereotyping based on ethnicity. It could include racist comments or jokes, or assumptions about someone's lifestyle based on their ethnicity.
- **Gender** harassment could include not considering people for a job based on gender stereotyping roles, or implementing practices that disadvantage one gender over another. Rude, explicit jokes, even if not directed at an individual, or comments on individuals dress or appearance.
- Regularly arranging team meals over periods of fasting or religious occasions or failing to adjust a dress code to accommodate religious dress could be examples of harassment based on **religion/belief**.
- Excluding same sex partners from social events could be both **sexual orientation** and **marriage/civil partnership** discrimination, as could not offering the same work-related benefits.

A person does not need to be employed or have 2 years qualifying service to make a discrimination claim at a tribunal.

- Job applicants who believe they have not been appointed because of a 'protected characteristic' can make a claim.
- New or established employees who are dismissed, or treated unreasonably because of a health condition can make a discrimination claim.
- An employee subjected to harassment can make a discrimination claim at a tribunal.
- An employee asked to retire can make a discrimination claim at a tribunal

Legal risks

Successful unfair dismissal claims are limited to a compensation cap, whereas those for unlawful discrimination have no cap.

A positive employment culture, and swift action if conduct falls beneath acceptable standards will help mitigate the risks. An unhealthy culture will make it difficult to defend claims.

The time to defend and the cost of defending tribunal claims can be significant, irrespective of the outcome.

Culture and behaviour

We work in eclectic communities and working environments, and a positive culture within the council enables employees with different backgrounds and beliefs to share ideas and shape how the council achieves its objectives for their community.

It is important to recognise that different individuals may find different behaviours bullying or harassing so while there is not always intent to offend or cause harm, that does not mean that the effect of the behaviour has not caused harm or offence.

It can take people a period of time to decide to raise their concerns, as they worry about consequences (perhaps from peers by complaining about a colleague who is popular, or they fear victimisation from the perpetrator or others). The council should consider whether there are opportunities (such as 121s to offer opportunity to reflect on relationships/morale) to identify issues earlier and address negative behaviours. Individuals can often mention concerns they are experiencing but not want to take it further. The council should remind the complainant that it has a zero tolerance to bullying and harassment and remind them of the policy in place to address concerns. If the allegations mentioned are significant, the council may want to suggest that it will need to investigate further, even if a 'grievance' is not raised, so as to ensure that any concerns and risks are managed, and the council is meeting its responsibilities and duty of care as an employer.

Whilst both staff and councillors jointly determine the working culture, councillors are key in demonstrating what is and isn't acceptable behaviour. This is apparent from how councillors behave with each other in council meetings and also in how standards of behaviour are applied through the use of informal discussion and formal policies.

Scope

All council representatives are expected to uphold the values of the Dignity at Work Policy, however this policy sets out how allegations from employees will be managed. As indicated in the policy, concerns from a contractor, agency worker etc. should be raised to the identified person, and an appropriate approach will be considered based on the situation and relationship of the complainant with the council.

Likewise, concerns raised about the behaviour of a contractor or agency worker would not generally be managed via the full process (such as the disciplinary process) but appropriate action would be considered based on the situation. To treat people (such as contractors, or a casual worker) engaged

by the council the same as an employee could blur the status of the employment relationship, so consider seeking professional advice if needed.

Managers

Recognising that councils are of varying sizes, where the term manager/nominated manager is used it is recognised this could be the clerk, another employee of the council, or a councillor depending on the situation. It is good practice to have a clearly identified person who is the responsible 'line manager' or equivalent contact for an employee so that there is clarity on how the employee should report concerns to, who they notify if they are sick or to request leave etc. More often for council employees this may be the clerk, and for the clerk this could be the chair, or possibly chair of a staffing committee.

Bullying and harassment & performance management

The policy sets out that bullying and harassment does not include appropriate criticism of an employee's behaviour or effective, robust performance management. It is not uncommon for an employee, when receiving critical feedback, to claim that this is bullying and/or harassing. It is the role of the nominated manager to provide effective and constructive feedback to encourage performance at the required standard.

Even when the feedback is not positive it should be fair, communicated in a professional and reasonable manner and shared with the objective of aiding understanding and achieving an improvement to overcome the shortfalls. There is no absolute definition of when the feedback may not be appropriate. Often it will be for the person/panel hearing the dignity at work complaint/grievance to determine whether the performance management has upheld the standards expected in terms of respect and civility and any feedback has been shared in a fair and professional way.

Responsibilities

All staff and representatives of the council are responsible for their own behaviour in the workplace and for taking steps to revise unacceptable behaviour and appropriately challenge that of others.

Leaders – councillors, clerks, chief officers, managers - are responsible for ensuring that these standards of treating people with civility, respect and courtesy are upheld, both through their own example, and by communicating and promoting these expectations to all employees. They are also responsible for ensuring that concerns raised are treated seriously and addressed in line with this policy in a timely manner.

During the investigation

Employers have a duty of care to provide a safe place of work. If a complaint is made, discuss how to manage working relationships whilst the allegation is being investigated and until the outcome is disclosed. This is as much for the protection of the alleged perpetrator as for the aggrieved.

Consider whether a neutral person should be offered as a 'listening ear' for both parties in the investigation. This could be a councillor or nominated manager who is not involved in the investigation or allegations and can be a point of check in as raising, or being subject to allegations can be stressful.

Offer other support that may be appropriate to the situation such as signposting to support groups, time off for counselling etc. If you have suspended a staff member, your duty of care continues and it is important to consider their wellbeing and mental health.

Ensure that you communicate regularly with both parties.

The investigation and any subsequent hearing should be completed in accordance with the grievance policy which sets out a process for dealing with concerns. You should ensure that the grievance policy adopted adheres to any local policies and procedures, with consideration of any timescales and escalation routes in your locally adopted policy.

Confidentiality

It may be possible for concerns to be raised with the perpetrator without disclosing the name of the complainant however in a small council it is likely that it will be clear that the accused will know where the accusation has come from. The council representative (clerk/chief officer/councillor) speaking to the alleged perpetrator must be clear that the discussion is confidential and the individual would be at risk of formal disciplinary action if there is any sort of victimisation or retaliation for the individual raising their concern.

During any formal investigation it may be necessary to disclose the nature of the allegations and where they came from to ensure a fair and balanced investigation and process. This should be discussed with the person raising the concerns to understand any issues and how they may be mitigated. In some situations it may be appropriate to provide anonymised witness statements however this would be a last resort, and could compromise the fairness of the process. Where there is a genuine fear of consequences and this may need to be considered, it is recommended that professional advice is sought. For the same reason it can be difficult for a council to consider an anonymous complaint, however if the concerns are significant and compromise the council in their duty of care to employees, then consideration of how the deal with the matter may be required.

Victimisation

All employees have the right to raise genuine concerns without the fear of reprisals. If the aggrieved (or a witness) is treated differently / less favourably because they have raised a complaint, then this is victimisation. This would include isolating someone because they have made a complaint, cancelling a planned training event, or giving them a heavier or more difficult workload. Victimisation can lead to a claim to an employment tribunal.

False allegations

If an employee makes an allegation that they know to be untrue, or gives evidence that they know to be untrue, the council should consider the matter under the disciplinary procedure. Such an allegation would be potentially be gross misconduct.

Complaints against Councillors

Following the Ledbury case, the law is clear that any formal complaint about a councillor regarding a breach of the code of conduct must be referred to the Monitoring Officer for investigation (either by the complainant, or the Council with agreement of the complainant). During the investigation, it is critical to ensure that where an employee of the council has made the complaint, that the council

agrees reasonable measures with the employee to protect their health and safety. Such measures may include a temporary change in duties, change of work location, not attending meetings with the person about whom the complaint has been made etc.

Careful consideration is required where a grievance is raised against the council as a whole due to lack of support related to councillor behaviours. The specific allegations will need to be considered to determine whether the allegations can be addressed by the council, or require exploration of the councillors behaviour in order to respond, in which case the Monitoring Officer may be required to investigate the alleged behaviours of a/any councillors where this may relate to the code of conduct. It is a matter of fact whether the complaint is against the council and can therefore be dealt with by the council's grievance procedure or against a councillor and can only be dealt with by the Monitoring Officer.

DRAFT

Civility and Respect Pledge suggested agenda item:

'To pass a resolution to sign up to the civility and respect pledge'

Definition of Civility and Respect
Civility means politeness and courtesy in behaviour, speech, and in the written word.
Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW), believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.

By our council signing up to the civility and respect pledge we are demonstrating that our council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.

Signing up is a simple process, which requires councils to register and agree to the following statements:

Statement	Tick to agree
Our council has agreed that it will treat all councillors, clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.	
Our council has committed to training councillors and staff.	
Our council has signed up to Code of Conduct for councillors	
Our council has good governance arrangements in place including, staff contracts, and a dignity at work policy.	
Our council will commit to seeking professional help in the early stages should civility and respect issues arise.	
Our council will commit to calling out bullying and harassment when if and when it happens.	
Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme	
Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.	



Local Government Association

Model Councillor Code of Conduct 2020

Joint statement

The role of councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that as councillors we can be held accountable and all adopt the behaviors and responsibilities associated with the role. Our conduct as an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become councillors.

As councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area, taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations.

Importantly, we should be able to undertake our role as a councillor without being intimidated, abused, bullied, or threatened by anyone, including the general public.

This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

Introduction

The Local Government Association (LGA) has developed this Model Councillor Code of Conduct, in association with key partners and after extensive consultation with the sector, as part of its work on supporting all tiers of local government to continue to aspire to high standards of leadership and performance. It is a template for councils to adopt in whole and/or with local amendments.

All councils are required to have a local Councillor Code of Conduct.

The LGA will undertake an annual review of this Code to ensure it continues to be fit-for-purpose, incorporating advances in technology, social media and changes in legislation. The LGA can also offer support, training and mediation to councils and councillors on the application of the Code and the National Association of Local Councils (NALC) and the county associations of local councils can offer advice and support to town and parish councils.

Definitions

For the purposes of this Code of Conduct, a “councillor” means a member or co-opted member of a local authority or a directly elected mayor. A “co-opted member” is defined in the Localism Act 2011 Section 27(4) as “a person who is not a member of the authority but who

- a) is a member of any committee or sub-committee of the authority, or;
- b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee”.

For the purposes of this Code of Conduct, “local authority” includes county councils, district councils, London borough councils, parish councils, town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

General principles of councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the [Seven Principles of Public Life](#), also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor;

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring

Officer.

Standards of councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1. Respect

As a councillor:

1.1 I treat other councillors and members of the public with respect.

1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor-officer protocol.

2. Bullying, harassment and discrimination

As a councillor:

2.1 I do not bully any person.

2.2 I do not harass any person.

2.3 I promote equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and

contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of officers of the council

As a councillor:

3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and access to information

As a councillor:

4.1 I do not disclose information:

- a. given to me in confidence by anyone**
- b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless**
 - i. I have received the consent of a person authorised to give it;**
 - ii. I am required by law to do so;**
 - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
 - iv. the disclosure is:**
 - 1. reasonable and in the public interest; and**
 - 2. made in good faith and in compliance with the reasonable requirements of the local authority; and**
 - 3. I have consulted the Monitoring Officer prior to its release.**

4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.

4.3 I do not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute

As a councillor:

5.1 I do not bring my role or local authority into disrepute.

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in you or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position

As a councillor:

6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. Use of local authority resources and facilities

As a councillor:

7.1 I do not misuse council resources.

7.2 I will, when using the resources of the local authority or authorising their use by others:

- a. act in accordance with the local authority's requirements; and**
- b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.**

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport

- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

8. Complying with the Code of Conduct

As a Councillor:

8.1 I undertake Code of Conduct training provided by my local authority.

8.2 I cooperate with any Code of Conduct investigation and/or determination.

8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.

8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

Protecting your reputation and the reputation of the local authority

9. Interests

As a councillor:

9.1 I register and disclose my interests.

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority .

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Monitoring Officer.

10. Gifts and hospitality

As a councillor:

- 10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.**
- 10.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.**
- 10.3 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.**

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Monitoring Officer for guidance.

Appendices

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in “The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012”. You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

“**Disclosable Pecuniary Interest**” means an interest of yourself, or of your partner if you are aware of your partner’s interest, within the descriptions set out in Table 1 below.

“**Partner**” means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A ‘sensitive interest’ is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a ‘sensitive interest’ you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.
5. [Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]

Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which **directly relates** to the financial interest or wellbeing of one of your Other Registerable Interests (as set out in **Table 2**), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

7. Where a matter arises at a meeting which **directly relates** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.
8. Where a matter arises at a meeting which **affects** –
 - a. your own financial interest or well-being;
 - b. a financial interest or well-being of a relative or close associate; or
 - c. a financial interest or wellbeing of a body included under Other Registerable Interests as set out in **Table 2**

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

9. Where a matter (referred to in paragraph 8 above) **affects** the financial interest or well-being:
 - a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
 - b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

10. [Where you have an Other Registerable Interest or Non-Registerable Interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the

	<p>councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council —</p> <p>(a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.</p>
Land and Property	<p>Any beneficial interest in land which is within the area of the council. ‘Land’ excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.</p>
Licenses	<p>Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer</p>
Corporate tenancies	<p>Any tenancy where (to the councillor’s knowledge)—</p> <p>(a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.</p>
Securities	<p>Any beneficial interest in securities* of a body where—</p> <p>(a) that body (to the councillor’s knowledge) has a place of business or land in the area of the council; and (b) either—</p> <p>(i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were</p>

	spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.
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* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

You must register as an Other Registrable Interest :

- a) any unpaid directorships
- b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
- c) any body
 - (i) exercising functions of a public nature
 - (ii) directed to charitable purposes or
 - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

of which you are a member or in a position of general control or management

Appendix C – the Committee on Standards in Public Life

The LGA has undertaken this review whilst the Government continues to consider the recommendations made by the Committee on Standards in Public Life in their report on [Local Government Ethical Standards](#). If the Government chooses to implement any of the recommendations, this could require a change to this Code.

The recommendations cover:

- Recommendations for changes to the Localism Act 2011 to clarify in law when the Code of Conduct applies
- The introduction of sanctions
- An appeals process through the Local Government Ombudsman
- Changes to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012
- Updates to the Local Government Transparency Code
- Changes to the role and responsibilities of the Independent Person
- That the criminal offences in the Localism Act 2011 relating to Disclosable Pecuniary Interests should be abolished

The Local Government Ethical Standards report also includes Best Practice recommendations. These are:

Best practice 1: Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

Best practice 2: Councils should include provisions in their code of conduct requiring councillors to comply with any formal standards investigation and prohibiting trivial or malicious allegations by councillors.

Best practice 3: Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

Best practice 4: An authority's code should be readily accessible to both councillors and the public, in a prominent position on a council's website and available in council premises.

Best practice 5: Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

Best practice 6: Councils should publish a clear and straightforward public interest test against which allegations are filtered.

Best practice 7: Local authorities should have access to at least two Independent Persons.

Best practice 8: An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to

review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

Best practice 9: Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

Best practice 10: A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

Best practice 11: Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council, rather than the clerk in all but exceptional circumstances.

Best practice 12: Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.

Best practice 13: A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.

Best practice 14: Councils should report on separate bodies they have set up or which they own as part of their annual governance statement and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.

Best practice 15: Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.

The LGA has committed to reviewing the Code on an annual basis to ensure it is still fit for purpose.

Agenda Item 13

To Consider Official .gov.uk Councillor Email Addresses

The Joint Panel on Accountability and Governance (JPAG) is responsible for issuing proper practices about the governance and accounts of smaller authorities. Its membership consists of sector representatives from the National Association of Local Councils, the Society of Local Council Clerks and the Association of Drainage Authorities. Together with stakeholder partners representing the Department for Levelling Up, Housing and Communities, the Department of Environment, Food and Rural Affairs, the Chartered Institute of Public Finance and Accountancy, the National Audit Office, and a representative of the external audit firms appointed to smaller authorities.

New guidance has been issues from JPAG which reads as follows:

The importance of secure email systems and GOV.UK

5.169. Almost all parish and town councils now have an official website, as well as official email accounts. An increasing number of councils also provide official email accounts for their councillors as well as for their Clerk and other officers. When choosing a domain name for the council's website and emails, many local council websites are appropriately making use of the exclusive GOV.UK domain (for example, ourparishcouncil.gov.uk), with email addresses being linked to that domain as well. There are a number of important reasons why local councils of all sizes should ideally obtain an appropriate GOV.UK domain name for their council, and equally importantly, a secure and centrally-managed email system to sit behind it.

First and foremost, obtaining a GOV.UK domain for your council website and email accounts demonstrates the council's official local government status. Members of the public are increasingly cyber security aware, so a GOV.UK domain can also help to build trust, credibility and visibly demonstrates authenticity. Many people will now reasonably expect a local council to have a GOV.UK domain name. You can find out more information about obtaining a GOV.UK domain name [here](#). Your county association may also be able to offer advice and support in this area and you should seek advice from them in the first instance. Some county associations even have local deals with other tier authorities, offering GOV.UK email accounts with existing domains for example.

As well as building credibility for your website, a GOV.UK should also ideally then be used to support your council's official email accounts as well, for both officers and councillors. Getting a GOV.UK domain name is important in this regard - but it's not the only piece of the puzzle. It's also important to have a secure, centrally managed email system. There are many popular systems on the market, including Office 365 (which offers discounts for parish and town councils) and Google GSuite, amongst others. Regardless of which system you choose, there are a number of key benefits to using a commercial email system, rather than just a free email account. Almost all commercial email systems provide a centralised 'dashboard' that gives the council the ability to add, edit and remove users as appropriate. You can also immediately suspend user access in an emergency and, perhaps most importantly, they offer centralised searching of all data contained within the system for effective compliance with Data Subject Access Requests and Freedom of Information Requests.

As there is one central system sending email for all the registered accounts at the domain, regardless of what computer or Internet connection is being used to access it, emails are less likely to be

identified as spam and therefore more likely to be delivered. A business-grade email system with its own spam filters built in is more likely to be able to learn the kinds of email received, and will reduce the risk of

incoming emails being marked as spam or rejected entirely. There exists a myth that having a GOV.UK domain together with a secure email system that sits alongside your website is expensive. The reality is somewhat different, with an increasing number of publicly-available discounts and inexpensive options available in the market, as well as existing deals in place with a number of County Associations. It's also important to remember that the investment required to setup and manage such systems is usually significantly less expensive than dealing the potential problems that can sometimes arise with free systems that don't enable you to fully comply with your council's GDPR, FOI or cyber security obligations, or one that can't be managed efficiently as councillors and officers move in and out of the organisation.

The council's IT contractor has made the following recommendations, should council which to proceed with obtaining councillors emails:

The first option is Exchange Online, specifically Plan 1. This would be a cost of **£3.00/user/month**, a cost of 16 x £3.00, totalling £48/month.

This is a limited plan with no access to office applications and no further features apart from email.

The second option is 365 Business Basic, this would be a cost of **£4.50/user/month**, a cost of 16 x £4.50, totalling £72/month.

This option comes with Office applications and more features, a brief overview is below and can be found here: [Compare All Microsoft 365 Plans | Microsoft](#)

Councillors had queries in relation to the set up, accessibility of emails. Osiris has responded as follows:

Set up

Accounts would be created by Osiris in the format that you would like (e.g. FirstInitial,LastName@hellesdon-pc.gov.uk) with a password set per account.

These would then most likely be passed to the clerk for distribution to the councillors and councillors would be prompted to change the supplied password upon first login.

Osiris can provide training, however, the emails will be within outlook which several councillors would have used before? Osiris can provide an info sheet and links to training which would explain

common processes such as resetting a password, or any other processes councillors feel they may need.

Accessibility

Osiris staff, while technically possible, would never enter someone's email without express permission from the account holder or their senior unless required to do so under law. If an engineer was to do this, it would likely result in an instant dismissal and this action would be trackable.

The only admin Osiris would perform is resetting passwords and assigning permissions to accounts where requested and other, related tasks.

When a councillor leaves, there are several options, their account can be permanently deleted, in which case their email would be deleted after 90 days. The other, more common, option is that their email inbox is converted to a 'shared' mailbox, this allows the mailbox to sit in the background with the ability to be accessed if ever needed (compliance etc.)

GDPR

Councillors are not exempt from the General Data Protection Regulations. All emails containing personal data (including names and email addresses) must be stored in accordance with the following:

1. **Lawfulness, fairness and transparency** — Processing must be lawful, fair, and transparent to the data subject.
2. **Purpose limitation** — You must process data for the legitimate purposes specified explicitly to the data subject when you collected it.
3. **Data minimization** — You should collect and process only as much data as absolutely necessary for the purposes specified.
4. **Accuracy** — You must keep personal data accurate and up to date.
5. **Storage limitation** — You may only store personally identifying data for as long as necessary for the specified purpose.
6. **Integrity and confidentiality** — Processing must be done in such a way as to ensure appropriate security, integrity, and confidentiality (e.g. by using encryption).
7. **Accountability** — The data controller is responsible for being able to demonstrate GDPR compliance with all of these principles.

Therefore all emails must be stored securely and deleted as soon as is necessary. Emails may not be stored 'just in case' they are needed for the future and **MUST NOT** be kept in the possession of a person when they cease to become a councillors.

Item 14 To Discuss Local Response to Energy Crisis in the Form of Warm Rooms

Further to the increase in the price cap for energy, local communities are being asked to consider places as 'Warm Rooms' for those in the community who are struggling to heat their own premises.

The Norfolk Community Foundation has recently released a new grant, the Community Hot Spot Fund, which will allow local groups to bid for funding to create warm rooms. The details are as follows:

Keeping people warm and connected

Each year, we support Norfolk charities to provide vital services for people living in our county, combatting isolation and loneliness and improving people's wellbeing during the colder months. This year, our winter funding is focusing on organisations that are, or are looking to, provide what we are calling a Community Hot-Spot. A Community Hot-Spot is a warm space for people to take a break from the cold and connect with others over the winter months.

Grants of £2,000 are available to contribute towards the cost of running or establishing a Community Hot-Spot that gives a warm welcome to the whole community, in particular reaching those who are vulnerable or have been impacted by the cost-of-living crisis.

In your application, please tell us about your idea for a Community Hot-Spot. As well providing warmth, this space should bring the community together. This can be anything from providing a cup of tea and a warm welcome, to enabling access to wider support services. All ideas are welcome!

What is a Community Hot-Spot?

Norfolk Community Foundation's 2022 **Surviving Winter** funding will focus on supporting organisations to provide a **Community Hot-Spot**. A **Community Hot-Spot** is a warm, local space that can provide those who are vulnerable, or have been impacted by the cost-of-living crisis, with somewhere to escape from the cold and connect with people in their community.

Community Hot-Spots that are accessible (free) and inclusive (open to everyone) may be prioritised for funding. Spaces should be open regularly (at least once a week) so they can support their communities to the fullest extent. Venues that are not in the vicinity of a similar warm community space may also be prioritised.



We would love to hear your organisation's idea for a Community Hot-Spot. Our Community Hot-Spot funding could support your organisation to...

- **Create a new Community Hot-Spot!** This could be in your current premises or a new venue you have identified, e.g. a new organised warm space in a village hall that provides community members with the opportunity to have a cup of tea and a chat.
- **Create a partnership with a venue in your community.** This could be a café or pub that is at the heart of your local community. All ideas welcome!
- **Run an existing service.** This funding could support the costs involved in running a current group, e.g. a parent and toddler group.
- **Increase the capacity of a service that you already provide,** e.g. holding your existing weekly lunch club for an extended amount of time due to an increased demand.

Funding can support a range of costs, such as: utility costs, transport costs to the venue, volunteer expenses, equipment to aid the delivery of activities (e.g. a tea urn), providing free or subsidised refreshments, contributing towards hire costs, etc.



Community and Environmental Services
County Hall
Martineau Lane
Norwich
Norfolk NR1 2SG

Tel: 0344 800 8020
Fax: 01603 223219

Name: Harry Parkinson
Email: harry.parkinson@norfolk.gov.uk

Your ref:
My ref: PLA310/300922

Tuesday 4th October 2022

Dear sir/madam

PLA310 Reepham Road, Hellesdon – 30MPH Speed Limit Extension

The focus of this scheme is to extend the existing 30mph speed limit further north of the built up area in order to reduce the speed of vehicles before they enter Hellesdon.

The proposed extents of this new speed limit are shown on the enclosed drawing PLA310-HD-0100-001 Consultation Plan.

I would be grateful if you could consider these proposals and return the enclosed reply slip to me using my email/address provided by **Friday 4th November 2022**. If you require more time to respond please do contact me as soon as possible to agree an extension. If I do not hear from you before this date then I will deem that you have no comments at this stage, and would advise that you will have the opportunity to comment again during the formal advertisement period.

If you have any queries regarding the scheme please do contact me to discuss the proposals in more detail.

Kind regards,
Harry Parkinson
Project Technician

From:

I / We have considered the above proposals and:

am/are in favour /
do not object

Object

(please tick as appropriate)

Comments:

.....

.....

.....

.....

.....

Signed: Dated:

Name (please print):

Please return by Friday 4th November 2022**to:**

harry.parkinson@norfolk.gov.uk

or

Norfolk County Council

County Hall (Floor 2 Bay 12)

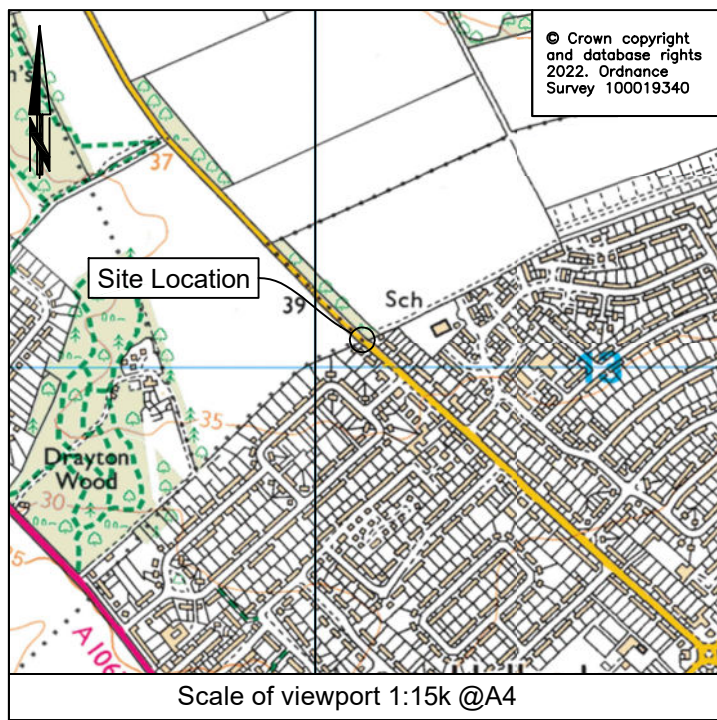
Martineau Lane

NORWICH

Norfolk NR1 2SG

For the attention of Harry Parkinson

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Key :-

- Proposed 30mph Speed Limit Extension
- Existing 30mph Speed Limit



DRAWING TITLE

Consultation Plan

Tom McCabe
 Executive Director of
 Community and Environmental Services
 Norfolk County Council
 County Hall
 Martineau Lane
 Norwich NR1 2SG

REV.	DESCRIPTION	DRAWN	CHECKED	DATE

SURVEYED BY	INIT.	DATE	DRAWING No.
OS	OS	2022	PLA310-0100-001
DESIGNED BY	HP	09/22	PROJECT TITLE
DRAWN BY	HP	09/22	Reepham Road, Hellesdon 30mph Speed Limit Extension
CHECKED BY			SCALE
			As shown
			FILE No.
			PLA310

cc Local Members

Your Ref:	My Ref:	HI/12/GEN/DH/KT
Date: June 2022	Tel No.:	0344 800 8020
	Email:	martin.wilby@norfolk.gov.uk

From the Cabinet Member for Highways, Infrastructure & Transport

Dear Sir/Madam

Delivering local highway improvements in partnership with Town and Parish Councils

I am delighted to inform you that due to the success of working in partnership with Parish/Town Councils for the last nine years the Parish Partnership Scheme Initiative will again be repeated in the financial year 2023/24. Further supporting information, including possible funding sources for your share of the bid, is available on our website (click on [this link](#)).

The County Council has provisionally allocated £350,000 on a 50/50 basis (There is an upper limit on Norfolk County Council funding support of £25,000 per bid) to fund schemes put forward by Town and Parish Councils to deliver projects that are priorities for local communities. We are particularly keen to encourage and support first-time bids.

This letter provides more information on the process, invites you to submit bids, and explains how the County Council can support you in developing your ideas. The closing date will be the 09 December 2022. Please contact your local Highway Engineer based at the local Area Office for agreement and any advice in developing your ideas, especially around the practicalities and cost estimates.

Once all bids have been received, we will assess them and inform you of our decision in March 2023 following approval by the Norfolk County Council Cabinet.

To encourage bids from Town and Parish Councils with annual incomes (precepts plus any another income) below £2,000, we are offering the following support;

- 75% County Council contribution
- £5,000 maximum bid value
- Offer available only once to any bidder

Continued .../

We will also accept bids from unparished County Council Wards. Such Wards can always opt to become a formal Parish Council, but otherwise we are offering support on the basis that the Ward raises the required 50% funding. Kings Lynn Borough Council, Great Yarmouth Borough Council and Norwich City Council have kindly indicated their willingness to consider proposed schemes and potential funding for them. Further details are in the relevant committee report on our website (click on [this link](#)).

What sort of schemes would be acceptable?

- Small lengths of formal footway
- Trods (a simplified and low-cost footway),
- Improved crossing facilities
- Improvements to Public Rights of Way.
- Flashing signs to tackle speeding. We would encourage you to consider Speed Awareness Mobile Signs (SAM2) - which flash up the driver's actual speed rather than fixed signs (VAS) - which flash up the speed limit. The number of VAS in Norfolk has grown, and checks show that speed reduction benefits can be minimal. Whilst we will still consider bids for fixed VAS, we will need to be satisfied that they will be effective in reducing speed. We consider that SAM2 mobile signs, which are moved around on an agreed rota, are better at reducing speed; **SAM2 can be jointly purchased with neighbouring Parishes and would be owned and maintained by the Parish/Town Council.** Please note this type of scheme may be dependent upon NCC securing additional funding from the Norfolk Safety Camera Partnership
- Part-time 20mph signs with flashing warning lights, outside schools. The County Council generally supports these as they do show a moderate reduction in average speeds during peak times.
- "Keep Clear" carriageway markings outside schools. Applications will be considered for new school keep clear carriageway markings (which must be supported by the local school) however, these will not be enforceable without a Traffic Regulation Order which is outside the scope of the Parish Partnership Scheme. If you wish to enforce the Order, it would have to be wholly funded by the Parish or the Local Member.
- New Bus Shelter or Shelter Lighting. A copy of Norfolk County Councils guidance for new bus shelters is available on our web site (click on [this link](#)). **Any new shelter would be owned and maintained by the Parish/Town Council.**
- Electric Vehicle Charging Points. In the first instance we would expect Parish/Town Councils to investigate available grants, for more information please email evehicles@norfolk.gov.uk – A website containing useful information is currently being developed and will be updated with new information regularly. We will be contacting Parish/Town Councils when this available.

Continued.../

Schemes can be within or immediately adjacent to the highway. If they are off highway the future responsibility for the maintenance will fall to the Parish or Town Council.

Schemes should be self-contained and not require other schemes or works to make them effective.

Schemes that support the Local Transport Plan (LTP) objectives will have a higher priority for funding. The LTP can be found on our website (click on [this link](#)).

With the County Council's agreement Parishes can employ private contractors to deliver schemes. However, any works on the highway would be subject to an agreed programme, inspection on completion, and the contractor having £10m public liability insurance.

Schemes which will not be considered

- Bids for minor traffic management changes which require a Traffic Regulation Order for example;-
 - Speed Limits
 - Waiting restrictions
 - Weight restrictions
- Bids for installation of low-energy LED lighting in streetlights to help cut energy bills and maintenance.
- Mirrors in the highway
- Protection of private land from travellers

Information you must include in your bid

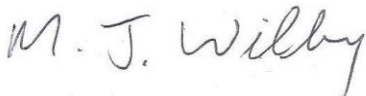
- The objective of the scheme
- Details of the scheme, its cost and your contribution.
- A plan/map of the extents of the scheme
- Who, and how many people will benefit.
- Local support, particularly from your local Member, frontagers and land owners.
- For 'off highway' schemes, your proposals for future maintenance.

Please find a simple bid application form attached to this letter. When assessing your bid, we will consider the points above, but also:

- The potential for casualty reduction.
- Any ongoing maintenance costs for the County Council.

Your bids should be emailed to ppschemes@norfolk.gov.uk (or posted for the attention of the County Programme Engineer, Linda McDermott, at the above address). If you need further information on the bid process please contact Linda, by email or by phoning 01603 228905. For advice on the scheme practicalities and/or likely costs, please contact your local Highway Engineer.

Yours sincerely



Martin Wilby
Cabinet Member for Highways, Infrastructure & Transport

Parish Partnership bid application form

Fund applied for:	Parish Partnership Fund		
Applicant details:			
Submitted by/contact:			
Phone Number:			
Email:			
Sum applied for:			
Total project cost:			
Project title:			
Project detail: (please include a plan/map of the extents of the scheme):			
plan/map attached:	Yes / No		
Any other funding:			
Parish Income:	Precept	Other Income	Total Yearly Income
Reason for works:			
Any relevant supporting documents (e.g. supportive correspondence) :			
Discussed with:			

REPORT TO FULL COUNCIL

Subject: Possible Parish Partnership Project (50% NCC Funding)
Replacement Bus Shelter (Drayton High Road)

Author: Louise Pointin

Date: 15th August 2022

It has been reported for a number of years that the bus stop on Drayton High Road opposite Asda is in a bad state of repair.



The bus stop is close to 20 years old and has perspex panels which can no longer be secured as the struts have failed.

The loose panels posed an immediate Health and Safety Risk and have now been removed, this leaves us with no alternative but to replace the bus shelter if deemed to be the responsibility of Hellesdon Parish Council.

With that in mind we have obtained quotes for a replacement bus shelter, one is like for like and the other for the same design which is commonly installed when replacing existing shelters within the parish.

Supplier / Quote 1

The supplier has provided 3 options with perch seat:

3.00Mtr x 1.30Mtr Pitched Roof Bus Shelter – Full Cantilever	£4,495.00
3.00Mtr x 1.30Mtr Pitched Roof Bus Shelter – Half or Full End Panels	£4,810.00
3.00Mtr x 1.30Mtr Pitched Roof Bus Shelter – Double Entry	£5,065.00
Removal and disposal of current Bush Shelter	£1,480.00

The price is inclusive of manufacture, delivery, and installation however it is not inclusive of traffic management or permission to work. The site of the bus shelter is set back from the road so it is unlikely that any special measures would be required.

Supplier / Quote 2

The supplier has provided 2 options with perch seat:

3 Bay 3.06mtr x 1.3mtr Cantilever Bus shelter with full length perch seat	£3,495.00
3 Bay 3.06mtr x 1.3mtr Bus shelter with staggered entry with 2m perch seat	£4,195.00
Removal and disposal Of Existing Shelter	£500.00

The price is inclusive of manufacture, delivery and installation.



Recommendation

The above image depicts the type of bus shelters which are installed on the Reepham Road. Should the Parish Council wish to proceed with this project under the Parish Partnership Scheme, the recommendation would be for supplier 2 to be engaged for the installation of 3 Bay 3.06mtr x 1.3mtr Cantilever Bus shelter with full length perch seat. The pricing is subject to change due to the cost of the materials.

Norfolk County Council would pay 50% of the funding therefore the cost to the Parish Council would be £1,997.50 (£3,495 + £500 / 2)

Item 17 Community Fridge

To Consider Project for the Running of a Community Fridge in the Community Centre

A Community Fridge is a space where surplus food is shared for free, bringing people together to reduce food waste. Produce usually come from local businesses sharing food that wouldn't otherwise be sold in time, fresh produce from local gardeners, and food gifted from households. The community fridge must be open to everyone.

Community Fridges are independent community assets, set up, owned and managed by not-for-profit and community-led organisations. Each fridge is unique to its location and the community and volunteers who run it. Each one must register as a food business with their local authority and is responsible for their own food management systems and for building relationships with local businesses. People who run the fridge must have a level 2 Food Hygiene certificate.



Example of a community fridge

Physical Requirements:

Item	Cost (ex VAT)*
Glass Doored Fridge	£649
Glass Doored Freezer (recommended if short dated items can be frozen)	£649
Food Hygiene Training (five members of staff)	£100
Upgrade of plug socket or moving of radiator (depending on location)	£100 - £500

Free standing units have already been donated should the project be agreed.

It is likely that a minimum of £1500 is available from the District Council member grants, but it is uncertain whether the VAT can be reclaimed on this. It is likely that the Member Grant funds will be required to be paid directly to the supplier.

Man Power Requirements:

Volunteers will be required to collect stock from shops and bring back to the centre.

Caretakers and Café Supervisor to review stock on a regular basis to ensure it is still fit for consumption and bring stored correctly.

Office staff may be required to manage volunteers and direct them to stores which require food collecting from